

INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
CANAL ROAD JAMMU
Website: www.iiim.res.in
NOTICE INVITING TENDER

CORRIGENDUM

Kind attention is invited to this Institute NIT dated 15.6.2010 regarding Tenders for (i) **Cleaning & Housekeeping Services** (ii) **Annual Maintenance of Gardens etc.with last** date of Sale and receipt of tender papers as 5.7.2010 and 6.7.2010 respectively.

Due to some administrative reasons, now the last date of sale of Tender papers is revised to 20.7.2010 and the last date for receipt of filled tenders will be 21.7.2010 up-to 3.00 P.M. ,which will be opened on the same day at 3.30. P.M.

The interested parties may please **revisit** our website www.iiim.res.in and download our revised tender document from the website. Those who have already procured the tender document from this office need to obtain the revised tender document without any further cost.

Sd/-
Administrative Officer

S.NO. _____
Date of issue _____

INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
(Council of Scientific & Industrial Research)
JAMMU – 180001

TENDER DOCUMENTS (Non-transferable)
(NIT NO. 01/IIIM/Cleaning & Housekeeping Services/Gen. 10)
NAME OF WORK :JOB CONTRACT OF PROVIDING OF
CLEANING & HOUSEKEEPING SERVICES TO INDIAN
INSTITUTE OF INTEGRATIVE MEDICINE,JAMMU
(NIT NO. 01/IIIM/ Cleaning & Housekeeping Services/Gen. 10)
C_O_N_T_E_N_T_S

S.N.	DESCRIPTION	PAGE NO.
1.	Notice Inviting Tender (detailed)	1
2.	Terms & Conditions	2-10
3.	Status of firm	11
4.	Work Experience	12
5.	Annexure `A` (Description of Work)	13-14
6.	Annexure `B` (Scope of Work)	15
7.	Annexure "C" (Schedule of Quantity)	16

Received Rs.500.00 (Rupees five hundred only) in cash vide cash receipt No-----
-----dated -----or DD/Pay Order No-----
-----dated ----- from Shri/M/S-----
-----towards cost of tender document.

Signature of D.D.O.

TENDER ISSUED TO

M/s _____

Mobile No. _____

Telephone No. _____

Email _____

SIGNATURE OF THE OFFICER ISSUING TENDER

DETAILS OF EARNEST MONEY DEPOSITED BY THE TENDERER

D.D/Pay Order No-----

Date of issue-----

Amount Rs-----

Drawn On-----

SIGNATURE OF THE TENDERER

INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
(Council of Scientific & Industrial Research)
JAMMU – 180001

NOTICE INVITING TENDER

Separate Sealed tenders are invited from the financially sound contractors having valid Contract Labour Licence under the Contract Labour (Regulations & Abolition) Act, 1970 and Employee Provident Fund/ESI Registration Number for undertaking the following jobs on contract basis:-

Sr. No.	Description of the job	Estimated Cost (Rs.)	Tender Cost (Rs.)	Duration	Earnest Money (Rs.)
1.	Cleaning & House Keeping Services of IIM.	11,74,776.00	500.00	One Year	23500.00

The Contractors should have successfully carried out Cleaning job amounting to Rs.9.6 Lakhs –Single contract/ Rs.7.2 Lakhs-Two similar contract /Rs.4.8 Lakhs – Three similar contracts , during last five years in the Central /State Govt./ Autonomous Body/ Public Sector Undertakings/ Govt. Institutions. Tenders shall be issued to the Contractors on production of experience Certificate, Valid Contract Labour License, EPF Registration Certificate, ESI Registration Certificate, Satisfactory Completion Certificate of job and last year Income tax Clearance Certificate. Tender forms containing detailed terms and conditions can be obtained from the office of the Administrative Officer, IIM, Canal Road, Jammu on production of documents on all working days between **10:00 AM to 3:00 PM from 16.06.2010 to 20.07.2010** on payment of tender cost of **Rs. 500.00 (non-refundable)** in cash or by way of Demand Draft drawn in favour of Director, IIM, Jammu, payable at Jammu. Tenders completed in all respect should be submitted in a double sealed cover super scribed on the envelope the name of the job with due date and time of opening of tenders and dropped in the tender box kept in the room of Administrative Officer, IIM, Jammu. Tenders will be received up to **3:00 P.M. on 21.07.2010** and will be opened on same day at **3:30 PM** in the presence of tenderers or their authorized representatives, if any, present at the time of opening. The NIT is also available on the websites www.iiim.res.in. The Director, IIM reserves the right to accept the tenders or reject any or all the tenders without assigning any reason thereof.

