



Dr. Vishwanath Karad

**MIT WORLD PEACE
UNIVERSITY** | PUNE

TECHNOLOGY, RESEARCH, SOCIAL INNOVATION & PARTNERSHIPS

Date : 14/06/2024

TENDER No : 2024-25/CAS/0002

TENDER FOR Housekeeping / Cleaning Services

Scope of work for cleaning Services

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire MITWPU Kothrud campus. The Contractor has to ensure that the staff deployed are well groomed, dressed in neat and clean & approved uniform. MITWPU Kothrud Campus includes but not limited all buildings as per attached marked attached in annexure-I drawing.

A:Regular Services

Housekeeping/cleaning services should be done daily at regular intervals, so that the areas shall covered under the contract remain, clean and hygienic. Working hours should be adjusted in such a manner that cleaning work in the morning should start before the end users' occupancy.

Areas	Scope of work	Schedule	Frequency
Areas cover under Annexure I	<p>Dry & wet mopping, cleaning, dusting, vacuuming, deodorizing, disinfecting of floors & Skirtings (such as halls, lift door/racks, office, seminar halls, laboratories, workshops, conference rooms, committee rooms, classrooms, tutorial rooms, store, offices, cabins, cubicles, etc) Lifts / Elevators / Escalators - Dusting, Dry-wet mopping and wiping of panels.</p>	Daily	Four times
	<p>High-level dusting, vacuuming (Carpeted areas), cleaning of glass partition, Ceilings, curtains, roller blinds, windows and window panels, electrical fittings, computers, TV, AC, Smartboards, Projector and screens. dusting, cleaning, mopping of the cabinets, workstations, cubicles, chairs, podium, photo frames, artifacts, notice boards, mirrors, stage, cupboards, equipment's & machinery shelves, benches, sit outs, steps, amphitheatre's, copings. removal of waste and any other garbage, waste paper basket, and changing of bin liners, cleaning of dustbins, wiping of water coolers/dispensers, also remove debris and unwanted material on road or common area on daily basis. litter picking & disposing off all the collected refuse and waste at designated place on daily basis. (Halls, pantries, passage, corridors, porches, office, seminar halls, multipurpose hall, studios, workshops, laboratories, workshops, conference rooms, committee rooms, classrooms, tutorial rooms, store, record rooms, offices, cabins, cubicles, roads, garden, signages, banners, boards etc.)</p>	Daily	Once

Areas	Scope of work	Schedule	Frequency
Areas cover under Annexure I	Cleaning of water bodies / water fountains, ceilings, cobweb removal, polishing of railing on staircase, dustbins and other ss materials with D7, keyboard trays, drawers, window tracks & channels, vacuum cleaning, Lifts / Elevators / Escalators - polishing of panels, cleaning of shutter channels, mirror, handrails. Deep cleaning of water coolers / dispensers. Dusting and cleaning of firefighting equipment and hydrant hose reel. the deep cleaning of the entire areas coming under scope of work will be done by the Contractor once a week like halls, office, seminar halls, laboratories, workshops, conference rooms, committee rooms, classrooms, tutorial rooms, store, record rooms, offices, cabins, canopy, cubicles, washrooms. Deep cleaning, sweeping, washing, mopping with disinfectant cleaners of all floors (wall, ceiling, floor), passages, corridors, access way, chandeliers, posters, notice boards, signages, idols, artifacts, signages, statues, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings & high walls, exhaust fans, removal of wash stains on walls, cleaning roofs, porches etc.	Weekly	Once
All Area washroom covered under Annexure I & II	Washroom cleaning. 5 Times a day deep cleaning once and touch up four times (Restroom Mirrors, walls & partitions, electric fittings, all type of washroom fixtures and accessories).	DAILY	5 Times
	Restock Toiletries which include liquid hand soap, air freshener, sanitary cubes, naphthalene ball etc.	DAILY	Once
Event areas covered under Annexure I & II	Deep cleaning of entire roads & gardens prior to event at least by 2 hours. (Brooming, sweeping, litter pickup, jet pressure washing of roads)	As and when needed	As and when needed
	Washroom deep cleaning and restock toiletries which includes liquid hand soap, air freshers, sanitary cubes, tissue papers, toilet paper.		
	Cleaning and Placement of waste bins at area covered under events.		
	Garbage disposal and deep cleaning after events, waste bins placing back to the store.		
	Placing required planters at event areas, after event getting it back to the place		



