



## जल व भूमि व्यवस्थापन संस्था (वाल्मी)

पत्र पेटी क्रपैठण रोड, कांचनवाडी, ५०४.

छत्रपती संभाजीनगर (महाराष्ट्र) ००५ ४३१-

मृद, महाराष्ट्र शासन) व जलसंधारण विभाग पुरस्कृत स्वायत्त संस्था

दुरध्वनी: ६१-२३७९१५९-०२४०

फॅक्स २३७९०३६-०२४० :

Website : www.walmi.org

E-mail : admn@walmi.org

महाराष्ट्र शासन

प्रपत्र- १

जल व भुमी व्यवस्थापन संस्था, कांचनवाडी, छत्रपती संभाजीनगर

ई- निविदा सुचना क्र०५ सन २०२६-२७

. प्रशासकिय अधिकारी, जल व भूमी व्यवस्थापन संस्था, कांचनवाडी, छत्रपती संभाजीनगर हे हाऊसकिपींग व कंपोजिट मॅनेजमेंट फॅसिलिटीज चे काम करणाऱ्या अधिकृत कंत्राटदारकडून खालील कामाकरीता निविदा ई-निविदा प्रणालीद्वारे ( ऑनलाईन ) निविदा मागवित आहेत. निविदा कागदपत्र शासनाच्या संकेतस्थळावर <http://maharashtra.gov.in> येथुन डाऊनलोड करण्यात यावी. तसेच निविदा स्विकारण्याच्या अथवा नाकारण्याच्या अधिकार प्रशासकिय अधिकारी, वाल्मी यांनी राखून ठेवला आहे. अट असलेली निविदा स्विकारली जाणार नाही

कामाचे नाव : प्रोव्हायडिंग हाऊसकिपींग व कंपोजिट मॅनेजमेंट फॅसिलिटीज (२०२६-२७, ११ महिन्या करीता)

ई-निविदा प्रसिध्दी कालावधी : दिनांक २९/०७/२०२६ ते १२/०८/२०२६

ई-निविदा उघडणे : दिनांक १७/०८/२०२६

खालील संकेतस्थळावर ई -निविदाची सर्व माहिती उपलब्ध आहे.

<http://maharashtra.gov.in>

(संदर्भ निविदा सुचनेमध्ये काही बदल होत असल्यास वरील वेबसाईटवरील कळविण्यात येईल.)

महासंचालक, वाल्मी, छत्रपती संभाजीनगर यांच्या कार्यालयातील सुचना फलक

जा.क्र. वाल्मी/ ५४१/२०२६

दि. 23/07/2026

महासंचालक यांचे कार्यालय

अधिक्षक अभियंता व सहसंचालक,

जल व भुमी व्यवस्थापन संस्था,

छत्रपती संभाजीनगर

प्रशासकिय अधिकारी  
वाल्मी, छत्रपती संभाजीनगर



# जल व भूमि व्यवस्थापन संस्था (वाल्मी)

(महाराष्ट्र शासन, मृद व जलसंधारण विभाग पुरस्कृत स्वायत्त संस्था)

पत्रपेटीक्र.५०४, कांचनवाडी, पैठणरोड

छत्रपती संभाजीनगर- ४३१००५, महाराष्ट्र (भारत)



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जा.क्र.वाल्मी/प्रशासन/

/२०२६

दिनांक: /०७/२०२६

## निविदा कार्यक्रम

कामाचे नाव:- Repairs and Renovation to toilet blocks at WALMI Campus at Chhatrapati Sambhajinagar.

| तपशिपल                            | दिनांक                     |                              | शेरा         |
|-----------------------------------|----------------------------|------------------------------|--------------|
|                                   | पासुन                      | पर्यंत                       |              |
| E-Tender publish                  | २९/०७/२०२६<br>दुपारी १२:०० | १२/०८/२०२६<br>सायंकाळी १७:०० |              |
| Tender sale/download              | २९/०७/२०२६<br>दुपारी १२:०० | १२/०८/२०२६<br>सायंकाळी १७:०० |              |
| Seek clarification                | ३०/०७/२०२६<br>सकाळी १०:००  | ०४/०८/२०२६<br>सायंकाळी १७:०० |              |
| CSD upload                        | ०५/०८/२०२६<br>दुपारी १२:०० | ०६/०८/२०२६<br>सायंकाळी १७:०० |              |
| Tender Submission                 | २९/०७/२०२६<br>दुपारी १२:०० | १२/०८/२०२६<br>सायंकाळी १७:०० |              |
| Tender Opening<br>(Technical Bid) | १७/०८/२०२६                 | -                            | शक्य झाल्यास |

  
प्रशासकिय अधिकारी  
वाल्मी , छत्रपती संभाजीनगर

**WATER AND LAND MANAGEMENT INSTITUTE (WALMI)**  
**KANCHANWADI, PAITHAN ROAD, CHHATRAPATI SAMBHAJINAGAR-431005**  
**Phone NO. 0240-2379159-61**

**E - TENDERS PAPER**

E-Tender for Providing Housekeeping and Composite Management facility Services to WALMI, Chhatrapati Sambhajanagar by Service Provider Agency for the year 2026-2027 (for 11 months)

|   |                                    |                                                        |
|---|------------------------------------|--------------------------------------------------------|
| 1 | Estimated Amount                   | Rs. 48,02,226 /-                                       |
| 2 | Performance Security Deposit       | As per GR of Water Resource Department Dt:- 18/10/2023 |
| 3 | Earnest Money Deposit (Refundable) | Rs. 48,022/-                                           |
| 4 | Cost of Tender Form                | Rs. 1,180/-                                            |
| 5 | Date of Upload e-Tender Form       | As per schedule                                        |
| 6 | Last Date of Submission of Tender  | As per schedule                                        |
| 7 | Date & Time of Opening of Tender   | As per schedule                                        |

Brief Summary of Inquiry Offer should be submitted in 2 envelope system:

1. Technical Bid – Envelope No. – 1
2. Price Bid – Envelope No. – 2

Price Bid form is enclosed as Annexure -IX

**WATER AND LAND MANAGEMENT INSTITUTE (WALMI)  
KANCHANWADI, PAITHAN ROAD, CHHATRAPATI SAMBHAJINAGAR-431005**

**1. E-TENDER NOTICE**

Online e-tenders are invited for Providing Housekeeping and Composite Management facility Services to the WALMI campus, from Housekeeping and Composite Management Services Agency in the form of e-tenders as per schedule. Blank e-tenders can be downloaded from <https://mahatenders.gov.in> as per schedule on payment of Rs. 1,180/- (One thousand one hundred eighty ) as cost of tender form through online mode on respective e-tender portal.

Any corrigendum(s), if required, shall be communicated through the tender section on the website <https://mahatenders.gov.in> .**All rights are reserved by Tender Inviting Authority to cancel tender at any stage without giving any reason.**

Administrative Officer  
WALMI, Chhatrapati Sambhajnagar

## **BRIEF SUMMARY OF THE ENQUIRY**

- 1.1 Tenders are invited for providing housekeeping and composite management facilities services to WALMI campus from Housekeeping and Composite management facility Services Provider agency complying with all the terms and conditions prescribed in tender document.
- 1.2 The tender document will be available on <https://mahatenders.gov.in> as per schedule , also view access only will be available on Mahender
- 1.3 The tender fee amounting Rs. 1,180/- (One thousand one hundred eighty ) and Earnest Money Deposit (EMD) Rs. 48,022/- can be paid online on respective e-tender portal & the scan copy of the challan has to be attached as a part of technical bid.
- 1.4 Last date of receipt of tenders will be as per schedule. The tenders received thereafter will not be considered. The tenders received within specified time shall be opened on as per schedule.
- 1.5 If any technical difficulties arise while filling up e-tender, please contact on toll free No. (022-27560149) 0120-4711508/4001002/4001005/6277787 at NIC.
- 1.6 The Tenders received by post /courier/by hand will not be accepted.

## **TENDER FOR HOUSEKEEPING AND COMPOSITE FACILITY MANAGEMENT SERVICES**

### **1. TENDER PROCEDURE**

- 1.1 Blank tender forms are available for downloading on <https://mahatenders.gov.in> and also in [WALMI notice board](#) (for view only). Cost of bid to be borne by bidder.
- 1.2 Bids, complete all respects, to be prepared and submitted online in two separate online envelopes. Bids submitted by post/couriers/by hand will not be accepted or incomplete bid/s or bid/s submitted after the submission date and time of closure of the tender will not be entertained.
- 1.3 Bidder should scan & upload all required papers and documents for technical evaluation, in proper sequence as mentioned in Technical Offer (Envelope No.1). If any of the required papers / certificates as specified in the Tender are not included, WALMI, reserves right to disqualify the bidder without providing any clarification in this regard and envelope No.2 shall not be opened.
- 1.4 Envelope No.2 should be uploaded online and should contain duly filled in and complete offer taking into consideration all terms and conditions mentioned in the Tender Document.
- 1.5. Technical offer (Envelope No.1) shall be opened first. The Financial Offer (Envelope No. 2) of those bidders whose Technical Bids are found complete and valid in all respects as per Tender Conditions and qualified in technical evaluation shall be considered for Opening of Envelope No. 2.
- 1.6 Offers should be valid for 120 days from the date of opening of the financial bid.
- 1.7 The amount of earnest money of unsuccessful tenderer will be refunded online after AOC (Award of Contract) or cancellation of tender. In case of the successful tenderer, EMD will be refunded after paying the non-interest-bearing security deposit and completing the tender agreement. If successful tenderer does not pay the security deposit in the prescribed time limit and not complete the agreement within stipulated period, earnest money deposit will be forfeited to WALMI& will not be refunded. Also, Director General, WALMI reserves right to initiate appropriate action in such cases.
- 1.8 The Director General, WALMI, Chhatrapati Sambhajanagar, reserves the right to reject any or all tenders without giving any reasons at any stage.

### **2. IMPORTANT INFORMATION**

## **INTRODUCTION :**

The Water and Land Management Institute (WALMI) is the apex and premier training institute of the Government of Maharashtra registered under the Societies Registration Act (1860), the Academy combines the roles of the Administrative Training Institute (ATI) and the State Institute of Rural Development (SIRD). Academy conducts over 120 training programs each year, which are attended by around 3600 participants. These includes officials from Govt. of Maharashtra and other officials from various department/directorates/public sector undertaking of Govt. of Maharashtra. Fine residential facilities are provided for participants in the campus. Offers for Housekeeping services and Composite Management facility services are invited publicly by WALMI subject to the terms & conditions of this Tender Document.