ADMINISTRATIVE OFFICER

INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
(Council of Scientific & Industrial Research)

JAMMU – 180001

NAME OF THE CONTRACT : 'CLEANING / HOUSE KEEPING SERVICES OF LABS AND CAMPUS OF IIIM'

TERMS AND CONDITIONS OF TENDER:-

Sealed tenders in **double envelope** superscribed on the envelope **Tender for 'Cleaning/House Keeping Services of Labs and Campus of IIIM'** with due date and time of opening, addressed to the Director, IIIM, Canal Road, Jammu, should be dropped in the tender box kept in the room of Administrative Officer, IIIM, Jammu. Tender will be received up-to **3:00 P.M. on 21.07.2010** and will be opened on the same day at **3:30 P.M.** in the presence of the Tenderers or their authorized representative, if any, present at the time of opening of Tenders. Tender received after due date & time of submission shall not be considered.

1. Tender should be submitted in the following manner:- Duly Wax sealed "Envelope –A"(Technical Bid) should contain the following documents.

- (a) Attested copies of satisfactory completion certificate of cleaning Job contract issued by the Head of Office/Department during the last five years.
- (b) Attested copy of PAN Card of the firm/Proprietor(in case Proprietorship Firm)/Partnership Deed in case of Partnership Firm/Agency.
- (c) Attested copy of last year Income Tax Clearance Certificate.
- (d) An affidavit duly certified by a Notary that the Firm has never been black listed.
- (e) An Affidavit duly certified by a Notary to the effect that there is no on going police case/vigilance case against the Firm/Agency or owner/proprietor of the Firm/Agency and the owner/proprietor of the Firm has never been convicted or punished by any Hon'ble court of law.
- (f) Attested copies of last two years turn over, issued by Bank in support of Financial capability of the Firm/Agency.
- (g) Attested copy of Contract Labour License issued by Labour Department, Ministry of Labour, Govt. of India under Contract Labour (Regulation & Abolition) Act, 1970 and registration certificate of Employee Provident Fund/ESI.
- (h) Earnest Money of **Rs.23500.00 (Rupees Twenty Three Thousand & Five Hundred only)** in the Form of Demand Draft/Pay Order drawn in favour of Director, Indian Institute of Integrative Medicine ,Jammu from a scheduled bank and payable at Jammu. **Tenders without Earnest Money shall not be considered in any circumstances.**
 - (i) **Demand Draft Pay order for Rs.500.00 (Rupees Five Hundred only)** drawn in favour of Director, Indian Institute of Integrative Medicine ,Jammu from a scheduled bank and payable at Jammu, in case tender document has been downloaded from IIIM, website
 - (j) Attested copy of Valid EPF No/ESI Registration No/Service Tax Registration No. which is issued by the Central Excise, Govt. of India.
 - (k) Certificate of having verified the quantum of work physically.

2. **Duly wax sealed “Envelope-B”(Financial Bid) should contain form of schedule of rates duly filled and signed.**
3. **Duly wax sealed “Envelope –C” super scribed as Tender for House keeping/Upkeeping work in IIIM ,Jammu, should contain wax sealed Envelope-‘A’ and Envelope-‘B’ .**
4. The validity period of the tender shall be for a period of 90 days from the date of opening of tender for the purpose of acceptance and award of work. Validity beyond 90 days shall be extended by mutual consent.
5. The Firm should have its local office and Bank Account in Jammu.
6. The Tenderer should inspect the sites and acquaint himself fully about the conditions of the sites before submitting the Tender.
7. The Tenderer shall not impose any condition or make any changes, additions, alterations and modifications in the Tender document except quoting Service charges in percentage of minimum wages as mentioned in the Tender document.
8. The work award order shall be treated cancelled if the successful Tenderer fails to give his **acceptance within seven days** from the date of receipt of work award order and the Earnest Money deposited by the Tenderer with the Tender shall be forfeited.
9. Successful Tenderer will execute an Agreement on a non-judicial stamp paper **worth Rs.100/-** within five days from the date of acceptance of award of work order failing which the work order shall be treated as cancelled without making any reference to the Tenderer.
10. The Tender document shall be made part of the Agreement.
11. **Successful tenderer will deposit @ 5% of awarded amount as Security Money before execution of Agreement for due discharge of his obligations under the contract.** The Security Money shall be refunded to the contractor after satisfactory completion of work during the contract period. Earnest Money shall be adjusted against security money on the request of the contractor.
12. In the event of loss or damage, if any sustained by IIIM ,due to negligence on the part of the contractor, the loss or damage sustained shall be recovered from the Security Money of the contractor. The Security Money deposited by the contractor shall not accrue any interest in any circumstance.
13. The Agreement shall be treated as cancelled if the contractor fails to start the work within seven days from the date of execution of Agreement and the Security Money deposited by the contractor shall be liable to be forfeited without making any reference to the contractor.
14. The entire Tender document must be signed by the Proprietor/Owner/ Authorized person himself and also affixed seal of the firm on each and every page of the Tender document. No power of attorney shall be entertained.
15. In case the date of opening is declared a holiday, the date of opening shall be automatically extended to the next working day.

