



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

Srinivasapuram – Jangalapalli Village, Panguru (G.P), Yerpedu Mandal, Tirupati Dist.

Andhra Pradesh – 517619

Website: www.iisertirupati.ac.in

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND
RESEARCH TIRUPATI**



**REQUEST FOR EXPRESSION OF INTEREST (EoI)
FOR
FACILITY MANAGEMENT SERVICES
AT
IISER TIRUPATI**

EoI Reference No: IISERT/ADMIN/01/25

Dated: 09/10/2025



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I: REQUEST FOR EXPRESSION OF INTEREST (EOI) PROCESS

1. **Invitation:** The Indian Institute of Science Education and Research (IISER) Tirupati, an Autonomous Institute of National Importance under the Ministry of Education, Government of India, invites EoI's from interested Service Providers with proven capabilities and demonstrated performance for delivering Facility Management Services (FMS) at its permanent campus in Srinivasapuram, Jangalapalli Village, Yerpedu Mandal, Tirupati District, Andhra Pradesh, India – 517619.

2. **Instructions:**

- 2.1 **Important Dates of EoI**

S. No	Particulars	Date	Time
1.	Date of availability of EoI on the CPP portal	09/10/2025	18:30 Hrs.
2.	Pre-Indent Conference	30/10/2025	11:00 Hrs.

- 2.2 **Advertisement of EoI**

The EoI document will be published on the Central Public Procurement Portal (**URL: <https://eprocure.gov.in/epublish/app>**) and the Institute's website at **www.iisertirupati.ac.in**.

- 2.3 **Acronyms & Definitions**

The following Acronyms have been used in this EoI document:

S.NO	Acronym	Full Form
1.	IISERT	Indian Institute of Science Education and Research (IISER), Tirupati.
2.	Authority	Registrar, IISER Tirupati
3.	CPPP	Central Public Procurement Portal
4.	REoI	Request for Expression of Interest
5.	ISO	International Organization for Standardization
6.	TOR	Terms of Reference
7.	RFP	Request for Proposal
8.	SOW	Scope of Work
9.	Buyer/ Owner /Purchaser	IISER, TIRUPATI



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3. **Participation in EoI – Eligibility Criteria:** Interested Service Providers / Bidders may participate in the Expression of Interest by clicking on the link for the corresponding EoI listing on the website, i.e., <https://iisertirupati.ac.in/tenders>. and submit their contact details online. Furthermore, interested Service Providers / Bidders will be invited to submit their request via <https://eprocure.gov.in/epublish/app>.

The Service Providers / Bidders should have at least five years of prior experience in providing Facility Management Services (FMS), including Housekeeping services, IT, Electrical, Mechanical and Civil maintenance services, Hospitality/Pantry Services, Guest House maintenance services, Office attendant Services, and Lab Attendant Services etc. in any CFTIS, Research Labs, State and Central Universities, Govt Departments (PSUs), Research Institutes & Academic Institutions, corporate companies/hospitals where sanitation and hygiene of paramount importance.

Downloading the EoI document: Availability and Downloading of the EoI Document

- 4.1 The EoI Document containing the details of submission requirements, scope of work, etc., is enclosed.
- 4.2 The EoI document is also available for downloading from the CPP Portal (<https://eprocure.gov.in/epublish/app>) and the IISERT website <https://iisertirupati.ac.in/tenders>.

4. **Pre-Indent Conference:** Prospective Service providers/ Bidders are invited to attend the Pre-Indent Conference to discuss all aspects regarding Facility Management Services at IISER Tirupati. They are also invited to make a presentation (not more than 15 minutes) on a similar service rendered at any other Institute/organisation. All prospective Service providers/ Bidders are requested to kindly send their request and profile through email at purchase@iisertirupati.ac.in so as to reach the latest by **29th October 2025 at 18:00 hrs.** Date and Time of the Online Pre-Indent Conference: **30th October 2025 at 11:00 hrs.** The Pre-Indent conference will be conducted via Google Meet/Zoom/Any other virtual mode. The link shall be shared with all interested Service providers/ Bidders upon request.

