

**Cleaning Sanitation and Disinfection Service-Outcome Based GeM**

**Bid No.: GEM/2024/B/4665116 Date: 22 Feb 2024**

**ANNEXURE-1**

<b>Details of Area, Cleaning Cycle and Frequency for Housekeeping Bid</b>						
Sr. No.	Type of Area		Area in Sq.mt (m2)		Cleaning Cycle	Frequency
			College	Hostel		
1	Indoor Area	Cabin/Workstations area/Conference Hall	2744		All Working Day	1
				405	All days of the year	1
2		Common Area(OTS)/Lobby/Reception/Waiting Area	9763		All Working Day	1
				2083	All days of the year	1
3		Staircase/Lifts/Escalators and Ramps	848		All Working Day	1
				84	All days of the year	1
4		Seating Area of Stadiums (Auditorium) Indoor	606		Weekly	1
5		Workshops	868		All Working Day	1
6		Laboratories/Classrooms	10570		All Working Day	1
7		Control Room (HVAC/Electrical/STP)	209		Weekly	1
8	Library	935		All Working Day	1	
9	High Sensitive	Restrooms/Washrooms	1244		All Working Day	2
				439	All days of the year	2
10	Outdoor Area	Garden	5718		All Working Day	1
				1199	All days of the year	1
11		Road and Parking / Paver Block	14632		All Working Day	1
				4050	All days of the year	1
12	Other (if any)	Terrace	14887		Fortnightly	1
				1888	Fortnightly	1
13	Other (if any)	Overhead water tank and sump	154		Monthly	1
				132	Monthly	1

## ANNEXURE-2

### Scope of Work

GeM of Service Level Agreement (SLA) As prescribed performance and all consumables indicated (BIS Certified) In addition to the above operations, the following operations will also be included.

#### **A. Indoor Area**

(Cabin/Seminar Hall/Conference Hall/Common Area-Lobby/Staircase/Classroom/Toilets-WashRooms/Library/Laboratory/Workshops/Control Room)

- (1) Daily cleaning of the entire building as per the specified list of buildings of the organization, garbage, mopping, dusting has to be done on a continuous and regular basis.
- (2) Dusting of Branch/Office records files.
- (3) Daily Cleaning of staff cabin as well as furniture viz table, chair, cupboard, closet, benches etc and computers, xerox machine etc as needed.
- (4) Regular cleaning of murals window panels, partition glass, light fitting, fan, sign board, and Notice board as needed.
- (5) Cleaning of classroom, laboratory, seminar room and tutorial room as per cleaning cycle/frequency. Without disturbance in educational work, cleaning should be done in a planned manner in such a way that it does not disturb the furniture present in it like benches. Apart from the table cleaning of machinery etc. which has to be done as required as needed.
- (6) Urinals, toilets, Wash basins cleaning in a day before office hours on a regular basis as per SLA. Water Cooler Cleaning should be done as required.
- (7) Cleaning must be done of the designated area at the hostel campus is also to be planned and executed as per SLA.
- (8) Toilets and bathrooms in the hostel campus must be cleaned twice a day.

## **B. Outdoor (Gardening- Vegetation Cutting and Watering)**

- 1) Maintenance of main garden included in the area of the institute and minor garden in the department, Regular pruning should be done as scheduled.
- 2) Removal of weeds from all gardens and removal of waste grass.
- 3) Maintenance/Management operations of saplings and cisterns located throughout the campus.
- 4) Regular cleaning of institute gardens and small gardens in the department and compulsorily disposal of waste grass growing on the block.
- (5) Additional bushes growing in the area involved/Zhankhara/Regular removal of thorny vegetation with the help of skilled human resources and regular pruning of trees.

## **C. Outdoor-RCC Road, Paver Block, Parking**

- 1) Daily regular cleaning operation of the campus's roads involved in the area.
- 2) Paving block of campus involved in area, Regular cleaning of parking sheds and disposal of waste grass growing on blocks as per prescribed norms.
- 3) The agency shall spray the insecticide on the stagnant water that is filled in monsoons or is filled permanently with at its own expense to destroy the insects/mosquitoes, if this is not done and the disease spreads, it will be the full responsibility of the agency. The agency will have to bear the responsibility of availing the services provided by the municipal corporation for this, if necessary and the administrative expenses incurred for the same. And if any penalty is imposed, the same shall be the responsibility of the agency to compensate.