16. Tender shall be liable to be rejected if found incomplete or failure to fulfill any of the terms and conditions of the Tender.
17. The Tenderer while submitting his tender would have considered and accepted all the terms and conditions of the Tender. No verbal or written inquiries will be entertained in respect of accepting or rejection of the Tender.
18. Any action on the part of the Tenderer to influence any officer of IIIM or canvassing in any form shall make his tender liable to rejection.
19. If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work awarded to the contractor shall be cancelled and EMD/Security Money deposited by the contractor shall be forfeited.
20. **The work of the Contractor shall be supervised by the Contractor himself or his authorized representative/Supervisor. Non-compliance on this count will be treated as violation of the contract and the tender is to be liable to rejection.** The Contractor shall review the Cleaning/House Keeping arrangements of the Institute in consultation with the Director or his nominee or committee constituted for this purpose from time to time.
21. For evaluation of the bids for Cleaning/House Keeping Contracts, **L-1** is to be decided keeping in view the component of Service Charges quoted by the prospective bidders, as the Contractor is liable to pay Minimum wages as mentioned in the Tender document, plus the statutory dues like EPF, ESI, Bonus and Service Tax etc.
22. **Incomplete tenders and/or conditional tenders will not be entertained.**

INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
(Council of Scientific & Industrial Research)
JAMMU – 180001

TERMS AND CONDITIONS FOR EXECUTION OF THE CONTRACT OF :

'CLEANING AND HOUSE KEEPING SERVICES OF LABS AND CAMPUS OF IIM' :-

A. GENERAL CONDITIONS:

1. That the persons deployed by the contractor for Cleaning & House Keeping Work shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue / arise implicitly or explicitly.
2. That on taking over the responsibility of rendering cleaning & House Keeping work, the contractor shall formulate the mechanism and duty assignment of cleaning personnel in consultation with Director, IIM. or his nominee. Subsequently, the contractor shall review the cleaning arrangement from time to time and advise the Director, IIM. for further streamlining the system. The contractor shall further be bound by and carry out the directions / instructions given to him by the Director, IIM. or the Officer designated by him in this regard from time to time.
3. That the Director, IIM. or any other person authorized by him shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case, any of the workers engaged by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately remove that person and take suitable action against him on the report of the Director or any Officer designated by him in this regard. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director, IIM or the authorized person in case of any of the aforesaid acts on the part of the said person.

B. CONTRACTOR'S OBLIGATIONS :

1. That the contractor shall provide Cleaning/House Keeping arrangement of the Labs./ Buildings/premises mentioned in Annexure-A as deemed fit by him in consultation with the Director/Administrative Officer or any other authorized person.
2. That the contractor shall deploy persons in eight hours duty for rendering cleaning work as mentioned in **Annexure-A/B**. The contractor shall deploy medically and physically fit persons not above 50 years and below 18 years of age. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.

