

**TENDER DOCUMENT / TERMS AND CONDIONS
OF
SANITATION SERVICES TENDER**

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SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL

(Establish by Govt. of India)

(DEEMED-TO BE-UNIVERSITY)

NOTICE INVITING TENDER

Sealed Tenders for providing “Watch and Wards Services” and “Sanitation Services” in SLIET, Longowal are invited from eligible/experienced Agencies. The last date and time of receipt of Application is **25.03.2011** up to **10.00 AM** for Watch and Wards Services and **25.03.2011** up to **2.00 PM** for Sanitation Services. **For more details, please log on www.sliet.ac.in.**

**DIRECTOR
SLIET, Longowal**

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL

(Establish by Govt. of India)

(DEEMED TO BE UNIVERSITY)

TENDER INFORMATION

Sealed Tenders in two bid system i.e. technical bid along with commercial part and financial bid for the following work are invited from eligible/experienced Agencies having valid licence under Contract Labour (Regulation & Abolition) Act,1970 and who have turnover of Rs. 2 crores in previous three years and at least 5 years of experience out of which 2 year in educational institute/reputed hospitals/public sectors for similar work is mandatory. The similar work shall mean "Sanitation works".

S.No.	Name of work	DNIT Amount (Rs.)	Earnest Money Deposit (Rs. lakhs)	Cost of Tender Document in Rs. (Non-refundable)	Time Period	Last date & time of receipt of Application
1.	Providing Sanitation Services in SLIET, Longowal.	64,00,000/-	1.6	1000/-	11 Months	25.03.2011 Up to 2.00 PM

The tender documents will be available on the Institute website (www.sliet.ac.in) and can be submitted along with demand draft of Rs 1000/- (non-refundable) in favour of Director, SLIET as tender fee. The tenders will be opened at **2:30 PM** on the same day i.e. **25.03.2011** in the **M-102 of Mechanical Engineering Block** in the presence of tenderer or their authorized representative who may want to be present. If the tender opening day falls on holiday, the next working day will be treated as tender opening day. The earnest money will have to be deposited in the form of demand draft in favour of the Director SLIET, Longowal.

The tenderer should attach proofs of the following documents (i) Official and Residential address of the Tenderer on an affidavit duly attested by competent authority or any document containing photograph and Official & Residential address (ii) Valid licence under the Contract Labour (Regulation & Abolition) Act.1970 (iii) E.P.F. Account No. (iv) PAN/TAN Number (v) Service Tax Clearance Certificate (vi) Last three consecutive Income Tax Returns (vii) Experience Certificate as mentioned above (viii) Earnest Money Deposit etc.

Tenders received without earnest money, incomplete, conditional, telephonically or telegraphic shall not be entertained. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof.

**DIRECTOR
SLIET, Longowal**

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY , LONGOWAL ,
(Deemed to be University)
DIST: SANGRUR, PUNJAB-148 106
(Establish by Govt. of India)

Name of Work: Providing Sanitation Services at SLIET, Longowal

TERMS AND CONDITIONS OF THE TENDER

1 DEFINITIONS

For the purposes of the tender (as hereinafter defined) the following words and expressions shall have the meaning here by assigned to them except where the context otherwise requires:

The SLIET shall mean the Autonomous body established by MHRD, New Delhi (Govt. of India) on whose behalf the Director or any officer authorized by the SLIET shall execute and sign the correspondence and documentation.

Competent Authority shall mean the Director of SLIET, LONGOWAL.

Contractor shall mean a tenderer whose tender has been accepted by the SLIET, Longowal and is being sent a written communication by the SLIET to the tenderer confirming acceptance of the tender.

"The Tender' shall mean the tender form (including earnest money deposit, the notice inviting tender, the terms & conditions), technical bid and financial bid.

'Letter of Acceptance' shall mean communication by the SLIET to the tenderer conveying the acceptance of the offer.

Supervisor shall mean the full-time Sanitation Supervisor employed by the tenderer for carrying out the Sanitation work in SLIET, LONGOWAL.

2 ELIGIBILITY CONDITIONS

A registered Private Firm/Company (under Shops & Establishment Act/ Companies Act, 1956, as applicable), having experience of at least five years in providing Sanitation Services in Central Government /State Government Department (including Public Sector Companies/ Undertakings/ Autonomous bodies), MNCs and having a turnover of Rs. 2 crores for the preceding three years. The tenderer must have (i) Official and Residential address of the Tenderer on an affidavit duly attested by competent authority or any document containing photograph and Official & Residential address (ii) Valid licence under the Contract Labour (Regulation & Abolition) Act.1970 (iii) E.P.F. Account No. (iv) Copy of PAN and TAN Number (v) Service Tax Clearance Certificate (vi) Recent Income Tax Return/Clearance Certificate; (vii) Experience Certificate.

3 WORK PROFILE

- (i) Sweeping, Cleaning, scavenging and dusting services of corridors, rooms, lobbies, stairs cases of each building etc
- (ii) Daily "Door to Door collection of garbage" from residential areas (in morning session), Academics area, Administrative area, SAC, Health Centre, SMS, Estate Office etc (in evening session).
- (iii) Daily cleaning and removing of debris from garbage bins and transporting through mechanical means (Rickshaw Rehries) and disposing off as per the directions of office in-charge
- (iv) Daily removal of garbage from dustbins from each Sections/Departments and Hostels. The Contractor will arrange replacing polyethylene bag on daily basis.
- (v) The supervisor will visit all the Departments at least once a day.

