

होटल प्रबंध और खानपान प्रौद्योगिकी संस्थान  
कोवलम, तिरुवनन्तपुरम

INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
G.V.RAJA ROAD, KOVALAM, THIRUVANANTHAPURAM

निविदा दस्तावेज़ / TENDER DOCUMENT NO.2022/2

TENDER FOR HOUSEKEEPING SERVICES

Cost of Tender Form: Rs.210/- (Rupees Two Hundred and Ten only)

Those who download the Tender Form from the website can pay the cost of tender form by NEFT into the account as given below and the proof of the payment should be submitted along with the tender.

Central Bank of India  
Kovalam Branch, Thiruvananthapuram  
Institute A/c No: 1620800709  
Name: Institute of Hotel Management and Catering Technology  
IFSC Code : CBIN0280939

Last date for receipt of tender up to 3.00 pm on 30.06.2022

All the original tender sheets should be signed, stamped and returned along with the quotation.



AUTHORISED SIGNATORY

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निविदा की सामान्य जानकारी/GENERAL INFORMATION OF TENDER

NAME OF WORK	:	Housekeeping Work
COST OF TENDER FORM	:	Rs.210/- (RUPEES TWO HUNDRED AND TEN ONLY)
SALE OF TENDER DOCUMENTS	:	16.06.2022 TO 30.06.2022
LAST DATE FOR RECEIPT OF TENDER	:	UP TO 3.00 PM HRS ON 30.06.2022
PRE BID MEETING ON	:	24.06.2022
OPENING OF TENDER	:	AT 3.30PM ON 30.06.2022
E.M.D TO BE REMITTED ALONG WITH THE TENDER	:	Rs.44,000/- (Forty Four Thousand only)
SECURITY DEPOSIT	:	SUCCESSFUL TENDERERS WILL HAVE TO REMIT A SUM OF Rs.1,10,000/- (RUPEES ONE LAKH TEN THOUSAND ONLY) TOWARDS SECURITY DEPOSIT.
OFFICE TEL. NUMBER	:	0471-2480283
OFFICE HOURS	:	MONDAY TO FRIDAY 09.00 AM TO 5.00PM



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## होटल प्रबंध और खानपान प्रौद्योगिकी संस्थान

### कोवलम, तिरुवनन्तपुरम

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Tenders are invited from the reputed firms fulfilling the Minimum Eligibility Criteria stipulated in this notice in two cover bidding procedure for "HOUSEKEEPING SERVICES AT IHMCT CAMPUS-2022-2023."

#### 1. Minimum Eligibility Criteria:

1.1 The suppliers must have experience of having successful "HOUSEKEEPING SERVICES." during last 5 (Five) years for any Government affiliated Hotel Management Institutes/ Educational Institutions/Industrial canteens/Training centres.

#### 2. TERMS AND CONDITIONS

- 2.1 The successful tenderer shall supply the required manpower as per the following conditions & requirements.
- 2.2 Sufficient provision should be made by the tenderer / contractor to pay the workers employed by him according to the 'Minimum Wage Act' applicable.
- 2.3 Contractor should make sure that the Personnel so posted will be performing the works to the satisfaction of the institute authorities.
- 2.4 The contract period will be valid for a period of one year from the date of award of contract.
- 2.5 The agency should provide their personnel the required uniform, foot wear, etc and the agency will be responsible for the duty, performance, behaviour, conduct and turn-out of the staff employed by the agency.
- 2.6 The agency cannot have any future claim with the Institute for permanency of employment for their personnel so engaged in the Institute or for extension of period of engagement.
- 2.7 The tendering firms should not have been blacklisted by any Ministry/Department/Autonomous Organisation of Government of India.



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2.8 The Agency should ensure that their employees deployed for duty in the institute are covered under the provisions of the relevant statutes like Payment of minimum wages as prescribed by the Central Government applicable in the State Government, ESI Act, Provident Fund Act etc, and the payment in this respect to be made by the contractor.

To prove the remittance made to the respective Agency relevant Xerox copies of the receipt should be sent to IHMCT office along with the next month's bill.

2.9 The contract shall be terminable by either party by giving 30 days notice to this effect. However the management reserves, its right to terminate the services of the agency, if it so desires on genuine responsible reasons, after giving 30 days notice or payment in lieu.

2.10 The quoted rate is effective for a period of one year and under no circumstances this will not be changed.

2.12 No extra payment will be made other than the agreed monthly payment of Contract.

2.13 Bill for the work completed month should be submitted on the 1st day of the next month to the office. The same will have to be certified by dealing officer / department before the payments is made. The payment will be made within 10 days after receipt of the certified bill.

2.14 Jurisdiction in respect of any dispute or difference arising in respect of this contract shall be in Thiruvananthapuram.

2.15 Necessary labour card / Health card as per the State Rules should be made available to the employees by the Contractor.



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3. Nature of Work:

- 3.1 The Contractor should employ sufficient labourers to undertake the cleaning and housekeeping works of the Institute building, hostel and quarters.
- 3.2 The Agency should provide with required equipments and cleaning materials of standard quality .
- 3.3 The rate is to be quoted for the area as per the conditions given in the prescribed format of Financial Bid given as Annexure – A

3.4 **Cleaning Staff :**

- Must have thorough knowledge of cleaning process, operation of cleaning machines and with sound health.
- Sweeping and mopping of all public areas as per schedule (daily/alternative days per schedule) and disposal of garbage.
- Scrubbing – public areas as per schedule (weekly or fortnightly)
- Periodic cleaning of fans, ventilators, windows (as per schedule).
- Toilet / wash room washed, cleaned, disinfected after every break (3 times per day). Last clearing to be done thoroughly.
- Lobby and Porch to be done by 8.30 AM
- Principal's Office and Administrative Office, Staff rooms and Library to be done by 9.00 AM
- Classrooms to be cleaned before 9.00 AM or after 5.00 PM
- Dining room cleaning – after food service- wash, scrub and disinfect.
- Additional cleaning requirements for function as per request.
- Sweeping and mopping of general stores.

Working days : Monday to Saturday 8.00 AM to 4.00 PM

3.5 **HOSTEL CLEANING :**

- Cleaning of public areas, corridor, stair ways every morning.
- Scrub corridor, stair ways weekly / fortnightly as per schedule made.
- Wash, disinfect and dry washroom, every day. Deep clean every week.
- Dining area to be cleaned after every meal. Deep clean once a week.
- Deep cleaning rooms every vacation.
- Garbage bins in public areas to be emptied every day.

3.6 **OUTSIDE AREAS:**

- Sweeping of areas around the hostel.
- Sweeping of the road area surrounding the college building.



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