

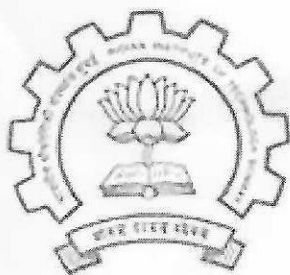
**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
PUBLIC HEALTH OFFICE**

TENDER DOCUMENTS

FOR

**HOUSEKEEPING WORK CONTRACT FOR HOSTEL &
RESIDENTIAL AREA IN IIT BOMBAY.**

YEAR 2025-26



(COMMERCIAL BID DOCUMENTS)




COMMERCIAL BID DOCUMENTS

TOTAL AMOUNT DETAILS FOR HOUSEKEEPING WORK CONTRACT FOR HOSTEL & RESIDENTIAL AREA IN IIT BOMBAY.

Sr. No.	Commercial details	Amount in Rs.
1	Hostel & Residential area schedule Amount per year	-----
2	GST @ 18% on total amount	-----
3	Net amount per year including GST @ 18%	-----
4	Say Total Amount per year including GST @ 18%	-----

In words: (Rupees -----
----- only) per year.

Contractor Signature
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(PANKAJ P. BHOSALE)
Public Health Officer



SCHEDULE OF WORK**HOUSEKEEPING WORK CONTRACT FOR HOSTEL & RESIDENTIAL****AREA IIT BOMBAY.****DAILY , MONTHLY, ONCE IN TWO MONTHS, ONCE IN THREE MONTHS, ONCE****IN FOUR MONTHS CLEANING WORK**

Item No.	Description of work	Yearly	Units	Rate per sqm per month in Rs.	Amount per year in Rs.
1.1	Daily sweeping & removal of mud , silt, unwanted material, paper, plastics from Roads, Building entrance roads, open parking area, walk way and open concrete area in front & at surrounding of buildings & disposal of these collected material at given location as per scope of work and instructions of PHO with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	693036	Sqm	-----	-----
1.2	Daily sweeping & moping of floors , cleaning of furnitures & railings, removal of dust accumulated at skirting and window off-sets and collection, segregation & storage of paper, plastics, E-waste and unwanted materials from corridors, staircases, foyers, all offices, computer rooms, lounges, waiting rooms, T.V. rooms and common areas as per scope of work and instructions of PHO with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	1311316	Sqm	-----	-----
1.3	Daily cleaning of toilets block continuous monitoring and periodic hard cleaning to ensure a cleaning and odorless environment at all times including dado, floors, urinals, washbasins, W. C. pans, plumbing fixture and removal of waste material from nahani trap, removal of inside cobweb, chock up in nahani trap and collection of waste materials, papers, plastics & unwanted material from toilet blocks and disposal of it as per scope of work and instructions of PHO with required manpower, tools, equipments, machines & sanitary consumables etc. complete as directed.	241697	Sqm	-----	-----

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Item No.	Description of work	Yearly	Units	Rate per sqm per month in Rs.	Amount per year in Rs.
1.4	Daily sweeping/washing & mopping of dinning halls, mess , stores, washing of tiled area, floors and dado at kitchen and utensils washing area, and collection, segregation and storage of wet and dry garbage after every service as per scope of work and instructions of PHO with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	29383	Sqm	-----	-----
1.5	Daily two times sweeping & moping of floors and one time, cleaning of furnitures & railings, removal of inside & outside cobweb, dust accumulated at scurting & window off-sets and collection, segregation & storage of papers, plastics, unwanted materials collection from lobby, porch, offices, Atrium, corridors, staircase & common areas at Jalvihar Guest house buildings as per scope of work and instructions of PHO with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	13027	Sqm	-----	-----
1.6	Daily collection, segregation, transportation & storage at given location of house to house garbage from residential area , processing of collected wet waste from residential area in the near by composting units/garbage collection center as per direction of PHO, collection of paper plastics & unwanted material from buildings surrounding & along the roads as per scope of work with required manpower, tools, equipments, machines & vehicle etc complete(Payment will be make on the basic's of number of flats).	23832	per flat	-----	-----
1.7	Weekly (once in a week) floor & tiled stilt area scrubbing/washing & moping of jalvihar entrance stilt area as per scope of work and direction of PHO representative with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	19760	Sqm	-----	-----

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Item No.	Description of work	Yearly	Units	Rate per sqm per month in Rs.	Amount per year in Rs.
1.8	Weekly (Twice in a week) cleaning & sweeping of internal roads & road side area upto SWD/fence/building plinth with storm water drain and collection of E-waste and unwanted materials from residential area as per scope of work and instructions of PHO with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	979462	Sqm	-----	-----
1.9	Weekly (once in a week) sweeping & moping of floors , cleaning of furnitures & railings, removal of dust accumulated at skirting and collection, segregation & storage of paper, plastics, E-waste and unwanted materials from computer hub areas as per scope of work with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	12727	Sqm	-----	-----
1.10	Weekly (once in a week) sweeping & removal of mud, slit, unwanted material, paper, plastics from cycle parking area & disposal of these collected material at given location as per scope of work and instruction of PHO with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	25437	Sqm	-----	-----
1.11	Weekly (once in a week) sweeping & moping of floors , staircase, cleaning of railings, removal of dust accumulated at skirting and collection, segregation & storage of paper, plastics, E-waste and unwanted materials as per scope of work with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.(Type- I-11,12, Tulsi Bldg. - 1,2,3, Manas Bldg.)	45335	Sqm	-----	-----