LIABILITIES OF THE CONTRACTOR**DEPLOYMENT OF PERSONNEL:**

- (i) The agency will provide persons as per provisions laid down in attached Schedule (Annexure-II). However, duties can be changed at any time as per requirement. The strength of personnel may be reduced or increased depending upon the requirement to be decided by the Institute.
- (ii) The contract for Sanitation will be on “Area Basis” not on “Person Basis”. However, for smooth operation of sanitation, the minimum numbers of sanitation workers to be deployed is 65 (Sixty five) and one (01) Supervisor. The total amount of the contract will not be increased with increase of minimum wage rate by the Central Govt. during the contract period. The Agency will be responsible to pay increased minimum wage rates to the workers. With the increase in “Work area”, a proportional number of sanitation persons have to be increased by the contractor.
- (iii) The contractor shall deploy experienced persons among only Indian nationals. All the personnel deployed should be aged above 18 years and below 60 years. All the persons should have any proof for Date of Birth.
- (iv) The character and antecedents of each and every sanitation personnel deployed in SLIET, Longowal should be certified by the firm in writing.
- (v) A complete list of the Sanitation personnel, engaged by the Agency for deployment at the Site, shall be furnished by the Agency along-with complete address and other antecedents. The Agency shall deploy only those whose antecedents have been verified by the District Police Authority. No Wages shall be payable in respect of such Sanitation personnel in whose cases documentary evidences is not submitted by the Agency to the Institute.
- (vi) Sales Tax or any other tax on material in respect of the contract shall be payable by the contractor and Institute will not entertain any claim whatsoever.
- (vii) No unauthorized buildings / huts / constructions / structures will be put up by the contractor in the SLIET Campus.
- (viii) The tender document will be a part of the Agreement.
- (ix) The contractor shall be fully responsible for observance of all labour and other laws in the matter and shall indemnify and keep indemnified the Sant Longowal Institute of Engineering & Technology, Longowal against effects of non-observance of any such laws. The contractor shall be liable to make payment to its employees and make compliance with labour laws. The contractor will ensure payment of minimum wages and enhanced minimum wages to its workers.

OBSERVANCE OF LABOUR LAWS:

- (x) The agency will be solely responsible for the applicability and observance of all labour laws and other legal requirements. The selection of all sweeping, cleaning, scavenging and dusting personnel shall finally rest with the Institute. The Institute shall be at liberty to ask for removal/ transfer of any person of the Agency. All sweeping, cleaning, scavenging and dusting personnel deployed should be medically fit.

UNIFORMS:

- (xi) The Agency will ensure that the personnel deployed by the Agency for Sanitation are well dressed in uniforms provided by the Agency and have all necessary sanitary items for duty. The Agency will provide two uniforms along with turban/cap, long shoes and hand gloves of good quality (for summer and winter seasons separately). The seasonal uniform such as jerseys (woolen sweaters) will also be provided by the Agency and the Institute shall have no liability whatsoever on this account. The Agency shall not deduct any amount on account of cost of uniform from the wages of the individuals. The color of uniforms/shoes will be decided by the mutual consent of the parties. The list of items to be provided in the Uniform is:

- (a) Shirts/Kurti (2 No.)
- (b) Pants/Salwar (2 No.)
- (c) Turban/ Caps/Chhni (02 No.)
- (d) Black Shoes & Shocks (02 Pairs)
- (e) Gloves (02 No.) for acid use
- (f) Jercy (01 No.)

(xii)

MATERIALS AND SPECIAL CONDITIONS:

All materials and equipment required for the performance of these services / arrangements i.e. sweeping, cleaning, scavenging and dusting (**Annexure –III**) will be provided by the Agency and nothing on this account will be payable extra. In case the Agency fails to provide required materials and equipments, the same shall be provided by the Institute at the risk and cost of the contractor and the amount will be recovered from the monthly bills of the Agency. In addition the Agency will also provide:

- (a) Rickshaw Rehri for lifting of materials (02 Number) for “door to door” collection of garbage from Residential area, Academics area, Administrative area, SAC, Health Centre, SMS, Estate Office etc.
- (b) Daily replacement of large sized polyethylene bags to be fitted on Large sized dustbins located in all buildings.
- (c) Identity Card to each Sanitation worker.
- (d) Work experience certificate for the working period.

(e) **The summary of material to be provided by the contractor is**

Rickshaw Rehries	02
Large Sized Polyethylene bags for Dustbins	31 Nos./day (01 for each dustbin)
Phenyl (black)	415 Ltrs/month
Acid	234 Ltrs/month
Jharro Phool	108 Nos./month
Jharoo Narial	108 Nos./month
Naphthalene Balls	234 Kg/month
Washing Powder	184 Kg/month
Harpic 400 ml	31 Nos./month
Duster Cloth	155 meters/month
Hassan cloth	155 meters/month
Wall cleaning brush	106 Nos./month
Toilet cleaning brush	88 No./month
Wash-basin Scrubbers (plastic) big size	44 Nos./month
Wipers	106 Nos./Year
Buckets	106 Nos./ Year
Mug	106 Nos./ Year
T-shaped Pocha Holder	106 Nos./ Year

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DUTIES OF SANITATION WORKERS AND SUPERVISOR

- (i) The sweeping, cleaning, contingent provided by the Agency will work under the direction and guidance of the Officer In-Charge. The agency shall maintain a register in which daily attendance of the personnel deployed shall be recorded and the duties performed may be mentioned along with other information if any required. This register shall be placed daily before the controlling officer by the agency.
- (ii) Sweeping, Cleaning, scavenging and dusting services of corridors, rooms, lobbies, stairs cases etc. of area given in **Annexure-II**.
- (iii) Cleaning and removing of debris from garbage bins and transporting through mechanical means (Rickshaw Rehries) and disposing off as per the directions of office in-charge six times a week.
- (iv) Daily removal of garbage from dustbins from each Sections/Departments and Hostels. The Contractor will arrange replacing polyethylene bag on daily basis.
- (v)
 - (a) For the purpose of cleaning and sanitation of the entire area of the Institute, the Sanitation workers will remain available in the department from 8:00AM to 1:30PM.
 - (b) There will be a lunch break from 1:30 PM to 2:00PM.
 - (c) From 2:00 PM to 4:30 PM, the workers will clean the roads, open area and residential campus area or the area as per any special requirement.
 - (d) No Sanitation worker will go to the Academic and Administrative area on Saturday, Sunday and holidays.
 - (e) On every Saturday, Sunday and holidays the workers will clean the area as per requirement.
 - (f) No Sanitation person will wash the cars, gardening of and cloth ironing Faculty/Staff during duty hours. The Sanitation person doing such job during duty hours will be punished accordingly.

