

Addendum to tender document of Integrated Facility Management Services for Hostels No. 4,7,8,19 & 21 at IIT Bombay.

Sr. No.	Clause No.	In place of	Read as
1	2- scope of Bid	On rate cum feel	Sqm area basis
2	12.2- Bid prices	And fees	For sqm area
3	12.4- Bid prices	And fees	Deleted
4	13.1- Currencies of Bid and Payment	And fees	Deleted
5	16.1- sealing and Marking of bids	The Bidder shall submit the bid in 1 (one) part as described below in the ORIGINAL and COPY in hard form in 2 separate envelopes, including the priced Cost Sheet, and also in soft form on a Pen Drive kept in the envelope containing the bid in the ORIGINAL.	The Bidder shall submit the bid hard form in envelopes, and also in soft form on a Pen Drive kept in the envelope containing the bid.
	16.2- sealing and Marking of bids	The Bidder shall submit their bid online as well as in 2 separate sealed envelopes, one marked as "Original" and the other marked as "Copy", super scribing as stated below.	Deleted
6	19.4- Evaluation criteria	International	Deleted
		Collaborated university	Added
7	22. Signing of Agreement	& work order	Added
8	Total marks-100	6	5
	2. Contract Price	except for the changes in minimum wages as and when declared by the Government.	Deleted
		Shall be firm for	By the shall be for
		Detailed costing and break-up to be furnished in Schedule I: Cost Sheet	Deleted
		State	Deleted
9	3- Terms of Payment (a)	cleaning	Deleted
	3- Terms of Payment (b)	Amount of short manpower & sanitary material,	Deleted
10	3 (F)- Terms of Payment	Though the work will be awarded on Sqm area basis, labour laws are to be complied with in respect of manpower engaged by the bidder .	Added



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11	3 (i)- Terms of Payment	i) 10 % of the Management Fee will be linked to the performance of the Service Provider from the date of renewal of the tenure of the contract.	Deleted
12	Service Provider's Personnel: Page No. 25 Section IV	and under the supervision and control of the service provider.	Added
13	Service Provider's Personnel: Page No. 25 Section IV	The Service Provider will ensure that the total number of staff deployed at any property is agreed with the Employer beforehand, and this number is not changed without consent from the Employer in writing.	Delete
14	14	BOCW (RE & CS)	Added
15	16	at double the rate	Added
16	18	The contractor shall pay salary to workers in the form of an A/C payee cheque or direct transfer to workers' accounts, and acknowledgement/signing of the salary disbursement should be made in the presence of a representative of the PHO.	The contractor shall pay salary to workers by direct transfer to workers' accounts, or by cheque and bank transfer details to be submitted to the PHO with the bill.
17	33	to the eligible workers	Added
18	46	Minimum wage rates are calculated as per Notification of Chief Labour Commissioner (C) New File No., 1/6(5)/2025-LS-II dated 28/03/2025. Any increase or decrease in the basic pay, dearness allowance, P.F., and E.S.I.C. contribution will be paid by the contractor to the labourers or the concerned authority. The Institute will reimburse the difference between the initial pay & increased pay in the basic, D.A., P.F. & E.S.I.C. after the submission of payment proof is made to their workers. The present minimum wage is considered for unskilled, semi-skilled, skilled, and highly skilled workers per day & subsequent minimum wage differences will be reimbursed.	Deleted



Sr. No.	Clause No.	In place of	Read as
19	53	Rate cum fee	sqm area
20	76	The contractor has to provide a number of workers in individual entities (Hostel and Residential area etc.	The contractor has to assess the requirement and provide a number of workers in individual entities respective Hostel area etc.
21	61	In the calculation of per day manpower cost includes Basic pay, D.A., PF, ESIC, workmen's compensation policy, Gratuity, Bonus, uniform, duster, hand gloves, shoes and mask. Therefore, contractors should consider all these items while bidding and provide them to workers engaged by them.	Manpower cost includes Basic pay, D.A., PF, ESIC, workmen's compensation policy, Gratuity, Bonus, uniform, duster, hand gloves, shoes and mask. The contractors should consider all items while bidding and provide them to workers engaged by them.
22	Section III - Scope of Work (8)	<p>1) STUDENT ROOM AREA</p> <p>1.1 Monthly Cleaning Work- Sweeping & mopping of floor with disinfectant (As per dilution prescribed on material packing), cobweb removal, cleaning of furniture, window glass, door panels from inside & outside (if possible) of all Hostel rooms in the presence of students or hostel's representative.</p> <p>2) COMMON AREA</p> <p>2.1 Daily Cleaning Work - Sweeping and mopping of floor from lounge, TV Room, hall, manager's, warden's office & other offices with machines wherever required along</p>	Added



