

**TENDER FOR
PROVIDING HOUSEKEEPING SERVICES
At various Departments/Centre's/Units at IISc**

**Tender No. R (CMC) HKS/2024-02 dated 06th Mar 2024
(<https://iisc.ac.in/all-tenders/>)**



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

SCHEDULE OF EVENTS & OTHER DETAILS
SCHEDULE A

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GENERAL DEFINITIONS

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

**INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012
SCHEDULE OF EVENTS & OTHER DETAILS
SCHEDULE A**

Tender No.	R(CMC)/CH/2024-2 dated 06th March 2024
Pre-bid Clarification	12/03/2024 - 5.00 p.m. (Online MS teams link will updated in IISc Tenders Website)
Last date for receipt of bids	27/03/2024 - 11:30 a.m.
Validity of bid:	180 days from the date of Opening of tenders
Earnest Money Deposit	Rs. 3,00,000/- (Rupees Three Lakhs only) In the form of Demand Draft in favour of THE REGISTRAR, Indian Institute of Science, Bangalore. payable at BANGALORE
Date & Time for opening of Technical Bid:	28/03/2024 - 11:30 a.m. (Tentative)
Name and Address of the Client:	Contract Management Cell, Located in Raman Building, Indian Institute of Science, Bangalore - 560 012 Phone No 080 22932500/22932049 Email: cmc.unit3@iisc.ac.in
Submission of Tender document	e-procurement portal- https://eprocure.gov.in/eprocure/app Helpline no: 0120-4001005
Date and Time of opening of Tender (Financial Bid)	Shall be intimated to technically Qualified bidders through CPPP portal
Contract Commencement Date:	1st April 2024 (Tentative)
Performance Security Deposit	5% of the annual contract value
FINANCIAL Turn-over of Bidder	Rs. 9, 00, 00,000/- (Rupees Nine Crores) per annum for the last 3 FINANCIAL years.
Contract Duration:	3 years (Three Years) (renewable annually after performance review)

TENDER NOTICE

1. The Registrar, Indian Institute of Science invites tenders in two bid (Technical and Financial) system from reputed, experienced and financially sound Bangalore based registered agencies for

**Providing Housekeeping Services to various
Departments/centers/Units at the Indian Institute of
Science (IISc) Bangalore-12**

2. The tender document can be downloaded from the web site: <https://iisc.ac.in/all-tenders/> and can also be downloaded from e-procurement website: <https://eprocure.gov.in/eprocure/app>. It may be noted that all subsequent notifications, changes and amendments in respect of this tender will be posted only on the same website.
3. Interested Companies/ Firms/ Agencies after applying in CPPP portal is advised to enclose and drop the Original Demand Draft for EMD, Uploaded copies of the technical bid along with documents mentioned in Annexure I in the Tender Box kept in the Contract Management Cell, located in Raman Building, Indian Institute of Science, Bangalore-560012, on or before the deadline indicated in Schedule A. **Financial bid should not be dropped in the tender box as it will be downloaded from the CPPP portal.**

GENERAL INSTRUCTIONS FOR BIDDERS

1) The bids are invited under **two bid system i.e. Technical Bid and Commercial Bid via CPPP portal as given in Schedule A**. The Earnest Money Deposit (EMD) refundable (without interest), should be necessarily accompanied along with the Technical Bid of the agency in the form of Demand Draft from any of the Nationalized / Scheduled banks drawn in favour of **The Registrar, Indian Institute of Science, Bangalore** payable at Bangalore. The validity of the Bid submitted by a bidder should be not less than 180 days. Bids not accompanied by EMD or without proper validity will be summarily rejected. Micro, Small Enterprises (MSE) if registered with any government bodies specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) with valid certificate duly issued by GOI are exempted for submitting the earnest money deposit (EMD). The bid security may also be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (including e- Bank Guarantee) from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects. In terms of the purchase preference policy of Govt of India, as this tender cannot be split or divided, the MSE quoting a price within the band of L1+15% will be awarded complete supply of the total tendered value to MSE, considering the spirit of the policy for enhancing Govt procurement from MSE. For clarity, Participating Micro and Small Enterprises quoting price within price band of L1+15%, will qualify to supply an entire portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Purchase preference policy to MSE will apply.

2) The successful bidder should deposit the Performance Security Deposit as specified in the Schedule A in a scheduled/nationalized bank, at the time of award of contract within 15 days of the receipt of the formal Work Order. The performance security deposit will have to be furnished in the form of Bank Guarantee/Demand Draft drawn in favor of **The Registrar, Indian Institute of Science, Bangalore** payable at Bangalore. **The bank guarantee should be from a nationalized / scheduled bank only**. The performance security deposit should have 90 days validity beyond the date of completion of all the contractual obligations of the service provider. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India or any State Government of Union of India. (Authorized signatory should provide an undertaking).

3) All Bidders shall provide the required information completely and accurately as per details in Eligibility Criteria. The bidder should drop the Earnest Money Deposit (EMD) mentioning the name of the company on the backside of Demand Draft, along with the Technical bid and documents mentioned in the Annexure IV in the Tender Box kept in the Contract Management Cell, located in Raman building, 1st floor, Indian Institute of Science, Bangalore-12 on or before the last date of submission of tender.

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4) The Tenderer shall upload the valid copies of certificates as mentioned in Annexure IV **failing which the tender will be rejected**. If necessary, bidder shall produce all the original documents for verification.

5) Blacklisted contractors in State / Central Govt. Departments, Central / State PSUs, Autonomous Organizations/ Boards etc., are not eligible to participate in the bid process..

6) The successful Bidder shall execute an Agreement within 30 days from the date of Receipt of intimation of selection from this office, The Tender Document will form the part and parcel of the agreement, failing which the tender will deem to be cancelled.

