

TERMS AND CONDITIONS OF THE CONTRACT

1. Period of Contract

The contract shall be valid for a period of one year.

2. An earnest money deposit of Rs. 5000/- (Rupees Five Thousand only)

has to be paid to the University by DD in favor of the Joint Registrar, Campus Administration along with the quotation.

3. Scope of the Contract

The scope of the contract includes the following activities:

- a) Sweeping work involves sweeping of all rooms/office, the corridors, lounges and verandahs and the premises of the University College of Engineering, Kariavattom. The sweeping work is to be done on all working days with a minimum of 3 workers. If the number of workers engaged in a particular day falls below the minimum stipulated, proportionate deduction will be made from the amount payable to the agency for that month. The **CONTRACTOR-FIRM** should be prepared to carryout the sweeping and cleaning work at short notice.
- b) All toilets, bath rooms and wash basins should be cleaned on all working days twice using brush and detergent. Sufficient quantity of disinfectant/lotion should also be used for the cleaning of the toilets.
- c) The following terms of cleaning work should be done at least once in a month:
 - i) Cleaning of fans, lights, tube lights etc.
 - ii) Cleaning of window-panes, wooden panels of doors, windows etc.
 - iii) Clearing of cob-web on the walls and ceilings of rooms, verandahs etc., of the building.
 - iv) Cleaning and sweeping of rooms of toilets should commence at 09.00 a.m. and the services of the workers must be available till 03.30 p.m.

v) Materials for cleaning viz. Brooms, toilet-brushes, detergent, disinfectant lotion etc., should be provided (to the workers) by the **CONTRACTOR-FIRM** at their own expense.

4. General

- a. The University reserves the right to make deduction in the contract amount and for the termination of the contract forthwith, if the performance of the **CONTRACTOR- FIRM** is found to be unsatisfactory during its currency by issuing a notice of termination of contract to the **CONTRACTOR-FIRM**.
- b. The details of the persons deployed for work by the **CONTRACTOR-FIRM** shall be made known to the University in advance along with copies of photo ID Cards.
- c. If any damage is caused to any of the University properties by the workers engaged by the **CONTRACTOR-FIRM**, the responsibility to make good for the loss shall solely be rest with the **CONTRACTOR-FIRM**.

Sd/-

JOINT REGISTRAR