



# *University of Kashmir, Srinagar.*

OFFICE OF THE ENVIRONMENT & HYGIENE

## **Tender Notice**

For and on behalf of the University of Kashmir invites tenders affixed with revenue stamp of Rupees Six only (6) from reputed/registered House Keeping Firms for Cleaning and House Keeping of the Directorate of Distance Education Block two floors located in Directorate of Distance Education Block, Naseem Bagh and one floor in Education Department Block, Main campus. The detailed Tender Notice along with tender document can be obtained from office of Environment and Hygiene on any working day from **02-01-2018 to 10-01-2018** between **10.30 AM to 3.30 PM** on payment of **Rs. 300/- (Three Hundred only)** non-refundable.

The Tender Document duly completed in all respects along with CDR of **Rs. 10,000/=** pledged to Registrar, University of Kashmir, Hazratbal, Srinagar must reach to office of the Registrar, University of Kashmir, Hazratbal, Srinagar by or before **15- 01- 2018 up to 2PM** . Tender incomplete in any respect will not be accepted.

No: F (Manpower) ENHY/KU/2018.  
Dated: -01.01.2018.

Assistant Registrar  
**Environment and Hygiene**

**TENDER DOCUMENT INCLUDING TERMS & CONDITIONS GOVERNING THE OUTSOURCING OF FOLLOWING SERVICES FOR DIRECTORATE OF DISTANCE EDUCATION. :**

**Daily services:-**

1. Cleaning and Dusting of all rooms present in the Directorate;
2. Proper and effective cleaning, booming and mopping of flooring, corridors, staircase, pantries including sweeping and swabbing of the premises with water and approved detergent on all the floors, toilets, office chambers, and approaches to the building with brooms before the opening of the Directorate;
3. Proper and effective cleaning, disinfecting, deodorizing of toilets including removal of choking's at regular intervals throughout the day;
4. Daily upkeep and cleaning of floor areas, including rooms, corridors, grills, doors, window fixtures and fittings including lights, fans etc on regular daily need basis, by providing all inputs including proper tools, cleaning equipments, detergents/cleaning agents, disinfectant, scrubbers, naphthalene balls, repellents, sprayers, liquid soap buckets, baskets, brooms, etc. of reputed brands;
5. All rooms cabins, corridors, balconies, doors, windows, almirahs, tables, waste dust bins, room furniture etc. shall be cleaned daily once or more on need basis by scrubbing/mopping and by using quality cleaning agents;
6. Dusting of all items of furniture such as tables, chairs, filling cabinets, lockers, windows and their glasses from inside and outside, doors, computers and its accessories, telephone instruments, notice boards, flower vases, art objects, pictures, paintings, all equipments and machines in the premises;
7. Vacuum cleaning of carpet floorings and mats;
8. Spraying of air fresheners at daily regular basis;
9. Providing of Liquid soap in toilets and placing of sufficient quantity of naphthalene balls/cakes in the urinals as per the requirement. At no time the liquid soap dispenser shall be kept empty. All toilets should be washed twice a day using phenyl;
10. Scrubbing of WC'S, wash basins, sanitary fittings and toilets floors should be done as per the requirement;
11. Providing of clean towels in the toilets and changing towels once a day;
12. Removal of wastes from dustbins and disposing off;
13. Booming of parking area in the morning;
14. Wet mopping the floors thrice a day and on needed basis;

15. Vacuum cleaning of areas wherever computers are located and installed;
16. Cleaning of Baskets, waster paper baskets, cob-webs and disposing off all the collected refuse/garbage/rubbish and other unserviceable materials to the notified dumping areas of the Department on daily basis. Under no circumstances these shall be stacked/dumped even temporarily within the building or the surrounding premises;
17. Cleaning and dusting of electrical Switchboards, light fixtures, doormats and nameplates;
18. Lifting, carrying and disposing the dead bird's animals if found any in the vicinity of Directorate;
19. Cleaning of any choking's in the drainages, manholes etc;
20. Removal of Beehives and cob webs/Honey webs from the office building and its premises;
21. Cleaning and sweeping of open areas including balconies and rooftops with brooms;
22. Cleaning of front Lawns or other areas of AIL like reading halls etc. on the directions of officer in charge when ever required;
23. Payment of Rs. 1000/= to be deposited in the office of Environment and Hygiene as Garbage lifting / dumping charge per month;