7) The rates quoted should be as per the financial bid only. The IISc reserves the right to accept /reject any or all the tenders without assigning any reasons.

8) Conditional tenders will not be accepted and is liable for rejection.

9) Bidders who meet the specified minimum qualifying criteria, are be eligible.

10) Even though the Bidders meet the above criteria, they are subject to be disqualified if they have:

- Made misleading or false representations in the forms, statements and attachments submitted as proof of the qualification requirements; and/or
- Record of poor performance such as abandoning the works, not properly completed the contract, inordinate delays in completion, litigation history, or financial failures etc.

11) The Tender document can be downloaded from e-procurement website: <https://eprocure.gov.in/eprocure/app>. It may be noted that all subsequent notifications, changes and amendments on the project/document would be posted only on the same website.

12) Content of Tender documents

The bidders should go through the Tender Document and submit online response through e-procurement portal only.

13) Amendment of Tender documents

Before the deadline for submission of tenders, the IISc may modify the tender documents by issuing corrigendum / addendum.

Such corrigendum/ addendum thus issued shall be part of the tender documents and shall be published online in e-Procurement portal.

The prospective Bidders will be given sufficient time to submit the bids after publishing the corrigendum/ addendum.

14) Documents comprising the Tender

The Technical Bid submitted by the Bidder shall contain the following documents:

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- a) Earnest Money Deposit in any of the payment modes specified in e-Procurement platform/GFR.
 - b) Technical bid documents and all other documents mentioned in Annexure IV.
 - c) Any other documents required to be submitted by Bidders in accordance with the instructions mentioned in the tender document. The bids with incomplete documents will be summarily rejected. **The financial bid** submitted by the Bidder shall contain the following documents:

Priced Bill of Quantities wherein only Contractors monthly service charge/Administrative charge must be mentioned through e-procurement portal, no hard copy of commercial bid should be attached or disclosed.

15) Tender validity

Tenders shall remain valid for a period not less than **180 days** after the deadline date for tender submission. A tender valid for a shorter period will be rejected.

In exceptional circumstances, prior to expiry of the original time limit, the IISc. may request that the Bidders extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing or by email. A Bidder may refuse the request without forfeiting his earnest money deposit. A Bidder agreeing to the request will not be required or permitted to modify his tender but will be required to extend the validity of his earnest money deposit for a period of the extension, and in compliance with above clauses in all respects.

16) Earnest money deposit

The Bidder shall furnish, as part of his tender, earnest money deposit (EMD).

The Bidder can pay the Earnest Money Deposit (EMD) using the following payment mode:

- i) Demand draft with Beneficiary Details as detailed below

Account Holder Name - The Registrar, IISc Bengaluru

The bidder has to scan the receipt and attach it with Technical Bid Documents for our reference. The bidder should drop the Earnest Money Deposit (EMD) mentioning the name of the company on the backside of Demand Draft, along with the Technical bids and documents mentioned in the Annexure IV in the Tender Box kept in the Contract Management Cell, located in Raman Building, Indian Institute of Science, Bangalore-12 on or before the last date of submission of tender. EMD amount will have to be submitted by the bidder taking into account the following conditions:

- a) If the bidder wish to pay the EMD through demand draft, the entire EMD amount must be paid in a single demand draft

- b) The earnest money deposit of unsuccessful Bidders will be returned after completing the process of evaluation of the bids and identifying the successful bidder.

The earnest money deposit may be forfeited:

- a) If the Bidder withdraws the Tender after tender opening during the period of tender validity,
- b) If the Bidder fails within the specified time limit to
 - i) Sign the Agreement; or
 - ii) Furnish the required Security deposit

17) Format and signing of Tender

Every bidder shall sign all the pages of the tender document as a token of acceptance of all the terms and conditions of the contract.

18) Submission of Tenders

Tenders must be submitted on-line in the e-Procurement portal by the Bidder before the notified date and time.

19) Deadline for submission of the Tenders

The Bidder shall submit a set of hard copies of all the documents in a sealed cover to IISc required as a pre-qualification bid (Technical bid) which were uploaded through e-procurement portal along with original demand draft (EMD). The financial bid should not be enclosed in the said cover. In the event of any discrepancy between them, the original uploaded document in e-procurement will be considered for evaluation..

The IISc may extend the deadline for submission of tenders by issuing an amendment, in which case all rights and obligations of the IISc and the Bidders previously subject to the original deadline will then be subject to the new deadline.

20) Late Tenders

In e-procurement system, Bidder will not be able to submit the bid after the bid submission time and date as the icon or the task in the e-procurement portal will not be available. IISc will not be liable (or) responsible for any delay due to unavailability of the portal and the Internet link.

21) Modification and Withdrawal of Tenders

Bidder will have time to modify and correct or upload any relevant document in the portal, till the last date and time for Bid submission, as published in the e-procurement portal.

The Bidder may withdraw his tender before the notified last date and time of tender submission. No Tender may be modified after the deadline for submission of Tenders.

Withdrawal or modification of a Tender between the deadline for submission of Tenders and the expiration of the original period of Tender validity specified in Clause with subject "Tender Validity" above may result in the forfeiture of the earnest money deposit.

22) Tender Opening:

The IISc will open all the Tenders received in the presence of the Bidders or their representatives who choose to attend on the specified date, time and place specified. In the event of the specified date of Tender opening being declared a holiday for the IISc, the bids will be opened at the appointed time and location on the next working day.

The IISc will evaluate and determine whether each tender meets the minimum qualification eligibility criteria.

Bidder if required may be needed to submit all the Original Documents, which are submitted in e-procurement portal, to the IISc for verification at the time of opening of Tender. The IISc will record the Tender opening.