TENDER FORM, EARNEST MONEY DEPOSIT & SECURITY DEPOSIT

- (i) Tenders are hereby invited on behalf of the Director, SLIET, Longowal for the above work estimated to cost Rs. 64.00 Lakhs (Rs. Sixty Four Lakhs only) for Eleven months.
- (ii) Tenderer will submit the duly filled tender form for Sanitation services in the Office of Chairman (Security & Sanitation), SLIET Longowal along with Earnest Money Deposit amounting to Rs. 1,60,000/- (Rs. One Lakh sixty thousand only) to be paid in the form of Bank Draft in favour of Director, SLIET, Longowal. In no case, the cheque and/or cash will be accepted. No tender shall be accepted if Earnest Money Deposit does not accompany it.
- (iii) The Earnest Money Deposit shall be treated as a Security Deposit if the offer is accepted by the Competent Authority. No interest shall be paid by the Institute on earnest money or security deposit.
- (iv) The tenderer should submit the tender form along with the following documents:
- (a) Original Notice Inviting Tender duly signed by the authorized signatory along with the seal of the firm.
- (b) **EARNEST MONEY DEPOSIT:**
The earnest money amounting to Rs. 1,60,000/- (Rs. One Lakh sixty thousand only) in form of demand draft in favour of SLIET, Longowal drawn on any scheduled Bank payable at Longowal/Sangrur shall accompany with the tender. Any tender not accompanied with the prescribed earnest money, is liable to be summarily rejected. The earnest money in any other form shall not be accepted. In case, the successful tenderer does not sign the agreement within 7 days or start the work within 10 days of award of the contract, his earnest money shall be forfeited and the work order will stand withdrawn.
- (c) Original terms and conditions of tender document duly signed by the authorized signatory on each page along with the seal of the firm.
- (d) Demand Draft of Rs.1000/- should be enclosed as the tender form has been downloaded from website.
- (v) The intending tenderer should also give the following documents along with the Tender form. All the documents pertaining to the Firm/company submitted by the tenderer should bear the same Name and Address, as recorded in the Tender Form. In case of any variation, it should be specifically clarified, as to whether the changes has been duly notified to the respective Authority and proof of acceptance by the Authority must attached with the respective document submitted by the tenderer.
- (a) Official and Residential address of the Tenderer on an affidavit duly attested by competent authority or any document containing photograph and Official & Residential address
- (b) Valid Registration No. of the Firm/company (attach attested copy of the Certificate).
- (c) Valid PAN and TAN No. of the Company/Firm (attach attested copy of the PAN & TAN Number).
- (d) Valid Provident Fund Account No. of the Firm (attach attested copy of the Certificate).
- (e) Valid Service Tax Registration No. (attach attested copy of the Certificate)
- (f) The tenderer should have a turnover of minimum Rs. 2 crores for the last three financial years (2007-2010). The details of the turnover of the company/firm/Agency should be given in the following format and it should be submitted on the Letterhead of Tenderer:
- | Sr No. | Year | Turnover (lakhs) |
|--------|---------|------------------|
| 1 | 2007-08 | |
| 2 | 2008-09 | |
| 3 | 2009-10 | |
- (g) The amount mentioned in the turnover column should be supported by the certified copies(s) of Job Execution Certificate issued by the Client of the tenderer, giving total Annual Financial Component involved, and the same should be attested by the authorized signatory on each page along with the seal of the firm. Also, provide attested copies of Income tax return filed for the three assessment years 2007-2010.
- (h) The details of the work executed by the tenderer having a financial component of Rs two crores or more for the preceding three financial years should be given in the following format and it should be submitted in the letterhead of the tenderer and the same should be further supported by the certified copies of the Job Execution Certificate issued by the tenderer's client, giving the Annual Financial component involved.

Sr No.	Year	Name of the Company/Firm for whom the work was carried out by the tenderer	The amount of the work order (Rs. In Lakhs)
1	2007-08		
2	2008-09		
3	2009-10		

- (vi) Tenderer should give the documentary proof of minimum five years experience (for the five preceding financial years) in providing Sanitation Services in Central Government /State Government Department (including public sector Companies/undertaking/Autonomous bodies). This should be given in the following format and it should be submitted on the Letterhead of Tenderer:

Sr No.	Year	Experience in Sanitation services
1	2009-10	
2	2008-09	
3	2007-08	
4	2006-07	
5	2005-06	

- (vii) In the column meant for experience in Sanitation services, the tenderer should give the details of clients serviced during that period. Also, attach the attested copies of performance certificate issued by the clients to the tenderer. The qualifying performance certificate for the Tenderer is prescribed as satisfactory or above. The tenderers who do not attach the minimum of satisfactory performance certificate for the above said period will not be considered and their tender liable to be rejected.
- (viii) The sample performance certificate to be attached by the tenderer is given below and it should be taken from the clients (on the letter head) by the Tenderer.

PERFORMANCE CERTIFICATE

It is certified that M/s (tenderer) had provided Sanitation services to our firm for the premises located at _____ and had deployed _____ (in words) _____ number of Sanitation persons and _____ number of Sanitation supervisors in this premises for the period from ____ (date) to ____ (date). The financial component of the Sanitation work contract for the above said work is Rs. ____ (in words) _____. The performance of the firm was satisfactory good/very good /excellent /outstanding.

Signature of the client (of the tenderer) or its authorized signatory
With Seal of the client firm of the tenderer

- (ix) The tender committee may also accept performance certificate in other similar proforma and its decision shall be final.
- (x) The Documents submitted should have the stamp of the Firm or Company and every document/paper in the Packet - I should be signed by the authorized signatory of the tenderer on every page. (Including the performance certificate issued by tenderer's clients.)
- (xi) The Packet containing tender form shall be super-scribed as "**Tender form for Sanitation Services at SLIET, LONGOWAL**" (Packet-I) and it should be wax sealed.

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- FINANCIAL BID**
- (i) The tenderer is advised to inspect and examine the site its surroundings thoroughly and satisfy himself before submitting the tender as to the nature of the area, means of access to the site, the facilities available at site etc. In general, they shall themselves obtain all required information as to the risks, contingency and all other circumstances which, according to them may influence or affect the rates. The contractor shall be deemed to have full knowledge of the site whether he inspects it or not and the Institute shall not be liable for any extra charge, claim consequent on any misunderstanding or otherwise.
- (ii) The tenderer should quote the rate as per the format given below in Rupees in figures and as well as in words. The rate and amount of the tender should be inclusive of and in

accordance with the provisions of Minimum Wages Act, Contract Labour (Regulation & Abolition) Act 1971.

- (iii) The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No overwriting in the Financial Bid will be allowed and such type of tenderer is liable for rejection. No blanks should be left which would otherwise make the tender liable for rejection.
- (iv) The rates quoted should be in per calendar month and shall be valid for the period of tender/contract/agreement including the extended period (if any). The Performa provided should be the criteria of submitting the Financial Bid.
- (v) Special care should be taken to write the rate and amounts in figures as well as in words in such a way that different interpretation is not possible. The total amount should be written before the figure of Rupees and words (P) after the decimal figure e.g. Rs. 2.15 p. In case of words, the words Rupees should precede and the word 'paise' should be written at the end (unless the rates in whole rupees) and followed by the words only. It should invariably be upto two decimal places.
- (vi) The Tenderer should quote the amount tendered in financial bid in the following format and it should be given in the letterhead of the company/Firm/Tenderer.