### **2.1 Qualification of the Bidder:**

2.1.1 The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, which possesses the required licenses, registrations etc. as per law valid at least for 11 months from the date of bid. The Bidder shall be a professional Contractor, with a minimum of 2.5 years' experience in providing Housekeeping and Composite Facility Management Services or Separately in Housekeeping Services as well as Conservancy Services at State, Central or National level training institutions or establishments, Financial Institutions or Corporate Sector or Multinational companies having lodging facilities of at least 50 rooms (single or double) in any particular location for which the services are rendered. In case the bidder is having experience separately in Housekeeping Services and Conservancy Services 2.5 year experience in each field is necessary.

2.1.2 Joint Venture is not allowed.

2.1.3 Bidders shall describe their capabilities and strengths to provide all services as per this tender with their bid (Technical Evaluation Criteria) and evidence to support their experience as well as capabilities to provide such services of the standards equivalent to 3-Star facilities by way of providing details of organizations/institutions where they are providing services. WALMI may inspect and verify the same before award of contract.

2.1.4 The bidder should not have been blacklisted by any organization in the past or debarred to participate in tender for any organization.

### **2.2 SCOPE OF WORK**

- 2.2.1 WALMI requires the Housekeeping and Composite Management facility Services (hereinafter referred to as “Housekeeping and Composite Management services”) from reputed, well established Service Provider Company / Firm / Agency (hereinafter referred to as “Agency”).
- 2.2.2 WALMI has initial requirement for Housekeeping and Composite Management facility Services which may increase or decrease depending upon the requirement during the contract period.
- 2.2.3 The contract will initially be for a period of 11 months; which may be extended for a further period of one year or thereafter depending upon the manpower requirement and administrative convenience of WALMI. WALMI, however, reserves the right to terminate / curtail the contract at any time after giving One month notice to the qualified Agency owing to deficiency of services, sub- standard quality of Housekeeping and Composite management facility services deployed or for breach of contract condition or non-availability of projects from funding agency, or any other reason deemed fit.

2.2.4

**A) Types of services**

- Housekeeping services
- Gardening Services
- Road cleaning services
- Cleaning of surrounding areas of hostel

**B) Levels of services**

- Supervisor
- Unskilled Manpower (Housekeeping, Room Boys)

**C) Minimum work norms**

- **Housekeeping:** Agency shall provide housekeeping and composite management facility services for Main Institute Building, hostels, Rest houses. would include cleaning of premises (including facade, pavement blocks etc.), rooms including bathrooms, corridors, common toilets, terraces, etc. as detailed in this tender document.
- The agency will inspect, all areas as per scope of entire campus area of WALMI every day as a part of its service maintenance job under this agreement electrical equipment's, water coolers, water supply sanitary systems, drainage (internal / external) check and see that they are in working conditions and report about any difficulties immediately. The agency shall maintain appropriate record of having checked / inspected and having rectification

carried out by them or responsible Dept. (water supply points, plumbing installations, electrical appliances, furniture fixtures, and any other such materials), etc. These records shall be always made available to the WALMI for necessary action.

## **2.3 Housekeeping Services**

- Agency shall provide housekeeping and composite management facility services for Main Building, All type of hostels, guest houses as and when required which would include cleaning of premises (including facade, pavement blocks etc.), rooms including bathrooms, corridors, toilets, curtains, bedsheets, pillow cover etc.

| Sr.No. | Housekeeping Services Description                                                                                                    |
|--------|--------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Main Institute Building, Community center, All type of hostels, Guest houses and all offices at different locations in WALMI campus. |

**Please refer annexure II**

Laundry charges at the rate of per month will be paid as per actual.

## **Conservancy services CAMPUS AREAS**

| Sr.No. | Description Details                                                                       |
|--------|-------------------------------------------------------------------------------------------|
| 1.     | Main Institute Building, Community center, Ground, terrace, Meterology Lab, Hydrology Lab |
| 2.     | Open spaces in hostels, residential colony.                                               |
| 3.     | Roads, parkings and open areas in WALMI campus                                            |
| 4.     | Main gate area, front side area of WALMI                                                  |

## **2.5 Wages and Other Legal Payments:**

- 2.5.1 Wages (including Leave & Compulsory holidays wages, Bonus and Labour Welfare Fund as applicable) shall be paid by Agency. The Agency shall ensure that it fully complies with and observes all the provisions of the Contract Labour (Regulation & Abolition) Act 1970, The Minimum Wages Act 1948, Payment of Wages Act 1935, Employees Provident Fund and Miscellaneous Provision Act 1952, the ESI Act 1948, Payment of Gratuity Act and such other statutory enactments rules and regulations laid down by the Govt. or local body in force; noncompliance or violation thereof shall be the Agency's sole responsibility.

- 2.5.2 The selected Agency shall provide necessary Insurance cover to applicable employees under provisions of Workmen's Compensation Act, 1923 and intimate to WALMI within six weeks from the date of deployment of the employee. WALMI shall not accept and entertain any claim in the event of the Agency's employee sustaining any injury, damage, or loss either to person or property either inside or outside WALMI premises. It shall be the sole responsibility of the selected Agency in respect of all claims of its employees.
- 2.5.3 The wages paid by the agency to its employees/ labour will be strictly in accordance with the minimum wages act and all such relevant the changes in rates which might occur on account of changes in Variable Dearness Allowances (VDA special Allowance) and wage structure declared by State /Central govt. or any other changes in statutory provisions. The agency shall pay to its employees in bank specified by WALMI or any nationalized bank.
- 2.5.4 Statutory compliances like EPF employer's share will be applicable according to the law in force in this regard and above the wages payable, upon providing satisfactory proof of the statutory payments. No EPF will be deducted or reimbursed for Housekeeping and Conservancy above the age of 58 years.
- 2.5.6 Timely Payments: The Agency shall disburse the wages of its employees on 7th day of the succeeding month by depositing the staff wages in their respective bank accounts only. The Agency shall in no case, withhold the payments due to their employees for any reason whatsoever including that on account of non- clearance of its bills by WALMI. WALMI shall not bear any interest on withheld amount due to statutory non-compliance.

## **2.7 REQUIREMENTS FOR PROVIDING HOUSEKEEPING AND COMPOSITE MANGEMENT FACILITY SERVICES TO BE DEPLOYED**

2.7.1 The manpower requirement shown in Annexure I is the minimum requirement. The bidder shall deploy sufficient staff as per the workload so that quality of services should not hamper. The Agency shall be responsible to maintain the service levels as required and shall be liable to deploy additional manpower as per the requirement to fulfill the scope of work for the services. No extra payment will be made for additional deployment. WALMI reserves the right to direct deployment of additional manpower for the said purposes. The impact of additional requirement of manpower as per necessity as well as for providing reliever for employee who are on leave or on off days shall be taken into account by the bidder while quoting in the financial bid as the same is not reimbursable.

(Note : Extra manpower as and when required will be requisitioned by competent authorities of WALMI from time to time as per approved tender rates.)

### **3. Qualifications of Staff Mentioned Above**

3.1 All the employees engaged by the agency shall be trained and experienced people having good health, character, well behaved, obedient, and skillful in their tasks. Supervisor should be well conversant in Marathi and Hindi and other staff in Marathi and/ or Hindi. The agency shall arrange for a refresher training to them once in six months compulsorily at it's own cost.

### **3.2 SCHEDULE OF QUANTITIES**

#### **1. Housekeeping Manpower required for WALMI.**

|            |    |
|------------|----|
| Supervisor | 02 |
| Manpower   | 24 |
| Plumber    | 01 |

(Note : Extra manpower as and when required will be requisitioned by competent authorities of WALMI from time to time as per approved tender rates.)

## **4. GENERAL TERMS AND CONDITIONS**

**4.1 Validity of the Contract:** The contract will initially be valid for 11 months from the date of commencement of the contract and may be renewed in writing for further period of up to one year on mutual consent. The rates agreed and accepted herein shall remain unchanged during the operative period of this Agreement and the Agency and its employees shall not raise any demand imposing additional financial burden on WALMI on any account.

**4.2 Procedure on Selection:**

- 4.2.1 On finalization of tender and selecting L-1, a Letter of Intent (LoI) will be issued.
- 4.2.2 The selected Agency will be required to pay a security deposit in form of demand draft as security (interest free) for the effective implementation of the terms and conditions of the contract. This will be refunded subject to deductions, if any, after completion of contract period or extension period if any, subject to satisfactory completion of the terms of the contract. WALMI shall have the right to forfeit the amount of the Security Deposit or the part thereof in case of breach of contract by the Agency and to recover WALMI's dues on any account under this agreement.
- 4.2.3 Only on confirmation and compliance with all tender conditions work order will be issued. The Agency shall enter into an agreement with WALMI as soon as work order is issued on appropriate stamp paper and execute an Indemnity Bond on non-judicial stamp paper of Rs.500/- indemnifying WALMI against all claim disputes, damages, costs etc. more particularly with regard to employees deployed by the Agency as per provisions of Tender Document.
- 4.3. No Assignment:** The Agency shall not transfer or assign or share benefits of this Agreement to or with anyone. Any such violation shall render the agreement to be cancelled at the risk and cost of the Agency.
- 4.4 Permits and Licenses:** The Agency shall obtain all necessary permits/licenses for running the establishment from authorized agencies such as Municipal Corporation, other Local Authorities, State / Central Govt. Department, Labour Department, etc. at its own cost. WALMI shall not be held responsible for any breach of these rules and regulations by the Agency
- 4.5 Provision of Quality Manpower:**
- 4.5.1 The agency shall not substitute the manpower, without prior written permission of WALMI. However, this condition will not apply in case substitution is required due to any medical emergency, but the agency shall keep WALMI informed about the substitution.
- 4.5.2 Medical Fitness:** All employees deployed at WALMI should be in good health. The medical fitness certificate issued by Registered Medical practitioner of all the employees deployed should be submitted by the Agency within 10 days from the commencement of the contract period date at the cost of the Agency (As per Annexure XI). After every six months medical checkups of all employees to be done at the cost of the agency and medical fitness certificate should be submitted. The grooming and hygiene standards should be as per 'Annexure-III'.

4.5.3 Police Verification of all the employees deployed should be submitted by the agency within 01 month from the recruitment date.

**4.6 Indemnification related to Compensation:** The agency shall keep WALMI effectually indemnified against all claims for compensation under the provisions of any law for the time being in force / brought in to force, by or in respect of any staff/workman deployed by the Agency directly or indirectly in carrying out the obligations under the contract and against all costs and expenditures incurred by WALMI in connection therewith. WALMI shall be entitled to deduct or otherwise recover from agency dues, any amount from all the money payable by WALMI to the Agency on any account by way of compensation as aforesaid or of any other nature and costs or expenses in connection with any claim thereto. For this purpose, an indemnity bond will have to be executed by the Agency in favor of WALMI as Principal Employer before commencement of work under this Agreement. The Agency shall also keep WALMI as Principal Employer indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims, compensation and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency under any law that may be /may become effectible. The Agency would also ensure that its activities do not in any manner disturb officials, participants, and campus residents of WALMI and also do not damage any assets of WALMI. WALMI shall be entitled to deduct any amount due from all money payable to the agency by way of compensation as aforesaid or of any other nature and costs and expenses in connection with any claim thereto.