23) Process to be confidential

Information relating to the examination, clarification, evaluation, and comparison of Tenders and recommendations for the award of a contract will not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.

24) Clarification of Tenders

To assist in the examination/evaluation, the IISc may, at its discretion, can seek clarification from the participating bidders. The request for clarification and the response shall be in writing or by e-mail along with the section number, page number and subject of clarification, but no change in the price or substance of the Tender shall be sought, offered, or permitted.

Subject to clause with heading "**Clarification of Tenders**", no Bidder shall contact the IISc on any matter relating to its Tender from the time of the Tender opening to the time the contract is awarded. If the bidder wishes to submit additional information to the IISc., it should done in writing only

Any effort by the Bidder to influence the IISc in the Tender evaluation, or contract award decisions may result in the rejection of the bid

25) Examination of Tenders and determination of responsiveness

Prior to the detailed evaluation of Tenders, the IISc will determine whether each Tender (a) meets the eligibility criteria (b) is accompanied by the required earnest money deposit and; (c) is substantially responsive to the requirements of the Tender documents.

A substantially responsive Tender is one which conforms to all the terms, conditions, and specifications of the Tender documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the service; (b) which limits in any substantial way, inconsistent with the Tender documents, the IISc's rights or the Bidder's obligations under the Contract;

If a Tender is not substantially responsive, it will be rejected by the IISc, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

26) Correction of errors

No corrections to uploaded bid is permitted by the portal. Tenders determined to be substantially responsive will be checked by IISc.

28) Evaluation and comparison of Tenders

The opening of the financial bid will be preceded by the evaluation of the Pre-qualifying Offer (Technical bid). The evaluation of the Pre-qualifying Offer will be done by the Contract Management Committee constituted for this purpose. After evaluation is completed, all the Bidders who are qualified will be notified and will be intimated at the time of opening of the financial bid. The Financial bid will be opened in the presence of those who choose to be present or even in the absence of any Bidder.

The IISc will evaluate and compare the Tenders as per comparative statement downloaded from e-procurement portal. Only the commercial bids of technically qualified bidders will be considered. The lowest bid (L1) would be considered as the successful bidder. In the case of tie (commercial bids of two or more bidders being equal), bidders having higher average turn-over (in the last 3 financial years) will be offered the contract. By submitting a bid for the tender, the agency implicitly agrees to the above condition.

In terms of the purchase preference policy of Govt of India, as this tender cannot be split or divided, the MSE quoting a price within the band of L1+15% will be awarded complete supply of the total tendered value to MSE, considering the spirit of the policy for enhancing Govt procurement from MSE. For clarity, Participating Micro and Small Enterprises quoting price within price band of L1+15%, will qualify to supply an entire portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Purchase preference policy to MSE will apply.

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Other related General Instructions to bidder

- 1) The bidder is required to enclose photocopies of the necessary documents as listed in Annexure V along with EMD and uploaded copies of Technical Bid and drop the documents in the Contract management cell, IISc on or before the last date of submission as mentioned in Schedule A.
- 2) Bids submitted after the due date shall not be accepted under any circumstances whatsoever. Any conditional bid is liable to be rejected.
- 3) The bidder shall submit the technical as per the format enclosed in Annexure I and Commercial bids to be submitted online in the portal.
- 4) The Earnest Money will be forfeited if the successful bidder fails to accept the offer.
- 5) The bidder should include in the technical bid, the list of clients where they are providing the aforesaid services as mentioned in this tender for the past last 3 financial years, along with name, phone / fax number of the contact person / email ID's and if required references for their services may be obtained from them.
- 6) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be uploaded along with technical bid.
- 7) The envelope containing Technical Bid only shall be opened on the scheduled date & time as given in Schedule A in the presence of representatives of the agencies/companies/ Firms, who wish to be present.
- 8) Technical Bids will be evaluated by a committee. The evaluation includes verifying the financial turn-over, registration certificates, legal, financial, statutory, taxation and other associated compliance of contract conditions. The committee may also evaluate the performance of the agency in any of their existing contracts which may include obtaining references and visits to the sites of the agencies existing contracts. Further, the committee may disqualify any bidder based on oral/written references indicating poor quality of service provided during existing or previous contracts. In case the contractor (agency) gets shortlisted as L1 bid in all the tenders floated by IISc, the agency selection will be limited to two tenders at a time.
- 9) Commercial bids of only technically qualified bidders will be opened online on a date & place (to be notified later) in presence of representatives of technically qualified bidders.

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- 10) IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or reject any or all tenders without giving notice or assigning any reason. The decision of the Director of IISc, in this regard, shall be final and binding on all.

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ESSENTIAL REQUIREMENTS OF THE BIDDER
COMPANY / FIRM / AGENCY

The bidder should fulfill the following technical specifications:

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

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ADDITIONAL INSTRUCTIONS FOR BIDDERS

1. Proof of the annual turnover for the previous years in the form of an audited balance sheet or statement of accounts shall be provided, failing which the tender is liable to be rejected.
2. The bidder in its technical bid should include the list of firms/ institutions where they have provided similar services in the last 3 years, along with name, phone and fax number of the contact person, so that references for their services can be obtained.
3. All entries in the technical bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Cuttings, if any, in the Technical Bid must be initialed by the person authorized to sign the bid.
4. Technical Bids will be evaluated by a committee. The technical evaluation will include checking the financial turn-over, registration certificates, legal, financial, statutory, taxation and other associated compliances. The committee will evaluate the performance of the agency in their existing contracts, which may include obtaining references and/or visiting the work site to ascertain the quality of service provided by them.
5. Govt of India MSME guidelines will be followed in case of Earnest Money deposit waiver.
6. IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director of IISc, in this regard shall be final and binding on all.