SCHEDULE OF QUANTITY FOR PRICE BID

Name of the Work: Providing Sanitation Services in the SLIET for the year 2011-12 (01.04.2011 to 29.02.2012)

S. No.	Nomenclature	Approx. Qty.	Unit	Rate for one month	Amount for 11 months
1.	Sweeping, Cleaning, scavenging and dusting services of corridors, rooms, lobbies, stairs cases etc. of Academic and Non-Academic buildings (except hostels) and the area adjoining buildings and roads, foot paths etc. except toilets but including materials required for the purpose as per the directions of the Officer-In-Charge	51,000 m ²	Per m ² / per Month		
2	Sweeping, Cleaning, scavenging and dusting services of corridors, rooms, lobbies, stairs cases etc. of hostel buildings (13 Nos.) and the area adjoining hostel buildings except toilets but including materials required for the purpose as per the directions of the Officer-In-Charge	57,200 m ²	Per m ² / per Month		
3.	Sanitation works in the following areas: Community centre Faculty club Swimming pool Shopping Complex Fish Pond near Refreshment Point Roads (Administrative area) Fountain near MPH Entrance gates	32,000 m ²	Per m ² / per Month		
4.	Cleaning, scavenging and dusting services to the toilets including fixtures in various buildings of the Institute (including toilets of Training & Placement Department, Shopping Complex, Water pump at refreshing point)	302 Nos.	Per No./ Month		
5.	Daily Cleaning and removing of debris from garbage bins and transporting through Mechanical means and disposing off as per the directions of office in-charge.	10 Nos.	Per No./ Month		

6	Daily removal of garbage from dustbins from each Sections/Departments and Hostels. The Contractor will arrange replacing polyethylene bag on daily basis.	31 Nos.	Per No./ month		
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Total Amount for 11 months _____
(Rs _____)

Name, Seal and Signature of Contractor

- (vi) The financial bid should have the stamp of the Firm or Company and signed by the tenderer or his authorized signatory on every page.
- (vii) The envelope containing the Financial bid shall be superscribed as “**Financial Bids for Sanitation services (Packet-II)**” and it should be wax sealed.

8 **PERIOD OF TENDERED WORK:**

The contract period would be initially for eleven months (11 months) with effect from the date of execution of the contract agreement by both the parties which can be extended based on satisfactory performance. The SLIET shall also have the right to extend the tender/agreement/contract at the same terms and conditions on quarterly basis up to a maximum period of twelve months or until the new Sanitation Agency takes over (in case fresh tender is required to be resorted to), whichever is earlier.

9 **PAYMENT OF MONTHLY BILLS:**

The payment of monthly bills to the Agency will be made by the Institute within 10 days of the receipt of bills from the Agency. The Agency will disburse the salary of the sanitation workers deployed at SLIET, Longowal for 08 hours shift duty, 26 days a month and will allow one weekly off after every 06 days of continuous working. The monthly salary will be computed by multiplying number of working days/ Over time with minimum daily wages of Central Govt. The consolidated bill with full details will be submitted by contractor by 3rd of next month and after due scrutiny, SLIET will make requisite payment to contractor by 10th of the same month of submission of the bill along with satisfactory reports from departments. However, responsibility of making timely payment of wages to the workers lies with the contractor.

The Contractor should provide the following items along with the bill:

- (i) Copy of Combined EPF Challan as proof of EPF Deposit for the month of previous month in concerned EPF Account of individual workers deployed in SLIET by contractor.
- (ii) Copy of Form No. 12A (along with undertaking by contractor regarding the strength of employees at SLIET, Longowal).
- (iii) Original Bill
- (iv) Wages paid certificate of the previous month.
- (v) Copy of Wages sheet for the previous month.
- (vi) The contractor shall furnish documentary evidence from E. P.F. Authorities regarding monthly deposit of E.P.F. against the names of the personnel deployed having Individual EPF Account No. of each personnel, Designation, Age, Sex, date of joining etc.
- (vii) Copy of receiving of monthly return of previous month submitted with concerned EPF office.
- (viii) Form 10 A (if any worker is relieved from duty during the month).
- (ix) Form 5A (if any worker joins during the month)
- (x) The contractor will verify that the original Forms have been submitted to the Concerned EPF office.
- (xi) Wherever any over payment comes to the notice of SLIET the same shall be deducted by SLIET from any sum due or which at any time thereafter may become due to the Agency under this tender/agreement/contract and failing that under any other tender/contract/agreement with SLIET or from the security deposit of the tenderer.