4.7 It may be noted that the contractual relation is only between WALMI and Agency in the nature of agency being provider of services. The workers / staff of the Agency will have nothing to do with the WALMI and shall have no presumptive or any kind of right of absorption in the services of WALMI. In order to give effect to this the Agency shall incorporate suitable clause in the appointment orders to be issued to its workers / staff under intimation to WALMI.

**4.8 Grievance Redressal and Discipline of Manpower:**

4.8.1 In case the workers engaged by the Agency have any grievances they will take up the same with the Agency without creating any disturbance on the campus of WALMI. If the Agency's Workers resort to any agitation resulting in any damage to the property of WALMI and or reputation, hindrance to its work, the Agency would be liable for payment of damages to WALMI. It will also be construed as breach of contract rendering the Agency liable for such action as may be deemed necessary. Under no circumstances, agitation as a means is to be resorted to by workers of the Agency in WALMI premises or with reference

to WALMI by name or in any other manner whatsoever. On expiry of the contract, the Agency undertakes to vacate the premises without hesitation and murmur, in peace with all the workers without creating any disturbance. The Agency will be solely responsible if the workers engaged by it misbehave or create disciplinary or law and order problems in the premises of WALMI.

#### **4.9 Safety of Manpower:**

4.9.1 The agency should take necessary measures to safeguard safety of agency's employees working on hazardous task if any, by providing safety equipment and personal protective equipment such as facade cleaning (safety belts), electrical repairs work (leather gloves), etc. WALMI shall not accept and entertain any claim in the event of the Agency's employee sustaining any injury, damage, or loss either to person or property either inside or outside the WALMI premises. It shall be the sole responsibility of the successful Agency to repay all such expenses in respect of its employees. The agency shall be responsible for entire risk coverage of all its employees deployed by them.

4.9.2 Security of Belongings: The agency should ensure safety of the belongings of the inmates in the WALMI however, in case of any untoward incidents like theft or loss of any belongings/cash that takes place from the occupant's room/classroom/dining hall due to negligence on the part of the workers employed by the agency, the agency would be liable for compensating the loss.

**4.10 Uniform, Registers and I-Cards:** Necessary clothing and stationery should be provided by the agency such as Uniform with name tag with shoes and two pairs of socks, Registers, files, etc., at its own cost. The uniform of Supervisor and other staff shall be distinct from one another and that of WALMI security guards. The personnel employed by the Agency should be provided with identity cards by the agency. Identity cards should be prominently displayed by each personnel, on their left-hand shirt pocket.

**4.11 Security Checks:** All the employees are liable for security checks from time to time as VIPs will be on constant visits to WALMI. All materials and articles brought by the agency to the work site shall have to be declared at the Security Gate and a copy shall be submitted to Hostel Manager. Also, no materials shall be taken out from the Institute premises without proper gate pass /authorization by the competent authority.

**4.12 Sober Behavior:** The Agency shall ensure that none of its personnel is in inebriated state or consumes drug, or prohibited substances or smokes, etc., while on duty or otherwise inside WALMIA premises. WALMI reserves the right to ask the agency to remove and replace any of the workers for their failure to give quality service, or is guilty of misconduct, or is in any manner unfit or unsuitable for service. The agency

shall be bound to replace the staff members concerned within a week from the date of such communication.

- 4.13 Supervision:** The Supervisor of the agency should be available round the clock in the premises to ensure proper supervision of Maintenance, Front Office, Housekeeping services and Conservancy Services.
- 4.14 Compliance and Coordination in Campus:** The agency shall at all times during the existence of contract abide by all directions and instructions which may be given by the Competent Authority at WALMI concerning any aspect of housekeeping, front office and maintenance services and Conservancy Services. The Agency shall co-operate with other agencies in the campus while performing their duties during the period of contract including extension of contract period where applicable. All the workmen deployed by the Agency at v shall abide by the disciplinary procedures, rules and regulations laid down by WALMI from time to time.

**4.15 Housekeeping:**

- 4.15.1 The Agency shall be responsible always for maintaining the entire premises clean and tidy. The agency shall also be responsible at their own cost and equipment, for:
- a. Vacuum cleaning of the panels, carpets, chairs & sofas once in a month.
  - b. Shampooing of carpets & sofas once in every six-month.
  - c. Mechanized cleaning of Paver blocks in open space areas including backyards once in every four months and as required especially during rainy days to prevent slippages.
  - d. Facade cleaning of Classrooms & Auditorium once in every six months.
- 4.15.2 In case of failure of the agency to do so WALMI reserves the right to get the same done through other sources at the cost and risk of the Agency apart from penalty leviable.
- 4.15.3 Any packing and unpacking of material, shifting of furniture, and loading and unloading of articles, also preparing lecture halls for use, placement, and management of equipment such as OHP, TV, Computer, Remote Microphones, Laptop, Audio Visual Equipment's etc. shall be the part of services under this agreement without any extra payments or claims on that account.
- 4.15.4 The agency will inspect electrical points and electronic equipment, water supply points, plumbing installation, toilets, carpentry work, civil work, painting work, etc. every day as a part of its service maintenance job under this agreement. In case of repairs / maintenance get it done in working condition immediately and maintain appropriate record of such daily inspections and rectification carried out by the Agency. These records shall always be made

available to WALMI for necessary action. Repair material shall be supplied/replaced by WALMI.

**4.16 Taking care of Equipment, etc. Provided:**

4.16.1 Items supplied to the Agency cannot be taken out of the organization without the permission of the competent authority of WALMI. All these should be used carefully by the agency and ensure that there is no damage due to negligence or improper use. If some items need to be serviced/repaired due to regular use the agency must promptly (within 24 hours) do the servicing/repair work at its own cost. If the Agency fails to do so, WALMI reserves the right to get the repairs done at cost of the Agency. However, if the machinery is unserviceable due to the end- of-life period and not due to any mistake on the part of the Agency, the unserviceable nature of machinery should be conveyed in writing as soon as it occurs to avoid penalties and recovery. In addition to the items provided by WALMI, the additional requirement of items/equipment/machinery required will have to be procured by the agency at its own cost.

**4.17 Proper Care and Maintenance of Assets:**

4.17.1 It will be the responsibility of the Agency to make suitable arrangements to provide proper and efficient services and to guard movable and immovable properties of WALMI including facilities provided in the rooms, housekeeping equipment, furniture and all other articles supplied to the agency for the upkeep in the course of all activities under this agreement. The Agency will be fully responsible for articles/items kept in the WALMI for the use of Participants. Agency would give the receipt of such articles/items kept in the WALMI rooms/received from WALMI from time to time.

4.17.2 In the course of execution of this contract by the Agency any minor or major damage is caused by the Agency or its workmen to the persons or property of WALMI, the joint inspection by "WALMI" and the "AGENCY" will be conducted. Any claims arising in such a situation shall be recovered, settled, and dealt with directly by the Agency. The Agency shall render all assistance and co-operation to WALMI, if any enquiry is held thereon. The Agency agrees to undertake and indemnify WALMI against all such claims.

4.17.3 In the course of execution of this contract, if any minor and urgent repair is to be taken up, WALMI can direct the Agency to undertake the same and the cost of the work as per the then prevalent SSR rate will be reimbursed.

4.18 Performance of obligations: It shall be the agency's responsibility to ensure that the obligations under the terms of this tender are duly performed and observed. Agency will have to do any other duties not specifically mentioned hereinabove pertaining to

WALMI services maintenance as assigned by WALMI through its Director General and Hostel Manager/Campus Manager

- 4.19 Audit: Audit of performance of the Agency can be done by WALMI either on its own or by any third party. Agency should cooperate with the concerned for its audit which may include ghost audit. The result of the Audit will be used to assess the performance of the Agency.
- 4.20 Feedback: The Institute shall take the feedback through a Register kept for the purpose, from the participants/guests/dignitaries regarding Room, Conference room, with a view to offer prompt and efficient services. The Institute will conduct periodical reviews of the complaints/suggestions given by the participants/guests/ dignitaries both in the registers kept in WALMI and the Evaluation Reports and the agency will be informed about the shortcomings, if any, for remedial action. The agency shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the participants, guest faculty and staff either directly to him/her or through the feedback report.

#### **4.21 Payment:**

- 4.21.1 The Agency shall submit its monthly bill to WALMI along with Certificate of compliance regarding Monthly statutory payments, duly filled check list in WALMI's prescribed format and biometric attendance report certified by authorized representative of WALMI as per minimum deployment of staff on or before 10th day of succeeding month. WALMI will make all the efforts, on best efforts basis, to make 80% of the claim made in the bill within 5 working days after submission of the bill.
- 4.21.2 The agency shall submit cleaning reports as prescribed in the cleaning schedule and worksheet for Conservancy and housekeeping of the tender along with the monthly bill.
- 4.21.3 The agency shall give intimation of payment of wages paid to their staff indicating the date about payments effected of wages to the staff employed by them. This declaration must be submitted on monthly basis on letter head - "Certified that wages for the month of \_\_\_\_\_ has been distributed on date \_\_\_\_\_ to the Housekeeping & Conservancy Staff in accordance with the wages specified in Minimum Wages Act and all the compliance regarding statutory payments has been made. Also, all bills of Vendors / Suppliers/ Service Providers for the month of \_\_\_\_\_ have been paid by the agency up to till date".

4.21.4 Proof regarding statutory payments (including wages paid through bank account) to be submitted to Hostel Manager / Campus Manager along with monthly bill. WALMI shall have a right to withheld payment of monthly bill in case the Agency fails to produce the proof of statutory payments and the payments made by them to the employees deployed.

4.21.5 The quantity of manpower can be increased/decreased by WALMI in extraordinary situations including special occasions and epidemics like COVID. The Agency shall increase/decrease manpower within a week from the date of such communication. Such instructions will be given in writing by WALMI from time to time. Appropriate payment as per the situation would be calculated on a pro rata basis and paid.

#### **4.22 Penalties:**

4.22.1 If the performance of the Agency is found poor due to lack of quality manpower or in providing services (i.e. Housekeeping, Conservancy , Reception & Maintenance on the part of the Agency and / or its employees) as per tender conditions (based on low quality feedback and observations), the agency shall be liable to pay penalty and/or is subject to termination as detailed below. The Agency shall not be entitled for compensation for any loss which agency may incur in this regard.