OTHER TERMS AND CONDITIONS

1. Bids submitted after the deadline shall not be accepted under any circumstances whatsoever.
2. Any conditional bid is liable to be rejected.
3. The Earnest Money will be forfeited if the bidder rescinds from the offer.
4. The Earnest Money Deposit (EMD), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order from any of the Scheduled bank drawn in favour of Registrar, IISc payable at Bengaluru should be valid for a period of 90 days. Offers not accompanied by EMD of the requisite amount or without proper validity will be summarily rejected.

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5. The Earnest Money will be forfeited if the bidder rescinds from the offer.
6. Bids offering rates which are lower than the minimum wages for the pertinent category, will be rejected.
7. The total period of contract is for the duration specified in Schedule A. However, the contract is awarded initially for one year. The contract will be reviewed annually, and upon satisfactory performance, will be extended by 1 year at a time, until the duration of the contract.
8. The contract may be extended, on same terms and conditions, for further periods, subject to a maximum of 2 year beyond the contract term specified in Schedule A.
9. The selected agency is required to execute an agreement within 30 days of the award of the work.
10. The scope of the contract can be extended to additional manpower, with a proportional increase in contract value, as mutually agreed upon, and approved by the competent authority of IISc.
11. The scope of the contract can be extended to additional facilities in the institute, with a proportional increase in manpower and approved by the competent authority of IISc. Further IISc in its discretion may either increase or decrease the manpower based on the requirement and selected agency must adhere as per the direction of the IISc as the requirement of manpower mentioned in this tender document is only indicative in nature and not exhaustive.
12. The contract may be terminated before the contract period owing to deficiency in service or substandard quality of the service provided by the selected Company / Firm / Agency. Further, IISc reserves the right to terminate this contract at any time after giving two months notice to the successful bidder.
13. The selected agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of IISc.
14. The agency will be bound by the details furnished by him / her to IISc, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract and the firm is liable for legal action besides termination of contract.

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15. The selected agency shall furnish a Performance Security Deposit in the form a bank guarantee from Scheduled / Nationalized bank, as specified in the Schedule A at the time of placing the work order within 15days of the receipt of the formal order. The performance security will be furnished in the form of the Bank Guarantee/Demand Draft drawn in favour of The Registrar, IISc, Bangalore-12 payable at Bangalore. The performance security should remain valid for a period of 3 years 6 months. The performance security will be returned on termination of the contract and completion of all the contractual obligations of the successful bidder.
 16. The agency shall ensure that the manpower deployed at IISc, are physically fit, well trained and are in the age group of 22-58 years. The CMC will do annual verification of all the workers engaged by the Agency. Any worker who is exceeding the age of 58 years shall be replaced by a new worker in the same month.
 17. The successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed at IISc, before the commencement of work:
 - (i) List of Manpower short listed by agency for deployment at IISc, containing full details i.e. date of birth, marital status, address etc;
 - (ii) Bio-data of the persons.
 - (iii) Certificate of verification of antecedents of persons by local police authority(PCC Certificate)
 18. In case, the person employed by the successful bidder commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the selected agency will be liable to take appropriate disciplinary action against such persons, including their removal from work, immediately after being brought to notice, failing which it would be assumed as breach of contract which may lead to cancellation of contract. Such person/staff who had committed an act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks shall not be redeployed in IISc in future. Further staff deployed in IISc should have obtained a police clearance certificate issued by Govt of Karnataka to ensure that staff with criminal background are not deployed by Contractor. Posting of Contract staff having conflict of interest to be avoided and it is to be ensured that they are also not involved/ act in the capacity of vendors for supply of materials/services to IISc
 19. The selected agency shall provide identity cards to the personnel deployed at IISc. The identity card shall have the photograph of the personnel and personal information such as name, date of birth, age and identification mark etc.
 20. The selected agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed at the Institute.

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21. The selected agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc. The selected agency shall ensure that Blood relatives of the staff already deployed in IISc are not posted/deployed in IISc departments/sections. It shall be ensured that the field officer be posted in IISc with no extra cost to monitor and supervise the activities of your staff deployed in IISc. Field officer will be responsible for coordinating with IISc to enable him to act as per the service requirements of IISc. It is mandatory that the field officer be deployed in IISc campus on all the working days including Saturdays during working hours.
22. The selected agency shall designate a coordinator/Field officer out of the deployed personnel, who would be responsible for immediate interaction with the Asst Registrar /Contract Management Cell at the Institute, so that the services of the persons deployed by the agency could be availed without any disruption. It is mandatory that the field officer be deployed in IISc campus on all the working days including Saturdays during working hours.
23. It shall be mandatory for the selected agency to submit the list of staff deployed in IISc along with the requisite details to Asst Registrar/Contract management cell.
24. It shall be mandatory for the selected agency to deploy staff with the proper uniforms. All staff posted/deployed in IISc should mandatorily wear uniforms.
25. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons.
26. It will be the responsibility of the contractor to meet transportation, food, medical and any other requirement of contractor's manpower for carrying out the contract work. IISc will have no liability in this regard at any stage. It is the responsibility of the contractor to ensure rotation of the staff and change the staff as and when required periodically once in one/two years.
27. The selected agency undertakes to comply with all statutes, rules, regulations, and bylaws, during the entire period of this contract.
28. IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The Director, IISc is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all.

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29. Biometric recording of attendance has to be provided by the Agency. Biometric attendance report should be provided to CMC on monthly basis and to the Chair of the Department/Unit on daily basis. It is mandatory to attach the biometric attendance report with the bills.
 30. The performance of the selected agency will be reviewed for first 6 months and in case there is deficiency in services or not adhering to the statutory norms of Govt of India with respect to labour matters the contract will be terminated after giving notice of two months.
 31. Discrepancy in payment in the bills has to be notified to IISc within 60 days from the date of submission of bill to IISc or 60 days from the corresponding month the bill is claimed.
 32. All Staff working under the contractor in IISc are to be rotated/changed once in one/two years in a periodical manner.
 33. In the event of tie between the Bidders during selection, it is at the liberty of the institute to award contracts to one or multiple agencies/contractors.