- (xi) SLIET reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. SLIET further reserves the right to enforce recovery of any overpayment whenever detected
- (xii) If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the Agency or alleged to have been done by the Agency under the tender/agreement/contract, it shall be recovered by SLIET from the Agency by any or all the methods prescribed above.
- 10 EPF deduction made by the contractor from the workers engaged by him/her is to be deposited in concerned EPF office Code No allotted to the Contractor.
- 11 **RELEASE OF SECURITY**
The security of the Agency will be released on the production of following documents:
- (i) Form 3A and 6A (Annual return of EPF) with proof duly received in the Concerned EPF office.
- (ii) NOC from concerned EPF office
- (iii) NOC from Concerned Labour Commissioner Office.
- (iv) EPF deposit slips individual worker issued from concerned EPF office
- (v) The proofs of Service Tax, any govt. levy's, deposits with govt.
- 12 **NOTICE:**
Subject to as otherwise provided in this Tender, all notices to be given on behalf of SLIET and all other actions to be taken on its behalf may be given or taken by the Administration Department or any other official authorized by the SLIET.
- 13 **LEGAL LIABILITY AND RESPONSIBILITY OF AGENCY**
- (i) It will be the responsibility of the Agency to get all the related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statutes, rules and regulations.
- (ii) The Agency shall comply with all the statutory provisions as laid down under various Labour Laws/Act/Rules like Minimum Wages, Provident Funds, Contract Labour (R&A) Act, and other Labour Laws/Acts /Rules in force from time to time at its own cost. In case of violation of such statutory provisions under Labour Laws and/or any other law applicable, by the Agency, there will not be any liability on part of SLIET.
- (iii) The Agency has to maintain all the relevant records, registers and documents as required by the Labour Department, Regional Provident Fund Commission and or other local bodies as per the existing rules and/or regulations as amended from time to time.
- (iv) The Agency shall indemnify to the SLIET against any payments to be made under and for the observance of the above mentioned various laws and rules.
- (v) Information under RTI act 2005 related to EPF, workers etc will be furnished by the Contractor. The Institute will not be responsible for any RTI and EPF query.
- 14 **INCOME –TAX AND SECURITY DEPOSIT:**
Income- tax at the rate of 2.1 % (applicable rate), security deposit at the rate of 10% will be deducted from the Agency Bills. Security deposit will be released on the successful completion of the contract agreement after adjusting the recoveries if any.
- 15 **JURISDICTION OF THE DISPUTES:**
All the disputes related to tender will be subject to the jurisdiction of Distt. Sangrur (Punjab) Court only.
- 16 **ARBITRATION:**
Any dispute arising out of or in connection with this contract agreement shall be referred to the Sole Arbitration of an Arbitrator to be nominated by the Director, Sant Longowal Institute of Engineering & Technology, Longowal. The award by the Arbitrator shall be final and binding on the parties.
- 17 **FORFEITURE OF SECURITY DEPOSIT AND TERMINATION OF CONTRACT:**
Any violation of the terms and conditions under the agreement will tantamount to breach of the contract agreement and the Institute reserves the right to forfeit the security deposit and termination the contract agreement after giving 07 days notice and no claim on account of damages to the Agency on this account shall be payable.
- 18 **OBSERVANCE OF LABOUR LAWS:**
The Agency will be solely responsible for the applicability and observance of all labour laws and other legal requirements. The Sanitation services contingent to be provided by the Agency will be constituted by the experienced and medically fit persons. The institute shall be at liberty to ask for removal/ transfer of any person of the Agency.

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LIABILITY OF THE INSTITUTE/GOVERNMENT

- (i) The Institute shall not provide any residential accommodation to the Sanitation personnel employed by the Agency. No cooking or lodging shall be allowed in the SLIET Building for the personnel engaged by the Agency.
- (ii) The Institute will be under no legal obligation to provide employment to any of the personnel of the Agency after expiry of tender/agreement/contract period and the SLIET recognizes no Employer-employee relationship between SLIET and the personnel deployed by the Agency.
- (iii) The Institute shall not be responsible financially or otherwise for any injury to the Sanitation personnel in the course of performing the Sanitation functions as per this tender.

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TERMINATION OF TENDER

- (i) If the Agency at any time makes fault in executing Sanitation job with due diligence and continues to do so, and / or the Agency commits fault in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy it, or fails to complete the work as per terms and conditions of the tender and does not complete them within the period specified in the notice given to him in writing, the SLIET may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the Agency, shall cancel the tender/contract/agreement, after one calendar month notice and security deposit will also liable to be forfeited by the Agency. SLIET shall on such cancellation, shall have powers to carry out/execute the work through other agencies by any means at the risk and cost of the Agency.
- (ii) The SLIET reserves the right to terminate the contract without assigning any reason by giving to the tenderer one calendar month notice of its intention to do so and on the expiry of the said period of notice, the tender/ contract/ agreement shall come to an end without prejudice to any right of remedy that may be accrued to the Agency
- (iii) If any information furnished by the tenderer is found to be incorrect at any time, the tender/contract/agreement will be liable to be terminated, after one calendar month notice and the security deposit will also liable to be forfeited by the Agency.
- (iv) In case the Agency wants to terminate the tender/contract/agreement, it shall have to give three calendar months notice in advance to this effect to the SLIET.

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OTHER CONDITIONS OF THE TENDER

- (i) The Tender form should be legibly filled in ink or typed.
- (ii) Change in the name of the tenderer shall not be allowed under any circumstances.
- (iii) Every paper of the tender should be signed by the authorized signatory of Tenderer with seal of Agency/Firm/Company.
- (iv) No change in constitution / share holding of the successful tenderer will be done under any circumstances without the prior approval of the SLIET in writing.
- (v) The SLIET will deduct Income Tax at Source as applicable from time to time.
- (vi) The Agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
- (vii) The Agency shall indemnify the SLIET against all other damages/changes and expenses for which the SLIET is held liable or pays on account of the negligence of the Agency or its servants or any person under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
- (viii) In case any person signing the tender/contract/agreement on behalf of Limited Company or Firm, he will produce letter of authority/ resolution passed by the company/firm empowering him to sign the tender/ agreement/ contract on behalf of the company or firm.
- (ix) The SLIET shall not be responsible financially or otherwise for any injury to the Sanitation personnel in the course of performing the Sanitation functions, in the SLIET Building.
- (x) Any person who is in Government Service or an employee of the Institute should not be made a partner to the tender by the Agency directly or indirectly in any manner whatsoever.
- (xi) The Agency shall not transfer the tender to any other person in any manner. The Agency shall not be permitted to sub-contract the work to any other person/firm/Agency