4.22.2 In case of non-compliance with the contract, the WALMI reserves its right to:

- a. Impose the penalty of 10% of the housekeeping bill / Conservancy Bill related to the duration of the course for which the average feedback by the participants about the quality of housekeeping is less than the rating of 3 out of 4.
- b. Recover damages equal to the losses suffered by WALMI due to failure or poor performance of the bidder.
- c. Impose the penalty of rupees 5000/- for each occasion of failure or poor performance by the bidder which is not covered by clauses a, and b. For the purpose of clauses, a & b, WALMI reserves it's right to take feedback (from participants/users) of any frequency including weekly and course wise.

4.23 In case, there arises any dispute regarding interpretation of any clause or term of this agreement and any related document the decision of the Director General, WALMI, will be final and binding on both the parties.

- 4.24 In case of breach of contract by the Agency, WALMI will initiate appropriate action, including blacklisting if necessary.

#### **4.25 Termination:**

- 4.25.1 The Agency shall perform work assigned to the best satisfaction of WALMI in case of unsatisfactory performance or continuous non-compliance by the Agency, WALMI reserves right to terminate the agreement forthwith and the Agency shall not raise any claim / demur / protest for such termination of agreement. If the performance of the Agency is not up to the mark, WALMI reserves the right to terminate the agreement.
- 4.25.2 For this purpose, WALMI shall be the sole judge to decide whether the performance of the Agency is satisfactory or not and such decision of the Director General, WALMI, shall be final, conclusive, and binding on the Agency and the Agency shall not be entitled to any compensation in this regard. Furthermore, if on account of non-renewal of the contract and / or termination of this contract the agency has to terminate its employees then it shall be the responsibility of the Agency to pay the legal dues to its employees. In the event of non-compliance with legal provisions or non-payment of legal dues the Agency itself shall be solely liable for all the costs and consequences.
- 4.25.3 In case the Agency desires to terminate the contract within the continuance of contract period, Agency will be required to give 90 days prior notice to WALMI. However, WALMI reserves the right to ask for continuance of services till appointment of new agency.
- 4.25.4 The Agency expressly agrees and accepts that on termination of this contract for reasons as provided in the contract, the Agency shall vacate the premises of WALMI along with its persons and material and hand over the vacant peaceful possession of the entire property of WALMI without any hesitation and murmur to WALMI within a period of 30 days' notice in writing by WALMI. In case of failure of the Agency or its employees to do so WALMI shall have the right to get the premises vacated by resorting to coercive measures and adopt such course as may be deemed necessary and appropriate.

**4.26. Settlement through Mutual Consultations:** Bidder shall not approach any Court of Law for settlement of such disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences through Mutual Settlement.

**4.27 Jurisdiction of Courts:** Jurisdiction of courts for dispute resolution shall be Chhatrapati Sambhajnagar only.

**4.27 Risk and Cost:** In case of failure of the agency to provide satisfactory services to WALMI, the right to get the facility management work (housekeeping / Conservancy & front office) done

from any other agency during remaining period of the contract is reserved by WALMI at the risk & cost of the contracted agency and any additional expenditure towards such work done from any other agency at the cost finalized by WALMI, shall stand recoverable from the contracted agency.

- 4.29 Force Majeure:** When an extraordinary event or circumstance beyond the control of the parties, such as a war, strike, riot, explosion, epidemic, pandemic, compliance with any acts or directions on any judicial, statutory or regulatory authority or an event described by the legal term "Act of God" (such as flood, earthquake, or volcanic eruption, etc.) prevents one or both parties from fulfilling their obligations under the contract. In such situations the decision of "Director General WALMI" shall be final & binding on both the parties. However, this exception clause will not apply in case of circumstances covered under 4.21.5.
- 4.30 The Deployed manpower shall have to be punctual in attendance and follow all rules and regulations. The agency has to record attendance on every entry in and exit from WALMI premises on biometric attendance machine. Agency shall maintain computerised attendance registers for manpower placed for WALMI. The Agency should provide biometric attendance machine having facility of face identification as well as thumb impression on its own cost. If required, will be verified by WALMI

Table No. 1

## Technical Evaluation Criteria

| Sr. No. | Technical points                                                                                                                                                                                                             | Minimum & maximum                                                                              | Marks | Max. Weightage |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------|----------------|
| 1       | Capacity in Providing Housekeeping Services to No. of rooms/suites/cottage (Irrespective of type & No. of Beds) in an institution in any one of the past Five years, i.e., from FY 2021-2022 to 2025-2026.                   | 50 – 99 rooms at a time in a single location                                                   | 10    | 25             |
|         |                                                                                                                                                                                                                              | 100-149 rooms at a time in one or two locations                                                | 15    |                |
|         |                                                                                                                                                                                                                              | 150 rooms and above at a time in one or more locations (with a minimum of 50 at each location) | 25    |                |
| 2       | Experience in Composite Management Services or providing services separately in Conservancy and Housekeeping in an institution or running Hotel Establishment equivalent to 3-Star facilities.                               | 2.5-5 years                                                                                    | 5     | 25             |
|         |                                                                                                                                                                                                                              | 5-7 Years                                                                                      | 10    |                |
|         |                                                                                                                                                                                                                              | 8-10 Years                                                                                     | 15    |                |
|         |                                                                                                                                                                                                                              | More than 10 Years                                                                             | 25    |                |
| 3       | Financial Capacity: Annual Turnover from composite Conservancy /housekeeping services for any of the three financial years during the period from FY 2023-2024 to 2025-2026.                                                 | 2 crore to 5 crore                                                                             | 5     | 25             |
|         |                                                                                                                                                                                                                              | 5 crore to 7 crore                                                                             | 15    |                |
|         |                                                                                                                                                                                                                              | More than 7 crore                                                                              | 25    |                |
| 4       | Employees Strength: Number of Employees in respect Housekeeping and composite management services facilities working in Bidders Organization/Agency in any one of the past Five years, i.e., from FY 2021-2022 to 2025-2026. | 50-100                                                                                         | 10    | 25             |
|         |                                                                                                                                                                                                                              | 101-150                                                                                        | 15    |                |
|         |                                                                                                                                                                                                                              | 151 and above                                                                                  | 25    |                |

**NOTE: -**

- A consolidated report pertaining to 1 to 4, in addition to supporting documents mentioned above shall be submitted as per Table 2, Table 3, Table 4, Table 5 and Table 6. This shall form as content of Envelope No 1.
- Copy of above-mentioned documents if not submitted then the tender will be disqualified without providing any clarification in this regard and envelope No.2 of such bidder shall not be opened.
- The bidders obtaining minimum 50 marks in technical evaluation shall be qualified for evaluation of financial bid.

**Table No. 2**

**Supporting Documents for Technical Evaluation (Table 1)**

Documentary proof for the claims made above shall be submitted in the following manner.

Please highlight the employees name in the documents (E.g., EPF/EPR report) detailing employees

| <b>Sr.No.</b> | <b>Documents Required</b>                                                                                                                                                                                                                                                                                                                     | <b>Page No.</b> |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1             | Work experience certificate from the clients Work order issued by the clients Proof of payment made by the clients for the entire year.<br><br>Note: The above documents should clearly establish the no of persons for whom catering services are provided and no of rooms for which housekeeping services are provided throughout the year. |                 |
| 2             | The documents mentioned above against points in table for the entire duration for which experience is claimed.                                                                                                                                                                                                                                |                 |
| 3             | For professional qualification: certificate issued by recognized institution.<br><br>For experience: Legally reliable documents like ESIC or EPF contribution or payment through proper banking channel for the entire period.                                                                                                                |                 |
| 4             | Annual Turnover Certificate duly certified by Chartered Accountant on CA Firms letter head with UDIN No.<br><br>Income Tax Return relevant to certificate of C.A.                                                                                                                                                                             |                 |
| 5             | Legally reliable documents like ESIC or EPF contribution or payment through proper banking channel for the entire period.                                                                                                                                                                                                                     |                 |

**ENVELOPE NO.1 (Technical Offer)**

| <b>Sr. No.</b> | <b>Below Documents shall be submitted.</b>                                                                                                                                                                                                                          | <b>Documentary Proof<br/>Page No.<br/>From – To</b> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1.             | Online challan copy as a proof of Payment of Earnest Money Deposit                                                                                                                                                                                                  |                                                     |
| 2.             | Bidder shall submit document related to company profile in details such as Name of Individual/Company (Public/Pvt.)/Association of persons/Partnership/Joint Venture (Whichever is applicable) with Detailed Addresses, Names of the chief executive of the bidder. |                                                     |
| 3.             | Copy of certificate of Registration under Shops & Commercial Establishments Act along with renewal entries or Intimation Receipt (सुचनापावती)                                                                                                                       |                                                     |
| 4.             | Copy of Goods and Service Tax registration certificate.                                                                                                                                                                                                             |                                                     |
| 5.             | Valid Copy of License from Labour Commissioner to employ contract labour                                                                                                                                                                                            |                                                     |
| 6.             | Copy of Registration Certificate under Employees Provident Fund & Miscellaneous Provision Act 1952                                                                                                                                                                  |                                                     |
| 7.             | Copy of registration certificate under ESIC Act                                                                                                                                                                                                                     |                                                     |
| 8.             | Copy of Income Tax PAN/TAN of the bidder company                                                                                                                                                                                                                    |                                                     |
| 9.             | Latest Goods and Service tax no dues certificate from Chartered Accountant on C.A. firms' letterhead                                                                                                                                                                |                                                     |
| 10.            | Proof of experience in Providing Conservancy Services to No. of office / rooms as per Table-1                                                                                                                                                                       |                                                     |
| 11.            | Proof of experience in Providing Housekeeping Services to No. of rooms as per Table-1                                                                                                                                                                               |                                                     |
| 12.            | Proof of experience in no of years (providing Composite Management Services or providing services separately in Conservancy and Housekeeping) as per Table-1                                                                                                        |                                                     |
| 13.            | Proof of having qualified supervisors as per Table-1                                                                                                                                                                                                                |                                                     |
| 14.            | Proof of Annual Turnover from composite/ Conservancy /housekeeping services as per Table-1 on Chartered Accountant's letterhead                                                                                                                                     |                                                     |
| 15.            | Proof of Number of Employees in respect of Conservancy and housekeeping services working in Bidders Organization/Agency as per Table-1                                                                                                                              |                                                     |

|     |                                                                                                                                                                                     |  |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 16. | Proof of Size and quality of Client for whom Conservancy and/or Housekeeping Services as per Table-1                                                                                |  |
| 17. | ISO certificate (Related to Hospitality / Housekeeping / Conservancy)                                                                                                               |  |
| 18. | Bidder shall submit declaration on letterhead that "The firm has never been blacklisted by any organization in the past or debarred to participate in tender for any organization". |  |
| 19. | The bidder shall submit self-declaration on letterhead as per format.                                                                                                               |  |
| 20. | The bidder shall submit bidder's bank details on letterhead as per format.                                                                                                          |  |
| 21. | Self declaration regarding authenticity of documents submitted.                                                                                                                     |  |

Note:

- a. Bidder shall put page No. on all pages of the documents and then scan and upload the same in same sequence as mentioned in the above chart. The bidder shall fill page No. in the above chart and shall scan and upload the same as covering page.