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Item No.	Description of work	Yearly	Units	Rate per sqm per month in Rs.	Amount per year in Rs.
1.12	Monthly (once in a Month) floor sweeping & moping, furniture cleaning, cobweb removal, collection of papers, plastics & unwanted materials and cleaning of door & window wooden panels, windows glasses and fans & tube light inside the Hostels rooms and cleaning & collection of unwanted materials from window chajjas and balconies and duct cleaning as per scope of work and instructions of PHO with required manpower, tools, equipments, machines & sanitary material consumables etc. complete as directed.	964889	Sqm	-----	-----
1.13	Monthly use of sanitary material for all area cleaning work and instructions of PHO as per list of sanitary materials with given quantity and company brands as per scope of work etc. complete as directed.	12	Month	-----	-----
1.14	Monthly shifting of items, i.e. mattress, tables, chairs, cotes, cupboards, other furnitures and collected unwanted materials from one place to another place inside the Hostels in the campus as per direction of concerned Hostels representative as per scope of work with required manpower, tools, equipments, machines & vehicles etc complete.	10920	Nos.	-----	-----
1.15	Alternate day or as per requirement sweeping & removal of mud, silt, unwanted material, paper, plastics from Roads , Building entrance roads, open parking area along the road , walk way, and open concrete area in front & at surrounding of buildings & disposal of these collected material at given location as per scope of work and instructions of PHO with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	244536	Sqm	-----	-----

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Item No.	Description of work	Yearly	Units	Rate per sqm per month in Rs.	Amount per year in Rs.
1.16	Monthly (once in a month) floor, skirting, dado, staircase scrubbing/ washing & moping from corridors, verandas, foyers, dinning hall, T.V. Room, computer room, offices, lounges dusting of showcase, trophy, shield, medal etc. and common areas as per scope of work and direction of PHO Representative with required manpower, tools, equipments, machines and sanitary consumables etc. complete as directed.	987358	Sqm	-----	-----
1.17	Monthly (once in a month) cleaning, removal of mud silt, dry leaves, unwanted material and wild growth removal from plinth area and building surrounding storm water drains as per scope of work with required manpower, tools, equipments, machine and sanitary consumables etc. complete as directed.	243903	Sqm	-----	-----
1.18	Once in Four months inside & outside cobweb removal work from walls, slabs, ceilings, chhajja, ducts, trusses, steel structure and odd areas of all buildings, cycle stands & parking areas as per scope of work with required manpower, tools, equipments and machines etc. complete as directed.	220455	Sqm	-----	-----
1.19	Once in two months cleaning of internal & external glass partitions & window glasses upto 2 nd floor level and facade cleaning of all buildings as per scope of work with required manpower, tools, equipments, rope pulley machines and sanitary consumables, including all safety precaution etc. complete as directed.	51895	Sqm	-----	-----
1.20	Monthly (once in a month) cleaning & wiping Tube lights and fans from corridors, verandas, foyers, dinning hall, T.V. Room, computer room, offices, lounges and common areas as per scope of work with manpower, required tools, equipments, machines & sanitary consumables etc. complete as directed. (1 unit = One fan and two tube lights).	52800	Nos	-----	-----

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Item No.	Description of work	Yearly	Units	Rate per sqm per month in Rs.	Amount per year in Rs.
1.21	Monthly (once in a month) cleaning & dry vaccuming of carpets and chairs of all offices and lounges as per scope of work and instructions of PHO with required manpower, tools, equipments, machines & sanitary consumables etc. complete.	1067.00	Sqm	-----	-----
1.22	Once in three months cleaning of facade of entrance glass, main glass, side glass & conopy glass of all buildings as per scope of work with required manpower, tools, equipments, rope pulley machines and sanitary consumables, including all safety precaution etc. complete as directed.	22519	Sqm	-----	-----
1.23	Monthly cleaning of all building terraces , top roof of cycle stands & parking sheds at Hostel, and residential area and along with necessary transportation of material as per scope of work and instructions of PHO with required manpower, tools equipments, machines and sanitary consumables, etc. complete as directed.(Note:- Two times in a month in rainy season) (Actual work measurement will be considered)	1915271	Sqm	-----	-----
1.24	Once in a month cleaning of open storm water drainage removal of dry leaves, unwanted material, silt & dirt from all open storm water drain & cleaning of area up to footpath & fence along the storm water drain on both side from Hostel, Hill side, Central & Lake side area and disposal of collected material as per scope of work and PHO direction with required manpower, tools equipments & machines, etc. complete as directed.	100829	Sqm	-----	-----

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