3. That the contractor shall submit details of the workers such as; names, parentage, residential address, age, etc. deployed by him in the premises of the IIIM for the purpose of proper identification of the employees of the contractor. The contractor shall issue identity cards to the cleaning personnel bearing their photographs / identification, etc. and the cleaning personnel shall display their identity cards at the time of duty.
4. That the Contractor shall be liable for payment of wages and all other dues ,which they are entitled to receive under the various labour laws and other statutory provisions.
5. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to IIIM and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, the Employees Provident Fund and Miscellaneous Provisions Act, 1952, Payment of Bonus Act, 1965, the Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity benefit Act, and / or any other Rules / regulations and / or statutes that may be applicable to them.
6. That the Contractor shall be solely responsible for any violation of provisions of Labour Laws or any other statutory provisions and shall further keep the IIIM/indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provision. In case of Contractor's failure to fulfill any of the obligations hereunder and / or under the said Acts, rules / regulations and / or any bye-laws or rules framed under or any of above Acts, IIIM shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments
7. That the contractor shall be required to maintain permanent attendance register / muster roll of the workers within the building premises which will be open for inspection and checking by the authorized officers of IIIM .
8. **That the contractor shall make payment of wages etc. to the persons so deployed** in the presence of the representative of the IIIM and shall on demand furnish copies of wages register / muster roll, etc. to IIIM for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed, under various Labour Laws, having regard to the duties of IIIM in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions un-authorisedly made, maintenance of wages book, wage slip, publications of scale of wages, and terms of employment, inspection and submission of periodical returns.
9. That the contractor shall submit the proof of having deposited the amount of ESI/Insurance and EPF contribution towards the persons deployed at IIIM in their name before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards ESI/Insurance and EPF contribution will be withheld till submission of required documents.

10. **That the contractor shall make the payment to the workers engaged by him on or before 7th day of the following month** in presence of the persons authorized by the Director, IIM and after making payments, shall submit the bills duly verified by the person authorized by the Director for reimbursement along with a copy of the Muster Roll and wage payment Register.
11. That the contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of IIM .
12. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours / leaves for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director, IIM a sum as may be claimed by IIM .
13. That the Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the IIM and ensure that no such person shall create any disruption/hindrance/problem of any nature in IIM either explicitly or implicitly.
14. The Security Money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage if any sustained by IIM on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.
15. That the Contractor shall keep the IIM (CSIR) indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.

16. The Contractor shall further keep the IIIM indemnified against any loss to the IIIM property and assets. The IIIM shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.
17. That the Contractor shall ensure that the persons so deployed do not allow any property of the IIIM to be taken out of the premises without a valid Gate Pass signed by the designated officials of the IIIM . As a safeguard against any dishonesty, connivance and /or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the Contractor along-with the subsequent changes, if any. The Controller of Administration/ Administrative Officer of the IIIM shall make suitable arrangement to ensure compliance.
18. That the Contractor shall report promptly to the IIIM any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the Contractor to ensure security and safety of all the property and assets, movable and immovable, of the IIIM and if there is any loss to the IIIM on account of dishonesty, and / or due to any lapse on the part of the Contractor or his worker, the Contractor shall make good on demand the loss to the IIIM.
19. That the Contractor shall provide uniforms to the persons deployed for cleaning, at his own cost. The seasonal equipment such as jerseys, coats in winters and rain coats in monsoon shall also be provided by the Contractor at his cost and IIIM shall have no liability whatsoever on this account. The uniform shall be approved by the Director of the IIIM.
20. The contractor will make first payment to the workers engaged by him for execution of the work and submit the bills for payment.

C. CSIR'S OBLIGATIONS:

1. That in consideration of the services rendered by the contractor as stated above, the contractor shall be paid lump sum of Rs._____on monthly basis. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by Director, IIIM in this regard.
2. That the aforesaid lump sum amount has been agreed to be paid by the IIIM to the Contractor.
3. That the payment on account of enhancement / escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by IIIM, to the Contractor.

4. That IIIM shall reimburse to the contractor, the amount of Service Tax paid by the Contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the Contractor.
5. That Security Money will be refunded to Contractor within one month of the expiry of the contract only on the satisfactory performance of the contract.

D. PENALTIES / LIABILITIES :

1. That the contractor shall be responsible for faithful compliance of the terms and conditions of this contract. In the event of any breach of the agreement, the same may be terminated and the Security deposit will be forfeited and further the work may be got done from another agency at the contractor's risk and cost.
2. That if the contractor violates any of the terms and conditions of the contract or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director, IIIM ,in this behalf, a penalty leading to a deduction up-to a maximum of 10% of the total amount of bill for a particular month will be imposed.
3. That if the contractor fails to supervise the work either himself or through his authorized representative he shall be liable to pay an amount of **Rs.5,000.00 (Rupees five thousand only)** deductible from his monthly bills.