## **D. Water Tank**

- 1) Cleaning of roof top water tanks in each building as per prescribed standard on monthly basis.
- 2) The underground and overhead tanks at the institute as well as at the hostel campus should also be cleaned monthly as per the prescribed standard.
- 3) Daily water supply management in the campus from underground sump to overhead tanks and water tanks on different buildings using electrical motors and emergency valves as required.

## **E. Terrace**

- 1) Cleaning of all the roofs of the institute complex as well as the roofs of the hostel block- Cleaning fortnightly.

### **Special conditions for Bidder:**

(1) The security deposit amount will be 10% of the total bid contract price. The security deposit amount has to be furnished on acceptance of the bid. The security deposit amount will be refunded to the agency one month after the completion of the contract period, if the performance is satisfactory and the bills are settled. The operation can be started only after depositing the security deposit.

(2) The bidding agency should have at least three years' satisfactory experience in cleaning (housekeeping) of internal and external areas of Government/Local Self-Government/Public Enterprise Institutions/etc. i.e. 2020-21, 2021-22 and 2022-23 and Necessary certificate should be submitted along with the bid. The minimum annual turnover of the agency for the last three years i.e. 2020-21, 2021-22 and 2022-23 should be Rs.30,00,000/- (Rs. Thirty Lakhs) or more per annum for the last three years. The bidding agency will be required to provide details of their annual average minimum turnover during the last three years. Also a valid Chartered Accountant's certificate under income tax bracket has to be submitted. He has to submit an affidavit that he is not a defaulter of any financial institution and has no police case on record. An affidavit must be submitted that he is not a defaulter of any financial institution and has no police case on record. The bidding agency must have its own office in the state of Gujarat.

(Note: Experience in cleaning operations other than the above operations such as house to house garbage collection, drain cleaning will not be considered. Also certificate of less than one year work at one place will not be accepted).

(3) After receiving the bid form, any kind of question / information will be given regarding the requirement of the work. Interested agencies may visit the concerned office and familiarize themselves with the local site conditions and type of work, requirement, office condition etc. and get estimates of man/equipment and material for facility management before submitting the bid. Various details under the office building have to be considered regarding the requirement of various facilities. The bidding agency shall see all the buildings, premises, garden existing in the organization and fill the price list after getting the estimate of the work. No later arguments/objections will be entertained. The bidding agency will have to self-attested Bid Annexure-1, 2, 3 and 4 along with the bid and upload it along with the bid. Further, a pre-bid will be organized by the organization and all the information will be given in this pre-bid.

(4) Mandatory standard liquid handwash and naphthalene balls should be placed in front of all toilets in the institute complex and hostel block from time to time. Cleaning of ladies toilet should be done by female cleaning staff only.

(5) The agency shall have to bring all the equipment, machinery, tools, men for the office housekeeping service at its own cost and risk and the organization shall not have any responsibility for this. The agency has to arrange cleaning equipment according to the number of floors and height of the buildings of the institution.

(6) The agency shall at its own expense keep in advance and use sufficient quantity of chemicals, equipment, substances of ISI or standard quantity at the institute and the agency shall bring the equipment, equipment, fittings for the same. Necessary tools like shovel, spade, chisel etc. have to be provided by the agency.

(7) It shall be the agency's responsibility to immediately clean any item which appears unsanitary, irrespective of the time specified in the work method. For this, it has to be done to the satisfaction of the responsible officer of the office.

(8) The agency shall ensure that the noise level is kept to a minimum during the work.

(9) For cleaning, water should be lifted from the point where water is available at the nearest point and cleaned at the required place. Separate water points will not be set up. In case of non-availability of water, the agency will have to arrange water itself.

(10) Agency shall be responsible for providing prescribed uniform, gloves, boots, cap to all servants. For the special identification of the servants, a special identification badge should be applied on their shoulders. A plate showing the name of the servant should be affixed on the shirt pocket by him.

(11) The agency shall keep employees who are free from any infectious diseases, healthy and mature as per the government regulations. The agency shall have full responsibility to destroy the insects/mosquitoes by spraying insecticides in the water which is filled in monsoons and is permanently filled. The agency will have to bear the responsibility of availing the services provided by the municipal corporation for this, if necessary and the administrative expenses incurred for the same. And if any penalty is imposed incidental thereto, the same shall be the responsibility of the agency to compensate.

(12) It shall be the responsibility of the Agency to provide more time/or more men for emergency work/service as required.

(13) Necessary cleaning operations shall be continued even on holidays.