Note:

1. This notice is issued to those agencies who are dealing with the above-mentioned services for “Expression of their Interest” to participate in the preparation of specifications and thereafter in the bidding process.
2. The Pre-Indent conference will be conducted via Google Meet/Zoom/any other virtual mode.
3. Kindly ensure you have an active & uninterrupted internet connection, mic & camera for attending the conference.

4. The Service providers/ Bidders interested in attending the Pre-Indent Conference must submit an authorization letter, duly signed and stamped, following the format specified in ANNEXURE- 1 (Authorization for Attending Pre-Indent Conference).
5. **Presentation:** Eligible Applicants will be invited for a Presentation-cum-discussion at IISER Tirupati on the date and time specified. The presentation shall mainly focus on:
 - 5.1. Experience of the Service Provider in Overall Facility Management Services (FMS).
 - 5.2. Appreciation/ understanding of the work
 - 5.3. Methodology to be adopted
 - 5.4. Innovative ideas of the applicant to undertake the work
 - 5.5. Ideas to optimize the cost for the Institute
 - 5.6. Any other suggestions/comments on the stated scope, level of performance, maintenance standards specified in the EoI, etc.
6. **Purpose of EoI:**
 - 6.1. The purpose of this EoI is to create initial awareness about the Project and identify potential Parties interested in acting as Service Providers / Bidders to undertake Facility Management Services (FMS) at IISER Tirupati. Further, the issue of this EoI does not imply that IISER Tirupati is bound to select any Agency, and IISER Tirupati reserves the right to reject all or any of the submissions hereunder without assigning any reasons whatsoever.
 - 6.2. Qualification criteria will be separately prescribed as a part of the bidding process in the RFP. Please note that the Request for Proposal (RFP) shall not be issued only to the agencies in the EoI.
 - 6.3. The Institute reserves the right to further initiate the process with respect to this EoI.
7. **Outcome of the EoI:**
 - 7.1. To know about the automation techniques.
 - 7.2. To ensure the highest standards of hygiene and maintain a sustainable green campus.
 - 7.3. To Optimise Operational Efficiency and Cost-effectiveness
 - 7.4. Managing and maintaining the institute's infrastructure, including IT systems, electrical installations, mechanical equipment, and civil structures.
 - 7.5. To provide top-notch hospitality.
 - 7.6. To assist in the preparation and execution of experiments, maintain a clean and safe laboratory environment, and support the overall scientific and analytical processes within the lab.
 - 7.7. To support the smooth daily functioning of the institute's offices by handling administrative tasks, managing records, facilitating communication, and assisting staff and visitors.
 - 7.8. To empower the workforce.



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8. Other Terms and Conditions of EoI:

8.1. Submission by the parties shall be deliberated and discussed, and the criteria will be finalized for inviting EoI. The agency shall be selected based on the criteria finalized by IISER Tirupati at the RFP stage. The decision of IISER Tirupati shall be final and binding.

8.2. All prospective Service providers are requested to kindly send their PPT/ Proposals along with respective documents and profiles through email at purchase@iisertirupati.ac.in to reach the latest by **29th October 2025 at 18:00 hrs.**

8.3. The Service Providers are requested mandatorily to visit the site and take a survey during the working hours between **10th October 2025 to 29th October 2025**, and also, to carry their firm stamp with them. The point of contact for the site survey is Mr. Tanati Naveen Kumar Reddy, Assistant Registrar (Admin), Phone: +91 91107 53037, and Mr. Antony Joe C V, Phone: + 91- 91761 70530.

Note: The Service providers/ Bidders are requested to submit the Site visit form attached in the EoI document as ANNEXURE- 2 duly signed by both the parties without fail. The proposals submitted without the site visit form will be summarily rejected.