**NOTE: -**

- b. A consolidated report pertaining to 1 to 5 in addition to supporting documents mentioned above shall be submitted as per Table 1. This shall form as content of Envelope No 1.
- c. Copy of above-mentioned documents if not submitted then the tender will be disqualified without providing any clarification in this regard and envelope No.2 of such bidder shall not be opened.
- d. The bidders obtaining minimum 50 marks in technical evaluation shall be qualified for evaluation of financial bid.

TABLE NO3  
(ReferTable1)

**CAPACITY IN HOUSEKEEPING AND COMPOSITE MANAGEMENT FACILITIES SERVICES –From  
FY 2021 - 22 to 2025-26**

**Profile of the Bidder:**

1. Name of Bidder:
2. Type of Organization: Proprietary/Joint Venture/Company/LLP
3. Provide name of the agency having experience in
  - a. Conservancy:
  - b. Housekeeping:

| Sr. No. | Year of Report | Sr. No. | Name of the company to whom service provided by Bidder | No. of persons for whom House Keeping services is provided | No. of rooms for which House Keeping services are provided |
|---------|----------------|---------|--------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| 1       | FY 2021-2022   | 1.1     |                                                        |                                                            |                                                            |
|         |                | 1.2     |                                                        |                                                            |                                                            |
|         |                | 1.3     |                                                        |                                                            |                                                            |
|         |                | 1.4     |                                                        |                                                            |                                                            |
|         |                | 1.5     |                                                        |                                                            |                                                            |
| 2       | FY 2022-2023   | 1.1     |                                                        |                                                            |                                                            |
|         |                | 1.2     |                                                        |                                                            |                                                            |
|         |                | 1.3     |                                                        |                                                            |                                                            |
|         |                | 1.4     |                                                        |                                                            |                                                            |
|         |                | 1.5     |                                                        |                                                            |                                                            |
| 3       | FY 2023-2024   | 1.1     |                                                        |                                                            |                                                            |
|         |                | 1.2     |                                                        |                                                            |                                                            |
|         |                | 1.3     |                                                        |                                                            |                                                            |
|         |                | 1.4     |                                                        |                                                            |                                                            |
|         |                | 1.5     |                                                        |                                                            |                                                            |
| 4       | FY 2024-2025   | 1.1     |                                                        |                                                            |                                                            |
|         |                | 1.2     |                                                        |                                                            |                                                            |

|   |                   |     |  |  |  |
|---|-------------------|-----|--|--|--|
|   |                   | 1.3 |  |  |  |
|   |                   | 1.4 |  |  |  |
|   |                   | 1.5 |  |  |  |
| 5 | FY 2025 -<br>2026 | 1.1 |  |  |  |
|   |                   | 1.2 |  |  |  |
|   |                   | 1.3 |  |  |  |
|   |                   | 1.4 |  |  |  |
|   |                   | 1.5 |  |  |  |

**Note:** - To support the claims made above, documents as mentioned in table-2 should be submitted

**TABLE No 4**  
**(Refer Table 1)**

BIDDERS ANNUAL TURNOVER AND DETAILS OF QUALIFIED SUPERVISORY STAFF ON BIDDERS  
PAY ROLL - FROM FY 2021-22 TO 2025-26

Name of Bidder:

| Sr.<br>No. | Year of<br>Report | Annual<br>Turnover<br>in Crores | Number of Housekeeping/<br>Conservancy Persons |                    | No. of Supervisors    |                    |
|------------|-------------------|---------------------------------|------------------------------------------------|--------------------|-----------------------|--------------------|
|            |                   |                                 | With<br>Qualification                          | With<br>Experience | With<br>Qualification | With<br>Experience |
|            |                   |                                 |                                                |                    |                       |                    |
| 1          | FY 2021-<br>2022  |                                 |                                                |                    |                       |                    |
|            |                   |                                 |                                                |                    |                       |                    |
| 2          | FY 2022-<br>2023  |                                 |                                                |                    |                       |                    |
|            |                   |                                 |                                                |                    |                       |                    |
| 3          | FY 2023-<br>2024  |                                 |                                                |                    |                       |                    |
|            |                   |                                 |                                                |                    |                       |                    |
| 4          | FY 2024-<br>2025  |                                 |                                                |                    |                       |                    |
|            |                   |                                 |                                                |                    |                       |                    |
| 5          | FY 2025 -<br>2026 |                                 |                                                |                    |                       |                    |

Note: - To support the claims made above, documents as mentioned in table-2 should be submitted

**TABLE NO. 5**  
**(Refer Table 1 )**  
**DETAILS OF EMPLOYEES WORKING UNDER BIDDER**  
**IN ANY ONE OF THE FY FROM 2021 - 2022 TO 2025- 2026**

**Name of Bidder:**

| <b>Sr. No.</b> | <b>Designation*</b> | <b>Employee Name on Payroll</b> | <b>Experience In years</b> | <b>Qualification*</b> | <b>ESIC*</b> | <b>EPFO No.*</b> |
|----------------|---------------------|---------------------------------|----------------------------|-----------------------|--------------|------------------|
| A              | Supervisory Staff   |                                 |                            |                       |              |                  |
| 1              |                     |                                 |                            |                       |              |                  |
| 2              |                     |                                 |                            |                       |              |                  |
| 3              |                     |                                 |                            |                       |              |                  |
| 4              |                     |                                 |                            |                       |              |                  |
|                |                     |                                 |                            |                       |              |                  |
| B              | Other Employees     |                                 |                            |                       |              |                  |
| 1              |                     |                                 |                            |                       |              |                  |
| 2              |                     |                                 |                            |                       |              |                  |
| 3              |                     |                                 |                            |                       |              |                  |

\* Please provide detailed designation like supervisor.. etc.

TABLE - 6  
(Refer Table 1 )  
CLIENT FOR WHOM HOUSEKEEPING AND/OR CONSERVANCY SERVICES ARE BEING  
PROVIDED

| Financial Year | Sr. No. | Name of the Client | Address and Contact No. | Duration of Contract | Type of Service Provided | Annual Bill Amount |
|----------------|---------|--------------------|-------------------------|----------------------|--------------------------|--------------------|
|                | 1       |                    |                         |                      |                          |                    |
|                | 2       |                    |                         |                      |                          |                    |
|                | 3       |                    |                         |                      |                          |                    |
|                | 4       |                    |                         |                      |                          |                    |
|                | 5       |                    |                         |                      |                          |                    |

## SCHEDULE-1

### **Housekeeping and Composite Management Facilities Services-Detailed Wage Structure**

| Sr.No | Particulars                         | Description                             | Skilled       | Unskilled     |
|-------|-------------------------------------|-----------------------------------------|---------------|---------------|
| 1     | 2                                   | 3                                       | 4             | 5             |
| 1     | Basic                               | As per Govt. Rate                       | As applicable | As applicable |
| 2     | Special Allowance (VDA)             | As per Labour Commissioner Notification | As applicable | As applicable |
| 3     | Total Minimum Wage (1+2)            | Total Minimum Wage (1+2)                |               |               |
| 4     | HRA                                 | As applicable                           | As applicable | As applicable |
|       | Total (A)                           | Sr No 3 + 4                             |               |               |
| 5     | EPF (Employer's Share)              | 13.% of Total Minimum Wage              | As applicable | As applicable |
| 6     | ESIC (Employer's Share)             | 3.25% of Basic +SplAll +HRA +Sr No.07   | As applicable | As applicable |
| 7     | Leave & N. H. with wages (21 +8=29) | Ser 3/26*29/12                          | As applicable | As applicable |
| 8     | Bonus                               | As per Bonus Act                        | As applicable | As applicable |
| 9     | Labour welfare fund 6 monthly       | As applicable                           | As applicable | As applicable |
|       | Total (B)                           |                                         |               |               |
|       | Total (A)+(B)                       |                                         |               |               |

Note :

- a. WALMI shall be payable to the Agency after submission of proof of payment of wages paid to the staff engaged subject to statutory deductions.
- b. The consolidated wages/pay payable to manpower/Housekeeping and Conservancy services deployed in WALMI in Schedule-1 as per statutory provisions in this regard. The entire financial liability in respect of manpower/Housekeeping and Conservancy services deployed in WALMI shall be that of the Agency and WALMI will in no way be liable. It will be the responsibility of the Agency to pay to the person deployed a sum not less than the rates prescribed in Schedule-1
- c. Above Rate are as per Minimum Wage Structure. The changes in rates which might occur on account of changes in Variable Dearness Allowances (VDA special Allowance)and wage structure declared by State /Central govt. or any other changes in statutory provisions.
- d. The rates quoted above inclusive of all payments and allowances with duties, fees, rates, and levies, levied by Central Government or State Government and any local authorities, excluding GST.
- e. The wages paid by the agency to its employees/ labour will be strictly in accordance with the minimum wages act and all such relevant the changes in rates which might occur on account of changes in Variable Dearness Allowances (VDA special Allowance) and wage structure declared by State /Central govt. or any other changes in statutory provisions.

- f. In Case there is a change in GST (Goods Service Tax) rates, it will be applicable to both the successful bidder & WALMI and payment will be made accordingly.
- g. Labour Welfare fund will be paid as applicable.
- h. GST will be paid as applicable.