(14) The agency shall issue labor contracts and P.F. The rules have to be implemented. And documents regarding the ongoing registration in ESIC and EPFO have to be submitted. The agency must be licensed as a labor contractor. According to the existing rule of the government, if there is a breach of the labor contract, the penalty will have to be borne by the agency itself.

(15) It is mandatory for the agency to take out the necessary insurance under the group/personal accident policy of the persons placed by the agency. If any kind of accident/incident occurs in the organization due to which the person working in the organization is injured or otherwise harmed, the organization will not have any responsibility in this regard.

(16) At the end of the month, the agency shall obtain a certificate from the concerned officer that satisfactory cleaning has been done on a daily basis and submit it to the principal on a monthly basis. On the days on which the cleaning is not satisfactory, an amount proportionate to the unsatisfactory performance of the days will be deducted from the total bill amount.

(17) TDS is normally deducted from the total bill amount as per prevailing rate fixed by the Government. And income tax will be deducted.

(18) An authorized representative shall be appointed by the agency to make alternative arrangements, etc., in the absence of minimum persons. They have to do all the arrangements related to people as an agency. Name, address, contact number of the representative to be given in the organization.

(19) The agency shall be responsible for compliance with all laws relating to the provision of servants. The organization here will not be responsible under any circumstances. It shall be the sole responsibility of the agency to pay wages to the workers engaged to provide cleaning services under the contract as per the provisions of the relevant laws and regulations. And the rules and laws framed by the Government from time to time shall be followed by the Agency, and shall be binding.

(20) Directly or indirectly by the persons of the Agency, through their wantonness, negligence or willfulness and for any other reason, the property of the Agency or any equipment or service including wires, pipelines, machinery, government records or belongings of officers, trainees or employees. The Agency shall be bound to compensate all loss caused or loss suffered by the Government. No materials of the organization shall be moved by the agency or its men without permission.

(21) A register of receipt of complaints, demands, representations shall be maintained by the agency, in which the non-executed demand and the reasons thereof shall be recorded.

(22) If the agency fails to provide the office cleaning service satisfactorily and the organization is dissatisfied with its services, the agency's security deposit will be forfeited and its services will be terminated, for which one month's written notice will be given to terminate the housekeeping service. The organization will not be responsible for any expenses, damages or any other inconvenience caused due to this.

(23) If the agency does not wish to continue the contract, it shall give three months' written notice to the organization otherwise the amount shall be recovered from the security deposit.

(24) This Agreement is non-transferable. The Agency shall not retain sub-agency and shall not transfer the work of supply of servants to the Agency or any other matter of the contract to any other agency without the prior approval of the competent authority/office.

(25) This Agreement shall remain in force for one year from the date of its execution. This agency cannot be converted into a sub-agency.

(26) If the officer-in-charge of the office feels that the service is not up to the prescribed standard, such deductions will be made as may be decided by the Internal Purchase Committee (CPC) of the office.

(27) "Contract" means invitation of bids, bid instructions, acceptance of bids, special and general conditions specified in the acceptance of bids and anything accepted and performed by the contractor and includes repeat orders.

(28) After awarding the contract, the deed agency will have to execute the agreement at its own expense on the stamp paper of the prevailing norms as per the rules of the Agreement Government.

(29) Daily waste shall be disposed of at the place designated by the Rajkot Municipal Corporation and shall not be burnt. If the organization is informed about the burning of waste, a minimum fine of 1000/- will be imposed.

(30) All contracts for cleaning work shall be under the direct supervision of the office of the Principal and the work/instructions given by him shall be executed. The list with photos, contact number and home address of the employees hired by the agency should be given to the Principal's office.

(31) The responsibility of paying Income Tax/GST as per the extant rules of the Government shall be the agency's own and the agency shall submit the request regarding the payment of tax. The amount of TDS to be deducted will be deducted as per rule and the remaining bill will be paid.

(32) GST and other applicable taxes including education cess and cleaning tax shall be paid by the agency itself as per rules.

(33) The agency has to submit the security deposit and contract deed to the agency within 07 working days from the date of giving the work order. If it fails to do so, it will be reported to be blacklisted in the GeM portal.

(34) The Principal shall have the final authority to approve, disapprove or cancel any bid, tender process without assigning any reasons. Any kind of argument/objection of the bidder will not be accepted. The sole authority to accept or not to accept any price list shall be that of the Principal.