8.4. The Service providers / Bidders who respond to the EoI shall mandatorily attend the site survey.

8.5. Contact for information: Technical & Commercial contact

Assistant Registrar (Admin)

Indian Institute of Science Education and Research (IISER), Tirupati, Srinivasapuram Jangalapalli Village, Panguru (G.P.), Yerpedu Mandal, Tirupati – 517619, Tirupati District, Andhra Pradesh, India. Email: purchase@iisertirupati.ac.in Ph: 0877 2500 208/232/233/235
Website: <http://www.iisertirupati.ac.in/>



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II: SCOPE OF WORK

A. HOUSEKEEPING SERVICES

1. **Cleaning, sweeping, mopping, cleaning of toilets, window glass panes/glass partitions, disposal of garbage, shifting of equipment/furniture,** shall be carried out in the following areas (as applicable) at each of the areas mentioned below

- 1.1. Academic and Research Complex
- 1.2. Lecture Hall Complex
- 1.3. Knowledge Resource Centre (Library)
- 1.4. Administrative Building
- 1.5. Auditorium/ Coliseum
- 1.6. Dining + Health Centre
- 1.7. Guest House
- 1.8. Director's Residence
- 1.9. Sports Activity Centre
- 1.10. Residential Blocks and Corridors
- 1.11. Fitness center
- 1.12. Daycare center
- 1.13. Recreation room
- 1.14. BSL labs
- 1.15. UG Lab Block
- 1.16. Hostel A
- 1.17. Hostel B
- 1.18. Hostel C
- 1.19. Hostel D
- 1.20. Hostel E
- 1.21. Hostel F
- 1.22. Utility Blocks - ESS 01 & 02
- 1.23. Utility Blocks - MRS 01 & 02
- 1.24. Utility Blocks - STP 01
- 1.25. Utility Blocks -STP 02
- 1.26. Utility Blocks WTP & HVAC Plant
- 1.27. Main Entrance Gate Complex-1
- 1.28. Garden area
- 1.29. Plant House
- 1.30. Animal House
- 1.31. Parking area
- 1.32. Entrance area of the main entry gate and exit gate
- 1.33. Security cabin and posts
- 1.34. Roads & Drains inside buildings and service roads.

The list is not exhaustive, and further new areas may be added as and when under-construction floors/buildings are handed over by CPWD.

2. **Schedule for Housekeeping Services:** The schedule for providing Housekeeping Services is outlined in Clause A of the Schedule for Facility Management Services. Schedules of services should be maintained and marked on the scheduled timing as described by the administration. The same can be cross-checked by the officer in charge, and gives a mark for cleaning.
3. **Cleaning Material/ Consumables:**
 - 3.1. The preferred list shall be decided by an Officer in charge, every quarter, and shall be procured by the vendor on-site. Material for at least one week should be available at the office. A reference list of materials used in the office is also attached in Clause E of the Schedule for Facility Management Services in the EoI, providing an overview of the materials required at the site.
 - 3.2. The Cleaning Material/ Consumables shall be provided by the Service Provider.
4. **Housekeeping equipment:**
 - 4.1. The Service Provider/ Bidder shall deploy all the housekeeping equipment as per the requirement mentioned in Clause F of the Schedule for Facility Management Services any other equipment as required for effective rendering of housekeeping services. Proposed list of equipment used for effective services to be given in the presentation.
 - 4.2. The Service Provider shall be paid the quoted/negotiated monthly machine hiring charges against the total number of equipment deployed and the period for which the equipment has been deployed.
 - 4.3. The Service Provider/Bidder, on the instructions of the Officer in charge, may increase the number of housekeeping equipment items that shall be deployed by the Service Provider/ Bidder. The office may also increase the number of areas/locations where the housekeeping equipment needs to be provided. The Service Provider/ Bidder shall adhere to the instructions for increasing the number of equipment within 15 days of intimation by the office.
 - 4.4. The Service Provider/ Bidder shall deploy any other equipment, such as Scissor Lifts, etc., as and when required for cleaning any building or facility at no additional cost.
5. **Additional considerations:**
 - 5.1. The agency shall ensure that proper covered Big Size Dust Bins with garbage bags (disposable bags) are provided and placed at different locations of the buildings. In case of non-availability of such bins, the agency shall inform the Institute about the same.
 - 5.2. In case of non-supply of water to the toilets or breakage of toilets, it should be reported to the Engineering Section.