Sr. No.	Clause No.	In place of	Read as
22	Section III - Scope of Work (8)	<p>with the Floor cleaner & disinfectant (dilution of material as prescribed on the packaging), vacuum cleaning where necessary, particularly in the Gym area.</p> <ul style="list-style-type: none"> - Collection & segregation of waste material from all dustbins in the veranda/corridor twice a day and storing at the given location, including providing a liner/ bag & cleaning as per the requirement & direction of the PHO representative. - Sweeping & mopping with floor cleaner & disinfectant from all the staircase, veranda, & corridor floor once a day. - Cleaning of the water cooler outer surface & its surrounding area (not less than three times a day). - Cleaning of all staircase & veranda/balcony railings with a floor duster. - Sweeping & mopping of canteen/Cafeteria, front area, and collecting papers, plastics from the surrounding area. - Collection & segregation of wet & dry garbage from corridors and offices of hostels & storing of wet & dry garbage as per the direction of the PHO representative. - Cleaning of elevators from inside & front side partitions with glass duster. - Cleaning of all glass partitions and entrance glass doors. - Wringer trolley/ Nano bubble machine must be used by housekeeping workers in the Hostel premises /offices /common areas. <p>2.2 Two Times a Month Cleaning Work- Cleaning of internal and external glass partitions & window glasses of all levels of the whole building.</p> <p>2.3 Monthly Cleaning Work</p> <ul style="list-style-type: none"> - Cleaning of gym equipment & mirror, especially vacuuming the gym floor. - Removing cobwebs from all wings at all heights in the corridor, staircase, varandas, foyer, TV room, lounge, offices, computer rooms, gym room, TV room & open space, etc. - Cleaning of elevator doors on all floors from inside & outside by applying D-7 material (not less than four times a month). 	Added



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22	Section III - Scope of Work (8)	<p>- Collection of unwanted materials, E-waste, and solid waste collection from Hostel premises and surrounding area up to the fence and disposal at given locations as per the direction of the PHO representative (not less than four times a month).</p> <p>2.4 Once a Month Cleaning Work</p> <p>- All flooring to be scrubbed, washed & cleaned with required tools, equipment, and machines along with sanitary material as per dilution factors given on branded items & for non-branded items, dilution and use to be done as directed by the PHO representative.</p> <p>- Dusting of showcase, trophy, shield, medal, and periodic cleaning with an adequate liquid if required.</p> <p>- Cleaning & wiping of tube lights, fans & exhaust fans.</p> <p>3) TOILET BLOCK AREA</p> <p>3.1 Daily Cleaning Work</p> <p>- Continuous monitoring and periodic hard cleaning (minimum once in a week) to ensure a clean and odourless environment at all times in all toilet blocks, floors, urinals, washbasins, and W. C. pans, dado, glasses, door & window panels, mirrors, plumbing fixtures with floor cleaner & disinfectant) (toilet cleaning work not less than 04 times daily). Also, removing cobwebs from all toilet blocks time to time as per instructions given by the PHO representative (As per dilution prescribed on material packing). Deodorant in the toilets and other spaces as required.</p> <p>- Cleaning of the nahani trap, removal of the choke-up of the bathroom, W.C., urinal, washbasin.</p> <p>- Daily collection of sanitary napkins from the ladies' hostel toilet block and transfer them to the given location. (From Ladies Hostel No. 21).</p> <p>- Cleaning of ladies' toilet to be done compulsorily by ladies' cleaner only, and cleaning of Gents toilet to be done compulsorily by gent's</p>	Added