SAFETY

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

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CONTRACT-SPECIFIC

1. The staff employed by the agency shall be required to work normally as per the IISc working hours., i.e. from Monday to Saturday from 08.30 hrs. to 17.00 hrs with a lunch break of ½ hour from 1230 hrs. to 1300 hrs. The start and closing time may vary with Department/section of the Institute and the staff should be ready to work for a duration of 8.5 hours including 0.5 hour lunch break per day as per the requirement of the department/section. The staff may also be called upon to perform duties on Sunday and other gazetted holidays, if required, by providing compensatory off. No extra wages will be paid for attending the office on such holidays. The staff, if deputed for any official work outside IISc, shall not be entitled for any other emoluments except the actual bus fare for the purpose.
2. Contract Management Cell will announce of the list of holidays (maximum of 10, including 4 national holidays) for the contract labourers, which is binding.
3. IISc will allow one paid leave per month for each workers engaged in this contract. The unutilized leave up to a maximum of 5 days can be carried forward till the end of the calendar year. The unutilized leave at the end of the calendar year shall lapse and there is no provision to encash the same. Contractor must provide suitable relieving manpower in case of absenteeism of any manpower deployed by him so that there is no hamper in work and Contractor should ensure that quality of service is not compromised. Reliever must be provided within the overall limit of manpower requirement provided by IISc in the scope of work. Reliever wages if any will be provided on weekly off/Leave availed by the unskilled staff.
4. The agency should employ personnel who can converse well in Kannada, English and other Indian languages. In particular, the manpower provided should be able to read and write addresses and names in Kannada & English.
5. The person deployed shall be required to report for work as specified at the work spot deputed.
6. The Classification of the category of the contract labours will be based in the Ministry of Labour /Chief Labour Commissioner notifications issued from to time

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LEGAL

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

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7. The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at IISc. The Contractor shall ensure that all their personnel deployed under this contract will obtain additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojna and Pradhan Mantri Jeevan Jyothi Bima Yojna and they shall submit the proof of such insurance coverage to the satisfaction of IISc. For manpower staff under the Skilled/Highly Skilled Category, ESIC is not applicable. The contractor shall provide medical/insurance cover to their staff on roll if they are not covered under ESIC. IISc will NOT reimburse the contractor the Insurance premium payment in this regard.
8. The selected agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to IISc & income tax to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
9. The selected agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same on demand to the concerned authority of IISc or any other authority under Law.
10. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of the Income Tax Act 1961 and GST rules, as amended from time to time and a certificate to this effect shall be provided to the agency by IISc.
11. The selected agency shall raise online GST invoice and claim GST at appropriate rates on the invoice amount. The rates quoted for consumables are inclusive of GST and the selected agency shall raise the separate GST invoice for the consumables. The selected agency shall produce the TAX paid receipt on demand.
12. In case, the agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISc is put to any loss / obligation, monetary or otherwise, IISc will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms
13. The selected agency will indemnify IISc from all legal, FINANCIAL, statutory, taxation, and associated other liabilities.
14. Govt of India issued guidelines on payment of compensation in cases of death / permanent incapacitation of person due to unintended/ unforeseen occurrences during maintenance, operation and provisioning of Public services. Under these guidelines an amount of Rs. 10 Lakhs has to be paid as compensation in the cases where a persons is died and up to Rs. 7.5 Lakhs in the case of disabled based on loss of earning capacity. Institute has the right to

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recover penalty in the cases where the incidents have happened with the negligence of the agency

15. All disputes arising out of this Tender document and Award of the contract shall be resolved by mutual consultation and in the event where the parties are unable to resolve their disputes, the courts of Bengaluru shall have the jurisdiction to resolve the dispute.
16. It is mandatory for the selected agency to update the CLRA license as and when there is an increase in the no of staff deployed.

FINANCIAL

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

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- b. Current month Acquittance (Wage) Register duly signed by the individual contract Laborers
 - c. Current month Attendance Register
 - d. Current month ESI remittance challan with consolidate breakup details
 - e. Current month EPF remittance challan, as applicable, with consolidated breakup details
 - f. In addition Half yearly returns submitted to EPFO & ESIC are also to be submitted whenever due.
6. For the services provided by the Contractor, subject to satisfactory completion as certified by IISc, IISc agrees to pay the Contractor as detailed in Annexure III of commercial bid. Further, any increase in minimum wages, as per the Central Government Minimum Wages Act, along with proportional increase in the ESI, EPF and agency administrative charges will be borne by IISc. Similarly any increase in the statutory levies (ESI, EPF, GST) will also be applicable automatically and borne by IISc; any decrease in the statutory levies, the benefits will go to IISc. Other than these, during the tenure of the contract, the rates agreed will remain unaltered.
7. The Contractor hereby agrees that Absenteeism must not exceed 5% of the total deployment in any month. Further within each shift the absenteeism should not be more than 10% of the deployment. The above should be achieved without individual contract labour doing more than the maximum shift allowed by the contract (26/27 shift in a month). Each occurrence of such excess absenteeism in a shift shall entail a deduction of 3% of the service/administrative charges to the agency for the month, subject to maximum penalty of 30%.
8. In case the Contractor or any of his employees fails to fulfill his/their obligations for any day or any number of days to the satisfaction of the Institute for any reason whatsoever, the contractor shall pay, by way of liquidated damages, a sum of Rs. 5000.00 (Rupees Five thousand only) per day for the entire number of such days and IISc shall, without prejudice to its other rights and remedies, be entitled to deduct such damages from the money, if any, payable by it to the Contractor.
9. The contract labourers deployed by the agency shall not involve in any theft/pilferage/damage to Institute property. After necessary investigations, if proved that the Agency/their personnel are responsible for the incident, the agency is liable and will be penalized to the extent of the value of the loss and additionally Rs. 50,000/- for each such incident.
10. The Contractor commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during the contract execution.