### **Weekly Services**

1. Proper and effective cleaning of glass doors, wooden doors, sign boards, name plates, fans, lamps, shades, over head light fixtures;
2. Washing and scrubbing of floor area with detergents such as Nirma/Sunlight/VIM/Cleanzo;
3. Vacuum cleaning of Sofa's, auditorium Chairs, vertical blinds;
4. Acid Cleaning of Sanitary ware without damaging their shine, scrubbing and cleaning of floor and walls in toilets/rooms, corridors with soap, detergent, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week;

### **Monthly Services**

1. Washing/ cleaning of Carpets wherever provided;
2. Washing/cleaning of curtains wherever provided;
3. Washing/cleaning of fabric chairs;
4. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-Charge;
5. All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. after cleaning the floors with soap and water the floors shall be properly wax polished;

**List of items to be used in Housekeeping activities:-**

1. Liquid Hand wash Soap-DETTOL
2. Ordinal Cubes- Sandal Wood
3. Toilet Cleaner-Harpic/Lizol/Cleanzo
4. Phenyl for Toilets wet mopping
5. Acid for acid cleaning
6. Colin for Dry Mopping
7. Vim Powder for wash basins/sinks
8. Naphthalene Balls
9. Room-Fresher-Rose
10. Tide Powder for washing Curtains
11. Cotton Dusters
12. Toilet brush
13. Glass Dusters
14. Cobweb Brush Rod
15. Scrubbers
16. Glass Cleaning Set
17. Vacuum Sweepers
18. High Pressure Vacuum
19. Wet Vacuum
20. Ringer Trolley
21. Dust Blowers
22. Ladders
23. Wipers Large
24. Floor Mops
25. Tissue Paper Boxes
26. House Keeping Caddy/Container for each personnel
27. Flat wet Mop with cotton mop head and handle
28. Rough Brooms with handle for road cleaning.

# ROFORMA

## Bidders General Information

1. Name of Firm: \_\_\_\_\_
2. Address of Forms: \_\_\_\_\_
3. Telephone No.: \_\_\_\_\_
4. Mobile No.: \_\_\_\_\_
5. Registration Number: \_\_\_\_\_
6. Sales Tax Registration Number: \_\_\_\_\_
7. VAT Certificate enclosed Yes/No: \_\_\_\_\_
8. CDR No: \_\_\_\_\_ Dated: \_\_\_\_\_
9. Address for Correspondence \_\_\_\_\_

The Assistant Registrar  
Environment and Hygiene  
University of Kashmir

Sir/Madam,

I M/S \_\_\_\_\_  
S/O \_\_\_\_\_  
R/O \_\_\_\_\_, do hereby tender for the work. I have already read  
the tender notification No. \_\_\_\_\_ dated \_\_\_\_\_ and will abide  
by all rules and regulations binding upon me with which I am fully conversant. I  
have gone through the details mentioned in tender Documents.

**Firm/Agency**

# PROFORMA

## House Keeping Services: Financial Details

Sr.No	Details of Work	Amount per month/per Head (Lump Sum inclusive of taxes)
1.	Carrying out House Keeping work as per the scope of work/requirement shown above by deploying man power and equipments including consumable	Rs.
2.	Any other charges (if any) Please specify	Rs.
	Grand Total per month	Rs.

Signature of authorized person

Name of Firm \_\_\_\_\_

Proprietor \_\_\_\_\_

### **Terms and Conditions:-**

- The bidders should be registered Housekeeping firm.
- The bidder should have upto date VAT/TAX Clearance Certificate.
- All duties and taxes including applicable VAT, Service Tax, Income Tax and other leaves payable by the firm under the House Keeping Contract should be included in the rates and prices and total bid price submitted by the bidder.
- The Registrar reserves right to reject any 10bid without any reference to the bidder.
- Afer the award if contract the agency shall be on trial for two months and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.
- Successful bidder have to pay Rs.1000/= (one thousand) monthly as animation cess as garbage lifting charges.