- (xii) Any other provisions as advised by the SLIET shall be incorporated in the agreement to be executed by the Agency and the same shall be binding on the tenderer.
- (xiii) The Agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the SLIET as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by SLIET, whichever is earlier.
- (xiv) That the Agency shall have to provide any additional personnel for allocating any additional Sanitation duty as directed by the SLIET or any authorized officer of the SLIET in addition to those duties/personnel covered in this tender and the Agency shall claim extra payment on this account.
- (xv) The SLIET reserves the right to cancel the tender/contract/agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work. In such eventuality SLIET further reserves the right to get the work done from some other agencies and also shall cancel the tender/agreement/contract at one calendar month notice. Agency will be black listed by the SLIET for a period of four years from participating in such type of tender of the SLIET and its earnest money/security deposit shall also be forfeited.
- (xvi) The tenderer shall not employ any person who has not completed 18 years of age or is above 60 years of age.
- (xvii) A complete list of the personnel, engaged by the Agency for deployment at the site, shall be furnished by the Agency to the Institute along-with the complete address and other antecedents of the personnel. The Agency shall deploy only those personnel whose antecedents have been verified by the District Police Authority and the Agency should give a certificate to that effect to the Institute.
- (xviii) SLIET shall be at liberty to direct and to require the Agency to remove from the works, any person employed by the Agency, who in the opinion of SLIET misconducts himself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulge in unlawful activity or the like and such person shall not be again employed on the work without written permission of the SLIET
- (xix) All the Terms and Conditions contained in this tender document will be a part and parcel of the agreement/contract to be executed by the Agency with the SLIET.
- (xx) Once the competent authority accepts the tender, the Agency will be liable to provide the Sanitation services within one week from the date of issue of letter of acceptance.
- (xxi) Canvassing in connection with the tender is strictly prohibited. Tender must be unconditional.
- (xxii) Tender not conforming to the requirements as per the terms and conditions is liable to be rejected and no correspondence shall be entertained whatsoever.
- (xxiii) All the intending tenderers are advised to keep a photocopy of the Tender documents with them for their future reference. All the intending tenderers are further advised to visit the Office of SLIET (to see and to satisfy and understand the scope of work to be executed as per this tender), before participating in the Tender and then quote the rate/amount per month for the work, because no subsequent request of the tenderer for additional payment/claim on any account will be entertained by the SLIET under any circumstances.
- (xxiv) For any clarification regarding the scope of work and /or any terms and conditions of tender, the intending tenderer in person can seek clarification from Chairman (Security & sanitation) on any working day, with prior appointment, before last date of submission of tender.
- (xxv) The Sanitation personnel deployed by the Agency shall not consume liquor or any other intoxicant while on duty. If any person will found guilty, his services will be terminated immediately.
- (xxvi) The SLIET shall have the right to ask for the removal of any person of the Agency, who is not found to be competent and orderly in the discharge of his duty. The SLIET reserves the right to cancel the tender/ contract/ agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work. In such eventuality SLIET further reserves the right to get the work done through other agencies. Sanitation personnel shall be bound to observe all the instructions issued by the Institute concerning general discipline and behavior. In case any person employed by the Agency is inefficient, quarrelsome, infirm, and invalid or indulges in unlawful activity or the like, the Agency shall replace such person with a suitable substitute at the request of the SLIET.

(xxvii)

PENALTIES

- For misbehaving on part of sanitation staff Rs.100/- per fault.
- For non-wearing of uniform and/or identity card Rs.100/- per fault.
- For causing nuisance/damage to public property in SLIET Building:- 3 times of the market value of such property or Rs.5000/-, whichever is higher, per fault.
- For removal of any item(s) for which the agency is not authorized: 3 times of the market value of such property or Rs.5000/-, whichever is higher, per fault.
- For violation of any of the condition of the contract, Rs.5000/- per fault.

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TENDERING SCHEDULE

- (i) Tenders are hereby invited on behalf of the Director, SLIET, Longowal for the above work estimated to cost **Rs.64.00 Lakhs (Rs. Sixty Four Lakhs only)** for eleven months.
- (ii) The tender documents will be available only on the Institute website (www.sliet.ac.in) and can be submitted along with demand draft of Rs.1000/- (non-refundable) in favour of Director, SLIET.
- (iii) The tenderer should attach proofs of the following documents (i) Official and Residential address of the Tenderer on an affidavit duly attested by competent authority or any document containing photograph and Official & Residential address (ii) Valid licence under the Contract Labour (Regulation & Abolition) Act.1970 (iii) E.P.F. Account No. (iv) PAN/TAN Number (v) Service Tax Clearance Certificate (vi) Last three consecutive Income Tax Returns (vii) Experience Certificate as mentioned above (viii) Earnest Money Deposit etc.
- (iv) Tenders which should always be placed in sealed cover Super scribed as “Sanitation Services” in SLIET will be received by the undersigned up to **02:00 PM on 25.03.2011** and will be opened in this office on the same day at **02:30 PM** in the presence of all the tenderers or their authorized representatives. Only those tenderers who have submitted the required document as prescribed in the tender document for Packet-I will be considered for opening the Packet-II (Financial Bid).

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LODGEMENT OF TENDER

- (i) Ensure paging of all enclosures before putting them into the packet
- (ii) Packet-I (wax sealed) containing tender form & other documents viz (i) completed Tender Form [duly signed by the tenderer on each page], (ii) the Demand Draft towards the payment of ‘Earnest Money Deposit’, (iii) Notice Inviting Tender [duly signed by the tenderer with the seal of the firm/agency] (iv) the Terms and Conditions of the Tender [duly signed on each page by the Tenderer with the seal of the firm/agency] (v) tender document charge of Rs.500 (non refundable) in the form of DD drawn in favour of Director, SLIET, Longowal (Sangrur) (vi) Documents mentioned in the check list Sr. No. 6 to 16 and Packet-II (wax sealed) containing the Financial Bid shall be placed in a single large Packet super scribed as ‘**An offer for Sanitation services at SLIET, Longowal**’ and it should be wax sealed.
- (iii) The wax sealed tender envelop (Packet-III) containing (Packet-I, and Packet-II) shall be addressed to **The Director, Sant Longowal Institute of Engineering & Technology, Longowal, Distt. Sangrur (Punjab)-148 106.**

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REJECTION OF TENDER

- (i) The entire columns and rows in the Tender format (including Tender form, and Financial Bid) should be filled up. Tenders incomplete by any means may be rejected without assigning any reason.
- (ii) Director, SLIET may reject any or all tender(s) without assigning any reason.

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VALIDITY OF TENDER:

The tender for works shall remain open for acceptance for a period of ninety days from date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then the Institute shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money deposit (EMD) absolutely.

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ACCEPTANCE OF TENDER:

The Director of the Institute reserves the authority to reject any or all the tenders received without assigning, of any reason.

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SIGNING OF AGREEMENT:

Contractor shall complete all the formalities and sign the agreement within 15 days of issue of letter of acceptance. In case, the contractor does not sign the agreement or start the work within 20 days of letter of acceptance, his earnest money is liable to be forfeited and the award letter consequently will stand withdrawn.