### Monthly Wage Structure- Minimum Wage for Zone-1

| Sr.No | Particulars                                | Payment Timeline | Teams And Conditions                                                                                                                                                                                                                                                                                         |
|-------|--------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Basic                                      | Monthly          | Minimum Wages Shall be Paid as per application rates. On Receipt of Notification regarding revision in Basic wages/Special Allowances (VDA) from the labour Department, the revised rates will be made applicable with effect from the implementation date. Minimum wages shall be defined under the Minimum |
| 2.    | Spl. Allowance(VDA)                        | Monthly          |                                                                                                                                                                                                                                                                                                              |
| 3.    | Total Minimum Wages(1+2)                   |                  |                                                                                                                                                                                                                                                                                                              |
| 4.    | HRA as per applicable Statutory provisions | Monthly          | HRA as per applicable statutory provisions                                                                                                                                                                                                                                                                   |

| Sr. No | Particulars                                              | Payment Timeline                                                                                 | Teams And Conditions                                                                                                                                       |
|--------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | P.F (13%)of total min. Wages                             | Monthly                                                                                          | If Monthly minimum wages are less than Rs.15000/-P.M then<br>Liable for deduction of P.F                                                                   |
| 2.     | ESI (3.25%)                                              | Monthly                                                                                          | ESI is applicable if Total Emoluments are below Rs.21000/- Per month.                                                                                      |
| 3.     | Leave and NH with wages                                  | Yearly (on Reimbursement Basis)                                                                  | As per the Bombay Shop & Establishment Act 1948 as per section (35).21+8 National Holidays days leave is admissible in a Year and accumulate upto 42 days. |
| 4.     | Bonus (Ex-gratia Payment) (8.33%) of total Minimum wages | Yearly (on Reimbursement Basis) on Submission of proof of such payment to the concerned employee | After Completing one year continuous service and required qualifying service in minimum 30 days.                                                           |
| 5.     | Labour Welfare Fund                                      | Six Monthly                                                                                      | Applicable if more than five workers are working in the establishment                                                                                      |

| Sr.<br>No | Particulars                                         | Payment Timeline | Teams And Conditions                                                                              |
|-----------|-----------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------|
| 6.        | Goods Service Tax (GST) & Other All Statutory Taxes | Monthly          | GST will be paid as per the applicable rates and declared by the Central Govt. From time to Time. |

### SCHEDULE -3

#### 1. MODEL AGREEMENT

**[To be furnished by Agency on stamp paper of adequate value as per Government Orders]  
(The cost of Stamp duty and registration will be borne by the successful bidder)**

This Contract Agreement (hereinafter referred to as "Contract Agreement") is made and entered into this .....day of.....month of 2026 by and between:

1. **Water & Land Management Institute (WALMI)** is the apex training institute of the Government of Maharashtra, and meets the training and research needs of government departments and rural and urban non-officials and other stakeholders. WALMI is constituted as a society under the Societies Registrations Act, 1860, to serve as the apex body for promoting and developing modern management practices and to function as the nodal state level training institute in the field of development administration.

AND

2. .... an Agency incorporated under the laws of and having its registered office at..... (hereinafter referred to as "Agency", which expression shall include its successors and permitted assigns).

Each of the entities named above shall individually be referred to as "Party" and collectively as "**Parties**". at appropriate places.

WHEREAS:

A. WALMI desires to require the services of reputed, well established and financially sound Company / Firm / Agency (hereinafter referred to as "Agency") to provide manpower services for WALMI as specified in the Tender Document no ..... dated - ..... ; and

B. The Agency is engaged in the business of providing manpower services to facilitate Water & Land Management Institute (WALMI). The Agency had participated in the above referred Bidding vide their Bid No..... dated ..... including its amendments, if any and WALMI after examining the said Bid accepted their aforesaid Bid and awarded the Contract to the Agency vide [Work Order / Letter of Award] No..... dated ..... on terms and conditions more specifically contained in the Tender Documents referred to there in which have been unequivocally accepted by the Agency.

C. The Agency represents that it has adequate resources that can perform satisfactorily and fully trained Housekeeping and Composite Management facility Services capable of efficiently operating; and is ready, willing and able to Provide Manpower Services to Water & Land Management Institute (WALMI) and as part of the scope and as defined below.

D. The Agency has familiarized itself with the working environment and site conditions.

**NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter provided, the Parties hereby agree as follows:**

1. The Agency agrees to provide Housekeeping and Composite Management facility Services required to perform manpower services (fit for purpose to carry out the Scope of Work defined and described in the Tender Document )in accordance with the terms and conditions of the tender and this Contract and in consideration of its due performance and completion of all service to the satisfaction of WALMI; and WALMI agrees to Honorarium the Agency in accordance with the terms and conditions contained in the documents.

**2. Contract Documents**

- 2.1 The following documents, together with their respective attachments, annexures and schedules, shall be deemed to form and read and construed as an integral part of this Contract(**"Contract Documents"**),and the term **"Contract"** shall be construed to include this Contract Agreement together with following Contract Documents:
  - a. This Contract Agreement;
  - b. The detailed Work Order/Letter of Award dated..... issued by WALMI;
  - c. Entire Original Tender Document issued by WALMI dated -----, including Tender Notice, Scope of Work, Requirements for the manpower to be deployed, Schedule of Quantities, General Instructions, Technical qualification criteria, Terms and Conditions, Envelope I – Technical Bid, Envelope II – Price Bid (Commercial), Annexures, Declarations, documents submitted and Schedules 1, 2 to 3 together with all addenda and amendments to the original Tender Document issued, if any.
  - d. Letter of acceptance of Agency's Bid;
  - e. All correspondence exchanged between WALMI and the Agency in relation to the Tender Documents and the Contract.
  - f. *[ Anyother documents to be added here.]*
- 2.2 In the event of any ambiguity or discrepancy or conflict between the Contract Documents, the order of priority shall be the order in which the Contract Documents are listed in Clause 2.1 above.
- 2.3 The Agency shall, per form the Services so as to achieve completion of the whole of the Providing Manpower Services in accordance with the terms and conditions of the Contract to fulfill the requirements of WALMI.

In WITNESSWHEREOF, the Parties here under have caused this Contract to be executed in duplicate, originals in their respective corporate names by their respective officers thereunto duly authorized as of the date and year stated above.

Executed for and on behalf of  
WALMI, Chhatrapati Sambhajinagar

Executed for and on behalf of  
.....

(..... )  
Date:.....

(.....)  
Date:.....

Witness: Witness:

1.....

2.....

## INDEMNITY BOND

**This INDEMNITY BOND is made executed at CHHTRAPATI SAMBHAJINAGAR of ..... day of  
the month of ..... , .**

### Between

Water & Land Management Institute (WALMI) a society registered under the registration act 1980 having registered office through its Director General/Registrar hereafter referred to as the INSTITUTE (which expression shall, unless it be repugnant to the context for meaning thereof, mean and include all its legal heirs, successors, administration and assigns) PARTY OF THE ONE PART.

And

M/s. .... REGD. OFFICE : Address .....  
..... duly represented by Mr. ....  
(General Manager) hereinafter referred to as the contractor (which expression shall, unless it be repugnant to the context of meaning thereof mean and include all its legal heirs, successors, administrators and assigns) PARTY OF THE ONE PART.

WHERE AS, the Agency is carrying on the services and in pursuance of the Tender Advertisement, Published by the institute had submitted the tender for the allotment of work of service.

b. AND WHEREAS the Institute having accepted the quoted price, submitted by the Agency, has executed on Agreement separately on .....th month., 2026.

c. AND WHEREAS as one of the terms and conditions of the tenderer document, it has been agreed that the Agency shall pay Honorarium wages to his employees, according to the Minimum Wages Act, as also the Agency shall make provision or shall pay all other admissible allowances to its employees and bear all the taxes, duties, fees, rates, levies, levied by the Central Government and / or State Government or by any local authority or appropriate authority and shall indemnify the Institute in that regard as against any such claim, made by any authority .

### **NOW THIS DEED OF INDEMNITY WITNESSETH:**

That pursuant to the said agreement and pursuant to the contract, due and each of them both in their individual capacity agrees to indemnify and keep indemnified the Institute against all costs, charges allowance contribution expenses claims amount that the institute may suffer or on account of the payment of Minimum wages, Special allowances and house rent allowance contributions with respect to ESIS, BONUS and PF for which the employees of the Agency are otherwise entitled.

The Agency shall be solely responsible for all statutory payments to its employees / labour under all relevant statutes for the purposes of this Agreement. Further the Agency shall keep WALMI effectually indemnified against all claims for compensation under the provisions of any law for the time being in force / brought in to force, by or in respect of any workman deployed by the Agency directly or indirectly in carrying out the obligations under the contract and against all costs and expenditures incurred by WALMI in connection therewith. WALMI shall be entitled to deduct or otherwise recover from his dues, any amount from all the money payable by WALMI to the Agency on any account by way of compensation as aforesaid or of any other nature and costs or expenses in connection with any claim thereto. For this purpose, this indemnity bond is being executed by the Agency in favor of WALMI as Principal Employer before commencement of work under this Agreement. The Agency shall also keep WALMI as Principal Employer indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency under any law that may be / may become effectible. The Agency would also ensure that its activities do not in any manner disturb officials, participants and campus residents of WALMI and also do not damage any assets of WALMI

IN WITNESS WHEREOF, The parties have put their hands THIS Indemnity Bond the day and date first here in above mentioned.

WITNESS

Mr .....

M/s. .... Ltd.

REGD. OFFICE : ..... Address .....

( .....)

( .....)Head,

Department / Cell

Registrar

Water & Land Management Institute, Paithan Road , Kanchanwadi

,Chhatrapati Sambhajinagar –

( Mr. .... )Accounts Officer

## 5. WALMI CAMPUS AREA

| Sr. No. | Details                                                                                                                                                                                                                                                                                                                   |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Main Institute Building (MIB)                                                                                                                                                                                                                                                                                             |
| 2.      | J type Hostel and surrounding area                                                                                                                                                                                                                                                                                        |
| 3.      | K type Hostel and surrounding area                                                                                                                                                                                                                                                                                        |
| 4.      | A type Hostel and surrounding area                                                                                                                                                                                                                                                                                        |
| 5.      | H type Hostel and surrounding area                                                                                                                                                                                                                                                                                        |
| 6.      | B type Hostel and surrounding area                                                                                                                                                                                                                                                                                        |
| 7.      | Community Center and premises                                                                                                                                                                                                                                                                                             |
| 8.      | Meterology Lab, Hydrology Lab                                                                                                                                                                                                                                                                                             |
| 9.      | Bullock shed, food grain court                                                                                                                                                                                                                                                                                            |
| 10      | Management of Reception Desk- 24X7.                                                                                                                                                                                                                                                                                       |
| 11      | Any other area specified by the Director General, Joint Director, Administrative buildings and estate management subdivision                                                                                                                                                                                              |
| 12      | All areas including backyards , Frontage and adjoining areas of MIB                                                                                                                                                                                                                                                       |
| 13      | Main gate area, Front side of MIB                                                                                                                                                                                                                                                                                         |
| 14      | Hospitality and cleanliness are the essence of housekeeping contract. The employees appointed by the Agency need to be active, alert, soft spoken as top level officers of State Govt. stay at the hostel. The integrity and trustworthiness of such employees shall be beyond doubt, as they will be handling valuables. |

### **5.1 Detailed Scope of contract: The present scope of contract will cover-**

- 5.1.1 Cleaning and maintain of WALMI Campus.
- 5.1.2 All the hostel rooms, including bathrooms, toilets corridors and staircases in the hostels every day.
- 5.1.3 Reception, Corridors and other common open areas in the Hostel Block everyday number of times as per instructions.
- 5.1.4 Lounge and Recreation areas in the Hostel block everyday number of times as per need & instructions of the Estate Management subdivision.
- 5.1.5 General toilets adjacent to hostel reception, and New Dormitory every day. Number of times as per need & instructions of the Estate Management subdivision.
- 5.1.6 Mess and Ajanta Hall -(Dining and adjoining areas).
- 5.1.7 Mechanized floor cleaning corridors, passages, Dining hall once in a month.
- 5.1.8 Clean faculty Classroom, Seminar Hall, Auditorium, Corridors, Toilets, Staircases and other Common open areas every day number of times as per need & instructions of the Estate Management subdivision.
- 5.1.9 To maintain proper records of arrival / departure of participants / faculty / guests at WALMI. To attend hostel telephone and reply inquiries satisfactorily.
- 5.1.10 To monitor use of telephone facilities by hostel.
- 5.1.11 To collect appropriate charges from occupants for the facilities used; maintain proper records and handover such records and cash to the Hostel Manager ,WALMI on a day to day basis.
- 5.1.12 To maintain proper records of laundry given and taken from the laundry men as per schedule if any differences should be reported to Hostel Manager in writing.
- 4.1.13 To maintain tidiness in hostel premises like arranging newspapers properly folding them etc., maintaining records.
- 5.1.14 Agency will also inform the Hostel Manager of accident / illness of participants requiring immediate medical help. Agency shall also take steps to reach the participants to the hospital.
- 5.1.15 Agency should keep stock Consumption register of linen, other articles such as plastic buckets, mugs, flask, water glasses insecticides, detergents, acids and ensure their replacement.
- 5.1.16 All Cleaning material provided as per WALMI officials or WALMI will provide at its own.