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22	Section III - Scope of Work (8)	<p>cleaner only. (not less than toilet 04 times daily). - Continuous vigilance and monitoring of toilet block cleanliness to be done by the supervisor.</p> <p>3.2 Urinal Screens- Replacement of urinal screens not less than twice a month.</p> <p>3.3 Once a Month Cleaning Work - Removing cobwebs from all wings at all heights outside the hostel building.</p> <p>4) OUTDOOR AREA</p> <p>4.1 Daily Work - Daily sweeping of front road, entrance, cycle stand & parking area, removing mud, slit, papers, plastics from the area between the wings and around the hostel, & removing unwanted material from these locations & disposing of it at the given location before 10:00 a.m. - Stop the entry of stray animals in the Hostel premises and clean their waste, if any, with disinfectant. - Garden/open area cleaning and daily segregation of garden waste for treatment. - Cleaning of the garden area and removal of weeds as per the directions of the Horticulture Unit.</p> <p>4.2 Monthly Work - Collecting unwanted material from the building surroundings up to the building fence and disposing of it at the given location. - Washing of all dustbins in the corridor with disinfectant and cleaning material. (Four times in a month). - Removal of stagnant water from the hostel terraces. SWD and building the surrounding area wherever possible. - Trimming of trees with prior permission and heading of plants and bushes as per the instructions of the Horticulture Unit.</p> <p>4.3 Once a Month Work - Cleaning of all glass panels with glass cleaner from inside & outside. - Parking, concrete walkways & road areas to be cleaned with bleaching powder during the rainy season.</p>	Added



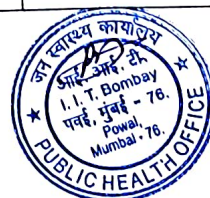
Sr. No.	Clause No.	In place of	Read as
		<ul style="list-style-type: none"> - Cleaning of all building terraces, rooftop of cycle stands & parking sheds. - In the rainy season contractors' representative should check the terrace locations in the Hostels. So that they should be free from any obstruction and cause stagnation or blockage of water at the terrace outlet. (Note:- cleaning of the terrace to be done twice in a month during the rainy season.) - If an obstruction is found should be removed immediately, or necessary cleaning should be done within a time frame with the coordination of the Public Health office. - After the terrace cleaning, the residual material should be lifted and transported to the designated place as per the instructions of the Public Health Office. It should be collected at the central place for further transport or for disposal of the same. - If any Institute material is lying on the terrace, then proper care should be taken while cleaning of terrace without any damage to such materials or shifting of these materials. - The contractor should maintain a cleaning record of the terrace, open & covered storm water drainage of every building & keep informing to concerned authorities while cleaning the same by obtaining a signature on the register. The contractor must submit all records at the time of monthly billing. - Cleaning of storm water drain, removing silt and waste material from it & disposing of it as per the direction of the PHO representative(periodically). <p>4.4 Dining Hall & Food Court Area Daily Work</p> <ul style="list-style-type: none"> - Collection of segregated food waste, wet garbage, dry garbage & vegetable waste from the canteen, food court, mess & dining area after every food service & storing it as per the direction of the PHO representative in the hostels. - Sweeping and mopping of the floors with a machine along with cleaner & disinfectant (as per dilution given on the pack) of the dining hall & food court before and after every service (not less than 06 times daily). 	



Sr. No.	Clause No.	In place of	Read as
22	Section III - Scope of Work (8)	<ul style="list-style-type: none"> - Cleaning of the washbasin and its surrounding area in the dining hall & food court before and after every service and as often as necessary to keep the area dry and clean. - Cleaning of the water cooler and its surrounding area (not less than three times a day). - Wringer trolley / Nano bubble machine must be used by housekeeping workers in the Hostel mess premises & food court /offices /common area. - Cleaning of tables, chairs in the dining area & food court after every service. - Removing cobwebs from the dining hall & food court from all heights. <p>4.5 Dining Hall & Food Court Area Monthly Work</p> <ul style="list-style-type: none"> - Washing of floor and dadoes in canteen and dining hall food court with floor cleaner and disinfectant as per dilution given on the material packing. - Cleaning of all dustbins from inside & outside with liquid detergent. (not less than 04 times in a month) & as per the requirement. - Hard Cleaning of chairs & tables. (not less than 04 times in a month) & as per the requirement. <p>4.6 Dining Hall & Food Court Area Once a Month Work</p> <ul style="list-style-type: none"> - Dining hall & food court floor and dado scrubbing/ washing and mopping by the floor cleaner. - Cleaning, wiping & dry dusting of tube lights, fans & exhaust fans. - Cleaning of all building terraces and, rooftop. - In the rainy season contractor's representative should check the terrace locations in the hostels. So that they should be free from any obstruction and cause stagnation or blockage of water at the terrace outlet. (Note:- cleaning of the terrace to be done not less than twice a month during the rainy season.) - If an obstruction is found should be removed immediately, or necessary cleaning should be done within a time frame, with the coordination of the Public Health office. 	Added