SCHEDULE OF QUANTITY FOR PRICE BID

Name of the Work: Providing Sanitation Services in the SLIET for the year 2011-12 (01.04.2011 to 29.02.2012)

S. No.	Nomenclature	Approx. Qty.	Unit	Rate for one month (Rs.)	Amount for 11 months (Rs.)
1.	Sweeping, Cleaning, scavenging and dusting services of corridors, rooms, lobbies, stairs cases etc. of Academic and Non-Academic buildings (except hostels) and the area adjoining buildings and roads, foot paths etc. except toilets but including materials required for the purpose as per the directions of the Officer-In-Charge	51,000 m ²	Per m ² / per Month		
2.	Sweeping, Cleaning, scavenging and dusting services of corridors, rooms, lobbies, stairs cases etc. of hostel buildings (13 Nos.) and the area adjoining hostel buildings except toilets but including materials required for the purpose as per the directions of the Officer-In-Charge	57,200 m ²	Per m ² / per Month		
3.	Sanitation works in the following areas: Community centre Faculty club Swimming pool Shopping Complex Fish Pond near Refreshment Point Roads (Administrative area) Fountain near MPH Entrance gates	32,000 m ²	Per m ² / per Month		
4.	Cleaning, scavenging and dusting services to the toilets including fixtures in various buildings of the Institute (including toilets of Training & Placement Department, Shopping Complex, Water pump at refreshing point)	302 Nos.	Per No. /Month		
5.	Cleaning and removing of debris from garbage bins and transporting through Mechanical means (Rickshaw Rehries) and disposing off as per the directions of office in-charge (At least six days a week)	10 Nos	Per No./ Month		
6.	Daily removal of garbage from dustbins from each Sections/Departments and Hostels. The Contractor will arrange replacing polyethylene bag on daily basis.	31 Nos.	Per No./month		

Total Amount for 11 months _____

(Rs _____)

Name, Seal and Signature of Contractor

TENDER FORM FOR PROVIDING “SANITATION SERVICES” AT SLIET

- (a) Name of the tenderer [in block letters]

- (b) Status of the Agency whether Public Ltd./ Pvt. Ltd./ Partnership Firm/ Proprietorship firm
- (c) Registration No. and Year of Establishment of firm / Company (if any)
- (d) Name and designation of the authorized signatory of the tenderer
- (e) Name of Father / Husband of the authorized signatory of the tenderer
- (f) Full residential address of the authorized signatory (with Proof having photograph)
- (g) Tenderer’s Registered office address

- (h) Tenderers address for correspondence

- (i) Details of Earnest Money
 - Draft No:
 - Dated
 - Name of Bank
 - Amount (Rs. In words)
 - Validity of Demand Draft

I / We, the undersigned being the tenderer as mentioned above, hereby apply to the Director, SLIET, Longowal for providing Sanitation services in SLIET, Longowal as described above in accordance with the terms and conditions of the tender. I / We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.

(Signature of the Authorized Signatory with Name & Seal)

Place: _____

Date: _____

Note: Any Correction in the application form should be fully signed by the authorized signatory of the tenderer. All pages of the tender application form should be fully signed by the authorized signatory of the tenderer. Strikeout item whichever is not applicable.

CHECK LIST FOR TENDERER

- 1 Duly competed tender form.
- 2 Earnest money deposit (Demand Draft of Rs.1,60,000/- (One lakhs Sixty thousand only) in favour of Director, SLIET, Longowa)l.
- 3 Notice Inviting Tender
- 4 Terms and Conditions of the Tender (from Para 1 to 27)
- 5 Demand Draft for Rs. 1000/- in favour of Director, SLIET, Longowal (As a cost of the tender document downloaded from website).
- 6 Valid Registration No. of the Firm (under Shops & Establishment Act) or registration no. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate).
- 7 PAN and TAN No. of Firm/Company (attach attested copy of the Cards).
- 8 Provident Fund Account No. of Firm/Company (attach attested copy of certificate)
- 9 Service Tax registration no. (attach attested copy of certificate)
- 10 Details of Turnover of the Firm/Company to be submitted in the letterhead of the Tenderer. Also attach Job Execution certificate from all the clients to prove the turnover claimed, for the preceding three financial years.
- 11 Income Tax returns copy for last three assessment years of Firm/Company (attach copy).
- 12 Details of work executed by the tenderer on its letterhead.
- 13 Copies of Job Execution Certificate(s) issued by Tenderer's clients for having executed assignment worth Rs.2.0 crores..
- 14 Details of experience in Sanitation services (to be submitted on the letterhead of the Tenderer) as per proforma provided in item 6.
- 15 Performance certificate (attested copies) issued by the clients to the tender, (which should have minimum rating of 'satisfactory') for last five years as per proforma at para 6 or other similar proforma and should be signed by client's authorized signatory and it should also be further signed by authorized signatory of tenderer along with the seal of the firm/agency.
- 16 Financial Bid on the letterhead of the Firm/ Company (as per item 7).

ENCLOSURE LIST FOR PACKET-I

(Fill the page nos., where the documents mentioned are placed)

- 1 Duly completed tender form. From page no. _____ to _____
- 2 Earnest money deposit (Demand Draft of Rs.1,60,000/- in favour of Director SLIET, LONGOWAL) at page no. _____.
- 3 Notice Inviting Tender. At page no. _____
- 4 Terms and Conditions of the Tender (from **item 1 to 27**). From page no. _____ to _____
- 5 Demand Draft for Rs. 1000/- in favour of Director SLIET, LONGOWAL (as a cost of the tender document downloaded from website). At page no. _____.
- 6 Registration No. of the Firm/Company -attested copy placed at Page_____.
- 7 PAN / TAN No. of Firm/Company – attested copy placed at Page_____.
- 8 Provident Fund Account No. of Firm/Company –attested copy placed at Page_____.
- 9 Details of Turnover of the Firm/Company to be submitted on the letterhead of the Tenderer. Also, attach Job Execution certificate from all the clients to prove the turnover claimed, for the preceding three financial years. Placed from Page_____ to Page _____.
- 10 Income Tax returns copy for last three assessment years of Firm/Company (attach copy) –placed at Page_____
- 11 Details of work executed by the tenderer in its letterhead (as required at item **6**)–placed at Page _____.
- 12 Copies of Job Execution Certificate issued by Tenderer’s clients. (in support of having executed work of Rs 2.0 crores-(in support of item 6)– attested copy placed at Page_____.
- 13 Details of experience in Sanitation Services (to be submitted on the letterhead of the Tenderer) as per proforma at item 6 placed at Page_____.
- 14 Attested copies performance certificate issued by the clients of the tenderer, (which should have minimum rating of satisfactory) for last five years as per proforma at item 6 or other similar proforma and should be signed by client’s authorized signatory and it should also be further signed by authorized signatory of tenderer. Copies placed from Page_____ to Page _____.