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	Executing the necessary task as per the requirement and instruction of MITWPU representative.		
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Areas	Scope of work	Schedule	Frequency
Area covered under Annexure II	Brooming of pathways, litter pickup, roadways, outer water cooler, clearing of dustbin & Garbage removal.	Daily	Twice
	Cleaning of sit out areas, basketball court, statues, sign boards, dustbins, dog poop pickup, bird dropping, all level parking.	Daily	Once
	Washing of building side and basements, podiums, terraces, curb stones, Parapet wall, sit outs with High Pressure Jet machine.	Fortnightly	Once
	Washing of Door mates, pathways, Entrance area rams, Parking with detergents and High-Pressure Jet machine. Cleaning of water bodies, water fountains, open storm water drains and trapes etc. with detergents and High-Pressure Jet machine.	Weekly	Once



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Areas	Scope of work	Schedule	Frequency
Areas covered under Annexure I & II	Daily cleaning and watering to plants, pots, trees, lawn, all green area coming under MITWPU - Outdoor	Daily	Once
Areas covered under Annexure II	Remove excess weeds from planters, fumigating the entire campus for insects & viruses.	Daily	Once
	Remove and dispose of trash and debris from planters, and along fence lines (inside and outside).	Daily	Once
	Deadhead flowering plants as needed.	Daily	Once
	Straighten plant identification signs and clean.	Daily	Once
	Remove broken or damaged plant material, debris and waste etc.	Daily	Once
	Trim plant material that has become a hazard (blocking driver's line of vision, pedestrian pathways, etc.)	Daily	Once
	Remove cobwebs from indoor plants	weekly	Once
	Inspect and treat, as needed, for disease and insect infestations.	Weekly	Once
	Shifting potted plants for sunlight - Indoor	Weekly	Once
	Lawn border cutting in garden campus	Fortnightly	Once
	Mow utilizing a mulching mower and edge turf inside the garden (Every other week in winter months).		Once
	Soil loosening in plants and planter beds, potted plants.		Once
	Inspect all irrigation valves and emission devices to be sure they are functioning properly.		Once
	Adjust irrigation scheduling as seasonal needs and/or plant appearance dictate.	Monthly	Once
	Mow turf in Garden.	Monthly	Once
	Remove broken or damaged plant material.	whenever required	whenever required
	Trim plant material that has become a hazard (blocking driver's line of vision, pedestrian pathways, etc.)	whenever required	whenever required
	Check irrigation equipment for leaks, breaks, and malfunction and repair as needed. Daily once and when required	whenever required	whenever required
	Shifting potted plants for MIT campus events	whenever required	whenever required
	Move mulch around to provide adequate soil and irrigation coverage without covering plant crowns.	whenever required	whenever required
Fertilizer application for plants, trees in garden campus	Fortnightly	whenever required	



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As per Annexure I (b) & II	All new, replantation will be done as and when instructed by the management. Time taken for the same will be from the above SOW and the schedule for the day will be deducted from the respective areas.	whenever required	whenever required
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B: Consumables

Brand of chemicals, consumables, tools used for cleaning and gardening shall be approved by MITWPU and will be in scope of vendor.

C: Equipment & Machineries

All required cleaning machineries will be procured and owned by vendor and related maintenance under vendor scope.

D: Quality Control and Monitoring

- For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor.
- The contractor will make a cleaning programme and submit to MITWPU for weekly cleaning so that MITWPU concerned official / In-charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
 - QR code for checklist will be displayed for daily reporting of checks.

E: Manpower Deployment

- Vendor to submit the details plan of manpower allocation floor wise for each areas covered under Annexure-I and Annexure-II for review, records and approval.
- On-call personnel shall be available for emergencies as and when needed as per their respective shifts.