Sr. No.	Clause No.	In place of	Read as
22	Section III - Scope of Work (8)	<ul style="list-style-type: none"> - After the terrace cleaning, the residual material should be lifted and transported to the designated place as per the instructions of the Public Health Office. It should be collected at the central place for further transport or for disposal of the same. - If any Institute material is lying on the terrace, then proper care should be taken while cleaning of terrace without any damage to such materials or shifting of these materials. - The contractor should maintain a cleaning record of the terrace, open & covered storm water drainage of every building & keep informing the concerned authorities while cleaning the same by obtaining a signature on the register. The contractor must submit all records at the time of monthly billing. - Dusting of showcase, trophy, shield, medal, and periodic cleaning with adequate liquid if required. - Hard Cleaning of chairs and tables (not less than 04 times a month). - General Pest Control is carried out once a month. - Cleaning of all glass panels with glass cleaner from inside & outside whenever possible. <p>4.7 Open & Covered Drain</p> <ul style="list-style-type: none"> - Removing and re-fixing of drain covers, including finishing, must be taken care of while cleaning work. - In the rainy season contractors' representative should check the locations in the Hostels. So that drain should be free from any obstruction, and the cause of water stagnation. - If an obstruction is found should be removed immediately, or necessary cleaning should be done within a time frame with the coordination of the Public Health office. - After the drain cleaning, the residue material should be lifted and transported to the designated place as per the instructions of the Public Health Office. It should be collected at the central place for further transport or for disposal of the same. - The contractor should use necessary cleaning material & equipment like bleaching powder, cleaning agents, jet spray, brooms, spade, trolley, etc., which are required to remove all dirt & dry leaves as per the specification mentioned in the schedule. 	Added



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22	Section III - Scope of Work (8)	<p>- Cleaning of storm water drain, removing silt and waste material from it & disposing of it as per the direction of the PHO representative(periodically).</p> <p>4.8 Gully sucker - Gully sucker should be used as per the instructions & requirements of the Estate Engineers & Public Health Officer. - In any case, no waste solid material should be kept inside or anywhere in the hostel premises.</p> <p>4.9 Facade Cleaning -Cleaning of the facade once in three months with proper safety precautions.</p>	Added



Sr. No.	Clause No.	In place of		Read as
23	81	Complaints	Time period for attending to the complaints	Added
		Housekeeping, like the removal of Plastic, papers, bottles on the pathway, in gardens, parks, and the surrounding area of the building, club, etc.	30 Minutes	
		Cleaning of the area surrounding the building due to dry leaves	2 Hours	
		Weeding of the lawn, gardens	1 Day	
		Hedge cutting	1 Day	
		Minor tree trimming near buildings/windows	1 Day	
		Collection of Garbage from rooms	30 min	
		Toilet Cleaning/foul smell	30 min	
		Choking up of open storm water drains along the road, waterlogging on the terrace during the monsoon	1 Hours	
		Pest control for mosquitoes, cockroaches, and ants inside the students' rooms	2 Hours	
		Pest Control Treatment in hostels, Dining Hall & Cafeteria	1 Day	
		Pest Control Treatment in Hostels	4 Hours	
		Removal of fallen small branches on the road	1 Hour	
		Attending to choking in the wash basin and toilet block	1 Hour	
		Minor Civil, plumbing, electrical, housekeeping, and associated complaints	1 day	



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23	81	Complaints	Time period for attending to the complaints	Added
		Major Civil, plumbing, electrical, housekeeping, and associated complaints	As decided by IITB authority	
		Any complaints regarding Fire system (detection, alarm and fighting). This may be fake alarm, issues with detectors, manual call points, sprinklers, hydrants, hose box/reels/nozzles, suppression system, etc.	Within 30 minutes (Immediately)	
		Unsafe conditions (slippery surfaces, unsafe electrical points/cables, access/ stairs block, emergency doors, signages, etc.)	1 hour (Immediately)	
		Fire extinguisher (over or under pressure)	2 days	
		Emergency key box	1 day	
		Lawn mowing	1 Day	

Sd/-
Public Health Officer

