

## FOUNDATION FOR INNOVATION AND TECHNOLOGY TRANSFER

### Corrigendum to the Tender Documents for providing Housekeeping Services at R&I Park' IIT Delhi

Ref. FITT/R&IPark/12/Tender/2025/266

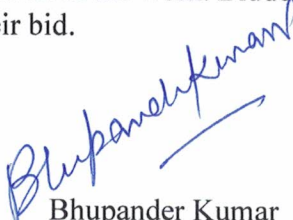
Date: 12/09/2025

1. With reference to RFP No. RFP/FITT/HousekeepingServices/R&IPARK/2025/01 for providing Housekeeping Services at R&I Park, IIT Delhi.
2. Following the pre-bid clarification meeting held on June 10th, 2025, queries were received from interested parties, and the following responses and amendments are being issued in reference to the tender document.

RFP Document Ref.	Query Received	Response
1. With reference to the RFP/FITT/HousekeepingServices/R&IPARK/2025/01 Clause Manpower engagement Scope of work.	1. Manpower Engagement in Scope of work at Page 13. Details of the Manpower needs to be rectified as per the details are in financial bid.	1. Manpower details & minimum qualification are rectified and can be read as mentioned in the Annexure 1.
2. With reference to the RFP/FITT/HousekeepingServices/R&IPARK/2025/01, Financial Bid, Annexure-2	2. Vendors informed that Eureka Forbes has ceased production in India; therefore, the machine make needs to be revised.	2. All machines, equipment, chemicals, and consumables shall be procured only from credible and well-established brands. The selection of such brands shall be subject to the prior approval of the COO/Facility Manager on an annual basis, provided that such approval remains within the financial limits stipulated under the quoted budget of this tender. Any change of brands without prior approval shall constitute a breach of contract and shall attract penalties under the Non-Performance Clause defined in this tender.
3. With reference to the RFP/FITT/HousekeepingServices/R&IPARK/2025/01, Machine Details (Page No. 17)	3. A query was raised by the participating vendor regarding the type of Auto Scrubber Drier & Vacuum Cleaner to be deployed – whether it should be electrically operated or battery driven.	3. It is clarified that the Auto Scrubber Drier should be battery driven & the Vacuum cleaner should be 35 ltr. All vendors are advised to take note of this specification and quote accordingly.

4. With reference to the Tender Notice No. RFP/FITT/HousekeepingServices/R&IPARK/2025/01	4. Interested contractors are required to confirm the classification of manpower as per the relevant category.	4. Housekeeping Services Tender: - I. H/k Manpower: - Unskilled II. H/K Supervisor: - Highly Skilled I. Gardner: - Semi-skilled
5. With reference to the Tender Notice No. RFP/FITT/HousekeepingServices/R&IPARK/2025/01	5. Inclusion of a vendor payment clause is necessary.	5. Payment to the vendor will be processed within 20 days from receipt of a correct tax invoice, accompanied by supporting documents, including compliance payment proofs. (All payments will be post-delivery; advance payments are not applicable.)
6. With reference to the Tender Notice No. RFP/FITT/HousekeepingServices/R&IPARK/2025/01	6. Submission of the salary structure is required for better understanding.	6. The salary structure must include the following components beyond other: - a) Provident Fund (PF) b) ESIC (Employees' State Insurance) If certain employees fall outside the scope of ESIC, the contractor shall ensure they are covered under another statutory-compliant insurance or welfare scheme. c) Statutory Bonus d) Leave Encashment, as per applicable Delhi Labor Laws e) Three mandatory National Holidays f) Five Festival Holidays g) Uniform cost h) Reliever charges i) Contractor service charges.
7. With reference to the Tender Notice No. RFP/FITT/HousekeepingServices/R&IPARK/2025/01	7. Request by vendors to reduce the Performance Security month by 30 months instead of 60 months as the initial tender tenure is 24 months.	7. The performance security deposit is required to be valid for a period of 30 months and should be extended in line with any extensions approved by FITT.

Note: - All bidders interested in submitting the Housekeeping Services Tender are required to provide a list of materials along with their respective brands, as well as details of machinery with their brands, duly stamped and signed by the authorized signatory of the company. This information must be submitted in both the Technical Bid and the Financial Bid. The Tender Committee will evaluate the bids but shall not be bound to accept the lowest offer. The Tender Committee reserves the right to cancel any or all tenders without assigning any reason thereof in the interest of the work. Bidder shall not have any course of action or claim against FITT for rejection of their bid.

  
Bhupander Kumar  
(FM-R&I Park)



**Annexure 1**

**As per the Published Tender Document**

Sl.	Manpower Engagement	Tentative Count	Qualifications & experience
1	Housekeeping staff (at least 3 female staff for ladies' toilet)	30	At least Matriculate (10 <sup>th</sup> ) having minimum experience of 3 years as Housekeeping and age should not be above 45 years.
2	Housekeeping Supervisor (One Male & One Female)	2	At least Graduate having minimum experience of 10 years as housekeeping supervisor and age should not be above 40 years.
3	Gardner	2	At least Matriculate (10 <sup>th</sup> ) having minimum experience of 3 years as Housekeeping and age should not be above 45 years.
4	Total tentative manpower count	34	

**Revised Scope of Work**

Sl.	Manpower Engagement	Tentative Count	Qualifications & experience
1	Housekeeping staff (at least 3 female staff for ladies' toilet)	29	The proposed personnel must possess a minimum of three (3) years of relevant experience in housekeeping services. Additionally, the age of the personnel deployed shall not exceed forty-five (45) years at the time of deployment.
2	Housekeeping Supervisor (One Male & One Female)	2	At least Graduate having minimum experience of 10 years as housekeeping supervisor and age should not be above 40 years.
3	Gardner	3	The proposed personnel must possess a minimum of three (3) years of relevant experience in housekeeping services. Additionally, the age of the personnel deployed shall not exceed forty-five (45) years at the time of deployment.
4	Total tentative manpower count	34	