- 5.1.17 Agency shall be responsible for removal of garbage from designated area and its proper disposal as per Corporation rules every day twice.
- 5.1.18 The Agency will have to arrange for every alternate day the washing of linen, keeping account thereof etc. Payment for laundry charges will be made by Agency. The Agency will also have to help participants and other hostel occupants in getting laundry facilities on direct payment basis.
- 5.1.19 The Agency will be required to clean and maintain items such as buckets, tubs, jugs, water jars, glasses, soap cases, water coolers, table lamp etc. provided for each room and corridors. The Agency shall be responsible for the security and cleanliness of these items.
- 5.1.20 The Loss of any articles/ linen should be reported to WALMI by Agency. At the time of inventory, any losses or shortages of articles/linen, may be recovered by WALMI from agency. The damage of any article / items / linen from agency, shall be recovered by giving 15% discount per year on purchase price of the concerned article. The unserviceable returns like linen/articles/items shall not be recovered from agency.
- 5.1.21 The Agency shall be responsible for operation and monitoring of all AC units installed in specified area.
- 5.1.22 All records of arrivals and departures in the hostel will be maintained by the Agency as per the instructions of the Hostel Manager.
- 5.1.23 Except for bed tea/ coffee, which will be served by the catering contractor, no room service in catering is to be given to participants. However, personalized service will be required to be given to the VIPs. The Agency should co-operate and extend suitable help to the catering Agency appointed by WALMI for this purpose.
- 5.1.24 All Items of games and sports such as table tennis, carom, chess, badminton, to be provided to the participants staying at the hostel will be in the custody of Hostel Manager and through agency which will be issued out to the legitimate users by Agency. Agency will take it back before participant leaves hostel.

## **5.2 THE DUTIES OF THE HOUSE KEEPING UNSKILLED MANPOWER**

- a. Ensure switching off the lights / fans / taps / close window panels and door etc., after the participants / officers vacate classrooms and hostel rooms.
- b. Shall collect, remove and dispose the waste as per Corporation rules from the specified areas.
- c. Shall be responsible for ensuring that the water taps and brass articles in the Academy are protected by rust-proofing devices.
- d. Cleaning and sweeping of all rooms involving changing of linen, table wares, towels, etc. dusting and cleaning of furniture and fixtures providing drinking water, etc., every day to participants, guests etc. as demanded.
- e. Cleaning and sweeping of external areas such as passage, foyers, and staircases of all the areas within the scope of contract every day.
- f. Cleaning and maintaining the furniture, Fixtures and equipment that in use in these buildings every day.
- g. Occasional packing and unpacking of material, loading and unloading of articles, etc.
- h. Shifting of Hostel & Classroom furniture and its rearrangement as per requirements.
- i. All other duties as per scope of housekeeping on instructions of WALMI.

**ANNEXURE I**  
**Manpower Deployment Pattern**  
(Minimum requirement)

The manpower requirement shown below is the minimum requirement. The bidder shall deploy sufficient staff as per the workload so that quality of services should not hamper. The Agency shall be responsible to maintain the service levels as required and shall be liable to deploy additional manpower as per the requirement to fulfill the scope of work for the services. No extra payment will be made for additional deployment. WALMI reserves the right to direct deployment of additional manpower for the said purposes. The impact of additional requirement of manpower as per necessity as well as for providing reliever for employee who are on leave or on off days shall be taken into account by the bidder while quoting in the financial bid as the same is not reimbursable.

**Housekeeping**

The quantity of Manpower mentioned here denotes daily availability. The bidder is expected to provide for necessary manpower for relievers during weekly offs and public holidays.

**1. Housekeeping Manpower required for WALMI.**

|            |    |
|------------|----|
| Supervisor | 02 |
| Manpower   | 24 |
| Plumber    | 01 |

(Note : Extra manpower as and when required will be requisitioned by competent authorities of **WALMI** from time to time as per approved tender rates.)

## ANNEXURE II

### SCHEDULE FOR HOUSE KEEPING AND COMPOSITE MANAGEMENT FACILITY SERVICES WORK

| No       | DESCRIPTION                                                                       | AREA                                                                                                                                                                                                                           | PERIODICITY                         |
|----------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1<br>(a) | Dusting, Sweeping& Swabbing                                                       | Main Institute building, all Officer and faculty cabins, classrooms, passages, library, Community center, J type hostel, K type hostel, A hostel type, H type hostel, B type hostel, Agriculture shed, Kanchanwadi talav shed. | Daily                               |
| 1<br>(b) | Dusting, Sweeping, Swabbing and Cleaning                                          | Toilets at Commissioner office, DG and JD cabin toilets, Administrative wing toilets, All Faculty wings toilets, Community center wash basin and toilets ,                                                                     | Daily                               |
| 2        | Cleaning and swabbing of hostel rooms and classrooms                              | Toilets, Wash Basins, floors in WALMI campus                                                                                                                                                                                   | Daily                               |
| 3        | Swabbing of Floors                                                                | All corridors and staircases of WALMI                                                                                                                                                                                          | Thrice a day                        |
| 4        | Removal of Cobwebs and Cleaning of fans etc. cleaning of Window panes             | Main Institute building, all Officer and faculty cabins, classrooms, passages, library, Community center, J type hostel, K type hostel, A hostel type, H type hostel, B type hostel, Agriculture shed, Kanchanwadi talav shed. | Fortnightly                         |
| 5        | Cleaning of internal/ external drainage systems to avoid choking of drainage line | All WALMI campus                                                                                                                                                                                                               | Every Monthly or as & when required |

|    |                                        |                                                                                                                                        |                                              |
|----|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 6  | Removal of grass and wild growth       | All WALMI campus(like Meterology Lab, Hydrology Lab)                                                                                   | Two times in a month or as and when required |
| 7  | Cleaning of Solar equipment            | Solar panels at WALMI campus                                                                                                           | Once every fortnight                         |
| 8  | Cleaning of Terraces                   | Terrace of Commissioner office , , all hostel buildings, Classrooms, mess, administrative building, all sheds at different places in C | Once weeks                                   |
| 9  | Cleaning of Water Coolers              | All water coolers in the WALMI campus                                                                                                  | every week                                   |
| 10 | Vacuum Cleaning of carpets & furniture | All carpets in WALMI campus like Auditorium, seminar hall                                                                              | Once in a month                              |

All machines required for mechanical cleaning to be provided by the agency. WALMI will not pay for such work.

WALMI will provide All Cleaning material. Requirement of cleaning material should be obtained from engineer in charge & same will be certified by the engineer in charge after procurement and actual utilization with in WALMI(i.e. for Hostel ). If the agency purchases cleaning materials with consent of Engineer in Charge it will be reimbursed by WALMI. The Cost of the above said material will be reimbursed by WALMI to the Agency as per actual billing or WALMI will provide by its own.

**ANNEXURE III**  
**SCHEDULE FOR HOUSE KEEPING AND COMPOSITE MANAGEMENT FACILITY SERVICES**

| NO | DESCRIPTION                                                         | AREA                                                                                                                                                                                                                    | PERIODICITY                             |
|----|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1. | Cleaning & Swabbing of toilets                                      | Toilets, Wash Basin etc. In Commissioner office, MIB building, community center,                                                                                                                                        | Thrice daily & maintain cleaning chart. |
| 2. | Sweeping/Dusting of Racks swabbing, etc.                            | Commissioner's cabin, Director General's Chamber<br>All offices in MIB                                                                                                                                                  | Once Daily                              |
| 3. | Cleaning Sweeping Swabbing and Dusting of floor                     | All verandahs in MIB, Community center.<br>All corridors covered under scope of work.<br>C) Parking area, roads and all open spaces, backyards around MIB, Community center, residential quarters, all types of hostels | Once Daily                              |
| 4. | Removal of Cobwebs & cleaning of fans etc. Cleaning of window pane. | All Areas of MIB, Community center ,Offices and Cabins etc.                                                                                                                                                             | Fortnightly also as per requirements.   |
| 5. | Cleaning of internal drainage systems to avoid choking of water.    | WALMI Campus Areas                                                                                                                                                                                                      | Every month and as per Requirement.     |
| 6. | Removal of grass and wild growth in campus areas outside the Lawns. | WALMI Campus Areas (like Meteorology Lab, Hydrology Lab)                                                                                                                                                                | WEEKLY and as and when required.        |
| 7. | Cleaning of Solar equipment                                         | Solar system (equipment) On MIB Building. Checking and removal of plants on terrace of MIB Building                                                                                                                     | Twice in Month.                         |
| 8. | Cleaning of Terraces                                                | Terraces of all buildings-MIB, Community center in WALMI campus areas                                                                                                                                                   | Once in a Month.                        |
| 9. | External Cleaning of Water cooler                                   | All water coolers in the Admin, PMB                                                                                                                                                                                     | Once in a Week.                         |
| 10 | Glass facade Cleaning                                               | MIB and Community Building                                                                                                                                                                                              | Once in a month                         |

|    |                                    |                                      |                     |
|----|------------------------------------|--------------------------------------|---------------------|
|    |                                    |                                      |                     |
| 11 | Mechanized/<br>Shampoo<br>Cleaning | Carpets, Sofas and Chairs Admin, PMB | Once in four months |
| 12 | Cleaning of Unoccupied<br>Areas    | Campus Buildings                     | Once a week         |

The Area in scope would be as mentioned in Tender Document

Preparation and cleaning & making offices, and adjoining areas neat & tidy manner.