E. COMMENCEMENT AND TERMINATION :

1. That the contract shall come into force from the date of award of the contract and shall remain in force for a period of One Year. The contract can be extended on such terms and conditions as are mutually agreed upon.
2. That the contract may be terminated on any of the following contingencies:-
 - a) On the expiry of the contract period as stated above
 - b) By giving one month's notice by IIIM on account of:-
 - i) Committing breach by the contractor of any of the terms and conditions of this agreement.
 - ii) Assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the Director, IIIM .
 - c) On contractor being declared insolvent by competent Court of Law. During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

F. ARBITRATION :

1. That in the event of any question, dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to Director General, Council of Scientific & Industrial Research, New Delhi or his nominee.
2. That the award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. That the Arbitrator may give interim award (s) and / or directions, as may be required.
4. That subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
(Council of Scientific & Industrial Research)
JAMMU – 180001

SCHEDULE IN RESPECT OF PARTICULARS OF THE TENDERER
(To be filled by the Tenderer)

1.	Name of the Proprietor / Partners	
2.	In case of Co-operative Society, Name of the Chairman / Secretary who is authorized to sign the tender	
3.	Name of the Firm / Co-operative Society	
4.	Address of the Firm / Co-operative Society	
5.	Telephone Number	
6.	Residential Telephone Number of the Proprietor/Owner/Chairman or Secretary	
7.	Registration No.	
8.	Trade for which registered	
9.	In case of Partnership, name & address of the partner signing the tender documents	
10.	Specimen signature of the person with name authorized for signing the tender	
11.	Name & Address of Banker	
12.	Approximate Annual Transaction during the last two years	
13.	Registration Number and date under a) Contract Labour (Regulation & Abolition) Act, 1970 b) E.P.F. Act c) E.S.I. Act d) Service Tax Act	

**Signature of
Tenderer**

INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
(Council of Scientific & Industrial Research)
JAMMU – 180001

SCHEDULE OF WORKS DONE BY THE TENDERER
(To be filled by the Tenderer)

Tenderer should mention below the details of the works (maximum five works) satisfactorily completed during the last five years which are nearer to the tender amount and also attach satisfactory completion certificate of the work:-

Sl. No.	Name of Work	Value of work	Location / Site	Name of the Deptt. & In-charge of the work
1.				
2.				
3.				
4.				
5.				

**Signature of
Tenderer**

Annexure-A

INDIAN INSTITUTE OF INTEGRATIVE MEDICINE (Council of Scientific & Industrial Research)

JAMMU – 180001

DESCRIPTION OF WORKS

ANNEXURE `A`

S.No.	Item of work
1.	Cleaning of floors by cleaning detergent (including periodical washing as required) twice in a day, watering the surface whenever required in order to maintain the cleanliness properly, sweeping and cleaning the floors as per direction of I/C Cleaning/Lab. Supervisor. All dustbins shall be collected and, removed from the Office/Labs. and dumped outside the IIIM office compound as per direction of I/C Cleaning /Lab. Supervisor.
2.	Cleaning of toilets by toilet cleaner/cleaning detergent (including periodical washing as required) including toilet seat, urinals/pans and wash basin etc. twice in a day, watering the surface in order to maintain the cleanliness properly, sweeping and cleaning the side wall/floors as per direction of I/C Cleaning/Lab./Supervisor.
3.	Sweeping of road and open spaces twice in a day, weeding out the unwanted weed in the open spaces whenever required in order to maintain the cleanness properly, sweeping and cleaning the road and open space in institute and colony as per direction of I/C Cleaning/Lab. Supervisor. All leaves and dust shall be collected and removed from road and open spaces and dumped outside the IIIM office compound as per direction of I/C Cleaning/Lab. Supervisor.
4.	Cutting of grass of road berms by sword/khurpi twice in a week, cutting grass and unwanted weed in the road berms whenever required in order to maintain the cleanliness properly, sweeping and cleaning the road berms in colony and institute as per direction of I/C Cleaning/Lab. Supervisor. All cutting grass and unwanted weeds shall be collected and removed from road berms and dumped outside the IIIM office compound as per direction of I/C Cleaning/Lab. Supervisor.
5.	Cleaning of drains and sewer lines including manhole, open surface drain, outlet drainpipe of toilet etc. both in the office and colony premises twice in a years or more if required, in order to maintain the cleanliness properly, sweeping and cleaning the surface as per direction of I/C Cleaning/Lab. Supervisor. All rubbish materials and garbage shall be collected and removed from manhole and open surface drain and dumped outside the IIIM office compound as per direction of I/C Cleaning/Lab. Supervisor.