F: Working Shift

- Vendor to deploy the manpower adhering to the above-mentioned scope and schedule.
- Frequency of cleaning should begin before building operations starts and conclude after operations finished (Class time, office time).
- Vendor to align the duty timing and shift of staff as per the operational hours of individual departments/School so as to execute necessary task prior occupation.
- Every week the duty roaster and shift to be approved by MITWPU building representative.

Annexure – I

NAME OF BUILDING	FLOOR AREA(SQ.M.)	CIRCULATION AREA(SQ.M.)	BUILT UP AREA(SQ.M.)
GAUTAM	1,330.20	332.55	1,662.75
VISHWAMITRA			
BHARDWAJ	4,568.33	1,142.08	5,710.41
VASHISTHA	7,489.76	1,872.44	9,362.20
JAMADAGNI			
VIVEKANAND HALL	9,348.39	2,337.10	11,685.49
DNYANESHWAR HALL	6,488.37	1,622.09	8,110.46
SHREERAJ & ABRAHAM	3,679.76	919.94	4,599.70
NANAK	1,877.14	469.29	2,346.43
GARGI	2,377.13	594.28	2,971.41
AARYABHAT	4,448.23	1,112.06	5,560.29
KASHYAP	4,418.11	1,104.53	5,522.64
BOILER HOUSE	131.00	32.75	163.75
DHRUV	8,413.37	2,103.34	10,516.71
MAITRY	2,863.56	715.89	3,579.45
AVANTI	2,989.13	747.28	3,736.41
ATRI	3,980.61	995.15	4,975.76
SARASWATI	15,986.65	3,996.66	19,983.31
GANGA			
PROPOSED BUILDING	25,434.60	6,358.65	31,793.25
AGASTYA	2,232.97	558.24	2,791.20
CHANAKYA	7,003.40	1,750.85	8,754.25
KABIR	646.74	161.69	808.43
PRAYAG	1,870.61	467.65	2,338.26
VISHWAKARMA	6,122.46	1,530.62	7,653.08
VYAS	9,264.42	2,316.11	11,580.83
CAMPUS	29.59	7.40	36.99
MAHAVEER			243.95
SECURITY VIGILANCE OFFICE			100.60
AIR MONITORING CENTRE			35.89
		Total Built up Area In Sq.m	1,66,623.90
		Total Built up Area In Sq.ft.	17,93,523.00



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Annexure – II

DESCRIPTION OF AREA	AREA IN SQ.M	REMARKS
GROUND AREA- THIS AREA COVERS GARDEN, LANDSCAPING, SOFTSCAPING, SITOUTS, PATHWAY, ROADS, TEMPORARY STRUCTURES, NON TEMPORARY STRUCTURES AND BRODALY COVERS THE ENTIRE AREA OF CAMPUS EXCLUDING BUILDING FOOT PRINT (BUILDING FOOTPRINT & ENTIRE AREAS OF BUILDING OF MITWPU CAMPUS IS ALREADY COVERED IN ANNEXURE I)	75,161.30	-
TOTAL AREA IN SQ FT	8,08,735.59	



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Other Clauses as below :

- 1) Based on the Proposal, Rate Contract will be done & based on the same Purchase Order will be released.
- 2) The Rate Contract will be valid for 1 Year & will be continued subject to Mutual Agreement.
- 3) The complete requirement is considering every service will be provided in the campus / on the site.
- 4) All the manpower / workforce required to execute the said services will be on your role.
- 5) The manpower / workforce allocated to execute the said services should get basic salary, PF, ESIC, Leave encashment, Gratuity, etc wherever applicable.
- 6) All Safety Norms, Environment norms, Government norms, Legal compliances to be followed & fulfilled by you.
- 7) National Holidays as per Government norms will be applicable.
- 8) Monthly Tax invoice to be submitted with completion certificate from allocated End User.
- 9) The Invoice will be paid within 30 days after successful submission to Accounts department.
- 10) The Address for all services will be – MIT WPU, Sr No 124, Kothrud, Pune – 411038.
- 11) No deviation in work / Qty will be allowed.
- 12) Last date to submit your **Quotations – 25/06/2024.**
- 13) **Hard copy of your Proposal / Quotation to be signed & stamped by you. Hard Copy to be sent by courier addressing to “GM Purchase – Purchase Department, MIT-WPU.**