



V J T I

Veermata Jijabai Technological Institute

(Central Technological Institute, Maharashtra State, INDIA)

H. R. Mahajani Marg, Matunga, Mumbai 400019

Tel.No. +91 22 24198101-02 Fax: +91 22 24102874

www.vjti.ac.in

Ref No. Maintenance/Academic/ 2721

/2026

Date: - 23 JUL 2026

QUOTATION NOTICE

M/s.

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Subject: - Providing Housekeeping Staff Manpower Supply Services for Housekeeping and Allied Works at the VJTI Academic Area for a Period of 50 Days.

Quotation Issue Date: 23.07.2026

Due date of Submission: 30.07.2026 up to 5 pm.

Estimated Cost: Rs.8,83,965.00 (Including GST)

Tender Processing Fee: Rs.500.00+ Rs.90.00 (GST @18%) = Rs.590.00 ((Rupees Five hundred ninety only) non-refundable.

Earnest Money Deposit: Rs. 8,840.00 (Eight thousand eight hundred forty rupees and zero paisa only.).

Dear Sir,

The Institute intends to undertake the work "Providing Housekeeping Staff Manpower Supply Services for Housekeeping and Allied Works at the VJTI Academic Area for a Period of 50 Days." for which sealed quotations are invited. You are requested to quote the rates/price/cost in Annexure – I (BOQ).

TERMS & CONDITIONS

1. Quotation submission

- Sealed quotation, addressed to Director, VJTI; shall be submitted at First Floor, Inward Section, VJTI, H. R. Mahajani Marg, Matunga, Mumbai 400019, in person so as to reach this Office on or before the due date and time.
- The sealed envelope shall be superscripted with Reference No. mentioned overleaf.
- Quotations must be submitted either on the official letterhead of the firm/vendor/ company/organization, OR on uploaded BOQ with quoted rates duly signed and stamped with the company stamp and seal, else the quotation will be rejected outright.
- The contractor is required to submit the quotation notice duly stamped and signed as a token of accepting all terms and condition mentioned therein.
- **Tender Processing Fee and Earnest Money Deposit** shall be paid **Online** through the link <https://onlinesbi.sbi.bank.in/sbicollect/icollecthome.htm> (Please refer Annexure II)
- The Transaction details shall be submitted along with quotation/ Tender.
- **Refund of Earnest Money Deposit:** After successful completion of the work, the EMD of successful bidder shall be refunded. The EMD of unsuccessful bidders shall be refunded after acceptance of work order by successful bidder.

- The bidders are requested to quote their rates item wise and not lump sum, else the quotation will be rejected outright.
- Please mention your GST, PAN and any other relevant identification /registration numbers.
- Please submit the BOCW Registration certificate if employing 10 or more workers, else submit the undertaking in the attached format along with quotation.
- If the due date turns out to be a holiday for unforeseen reason, quotation should be accepted on the next working day.
- The quotation should be valid for a period of 60 days.
- The rate/price/cost quoted should be inclusive of all items, labour charges, transportation cost etc.

2. Payment: -

- Payment after the satisfactory completion of work will be made by bank transfer only.
- As per Institute policy, no advance payment will be made.

3. Acceptance of quotation

- Institute reserves the right of rejection of any or all the quotations without assigning any reasons.
- Canvassing in any form would lead to rejection of quotations.
- Quotations received after the due date will not be considered.
- Quotations without Signature and Stamp / Seal will be rejected.

4. Additional Terms & Conditions: -

- No extra item shall be executed without obtaining prior written approval from the Engineer-in-Charge. Any extra item carried out without such approval shall not be considered for payment. Payment for approved extra items shall be processed and released only along with the final bill.
 - The work site should be inspected on any working day within office hours before submitting the quotation. A **site visit form** must be obtained from the maintenance section and attached along with the quotation.
 - The experienced/qualified Supervisor should be present at the worksite when work is in progress.
 - The contractor has to provide the **Geo-tagged photos** of before work, in progress work and after work.
 - **Duration: 50 days.** Works should be completed within 50 calendar days from the date of work order.
 - In the event that the bidder quotes an amount lower than the estimated cost, the bidder shall be liable to pay Additional Security Deposit (ASD), as stipulated under the prevailing PWD norms.
 - Penalty of Rs. 500/- per day will be levied for the delay in completion of work.
 - Variation in quantity shall be executed only after prior approval of Engineer In charge. (Dean I D & M / Director)
 - The Dean (ID & M) shall act as the "Engineer-in-Charge" for the work.
 - The successful Bidder has to submit an insurance document (Contractors All Risk / Employee's Compensation) issued by the Directorate of Insurance within seven days of issue of Letter of Intent (LOI) by VJTI (as per following Notification/GR).
- विमा निधी महाराष्ट्र राज्य (कंत्राटी कामाचा व ते काम पूर्ण करण्यासाठी नियुक्त करण्यात येणाऱ्या कामगारांचा विमा शासकीय विमा निधी कडे उतरविण्या करिता कार्य पद्धत निश्चित करणेबाबत.) शासन निर्णय क्रमांक व दिनांक:- महाराष्ट्रशासन, वित्तविभाग, शासननिर्णयक्र. विमासं - १०९७ / प्र. क्र. २८ / शासन हमी दिनांक. १९/०८/१९९८. महाराष्ट्रशासन, नगरविकास विभाग, पत्रक्र. जीईन १०१८/१३५७/प्र. क्र. १६६/९८/नवि - २४ दिनांक. ०३/११/२००३.

