



**NATIONAL INSTITUTE OF PHYSICAL MEDICINE & REHABILITATION**  
(An Autonomous institution under Department of Social Justice)

**Short Tender Notice**

File No. NIPMR/SJD/41/2021

17/04/2021

Sealed tenders are invited from registered organisations for providing the Housekeeping service at NIPMR Kallettumkara

Last date of submission of tender will be on 26<sup>th</sup> April 2021, 2.00 PM and the tenders will be opened on 2.30 PM in the same day. Details are available in the web site [www.nipmr.org.in](http://www.nipmr.org.in).



  
For Executive Director  
Joint Director (Operations)



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## **Terms & Conditions – Housekeeping Service**

1. This contract is valid for a period of one year from 01<sup>st</sup> May 2021.
2. The contractor shall arrange the cleaning and maintenance of the present NIPMR building and C MAT Building at Kannikkara as per cleaning and maintenance chart given below.
3. The successful contractor should submit 5% of the quoted amount as Security deposit.
4. The tenderer should submit Rs. 5000/- as EMD.
5. The successful tenderer should enter in to an agreement with NIPMR
6. The tenderer should give the details of minimum wages ESI, EPF or any other statutory payments/remittance to their employees.

## **Cleaning & Maintenance Chart**

### **Daily**

1. Daily cleaning on all floors of NIPMR at a minimum of thrice a day.
2. Dust all Furniture and equipments daily.
3. Sweep floors and clean with disinfectant.
4. Dispose of all waste in dustbin/ waste buns daily and clean the waste bin/ dustbin with disinfectant.
5. Complete cleaning of all toilets, Wash basins, Urinals, Western closet fitting and fixtures with disinfectant and neutral detergent of approved quality.
6. Sweep/ brush all hard surface and floors.
7. Dust all Telephone, Computers and Printers.
8. Damp mop with neutral detergent all hard floor surfaces.
9. Spot clean walls, panels wherever possible with particular attention to areas around door knob, switches.
10. Keep common areas, approaches including all exits clean.
11. Keep the premises always clean.
12. Damp wipe furniture, fixtures and fittings.
13. Check any defects (building maintenance) and report.
14. Wash down tiled walls of toilets with detergent and disinfectant.
15. The Guest House, Staff Quarters, Seminar hall, Computer lab, P&O workshop, Hydrotherapy unit, Spinal Cord Injury Unit and its premises should be cleaned.

### **Weekly**

1. Glass cleaning with neutral detergent.
2. Washing of approaches.



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## Monthly

1. Scrub hard floor wherever appropriate.
2. Buffing hard floor wherever appropriate
3. It is specifically agreed and understood by the ..... that the personnel employed by for the execution of the work are liable to be changed or liable to be substituted in case of any necessity or any expediency, particularly in the context of the satisfactory execution of the work. However, it is further provided that as and when an employee of the contractor is found to be inefficient or whose presence of work may cause any hindrance or difficulties to the smooth functioning of NIPMR or if she/ he found to have or suspected to be indulging in any activity prejudicial to the interest of NIPMR, NIPMR shall have the power to request the contractor to change him/her or substitute him/her with another suitable person and if and when such a request is made to the contractor, the contractor shall be bound to carry out the request without any objection or protest.
4. Whenever there is a change in person, advance intimation to that effect shall be given to NIPMR along with the bio-data, photograph, address etc. of the substitute employees.
5. It is hereby declared that the contractor is an independent employer and all persons employed or engaged by him at his own costs and expense to carry out the agreed work shall be the employees of the contractor and not of NIPMR. It is specifically understood that there shall not have any employer-employee relationship between NIPMR and the persons employed by the contractor.
6. The contractor shall ensure that his employees, while on the premises of NIPMR or while carrying out their obligations observe the standards of cleanliness, decorum, safety and general discipline laid down by NIPMR.
7. The contractor shall personally and exclusively supervise or deploy sufficient supervisory personnel exclusively to supervise the work of its employees so as to ensure better services rendered and this tender is carried out to the satisfaction of NIPMR. However NIPMR or its authorized person shall have the right to verify whether the quality of work is to the satisfaction of NIPMR.
8. The contractor shall ensure that no employee of his will remain of NIPMR's premises/campus after completion of his/her fixed timings or on completion of his/her work under this tender without the prior written permission of NIPMR in that behalf.
9. NIPMR will compensate the contractor for all the services undertaken by him by paying him a lump sum amount of Rs. .... (Rupees .....only) plus service charges per month for 11 Housekeeping staffs posted at NIPMR and the C MAT Building at Kannikkara. This lump sum amount is inclusive of payment of **minimum wages, EPF, ESI, and other statutory payments and service charges**. In case NIPMR is constrained to make any EPF or ESI contribution in respects of the Housekeeping staffs engaged by the contract, NIPMR shall have the right to recover the contribution amount from the amount payable to the contractor.
10. The contractor shall be responsible and liable for payment of salaries, wages and other legal dues like Employees provident fund, ESI contribution, and other statutory payments etc. of his