The work may be attended in the following manner.

A. DAILY:

- a) Proper and efficient cleaning and sweeping of all the floors, staircases, corridors, lounges, approach roads and other open spaces.
- b) Wet mopping of all type of flooring, glazed tiles with detergents at the time of opening of the office.
- c) Proper efficient cleaning of toilets, urinals, wash basins, sinks in laboratories, sanitary fittings and fixtures.
- d) Cleaning and positioning of dustbins, refuse bins, garbage bins including collection of garbage in the incinerator room.
- e) Placing sanitary cubes, air purifier (Odonil), naphthalene balls, liquid soap, etc. in the toilet.
- f) To remove blockage in toilets, sewer, waste water lines. Dusting of doors, windows, notice boards, flower vases, art-objects provided in all the places in the space at the time of opening of the office.
- g) Operation of Incinerator for garbage disposed.
- h) Spraying room refreshner of approved quality and perfume in Director's Office, Conference Room, Auditorium, Seminar Room and other places as directed.

B. WEEKLY:

- a) Wet mopping / washing of all type of flooring, dados and wall tiles using detergents.
- b) Proper and effective cleaning toilet tiles, floor sanitary fixtures using detergent.

MONTHLY :

- a) Dusting & cleaning of door, windows including glass panes using Colin etc.

ANNEXURE-B

**INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
(Council of Scientific & Industrial Research)
JAMMU – 180001**

Name of the Work:-“ **Cleaning/House Keeping Services of Labs and Campus of IIIM**”

Particulars of Areas

SUMMARY OF SCOPE OF WORK

**Name of the work: Annual Contract for cleaning/House Keeping Services
Labs & Campus of IIIM.**

S.No.	Item	Quantity
1	Cleaning of floors (including periodical washing as required)	8500 sq mt.
2	Cleaning of toilets (4 times a day or as required)	39 No's Toilets
3	Sweeping of road s and open spaces	43,100 sqm
4	Cutting of grass of the road berms	43,100 sqm
5	Cleaning of drains	450 mtr.

All the above works and any others work of similar nature as may be entrusted to the contractor from time to time shall be carried out by the contractor effectively without causing any hindrance or disturbance to the staff of IIIM during normal working hours in consonance and conformity with the standard of neatly maintained office premises.

ANNEXURE-C

INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
(Council of Scientific & Industrial Research)
JAMMU – 180001

Name of the work:” Cleaning/House-Keeping Services of Labs and Campus of IIIM.”

Schedule of description of works, Quantities and Rates

Un-skilled: 21 workers:

Sr. No.	Description of work	Quantity
1.	Cleaning of Labs and Campus of IIIM.	The contractor shall engage minimum twenty one un-skilled workers per day.

Sr. No.	Component of Rate	Per worker per month (Rs.)	21un-skilled workers per Month (Rs.)	21 workers per Year (Rs.)
1.	Minimum wages un-skilled workers @ Rs.186/-X 26 days=Rs.4836.00 on the basis of Ministry of labour Govt. of India rates w.e.f. 01.04.2010	Rs.4836/-	Rs.101556/-	Rs.1218672/-
2.	EPF @13.61% of 1 above	Rs.658.17	Rs.13821.77	Rs.165861.25
3.	ESI @ 4.75% of 1 above	Rs.229.71	Rs.4823.91	Rs.57886.92
4.	Service Tax Liability	as applicable		
5.	Any other liability(Pl. indicate) (to be filled by tenderer if any)			
6.	Contractors Admn. /Service Charges (to be filled by tenderer)	(in fig.)	(in words)	

** The rates given above are for Jammu ,which has been taken as class 'B' city

***Note:**

The Tenderers must thoroughly go through the terms and conditions of the tender document in so far as the payment of minimum wages, as notified by the Govt. of India and Govt. of Jammu & Kashmir whichever is higher ; plus all statutory dues like ESI, EPF, Bonus and Service Tax etc. plus the supervisor to be deployed by the contractor at his own cost to supervise the work of the contractor is concerned, If the contractor fails to supervise the work either himself or through his authorized representative he shall be liable to pay an amount of Rs.5,000.00 (Rupees five thousand only) deductible from his monthly bills.

Signature of Tenderer up to this page