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- 5.3. The entire morning cleaning of the buildings must be completed before 9.00 A.M every day or at any other time as shall be intimated by the Officer in charge. And the second phase of cleaning is to be executed between 12 noon to 01 PM, and the third phase of cleaning is about 4.00 to 5.00 PM. The same shall be checked and signed on the checklist by the supervisor of the vendor.
- 5.4. Given the double and triple-height structures of most buildings at the Institute and its remote, hilly location, which leads to rapid cobweb formation every alternate day, the facility management contractor shall implement a rigorous cleaning schedule. This must include the frequent cleaning of all double- and triple-height areas to prevent the accumulation of cobwebs and dust, ensuring a consistently clean and well-maintained environment throughout the premises.
- 5.5. The conduct, safety, and security of the staff and officials shall be the sole responsibility of the Service Provider/ Bidder.
- 5.6. In respect of all manpower deployed by the Service Provider/ Bidder for the delivery of services to office, the Service Provider/ Bidder shall comply with all legislations and rules/ administrative instructions /advisories of State and/or Central Government or other local authority notified from time to time governing the protection of health, sanitary arrangements, wages, welfare and safety for professional employed for the works. The rules and other statutory obligations about the minimum wages, EPF, ESI, welfare and safety measures, maintenance of registers, etc., shall be deemed to be part of the contract.
- 5.7. All the statutory liabilities and obligations should be considered while quoting the rate by the Service Provider/ Bidder, and payment to its workers to be made accordingly.
- 5.8. There will be no relationship of Employer–Employee between the office and man-power engaged by the Service Provider/ Bidder under the contract. It shall be the responsibility of the Service Provider / Bidder to regulate the terms of engagement of the manpower without any liability whatsoever to the Office.

6. HOUSEKEEPING SERVICES:

The selected Service Provider/ Bidder shall provide the following Housekeeping services to the office as per the below-mentioned timeframe:

SNO	DETAILS ON SCOPE OF WORK	AREA
	<u>A. Inside Buildings</u>	
1.	Rooms/Halls cleaning	
2.	Corridor floor cleaning	
3.	Staircase Cleaning	
4.	Door & door handles cleaning	
5.	Cleaning of the drinking water area	
6.	Lift cleaning from the outside and inside	
7.	Garbage collection and disposal	
8.	Glass and glass partition cleaning	
9.	Fire Extinguishers/hydrants and hose reels cleaning	
10.	Wiping and cleaning of any type of furniture, Glasses /Nameplates	
11.	Telephone/Computers	
12.	Clearing of Cobwebs	
13.	Cleaning of Doormats	
14.	Maintaining doormats in accordance with the institute's requirements	
15.	Maintenance of Electrical Switches	
16.	Terrace & Shaft Area Cleaning	
17.	Dustbin cleaning & disposal of waste from the dustbin	
18.	Waste Material Clearing	
19.	Maintaining Electrical Hand Sanitizer Machines at the Entrance and on each floor level	
20.	Cleaning of the Covers of sofas and chairs once a month	
	<u>B. Outside Buildings</u>	
1.	Cleaning of the external surface, including the glass façade, the external building surface, the structure at the entrance, and all floor levels	
2.	Cleaning of Paved Corridors	
3.	Cleaning of the Outside glass	

Façade Cleaning (Inside & Outside)