(35) If the performance of the agency is not found to be satisfactory as per the terms of the bid, this office shall have the unfettered right to impose penalty or cancel the contract without assigning any reasons. And the government will be informed to blacklist the agency.

(36) All definitions mentioned in this bid shall mean the existing Gujarat E-Marketplace (GeM) as per the applicable rules of Gujarat State Government, issued by Industries and Mines Deptt., Government of Gujarat Gandhinagar, Manual of Office Procedure for Purchase of Stores by The Government Departments have to do as per the definitions mentioned in the guide book (Accompaniment of Govt. in I & M Deptt. Resolution No. SPO/102000/2491/CH, dated 20-2-2004). Throughout the contract period, in the manual of Office Procedure for Purchase of Stores by the Government Departments issued by Industries and Mines Deptt., Government of Gujarat Gandhinagar (Accompaniment of Govt. in I & M Deptt. Resolution No. SPO/102000/2491/CH, dated 20-2-2004

(38) Amount of Security Deposit has to be submitted on the name of "Principal Government Engineering College Rajkot" after acceptance of the bid. The No Objection Certificate from agency has to be given after acceptance of contract. Security Deposit Amount will be paid back to the agency once the performance is found to be satisfactory and One month after the completion of the contract period, till the last bill is settled.

(39) Legal matters arising in connection with purchases made through Government e-Marketplace (GeM), Jurisdiction of buyer will be Rajkot. FOR THIS CONTRACT, RESOLUTION OF DISPUTES ON ANY MATTER RELATING TO CONTRACT will be

jurisdiction at Rajkot and the agency will have responsibility regarding all laws/conditions pertaining to the Labor Commissioner.



## **ANNEXURE-3**

### **(A) LIST OF CONSUMABLES**

<b>Anu.of</b>	<b>of thingName</b>	<b>detail</b>
1	Broom (trailing net)	According to requirement
2	Broomsweb	According to requirement
3	5 Foot arm wet Mop	According to requirement
4	Long-handled brooms for removing cobwebs	According to requirement
5	phenyl	ISI marked, According to requirement
6	acid	ISI marked, According to requirement
7	LiquidHand wash	ISI marked, According to requirement
8	Bleaching	ISI marked, According to requirement
9	Cotton duster	ISI marked, According to requirement
10	Glass Cleaning Liquid	ISI marked, According to requirement
11	the toilet Cleaning Liquid (HCL free)	ISI marked, According to requirement
12	Plastic Dust Bean	small, medium, large(buildingAt least two per), According to requirement
13	Plastic bucket	medium Size According to requirement
14	Garbage disposal canor a trolley	According to requirement
15	Naphthalenepill	ISI marked, According to requirement
16	Urinelloggerthe sponge	ISI marked, According to requirement
17	the toilet Brush	According to requirement
18	Air freshener	ISI marked, According to requirement
19	Rubber Wiper	According to requirement
20	the grass cutter	According to requirement
21	in the garden water supply rubber/Plastic pipe	250 meter

22	Additional Grass remover tools like shovel, spade, sickle, edge etc..	According to requirement
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**(B)LIST OF HIGH END MACHINERY**  
(As per the requirement of the work)

Sr.	Name of machinery	Purpose
1	Wet and Dry vacuum cleaner	Indoor and outdoor cleaning
2	Vacuum emptier for septic tank cleaner	septic tank cleaning
3	High capacity grass cutter	Garden, playground surrounding
4	Water tank cleaning system with pump and accessories	Water tank and sump cleaning
5	High pressure jet arrangement	For drainage cleaning
6	Ladder	Indoor and outdoor cleaning

## ANNEXURE-4

**Firm Name:**

**address:**

## AGENCY CERTIFICATE

It is hereby certified that, Cleaning, Sanitation and Disinfection Service - Outcome Based According to Government Engineering College, Rajkot As per the condition of ATC as per BID dated \_\_\_\_\_ I have provided the laboratories, classrooms, corridors, lobbies, toilet blocks, library, of different departments of the institution and Hostel as mentioned in the BID dated \_\_\_\_\_. I have visited the campus and Hostel as well as water tanks, parking etc. and I am aware of the work to be done as per scope of work and list of consumable items. If BID is awarded to me, I fully guarantee to provide service as per GeM SLA/GTC and scope of work.

**Visitor Name:**

**Signature of Visitor:**

**Government Engineering College, Rajkot Employee / Officer present on behalf of Mr Name of:**

**Government Engineering College, Rajkot Employee / Officer present on behalf of Mrs signature of**