Cleaning [All cleaning material & toiletry consumables (toilets paper, liquid soap and all other consumable required)] will be purchased by WALMI. All mechanical cleaning machines, devices required for cleaning of furniture, chairs, sofas, class facade, passages and grass removal shall be provided by the Agency. The standard cleaning material of Jonson Diversey cleaning material should be procured directly from Company/authorized distributor/ reputed supplier from market as specified in clause 4.7.

Removal and proper segregation and disposal of garbage as per Municipal Corporation norms.

Conservancy Supervisors shall report to Registrar / Campus Manager their decision shall be final and binding in respect of satisfactory completion of daily work

#### ANNEXURE IV

(To be scanned and uploaded in technical Envelope) Bidders Bank Details for RTGS  
All columns are mandatory.

| SR. NO.     | BIDDER'S DETAIL                       |                  |
|-------------|---------------------------------------|------------------|
| 1.          | NAME OF THE COMPITANT PERSON & AGENCY |                  |
| 2.          | ADDRESS OF THE AGENCY                 |                  |
| 3.          | CONTACT DETAILS                       | 1) LANDLINE NO.: |
|             |                                       | 2) MOBILE NO.:   |
|             |                                       | 3) E-mail ID:    |
| 5.          | PAN NO. -                             |                  |
| 6.          | GST NO. -                             |                  |
| BANK DETAIL |                                       |                  |
| 1.          | NAME OF THE AGENCY FOR RTGS           |                  |
| 2.          | NAME OF THE BANK                      |                  |
| 3.          | CITY OF THE BANK                      |                  |
| 4.          | ACCOUNT NO                            |                  |
| 5.          | ACCOUNT TYPE                          |                  |
| 6.          | BRANCH CODE                           |                  |
| 7.          | ADDRESS OF THE BRANCH                 |                  |
| 8.          | IFSC CODE                             |                  |
| 9.          | MICR NO.                              |                  |

### **Annexure–V**

(To be scanned and uploaded in technical Envelope) (Printed on letter head of CA Firm)

**Turnover Certificate Name of the Company/Firm/Agency :**

**Address of the Company/Firm/Agency**

This is to certify that I have verified the annual turnover of the Company/firm/Agency named above for supply of Housekeeping and composite management facilities, and it is as mentioned below; and that it is correct.

**The turnover for the five financial years (FY2021-2022 to 2025-2026.)**

| <b>Sr. No.</b> | <b>Description</b>                                                                       | <b>2021-22<br/>Rs. (both,<br/>in figures<br/>and words)</b> | <b>2022-23<br/>Rs. (both,<br/>in figures<br/>and words)</b> | <b>2023-24<br/>Rs. (both, in<br/>figures and<br/>words)</b> | <b>2024-25<br/>Rs. .<br/>(both, in<br/>figures and<br/>words)</b> | <b>2025-26 Rs.<br/>. (both, in<br/>figures and<br/>words )</b> |
|----------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------|
| 1.             | Annual Turnover in respect of supply of Housekeeping and composite management facilities |                                                             |                                                             |                                                             |                                                                   |                                                                |
|                |                                                                                          |                                                             |                                                             |                                                             |                                                                   |                                                                |

Place :-

Name, Address, Signature and Seal of the

Chartered Accountant with UDIN Number

Date :-

## **Annexure-VI**

**(To be scanned and uploaded in technical Envelope) (To be printed on letterhead of Agency)**

### **SELFDECLARATION**

Declaration as regards acceptance of terms and conditions of contract

1. I Shri. /Smt..... Proprietor/Director/authorized signatory of the Company/Firm/Agency M/s ..... am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage, besides the liabilities towards prosecution under appropriate law.

Date :

**(Signature of Authorized Person)**

Place :

Name \_\_\_\_\_

Designation \_\_\_\_\_

Annexure-VII

(To be scanned and uploaded in technical Envelope) (Printed on letterhead of Agency)

Self-Declaration regarding not being blacklisted.

I Shri / Smt .....

Proprietor/Director/Authorised signatory of the Company/firm/ Agency M/s. hereby declare that we are not black-listed by any Central/State Government/Public Sector Undertaking or any other organisation for providing Housekeeping and Conservancy services in India or elsewhere.

We are not involved in any litigation that may have an impact on execution of contract or may compromise the delivery of service as required under this tender.

Date :

(Signature of Authorized Person)

Place :

Name \_\_\_\_\_

Designation \_\_\_\_\_

**ANNEXURE – VIII**  
**Detailed Biodata of manpower**

|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
|--------------------------------------------------------------------------------------------------------------------------------|--|------------------------|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|-----------|-------------------|------------------------------------------------------------------------------------|--------|--|
| Biodata                                                                                                                        |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   | Recent Photo                                                                       |        |  |
| Name of the Post                                                                                                               |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Surname                                                                                                                        |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Name                                                                                                                           |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Middle name                                                                                                                    |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Male <input type="checkbox"/> Fem <input type="checkbox"/>                                                                     |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   | Marital Status : Married <input type="checkbox"/> Married <input type="checkbox"/> |        |  |
| Address for communication:-                                                                                                    |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   | Permanent address:-                                                                |        |  |
| Mobile No                                                                                                                      |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   | Landline No.                                                                       |        |  |
| E-mail Address:                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Date of Birth                                                                                                                  |  |                        |  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>   | <input type="text"/> | Age       | Years             | Months                                                                             |        |  |
| Religion:                                                                                                                      |  |                        |  | Caste:               |                      |                      |                      |                        |                      | Category: |                   |                                                                                    |        |  |
| Qualification*(Start from higher qualification)                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Sr. No.                                                                                                                        |  | Name of Degree/Diploma |  |                      |                      |                      |                      | Year of Passing        |                      |           | Percentage/Grade  |                                                                                    |        |  |
|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Experience*(Start from office where you are working presently, if not working presently mentioned where you were last working) |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Sr.No.                                                                                                                         |  | Post Held              |  |                      |                      |                      |                      | Organization           |                      |           | Length of Service |                                                                                    |        |  |
|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           | Years             |                                                                                    | Months |  |
|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Computer/Technical/Typing Knowledge                                                                                            |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
| Sr.No.                                                                                                                         |  | Name of Degree/Diploma |  |                      |                      |                      |                      | University/institution |                      |           | Percentage/Grade  |                                                                                    |        |  |
|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |
|                                                                                                                                |  |                        |  |                      |                      |                      |                      |                        |                      |           |                   |                                                                                    |        |  |

- Please write on separate paper, if the space is short.
- Give details of Research Projects, Publication with Peer Review Journals
- Please attach all attested Xerox copies of qualifications, experiences, Computer/Technical/Typing Knowledge certificates, caste certificate along with this bio-data.
- Please attach all attested xerox copies of proof of identity like Driving license, Aadhar No., Proof of Residence.

(Signature of person for deployment)

(Signature of the Authorised Person of Agency)

**ANNEXURE-IX**

### Price Bid (Envelope No. 2)

The Agency is required to quote the percentage in column No. 3 only.

| Sr.<br>No. | Position                                                                                  | Percentage |
|------------|-------------------------------------------------------------------------------------------|------------|
| 1          | 2                                                                                         | 3          |
| 1.         | Providing Housekeeping and Composite Management Facility Service at Walmi (For 11 Months) |            |

(Signature of Authorized Person)

Place:

Date :

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

Seal

### **Price Bid (Envelope No. II)**

In case of two or more bidders quoted equal or same rates in Price Bid then the bidder securing highest technical marks will be considered for awarding the tender.

And at this stage if two or more bidders secures equal or same marks in technical evaluation then those bidders will be asked to give the Presentation to the tender committee on following points.

| <b>Sr. No.</b>                                           | <b>Presentation</b>                    | <b>Marks</b> | <b>Max. Weightage</b> |
|----------------------------------------------------------|----------------------------------------|--------------|-----------------------|
| 1                                                        | Developmental Activities for employees | 5            | 20                    |
| 2                                                        | Legal entitlement of employees         | 5            |                       |
| 3                                                        | Skill up gradation for employees       | 5            |                       |
| 4                                                        | Welfare measure for employees          | 5            |                       |
|                                                          | Total                                  | 20           |                       |
| (Presentation will be evaluated by the tender Committee) |                                        |              |                       |

## **Annexure–X**

### **DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF HOUSEKEEPING AND COMPOSITE MANAGEMENT FACILITY SERVICES**

1. Agreement on stamp paper of appropriate denomination as per Schedule 3.
2. Detailed bio-data of Housekeeping and Composite management facility services to be deployed in WALMI in Annexure VIII
3. Letter indicating the name, designation and telephone number of the supervisors nominated by the agency.
4. Police verification proof and medical fitness certificate of each Housekeeping and Conservancy staff to be deployed by the agency .
5. Performance Security Deposit is as per GR of Water Resource Department Dt:- 18/10/2023.
6. Any other document considered relevant, as required by WALMI.
7. Indemnity Bond as per clause of general conditions along with agreement to be furnished on adequate value stamp paper.

#### **ANNEXURE XI**

Medical test recommended for medical examination of the Agency's employees.

1. Hemogram
2. Vidal test
3. E.S.R
4. H.B.S.A.B.C(Hepatitis-B test)
5. Urine routine /Stool routine.
6. X-ray Chest.
7. General Hygiene-Nails, Cleanliness. Etc.

(Signed By) Registered Medical Practitioner

## SCHEDULE B

NAME OF WORK : PROVIDING HOUSEKEEPING AND COMPOSITE  
MANAGEMENT FACILITY AT WALMI (For 11 Months)

| Quantity<br>estimated<br>but<br>may be<br>more or<br>less | Item<br>No | Item<br>Description                           | Specification.                       | Estimated Rate |                                             | Unit    | Amount<br>(Rs) |
|-----------------------------------------------------------|------------|-----------------------------------------------|--------------------------------------|----------------|---------------------------------------------|---------|----------------|
|                                                           |            |                                               |                                      | In<br>figures  | In Words                                    |         |                |
| 572                                                       | 1          | Supervisor                                    | As directed<br>engineer in<br>charge | 677            | Rs. Six<br>hundred<br>seventy<br>seven only | per day | 387244         |
| 6864                                                      | 2          | Mazdoor-<br>Unskilled<br>Heavy<br>Male/female | As directed<br>engineer in<br>charge | 615            | Rs. Six<br>hundred<br>fifteen only          | per day | 4221360        |
| 286                                                       | 3          | Plumber                                       | As directed<br>engineer in<br>charge | 677            | Rs. Six<br>hundred<br>seventy<br>seven only | per day | 193622         |

**PART A** 4802226

GST 864400.68

INSURANCE 48022.26

**PART B** 912422.94

**Total Part A  
+ Part B** 5714648.94

Say 5714649

In words

Fifty seven lakh fourteen thousand six hundred fourty nine