4.	Cleaning of Outside Walls	
5.	Sweeping of the Parking area & Internal road cleaning	
6.	Sweeping of the parking building	
7.	Sweeping of all drains, including rainwater drains	
8.	Cleaning of the parking building inside and outside.	
9.	Cleaning of Shed 1, 2, & 3	
10.	Clearing of weeds on the footpath	
	<u>C. Others</u>	
1.	Toilet cleaning with toilet cleaning agents (deodorant phenyl/washing powder/acid, with the placement of naphthalene balls)	Attached and General Toilets
2.	Floor cleaning	
3.	Side wall cleaning	
4.	Doors & door handles cleaning	
5.	Wash basin and surrounding area cleaning	
6.	External tap cleaning	
7.	Mirror cleaning	
8.	Commode cleaning	
9.	Urinal cleaning	
10.	Hand dryer machine cleaning, if any	
11.	Filling up on hand-washing twice daily in the toilets.	
12.	Maintaining a chart of services daily with a checklist to be signed by the supervisor after checking of facility daily minimum of three times (morning, lunchtime, and closing time of the office)	

B. ELECTRICAL/ MECHANICAL MAINTENANCE SERVICES

The detailed scope of services to be provided for Maintenance services shall be the following:

1. Overhead line

- 1.1. Inspect the Line for any damage to the Pole
- 1.2. Inspect the Line for any tree touching
- 1.3. Check the status of Stay Wires
- 1.4. Check the Line for any damage to the Conductor
- 1.5. Bush Cutting & Tree Trimming
- 1.6. Change the faulty Insulator
- 1.7. Stringing of sag cable properly as per clearances
- 1.8. Testing of the Earthing IR value.
- 1.9. Painting the pole, if required.
- 1.10. Cable change if required.

2. Transformers

- 2.1. Checking of oil level, it should be as per the specified level.
- 2.2. Checking for the oil leakage at any point of the transformer. If leakage is observed, suitable action to be taken to address the oil leakage.
- 2.3. Checking of the oil and winding temperature.
- 2.4. Checking of the loading ampere of the transformer against the rated figures.
- 2.5. Checking the abnormal sound.
- 2.6. Checking of the oil level in the cap under the silica gel breather. If it is found below the specified level, oil is to be topped up as per the specified level.
- 2.7. Check the breathing holes in the silica gel breather & clean properly if required for proper breathing action.
- 2.8. The silica gel breather should be blue. If the colour is pink, then replacement or heating of silica gel is required.
- 2.9. Checking of the oil level in the Bucholz Relay.
- 2.10. Checking for dirt deposition on bushings and the tightness of their oil filling plug & examining for any cracks in porcelain discs.
- 2.11. Checking of the BDV (≥ 60 KV) and PPM (≤ 10 PPM) of transformer oil and tap changer oil.
- 2.12. Checking of step-by-step mechanism operation & end position limit switches in the ON load/OFF load tap changer.
- 2.13. Checking of transformer oil for acidity (≤ 0.03 mg KOH/g), sludge content, and flash point. Dielectric dissipation factor (tan delta). Interfacial tension and specific resistance.
- 2.14. Cleaning of all the relays, alarms, and control switches along with their circuit, in the relay control panel, by an appropriate cleaning agent.

- 2.15. Checking of pockets fit OTI & WTI on the transformer top cover and replace oil if required.
- 2.16. Checking of proper function of the pressure release device.
- 2.17. Checking of insulation resistance and polarization of Motors
- 2.18. Motor cleaning and checking of the cooling fan condition.
- 2.19. Checking the running status and taking the current taking at load, voltage.
- 2.20. Checking the vibration of the driving and non-driving ends. Check the bearing and body temperature.
- 2.21. Inspection of the abnormal sound from the motor.
- 2.22. Checking the coupling status of the motor.
- 2.23. Cleaning the motor terminal and checking the tightness of the Incoming / Outgoing cable.
- 2.24. Check the motor cooling fan condition.
- 2.25. Motor cleaning and checking of the cooling fan condition.
- 2.26. Greasing of the motor.
- 2.27. Motor cleaning and checking of the cooling fan condition.
- 2.28. Greasing of the motor.
- 2.29. Testing of the incoming cable IR value, motor winding IR.
- 2.30. Cleaning of the motor terminal box and sealing it properly.
- 2.31. Painting of the motor, if necessary.