- The successful Bidder has to submit a copy of the receipt of payment to Labour Welfare Fund issued by the office of the Welfare Commissioner of Labour Welfare Board, Government of Maharashtra within seven days of issue of Letter of Intent (LOI) by VJTI (as per following Notification/GR) इमारत व इतर बांधकाम कामगार (रोजगार नियमन व सेवाशर्ती) अधिनियम १९९६ तसेच इमारत व इतर बांधकाम कामगार कल्याण उपकर नियम १९९८ अंतर्गत उपकर वसूल करावयाची काय पद्धती अवलंबली आहे. सदर शासन निर्णयाची अमलबजावणी करणे बंधनकारक असून कंत्राटी कामाच्या एकूण मूल्याच्या १% उपकर रकम जमा करावी. शासन निर्णय क्रमांक व दिनांक:- महाराष्ट्र शासन, उद्योग, ऊर्जा व कामगार विभाग, शासननिर्णयक्र. बीसीए २००९/ प्र. क्र.१०/ कामगार ७ -अ मंत्रालय, मुंबई दिनांक. १७/०६/२०१०.

General Conditions

1. The Dean, Infrastructure Development & Maintenance (ID&M), VJTI, shall act as the Engineer-in-Charge. All instructions issued by the Engineer-in-Charge shall be final and binding on the Contractor.
2. The Contractor shall deploy the prescribed manpower throughout the contract period and ensure uninterrupted services. Any absentee or unsuitable personnel shall be replaced immediately without additional cost to the Institute.
3. All deployed personnel shall wear clean uniforms, valid identity cards, and appropriate Personal Protective Equipment (PPE) while on duty.
4. The Contractor shall comply with all applicable labour laws and statutory requirements, including EPF, ESIC, Minimum Wages, and other relevant regulations, and shall ensure discipline, punctuality, and proper conduct of the deployed personnel.
5. Cleaning materials, consumables, tools, machinery, and equipment shall be provided by VJTI. The Contractor shall ensure their proper use and shall be responsible for any loss or damage caused due to negligence or misuse by its personnel.
6. The Engineer-in-Charge shall have the right to inspect the services, revise manpower deployment, direct replacement of personnel, and assign housekeeping or allied works at any location within the VJTI Academic Area.
7. All services shall be carried out to the satisfaction of the Engineer-in-Charge. The Contractor shall be responsible for making good any loss or damage to Institute property resulting from negligence or improper execution of the work.


Dean (ID & M)



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Annexure – I (BOQ)

Name of Work : Providing Housekeeping Staff Manpower Supply Services for Housekeeping and Allied Works at the VJTI Academic Area for a Period of 50 Days.						
Sr. No.	Item Description	Nos	Days	Qty	Rate	Amount
1	Supply of Supervisor (One male and One Female)	2	50.00	100.00		
2	Supply of Helper – Unskilled Labour	21	50.00	1050.00		
Basic Amount =						
CGST 9% =						
SGST 9% =						
Total Gross Amount (Incl GST) =						

Annexure - II

Steps to be followed for making online payment through

STATE BANK COLLECT

- 1) Visit <https://www.onlinesbi.sbi/>
- 2) Click on "SB Collect"
- 3) Select the category type as "Educational Institutions"
- 4) Click on 'Go'
- 5) Choose the institution name as "Veermata Jijabai Technological Institute"
- 6) Select the appropriate payment category: "EMD" or "Tender Processing Fees"
- 7) On the next screen, fill in all the required details
- 8) Proceed as instructed and click on "Next"
- 9) You will be redirected to the payment gateway
- 10) Select the preferred payment mode and complete the transaction
- 11) Upon successful payment, an online receipt will be generated, which is to be submitted along with quotation



SCOPE OF WORK

Name of Work: Providing Housekeeping Staff Manpower Supply Services for Housekeeping and Allied Works at the VJTI Campus for a Period of Fifty (50) Days.