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11. The Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Institute's employees involved in the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the execution of the contract.
 12. The Contractor will not commit any offence under the relevant Anti-corruption Laws of India: further the Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Institute as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically. The Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences. The involvement in any such activity shall entail a penalty of Rs. 10,000/- for each such incident.
 13. The claims in bills regarding Good and Services Tax etc., if applicable, should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of IISc.
 14. **It has been observed in the earlier tenders that some of the vendors quote an abnormally low administrative charge with a view to obtain the contract, which is practically not workable. Abnormally low administrative charges will affect the quality of service rendered. Therefore, the institute administration has decided to fix a minimum and maximum percentage as administrative charges to the agencies for providing services. The commercial quotes below or above the prescribed minimum/maximum administrative charges will be treated as not qualified and their commercial bid will be disqualified. The service charges shall be between 3.85% to 7.00% of the wages payable to the workers.**
 15. The Selected agency agrees and undertakes to pay all GST, taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Selected agency also agrees to furnish such proof of payments or compliance of the obligation including registration certificates, receipts, licenses, clearance certificates etc., as may be required by the IISc from time to time.

MEDICAL EXAMINATION

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

SOLID WASTE MANAGEMENT

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

TENDER EVALUATION CONDITIONS

1. The bidder shall quote the technical & Commercial bids, in CPPP Portal, as per the format enclosed in Annexure I and III.
2. Only the commercial bids of technically qualified bidders would be considered. The agency whose commercial bid is the lowest would be considered as successful and awarded the contract. In case of tie (commercial bids of two or more bidders being equal), bidders having higher average turn-over (in the last 3 financial years) will be offered the contract. By submitting a bid for the tender, the agency implicitly agrees to the above condition.
3. By submitting a bid for the tender, the agency implicitly agrees to the above condition

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SCOPE OF WORK

A - Supercomputer Education and Research Centre (SERC)

and

B- CDS

Areas to be attended daily

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

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

Areas to be attended on weekly basis

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

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Jobs to be done as and when required

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

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

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

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

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

- No. of toilets in the building: 8

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D. New Biological Sciences Building (NBSB)

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

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E. Physical Sciences Department (PHY)

BASEMENT AREA:

Daily Cleaning

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

Weekly Cleaning.

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

Monthly Cleaning.

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

GROUND FLOOR AREA:

Daily Cleaning

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

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

Weekly Cleaning.

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

Monthly Cleaning.

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

1ST FLOOR:

Daily cleaning

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

Weekly Cleaning.

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

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

Monthly Cleaning.

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

2ST FLOOR:

Daily cleaning

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

Weekly cleaning.

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

Monthly Cleaning.

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

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ALL THE LADIES & GENTS TOILETS:

Daily cleaning:

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

Weekly cleaning:

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

All the toilets exhaust fan cleaning.

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F. Health Centre (HC)

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

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

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

II) Shift Duties

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

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

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

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

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V) Out-Patient:

Doctors Room	06
Dressing Room	01
Veranda	01
Waiting Hall	02

VI) First Floor

Doctors Room	01
Conference Room	01
Office Room	01
Veranda	01

VII) Isolation Ward

Rooms & Veranda	02
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G. JRD Tata Library

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

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

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

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9	Cleaning of all electrical fittings & fixtures at all location listed above	Once in a month
10	Cleaning of Terrace & Chajjas by removing fallen leaves, etc.	Once in fifteen days in rainy season; once in thirty days in other seasons
11	Cleaning of surrounding areas except vehicle parking stand	Once in 15 days
12	Any other related work	As and when the need arises

Few details about cleaning

- a) Mopping: Rooms/reading halls/lounges/staircase, etc., to be cleaned once in a day with hand swabbing the area with clean wet cloth except stack passage between book rack/book shelf areas
- b) Washing of toilets: Toilets and fittings to be cleaned once in day. Toilet fittings and glazed tiles/floors to be cleaned meticulously and kept spic and span. Urinal cakes naphthalene balls should be put every Monday and scented liquid soap to be replaced. Toilet floor and walls to be cleaned with branded chemicals.
- c) Rakes/shelves/compartments: The racks/shelves/compartments and books/journals, etc., are to be dusted according to the periodicity given without disturbing. Once in a month the books/journals, etc. Should be removed from the racks & cleaned with dry cloth. Also, the racks/shelves/compartments should be cleaned with dry cloth. Chairs/tables to be cleaned with wet cloth. This cleaning should be done in such a way that once in a month all the locations should get cleaned.
- d) Computers: Computers should be wiped with soft cloth everyday. Periodically the computers should be cleaned with wet cloth and mild detergent only when the Computers are in switched off mode. This may be done in consultation with the staff deployed in the areas.

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

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

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H. Department of Electrical Engineering (EE)

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

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

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

Areas to be attended on weekly basis

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

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Jobs to be done on Saturdays

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

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I. Centre for Nero Science (CNS)

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

J: Centre for Continuing Education (CCE)

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The scope of work at Hoysala House is as follows:

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

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

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

Areas to be attended daily

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

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

Areas to be attended on weekly basis

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

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L. CHEMICAL ENGINEERING (CHE)

SCOPE OF WORK

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

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M. CHEP

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

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N. CSIC/NSSC/Sathish Dawan Auditorium and Amenities Hall

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

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

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

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O. DEPARTMENT OF COMPUTER SCIENCE AND AUTOMATION (CSA)

Scope of Work for CSA Housekeeping

Areas to be attended daily:

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

CSA Lawn: Cleaning, shrubbery daily afternoon.