3. Street lights

- 3.1. Inspection of the luminaries' physical status.
- 3.2. Inspect the lighting DB physical status
- 3.3. Checking and managing of illumination standard as prescribed by DGMS using a lux meter.
- 3.4. Cleaning of the lighting DB and checking its tightness of the power circuit cable terminal.
- 3.5. Inspect the Earthing system and surge protector.
- 3.6. Greasing and oiling the movable parts /mechanism.
- 3.7. Checking of the Timer status and setting as required.
- 3.8. Checking and testing of the Earthing IR value.
- 3.9. Testing of the incoming/outgoing cable IR.
- 3.10. Greasing and oiling of the movable parts /mechanism.
- 3.11. R/M of existing luminaries, if required, replaced by the new ones
- 3.12. Check the power circuit contactor/timer/MCB healthiness; if required, replace a new one.
- 3.13. Check of motor IR value and clean the terminal box. Seal motor terminal properly.

4. D G Sets

- 4.1. To coordinate with the external and internal customers to facilitate the smooth functioning of the DG Sets
- 4.2. Battery check for electrolyte level.
- 4.3. Specific gravity check.
- 4.4. Oil level and temperature check.
- 4.5. Check for any Fuel Leak
- 4.6. Cooling Hose check.
- 4.7. Oil pressure check.
- 4.8. Voltage and current checks in each phase
- 4.9. Engine run hours and RPM.
- 4.10. Energy Generation Meter Reading & Check
- 4.11. Checking the engines for their smooth running, observing for any unusual noise and color of the smoke from the exhaust.
- 4.12. Checking the general functioning of all DG sets, observing noise and vibration levels.
- 4.13. Regular visual inspection of all mechanical parts
- 4.14. Lube Oil Level
- 4.15. Coolant Level
- 4.16. Quarterly or Running Hour-Based as per OEM Manual
- 4.17. Check & Change Coolant
- 4.18. Check & Change all Lube Oil Filters
- 4.19. Check & Change Fuel Filter
- 4.20. Check & Tighten Fan Belt
- 4.21. Check & Change Air Filter
- 4.22. Clear air inlet and outlet restrictions, and tighten all electrical connections and terminations.
- 4.23. Electrical Control Panel Check battery charging system and take corrective action, check electrical measuring instruments, indicative lamps for proper functioning, tighten power distribution wiring and connections, testing of relay and other protection and safety devices for proper working, checking for MCCB tripping mechanism, cleaning of bus bars and clammers and tightening of nuts and bolts, tighten of all electrical connections and terminations.
- 4.24. Drain the lubricating oil sump, clean the sump strainers, and renew the lubricating oil
- 4.25. Carrying out valve tappet setting.
- 4.26. End plays checking of crankshaft, accessory drive, and turbocharger.
- 4.27. Checking of proper functioning of various instruments, the instrument panel, and changing them as required.
- 4.28. Diagnosis of various faults and their rectification.
- 4.29. Checking and fault-finding of the electrical system associated with the engine.
- 4.30. General cleaning and greasing of the alternator when required.
- 4.31. Cleaning battery terminals for sulphate formation and checking their state.

- 4.32. Maintenance of instruments, relays, and connectors fitted in the generator set control Panel and changing them.
- 4.33. Checking the wiring system for loose and dry connections.
- 4.34. Checking the tightness of mounting bolts.
- 4.35. Checking the rotating diode assembly of alternators.
- 4.36. Fault simulation and verification, functioning of relays, MCB/MCCB, and contactors. Insulation testing of alternators once in six months.
- 4.37. Replacement of lubricating oil, filters, coolant, Replacement of all hoses, belts, gaskets, safety controls, fuel pump, injectors, self-starter and charging alternator, trouble shooting, replacement of spares (all spare parts of AMF panel mcb, mccb, contactors, pushbutton, display, battery charger electronic switch, fuse), engine and alternator minor adjustment, radiator cleaning, fuel tank cleaning, panel repairing, AVM fitting job as and when required.
- 4.38. Check and reset the injector pressure.
- 4.39. Check and reset the injector pump timing.
- 4.40. Retighten cylinder head nuts.
- 4.41. Adjust engine valve clearance.
- 4.42. Radiator Repair for leakages, etc.
- 4.43. All Engineer Safety Test.
- 4.44. AVR & Diode Check & rectification.
- 4.45. Controller for operation, check & maintenance.