1. General

The Contractor shall deploy the required manpower comprising Supervisors and Housekeeping Helpers (Unskilled Labour) for carrying out comprehensive housekeeping, sanitation, cleaning, and allied services at the VJTI Campus for a period of **Fifty (50) Days**.

The deployed manpower shall maintain cleanliness, hygiene, and sanitation of all academic, administrative, staff quarters and outdoor areas of the Institute to the satisfaction of the Engineer-in-Charge. The Contractor shall provide all supervision necessary for efficient execution of the work and shall promptly attend to any instructions issued by the Institute.

2. Scope of Work for Supervisor (01 Male + 01 Female)

The Supervisors shall supervise and coordinate all housekeeping activities and shall be responsible for:

- Deployment, attendance, discipline and duty allocation of housekeeping staff.
- Daily inspection of corridors, staircases, toilets, roads, parking areas, gardens and common areas.
- Maintaining attendance registers, duty rosters, complaint registers and daily work reports.
- Monitoring quality of housekeeping services and ensuring timely completion of all assigned works.
- Coordinating with the Engineer-in-Charge and concerned departments regarding routine and special cleaning requirements.
- Reporting deficiencies, emergencies, accidents, damages and manpower shortages immediately.

3. Scope of Work for Housekeeping Helpers (Unskilled Labour)

The Housekeeping Staff shall perform comprehensive cleaning, sanitation and allied works throughout the VJTI Campus including, but not limited to, the following:

A. Academic and Administrative Buildings

Cleaning of staff quarters (wherever assigned), Corridors, Staircases, Lift Lobbies, Common areas and all other academic, administrative, residential and institutional spaces within the VJTI Campus.

The work shall include:

- Sweeping, wet mopping, dusting, and vacuum cleaning (wherever required) of all academic buildings, administrative buildings, and other specified areas.
- Removal of cobwebs from all assigned areas.
- Everyday cleaning of floors, walls, skirting, doors, windows, ventilators, partitions, grills, glass panels, railings and entrance areas.
- Cleaning of tables, chairs, cupboards, racks, shelves, notice boards, office furniture and equipment externally.
- Cleaning of electrical switchboards and fittings externally on every alternate day.



- Shifting of old furniture, scrap materials and paper waste as directed by the Engineer-in-Charge.
- Cleaning, washing, and sanitization of gents' and ladies' toilets, including WCs, urinals, wash basins, mirrors, floors, walls, and fittings, in all academic blocks and administrative buildings.

B. Toilets and Washrooms

Daily cleaning, washing, sanitization, and deodorization of all gents', ladies', staff, students', visitors', and accessible toilets and washrooms, including:

- Cleaning of water closets (WCs), urinals, wash basins, mirrors, floors, walls, partitions, wall and floor tiles, and all sanitary fittings and fixtures.
- Cleaning of soap dispensers, hand dryers, tissue holders, health faucets, taps, floor traps, drains, dustbins, doors, ventilators, and other toilet accessories.
- Maintaining all gents' and ladies' toilets and washrooms in a clean, hygienic, dry, sanitized, and odour-free condition throughout the Institute's working hours.

C. Common Areas

Cleaning of corridors, staircases, verandahs, lift lobbies, balconies, passages, entrance foyers, handrails, ramps, waiting areas and common circulation spaces.

D. Roads and External Areas

Cleaning of internal roads, footpaths, paved areas, parking spaces, security cabin surroundings, courtyards, open spaces, walkways, entrance gates and other external areas by removing dust, litter, leaves, mud, plastic waste, paper and other debris.

E. Drainage and Waste Management

- Cleaning of surface drains, storm water drains, drain gratings, catch pits and drain covers.
- Removal of silt, leaves, garbage and obstructions.
- Collection, segregation, transportation and disposal of dry waste, wet waste, recyclable waste and garden waste to designated collection points.

F. Special and Emergency Cleaning

Housekeeping support shall be provided before, during and after examinations, admissions, seminars, conferences, workshops, cultural programmes, sports events, Convocation, VIP visits and other Institute functions.

The Contractor shall also deploy manpower immediately for **emergency cleaning works** arising out of water leakage, flooding, spillages, rainwater ingress, maintenance works or any other unforeseen circumstances.

G. Miscellaneous Works

The Housekeeping Staff shall also undertake cleaning of drinking water stations, water coolers, benches, outdoor furniture, signboards, name plates, dustbins, ramps, accessible pathways and any other housekeeping or sanitation-related work assigned by the Engineer-in-Charge.