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

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Areas to be attended on weekly basis

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

Jobs to be done as and when required

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

GROUND FLOOR:

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

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FIRST FLOOR:

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

ANNEX WING (Seminar Hall):

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

SECOND FLOOR:

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

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**P. AEROSPACE ENGINEERING (AE) and all other Departments
which are not specifically mentioned herein**

SCOPE OF WORK

Areas to be attended daily:

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

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

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Areas to be attended on weekly basis

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

Jobs to be done as and when required

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

Q. ALL DEPTS AND SECTIONS OF IISc

The Selected Contractor is responsible for all Housekeeping/cleaning activities of the IISc whatsoever be the departments/sections as directed by the officer in charge.

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MANPOWER DEPLOYED FOR DEPARTMENTS

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

IISc expects 1 supervisor to be deployed roughly for 15 unskilled labourers; If the no. of unskilled labour in a dept. is fewer, then a supervisor may be shared across (adjacent) depts./units.

Name of Dept.	Unskilled	Skilled Supervisor	Skilled Driver	Total
Supercomputer Education Research (SERC)	3			3
Aerospace	7	1		7
AFMM	3			3
Biochemistry	2			3
CAF Dept	17	1		18
CAOS Dept	3			3
CCT	3			3
CDS- Computational data sciences	3	1		4
Centre for Nano Science and Engineering (CeNSE)	5			5
CES Dept	3			3
Chemical Engineering (CHE)	2	1		3
CHEP	2			2
CSA Dept	7			7
CSIC		1		1
CST Dept (3 Old building and 3 New Building)	7	1		8
DESE Dept	7			7
DIGITS	3			3
Electronics and Communication Engg	8	1		9
Electrical Engg	8			8
Gymkhana	8	8		16
Health Centre (HC)	6	1		7
Hoysala House	6			6
ICER Dept	4			5

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IPC	5	1		5
IAP Dept	5			5
J R D Tata Memorial Library (LIB)	9	1		10
MRC Dept	4			4
Mathematics	6			6
MBU dept	5	1		6
MCB,DBG(MRDG), BC- Combined	1			1
Mechanical Engg	10			10
Material Engg	6	1		7
DBG Dept(MRDG)	1			2
CNS Dept	5	1		5
New Biological Sciences Building (NBSB)	9			9
CSIC / NSSC / Amenities Hall	10	3		13
Physical Science Building (PHY)	10	1		11
SERC	6			6
SWAMII	4	1		5
U.G. Programme (UGP)	11			11
New Chemical Sciences Building	9	1		10
Civil Engineering	14			15
Raman Building	2	1		2
Total	249	28		278

***Other Departments/Restroom/Common areas also will be added/decreased as directed by the Officer in Charge. Further manpower may increase or decrease depending upon requirement. The above mentioned no of staff may decrease or increase depending upon requirement during and after deployment.**

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**Annexure I
TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

For Providing Housekeeping Services to IISc

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

(Attach separate sheet if space provided is insufficient)

COMMERCIAL Year	Amount (Rs. In Lakhs)	Remarks, if any
2020-21		
2021-22		
2022-23		

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

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

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

15. Details of Earnest Money Deposit :

D.D. / P.O. No. & Date & Bank

16. Additional information, if any

(Attach separate sheet, if required)

CERTIFICATE OF ETHICAL PRACTICES

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

Date

Signature of the Tenderer

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ANNEXURE II

Details of Manpower Deployed at Various Departments/Centers/Units

Name of Dept.	Unskilled	Skilled Supervisor	Skilled Driver	Total
Supercomputer Education Research (SERC)	3			3
Aerospace	7	1		7
AFMM	3			3
Biochemistry	2			3
CAF Dept	17	1		18
CAOS Dept	3			3
CCT	3			3
CDS- Computational data sciences	3	1		4
Centre for Nano Science and Engineering (CeNSE)	5			5
CES Dept	3			3
Chemical Engineering (CHE)	2	1		3
CHEP	2			2
CSA Dept	7			7
CSIC		1		1
CST Dept (3 Old building and 3 New Building)	7	1		8
DESE Dept	7			7
DIGITS	3			3
Electronics and Communication Engg	8	1		9
Electrical Engg	8			8
Gymkhana	8	8		16
Health Centre (HC)	6	1		7
Hoysala House	6			6
ICER Dept	4			5
IPC	5	1		5
IAP Dept	5			5
J R D Tata Memorial Library (LIB)	9	1		10
MRC Dept	4			4
Mathematics	6			6
MBU dept	5	1		6
MCB,DBG(MRDG), BC- Combined	1			1

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Mechanical Engg	10			10
Material Engg	6	1		7
DBG Dept(MRDG)	1			2
CNS Dept	5	1		5
New Biological Sciences Building (NBSB)	9			9
CSIC / NSSC / Amenities Hall	10	3		13
Physical Science Building (PHY)	10	1		11
SERC	6			6
SWAMII	4	1		5
U.G. Programme (UGP)	11			11
New Chemical Sciences Building	9	1		10
Civil Engineering	14			15
Raman Building	2	1		2
Total	249	28		278
Reliever	41	0	0	41

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ANNEXURE III

COMMERCIAL BID

For providing House-keeping Services

1. Name of tendering Company / Firm / Agency: _____
2. Rates are to be quoted in accordance with the Minimum Wages Act of Central Government for manpower per month basis. EPF and ESI shall be payable at actuals over and above the quoted rates here

S.No	Description	No. of Persons as per Annexure II	Daily Wage*	Total Amount for per shifts for persons in each category	Gross Total for 26 shifts(Rs)
1	Unskilled category	249	751	1,86,999	48,61,974
2	Skilled Supervisor Category	28	832	23,296	6,05,696
3	Skilled Category	0	915	0	0
4	Highly Skilled	0	992	0	0
5	Subtotal(Rs)				54,67,670
6	Contractors Adm. / Service Charge (as percentage of sub-total in Line 5 above)\$				
7	Cleaning Materials and equipment charges (from Annexure IV) # (Excluding GST)				
	Total				

* Wages is as per the Minimum Wages Act of Central Government as on 1stOct. 2023. The actual payment to the successful bidder will be based on the prevailing Minimum wages rates applicable from time to time.