NOTE: ELECTRICAL/ MECHANICAL MAINTENANCE

- 1) Electrical/ Mechanical Maintenance shall be carried out in the office.
- 2) Tools and tackles for Electrical/ Mechanical Maintenance shall be provided by the Service Provider after approval of the authority.
- 3) Preventive maintenance will be undertaken by the Service Provider as per guidelines from equipment suppliers/manufacturers and as per the O&M manuals provided by the relevant equipment suppliers/manufacturers or as deemed fit by the Service Provider.

In case of Breakdown maintenance:

- **Case 1:** For equipment covered under DLP or warranty, the Service Provider has to coordinate with the contractor for rectification of the defect.
- **Case 2:** For equipment not covered under DLP of warranty: If the defect is not covered under DLP or warranty, the Service Provider has to coordinate with the office and AMC agencies for the replacement of the item. Procurement of replacement items will be done by the office through GeM.
- For “Preventive Maintenance,” it shall mean the planned maintenance performed while the equipment is still operational to reduce unexpected breakdowns. This maintenance is scheduled based on time (monthly, quarterly, annually) or usage triggers. “Breakdown maintenance” refers to the maintenance performed on equipment that has broken down and is currently unusable. It is based on a breakdown maintenance trigger.

- If a breakdown occurs due to defects, including manufacturing defects or defects due to faulty erection or any defective work or material, it would be covered under the defect liability period or equipment warranty period, as may be applicable.

C. CIVIL MAINTENANCE SERVICES

1. UG Tanks & Water Supply System (As per scope of work):

- 1.1. Maintenance of submersible pumps.
- 1.2. Painting and erection of MS Ladder or replacement if required, and if found to be stolen or damaged.
- 1.3. Chemical treatment of water for purification.
- 1.4. Maintenance of manhole cover, including replacement if found damaged or theft.

2. SW Drain and Sewage System:

- 2.1. Cleaning of the bed properly, including removing mud, soil, etc.
- 2.2. Regular maintenance of drain covers, including replacement if found damaged.

3. Others:

- 3.1. Repair and maintenance of sanitary fixtures, lavatories
- 3.2. Removal and replacement of damaged sanitary fixtures and lavatories if required.
- 3.3. Regular maintenance of plumbing fixtures.

4. Pump Rooms: Regular maintenance of water pumps with all connections and attachments; the damaged parts should be repaired or replaced at that time immediately

5. Drinking Water:

- 5.1. Regular cleaning, maintenance of the water cooler and purifier (RO) as per the need. Repairing work if not in working condition, changing filters and cartridges, and maintaining the schedules of TDS schedule of drinking water
- 5.2. Painting inside and outside as per approved paints on railings and outer concrete face, texture paints of walls if found dirty.

6. Plumbing Systems:

- 6.1. Regular maintenance and cleaning of all valves.
- 6.2. Regular maintenance for all main lines, sublines water supplies.
- 6.3. Regular maintenance for all automation systems, including all decoders, sensors,
- 6.4. Cables, solenoids, valves.
- 6.5. Replacement of damaged pipes, valves, cables, or decoders, if found damaged or theft.