(Signature of the Authorized Signatory with Name & Seal)

Place: _____

Date: _____

ANNEXTURE-II

MINIMUM NUMBERS OF SANITATION WORKERS REQUIRED:

No. of supervisors: 01 (One only)

S No.	Name of Area	No. of Workers	Remarks
1	Science Block & Training Placement	03	
2	Mechanical Block	03	
3	Workshop	02	
4	Chemical and Food Block	02	
5	Computer Science & Engineering	02	
6	Electronics & Communication Block	02	
7	EDP	01	
8	Central Library	01	
9	Guest House	01	
10	Director's Residence	01	
11	Estate Office	01	
12	Faculty Club and Swimming Pool	01	
13	Student Activity Centre	01	
14	SLIET Model School	01	
15	Health Centre	01	
16	Shopping Complex, Children Park including Fish Pond near Refreshing Point, Fountain near MPH	01	
17	Transit Accommodation	01	
18	Administration Block	04	
19	Boy's Hostel No. 1	02	
20	Boy's Hostel No. 2	02	
21	Boy's Hostel No. 3	03	
22	Boy's Hostel No. 4	03	
23	Boy's Hostel No. 5	02	
24	Boy's Hostel No. 6	02	
25	Boy's Hostel No. 7	02	
26	Boy's Hostel No. 8	02	
27	Boy's Hostel No. 9	02	
28	PG Hostel	01	
29	Girl's Hostel No. 1 to 3	09	
	RELEVERS	06	
	TOTAL NO OF WORKERS	65	(Sixty Five Only)

Note: The number and location of the Sanitation workers can be changed any time according to the requirement. From 2:00 PM to 4:30 PM, the workers will clean the roads, open area and residential campus area or the area as per requirement, if any.

ANNEXURE-III

SANITARY MATERIAL REQUIRED (TO BE PROVIDED IN THE FIRST WEEK OF EVERY MONTH)

S.No.	Name of Item	For Hostels (13 No.) (19-31 Sr. Nos. in Annexure-II)	All Deptts including Admn Block, SAC, SMS, Health Centre, Transit Acc., Faculty Club cum Swimming Pool, Estate Office, Guest House etc (01-18 Sr. Nos. in Annexure- II)	Total Quantity
1.	Large Sized Polyethylene bags for Dustbins	13 Nos./day (01 for each dustbin)	18 Nos./day (01 for each dustbin)	31 Nos./day (01 for each dustbin)
2.	Phenyl (black)	325 L /month (@25 L/month for each Hostel)	90 ltrs/month (@05 L/month for each Section)	415 Ltrs/month
3.	Acid	195 L/month (@15 L/month for each Hostel)	36 ltrs/month (@02 L/month for each Section)	234 Ltrs/month
4.	Jharro Phool	52 Nos./month (@ 04L / month for each Hostel)	54 Nos./month (@ 03Nos./month for each Section)	108 Nos./month
5.	Jharoo Narial	52/month (@04 Nos./month for each Hostel)	54Nos./month (@04 Nos./month for each Section)	108 Nos./month
6.	Naphthalene Balls	195 kg/month (@15 kg./month for each Hostel)	36 kg/month (@02 kg./month for each Section)	234 Kg/month
7.	Washing Powder	130 kg/month (@10 kg./month for each Hostel)	54 kg/month (@03 kg/month for each Section)	184 Kg/month
8.	Harpic 400 ml	13 bottles/Month (@ 01 Nos./month for each Hostel)	18 bottles/month (@01 Nos./month for each Section)	31 Nos./month
9.	Duster Cloth	65 meter/Month (@ 05 meter/month for each Hostel)	90 meter/month (@05 meter./month for each Section)	155 meters/month
10.	Hassan cloth	65 meter/Month (@ 05 meter/month for each Hostel)	90 meters/month (@ 05 meter/month for each Section)	155 meters/month
11.	Wall cleaning brush	52 Nos. /month (@ 01 Nos./ month for each Hostel)	54 Nos. /month (@ 03 Nos./month for each Section)	106 Nos./month
12.	Toilet cleaning brush	52 Nos./month (@ 04 Nos./month for each Hostel)	36 Nos. /month (@02 Nos./month for each Section)	88 No./month
13.	Wash-basin Scrubbers (plastic) big size	26 Nos /month (@ 02 Nos./month for each Hostel)	18 Nos /month (@.1 Nos./month for each Section)	44 Nos/month
14.	Wipers	52 Nos./Year (@ 04 Nos./year for each Hostel)	54 Nos. /Year (@ 03 Nos./Year for each Section)	106 Nos./Year
15.	Buckets	52 Nos./Year (@ 04 Nos./Year for each Hostel)	54 Nos./Year (@ 03 Nos./Year for each Section)	106 Nos./ Year
16.	Mug	52 Nos./Year (@ 04 Nos./Year for each Hostel)	54 Nos./Year (@ 03 Nos./Year for each Section)	106 Nos./ Year
18.	T-shaped Pocha Holder	52 Nos./Year (@ 04 Nos./Year for each Hostel)	54 Nos./Year (@ 03 Nos./Year for each Section)	106 Nos./ Year
19.	Rubber Pipe	260 meters/year (@ 20 meter/Year for each Hostel)	360 meters/Year (@ 20 meter./Year for Section)	620 meters/Year

CHECK LIST OF MATERIAL AND MANPOWER TO BE PROVIDED BY THE SUCCESSFUL CONTRACTOR

Sr No.	Name	No.
1	Supervisors (minimum number)	01
2	Sanitation workers (minimum number)	65
3	Rickshaw Rehries	02
4	Large Sized Polyethylene bags for Dustbins	31 Nos./day (01 for each dustbin)
5	Phenyl (black)	415 Ltrs/month
6	Acid	234 Ltrs/month
7	Jharoo Phool	108 Nos./month
8	Jharoo Narial	108 Nos./month
9	Naphthalene Balls	234 Kg/month
10	Washing Powder	184 Kg/month
11	Harpic 400 ml	31 Nos./month
12	Duster Cloth	155 meters/month
13	Hassan cloth	155 meters/month
14	Wall cleaning brush	106 Nos./month
15	Toilet cleaning brush	88 No./month
16	Wash-basin Scrubbers (plastic) big size	44 Nos/month
17	Wipers	106 Nos./Year
18	Buckets	106 Nos./ Year
19	Mug	106 Nos./ Year
20	T-shaped Pocha Holder	106 Nos./ Year
21	Rubber Pipe	620 meters/Year
22	Good Quality Uniform having following items	For each person
(i)	Shirts/kurties (2 No.)	
(ii)	Pants/salwars (2 No.)	
(iii)	Turban/ Caps/duppatta (02 No.)	
(iv)	Black Shoes and shocks (02 Pairs)	
(v)	Hand Gloves (02 No.) for Acid use	
(vi)	Jercy (01 No.)	