

**ALIGARH MUSLIM UNIVERSITY (AMU) ALIGARH
TENDER DOCUMENT**

The Aligarh Muslim University invites sealed tenders from Private House Keeping & Catering Service Providers to our Boys Hostel comprising of 460 students. The tenderers should fulfill the following conditions :

I. EXPERIENCE

The Companies/ Contractors should have at least 5 to 7 years experience in providing above mentioned services to the Hostels, Educational Institutions, MNCs Government Organizations, etc.

II. EMPLOYEES TERMS:

1. Employees of the company/ Contractor preferably will be boys.
2. All the persons provided to the University would be employees of the contractor/ company. Hence Company/ Contractor will be responsible fully for their wages, emoluments and claims
3. Company/ Contractor will be liable to pay PF, ESI and Bonus to their employees.
4. Company/ Contractor will look after the matters of their leaves and in no way the work of Hostel should suffer.

III. TERMS AND CONDITIONS:

1. The Company/ Contractor is liable to provide all the information as and when required by the University.
2. University will provide Gas Bank (without refilling of gas), Dining Hall, Kitchen area & wash area as available in the Hostel.
3. All the utensils, material etc. will be of standard companies and will be provided by the Company/ Contractor for preparing & serving the food to the students.
4. Electricity charges will be borne by the Company/Contractor.
5. All the cleaning materials of standard quality will be provided by the Contractor/ Company.
6. In case of any dispute, the matter will be referred to Arbitration in Aligarh
7. Contract will be subjected to minimum period of 10 months on experiment basis.
8. Tenders duly filled in may be submitted by **26.07.2008** and will be opened on the same day.
9. If the Company/ Contractor desire, they may visit Boys &OBC Hostel.

IV.SCOPE OF WORK : Details are given on web www.amuregistrar.com.

Registrar

SCOPE OF WORK

Work Schedule: -

- After carefully supervising the entire premises i.e., Total Covered area and the open area of premises site, 1HKP person will be deputed who would take care of the entire cleaning of inside as well as outside the premises.
- One supervisor would be deputed to have overall cleaning of the premises done satisfactorily and proper usage of material will be monitored by the person to be authorized by the Provost.
- Shifts would be of 8-hrs per boy and arranged to the present working schedule at hostel site and conveyed to the concerned staff accordingly.

Inside the building premises: -

- Sweeping and mopping of all the tiled areas including the thoroughfares, lobby, reception, Work Bay areas, Kitchen area, Wash Area, Dining Area, visitors waiting area, common room, reading rooms, guest rooms, Pathways, Open driveways, Security Areas, Pavements, etc with environmentally friendly chemicals and equipments etc.
- Scrubbing of tiled areas - whenever required on regular basis.
- Dustbins and trash receptacles shall be cleaned and sanitized on a daily basis.
- Sweeping and moping of all the staircases, handrails, passages, etc.
- Vacuuming the carpeted areas and cleaning all doormats.
- Dusting and wipe cleaning the furniture - tables, chairs, side racks, cupboards, sofas, wood paneling etc.
- Cleaning the glass surfaces - external as well as internal.
- Polishing of brass handles, knobs, and other metal items.
- Cleaning of artificial plants, trees, and artifacts.

Toilets: -

- Continuous scrubbing, cleaning and refreshing of the toilets - including disinfectant treatment of toilets seats and bowl, water closets, urinal blocks and wash basins.
- Continuous replenishment of the toilet supplies, rolls, tissue paper, hand towels, hand wash etc.
- Cleaning of doors and mirrors.
- Scrub clean all the vents and windowsills.
- Emptying the dustbins in the toilets.

Outside the building premises: -

- Cleaning the porch and landscape area on hourly basis in the immediate periphery of the building and utility rooms.
Picking up the dry leaves, paper waste, plastic waste etc in the periphery.
- Regular facia cleaning / window glass/window panes.

Preperation of Meals:-

- Cleaning of utensils and cooking area to be thoroughly cleaned before starting preperation of food.
- Cleaning of food material should be done thoroughly. Proper menu should be displayed of Dining Hall on weekly basis as per schedule.
 1. Break Fast 7:30 to 8:30 A.M.
 2. Lunch 1:30 to 3:30 P.M.
 3. Dinner 8:00 to 10:00 P.M.
- Lunch will be vegetarian & Dinner will be Non-Vegetarian with the Dish of Vegetable for pure vegetarians. Variety Dish will be served on Fridays & Sundays with Sweet Dish.
- After meals are taken by the students the cleaning of the Dining Hall & Utensils be got done thoroughly.
- Proper care should be taken for cleanliness & hygienic conditions be maintained which are subject to surprise checks.
- Fresh materials like bread, meat, vegetables, chicken etc. should be used in preparing the meals for the students.

Waste management:

- Collection of dry garbage, debris, wastage materials from the entire Hall premises (Inside/outside) areas on continuous basis.
- Disposal of waste to the designated place.

Manpower: -

Housekeeping: / Catering Services:-

- One supervisor will be deputed who shall report daily to the Provost and provide daily activity report and will remain through out.
- Monthly supervision and surprise checking would be done to ensure uninterrupted services by the Provost and his team.
- All the staff would be in their proper uniforms and with valid identity cards.
- Housekeeping/Food preparation & serving of meals will start as per the schedule /Roster which can be customized as per the situation and as per the work load.
- Health Checkup on regular basis is compulsory for the employee of the company/contractor.