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- employees who are employed by him for the purpose of carrying out the work undertaken by him under this tender and shall maintain proper books of accounts, records and documents and comply with all status, rules and regulations which are applicable to him or the employees employed by him for the fulfillment of the terms of this tender. The contractor shall be free to transfer his staff deployed for rendering satisfactory services for the fulfillment of the contractor's obligations to NIPMR. The Contractor shall, as the employer, have the exclusive right to terminate the services of any of his staff deployed and to substitute any person instead.
11. The contractor shall comply in all respects with the provision of statues, rules and regulations applicable to him and or his employee and in particular the contractor shall obtain the requisite license/ registration if required under the contract labour (Regulation and Abolition) Act 1970 and the rules made thereunder and also comply with the provisions of the Minimum Wages Act, 1948 and the provisions of Workmen's Compensation Act, Provident Fund, ESI Act etc. as may be applicable to his employees.
  12. The contractor shall be solely responsible or liable for any damage caused to NIPMR arising out of the performance of his staff.
  13. The contractor's employees shall not have any right to claim employment in NIPMR. The contractor shall indemnify and keep indemnified NIPMR against such claims.
  14. In consideration of the performance of the obligations under this tender, the contractor shall be paid a sum of Rs..... (Rupees .....only) plus service tax towards the cleaning and housekeeping charges for NIPMR building every month as and by way of compensation. The contractor shall submit a bill in respect of the details of the work executed by him for the month in the 1<sup>st</sup> week of the succeeding month and the amount payable under this clause shall be paid only after scrutiny and acceptance of the said bill.
  15. Without prejudice or NIPMR's other rights, NIPMR will be entitled to deduct for any compensation from security deposit and other dues payable to the contractor, the amount payable by NIPMR as a consequence of any claims, demands, costs, charges, penalties, taxes, duties and expenses. NIPMR shall not be responsible for death, injury or accident to the contractor's employee which may arise out of and in the course of their duty in NIPMR's property and premises and in the event that NIPMR is required to pay any damages/compensation in respect of such incidents, the same is to be indemnified by the contractor on demand, failing which the same will be deducted from the payments due to the contractor/ security deposit from NIPMR. NIPMR shall not be responsible or liable for any theft, loss, damage or destruction of any property of the contractor or his employees for any cause whatsoever. The contractor shall be fully responsible for the acts or omission of the persons employed by him and shall indemnify and save harmless NIPMR from, and against any and all the loss and expenses thereby caused.
  16. The contractor shall indemnify and keep indemnified NIPMR against all actions, claims and demands whatsoever which may arise out of or in consequence of the performance of his duties. NIPMR shall have full power and rights at its discretion to pay or defend or compromise any suits, claims as demands brought or made whether pending or threatened, as may consider necessary or desirable and shall be entitled to recover from the contractor all sums of money



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- including all legal costs, charges and expenses incurred by virtue of any such compromise which shall not be called into question by the contractor but shall be final and binding on him.
17. The contractor shall pay to NIPMR fine for the lapses in the work of contractors' staff. The minimum fine or such a single lapse like not cleaning toilets on time, non-removal of waste paper tray will be Rs. 50/- for every such instance.
  18. If the contractor fails to perform the works or any portion of the works covered by this contract, NIPMR has the right to terminate this contract or its portion thereof and engage another contractor or make immediate alternative arrangement at the risk and cost of the contractor and the contractor is liable for all the resulting damages, costs, expenses, difference in rates etc.
  19. The tenderer should submit the ESI and EPF remittance details of persons engaged by the contractor along with the bill submitted to NIPMR every month.
  20. The quoted amount is always inclusive of all kind of taxes and other statutory payments.
  21. The Tenderer should submit the following details which is duly signed and sealed in their official letter head
    - Amount paid to the employee (To account)
    - Amount paid as ESI (Employee Contribution)
    - Amount paid as ESI (Employer Contribution)
    - Amount paid as EPF (Employee Contribution)
    - Amount paid as EPF (Employer Contribution)
    - Statutory Payments to the employee (uniform, any allowance to the employee etc.)
    - Total amount paid to the employee
    - GST amount paid for 11 Housekeeping staff for a month
    - Total amount paid to 11 Housekeeping staff with GST, TDS, Cleaning materials and Service Charges per month
    - Service Charge per head per month and total monthly amount
    - Amount for Cleaning Materials per month
    - Total Contract amount for a month with GST, TDS, Service Charges and material cost for cleaning
  22. This contract is terminable by giving 30 days' notice from either side.
  23. The Executive Director reserves the right to cancel/ reject the tender without any further notice.



  
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