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

\$ Attention is drawn to the Clause No 14 in Page No 23& 24 of this document.

Signature of the Tenderer

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BANGALORE-560012**

ANNEXURE IV

The Monthly expected requirement of Consumables of Good Quality to Centralized Road and Rest-room cleaning.

SNo.	PARTICULARS	Unit	Base Price per Unit	GST per Unit	Total price per Unit	No of Units	Amount (Excluding GST)	Amount (Including GST)
1	Air Freshener 100 GMS	Pcs				100		
2	Air Freshener 50 gm	Pcs				100		
3	Brooms Bombay	Pcs				20		
4	Brush Floor clean 5ft steel hand Nylon teeth	Pcs				10		
5	Brush Floor Clean Hand Brush Nylon teeth	Pcs				10		
6	Brush Floor scrub Pad 17" Round 3m	Pcs				1		
7	Brush for Carpet Cleaning	Pcs				5		
8	Brush Toilet Clean (ROUND Plastic HEAVY)	Pcs				20		
9	Caustic soda in Kg	Kg				25		
10	Checked cloth 12" x 18" big	No.				50		
11	Chlorine liquid (For Water Cleaning)	Kg				1		
12	Cleaning Acid	Ltr				50		
13	Cobweb Stick STEEL MEDIUM	No.				5		
14	Glass Cleaner1 Litre	No.				10		
15	ANTICEPTIC 1LT CAN	Can				2		
16	Handwash 1 litre	No.s				5		
17	Detergent Soap 75gms	No.				10		
18	Hand Wash (1Ltr Can)	Can				30		
19	Floor cleaner 1 litre	Can				20		
20	Garbage Cover 17 x 19" small 30 pc/Roll(S)	Roll				200		
21	Garbage Cover 30 x 37" XL 15 pc/Roll(M)	Roll				250		
22	Garbage Cover Jumbo roll	Roll				100		

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23	Hand Gloves	Pairs				50		
24	Wet Mopset with clip	No.				30		
25	Wet Mop refills	No.				50		
26	COCONUT BROOMS	No.				100		
27	Mask Round Yellow / Green	Pcs				100		
28	Mop Cloth big 18" X 18" big	Pcs				50		
29	Mop Cloth small	Pcs				50		
30	Mop Rubber Steel 5ft hand X 18" blade(Wiper)	Pcs				20		
31	Mop Rubber	Pcs				5		
32	Mop stick Dry Set-18 inch - Set	Pcs				10		
33	Mop stick Dry Set- 24 inch- Set	No.				10		
34	Mop stick Dry refill 18 inch	No.				10		
35	Mop stick Dry refill24 inch	No.				10		
36	Napthelene Balls per kg	Kg				5		
37	Phenyle Compound Grade-A 1 ltr	Ltr				100		
38	Plastic Bucket 15ltr	No.				15		
39	Plastic Mug 1 Ltr.	Pcs				15		
40	Room Spray –1 LT CAN	can				15		
41	Scotch Brite BIG 3M	No.				100		
42	Scotch Brightwith sponge	No.				50		
43	Soap Oil (Hand made) Grade-A 1ltr	Ltr				200		
44	Toilet Tissue Paper 1 Roll	ROLL				200		
45	TOILET CLEANER 1 Litre	No.				50		
46	Urinal cubes White/Pink	No.				200		
47	Detergent powder	Kg				10		
48	Yellow Cloth Big	Pcs				30		
49	Brooms Clip 3.5"	No.				50		
50	Glass cloth 12" x 18" Big	No.				50		

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51	Wringer Trolley for Wash Room & Office	No.				4		
52	Signboard (Wet Floor)	No.				10		
53	Glass Cleaning Applicator	No.				5		
54	Plastic Dust Pan	No				10		
55	Scrapper patti knife- 1 pack	No				1		
56	Plunger	No				5		
57	Small Plastic Bucket-5 Litre	No				10		
58	Spanner Small	No				3		
59	Bleaching powder-1 kg	No				15		
60	Steel Scrubber	No				30		
	Cleaning Equipment Rental (Please specify the details of the equipment and monthly rental charge for each equipment)							
61	High Pressure Jet with accessories	No				2		
62	Wet & Dry Vacuum Cleaner with accessories	No				2		
63	Telescopic pole (20 feet)	No				2		
64	Single Disc Scrubber	No				2		
65	Walk Behind Scrubber with accessories	No				1		

The above materials and quantities are listed only for the purpose of evaluation of the commercial bids, The actual quantities of materials required may differ from the above. The officer in-charge of dept may assess the actual quantities during the course of the contract. The monthly billing will be done as per the actual quantity supplied. Actual cost-plus GST will be paid on consumables. Further as per the requirement the officer in-charge of Dept may include additional items/equipment's apart from all the items mentioned above. The amount quoted should be inclusive of GST. All materials purchased by the contractor should be of Grade A Quality. Grade A quality ISI certified products should only be used. Any products not confirming to the desired quality will be rejected by IISc.

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**ANNEXURE V
CHECK-LIST**

(To be enclosed with the Technical Bid)

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

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