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7. **Boundary Wall:** Painting inside and outside as per approved paint on grills, fencing & all service/entry gates and gate columns.
8. **Others:**
 - 8.1. Pipeline, bush cutting beside roads, sub-stations, weighbridges, office premises, colony area, etc.
 - 8.2. Carpentry activities as and when required.
 - 8.3. Masonry activities as and when required. Painting activities as and when required.
9. **Paint and whitewash work:** Remove dirt, dust, and allergens from the walls of the building by applying a fresh coat of similar paint/ textures for removing stains and dirt scheduled on every Saturday or Sunday with permission from the authority.
10. Additional Support Services: Providing whitewashing and painting of walls to remove built-up stains and dust. Maintain Cleanliness and refresh the walls.
11. **FIRE FIGHTING SYSTEM - FIRE HYDRANTS, SMOKE DETECTORS & FIRE EXTINGUISHERS:**
 - 11.1. Monitoring and maintenance of Fire Hydrant System, hose pipe & nozzle, etc.
 - 11.2. Preventive and minor breakdown maintenance of jockey pumps and motors.
 - 11.3. Preventive and minor breakdown maintenance of pipelines and distribution valves.
 - 11.4. Major repairs like rewinding of motors, pipeline modification, etc., in coordination with the External vendor during maintenance carried out by them.
 - 11.5. Actual firefighting in the event of fire, fire information & reporting to IISERT and the nearest fire station.
 - 11.6. Record maintenance, follow up for refilling, and coordination with the OEM of Portable Fire Extinguishers
 - 11.7. Smoke Detection/ Fire Alarm System - First line maintenance, responding to fire alarm, checking the reason for alarm, taking corrective action, and conducting periodical Fire Evacuation Drills.
 - 11.8. Testing of the firefighting system after every 15 days by using water for the plantation and cleaning of the building.

NOTE: Civil Maintenance:

- 1) Civil Maintenance shall be carried out in all offices.
- 2) Tools and tackles for Civil maintenance, including carpentry, plumbing, and masonry, shall be provided by the Service Provider after getting approval from the authority for said work.

D. GARDEN MAINTENANCE SERVICES**1. Plantation and Gardening:**

- 1.1. Grass should be cleaned and maintained, and trees should be maintained and cleaned once a month. Plantations of seasonal flowers and trees indoors and outdoors of buildings.
- 1.2. Maintenance of lawns and surroundings, watering of plants, soil maintenance by use of fertilisers, etc., preventive measures against plant diseases using insecticides, pesticides, and fungicides, cutting of hedges, cutting/shaping of plants, de-weeding, maintenance of flower beds, removal of garbage, etc. Sowing/planting of seasonal plants, preparation of lawns and flower beds, etc.

2. Garden & Lawn Maintenance:

- 2.1. De-weeding work for lawn areas with required equipment, including all cutting, trimming, and making good in levels.
- 2.2. Making beds, mulching for trees, shrubs & ground covers at beds, mixing of manure for trees, and other required.
- 2.3. Manual watering
- 2.4. Replacement of damaged grass, trees, power plants, shrubs, and hedges in and around the garden.
- 2.5. Anti-termite treatment for damage to leaves and branches.
- 2.6. Dusting of guard rooms and associated areas.
- 2.7. Cleaning and repairing work for open-air theatre/dust bins/ fountains
- 2.8. Upkeep of gardens, seasonal plants to be planted in the lawns/ beds/ orchid areas, and in-house plants, etc.
- 2.9. Maintenance of potted plants both indoors and outdoors.
- 2.10. Removal of fallen dry/ leaves and all types of waste materials lying in the garden, conveying and disposing of collected waste in a demarcated space.

E. IT SERVICES

1. Manage all the IT Infrastructure and IT Equipment /IT devices available on the campus, and this should not be limited to the following.
 - 1.1. Server Management & Support
 - 1.2. Network Management (LAN & WAN Support) Including Graphs.
 - 1.3. Wireless, VPN, Link (ISPs) and Bandwidth Management
 - 1.4. Application software & OS Management
 - 1.5. Backup Management
 - 1.6. Database Management
 - 1.7. Security & Antivirus Management
 - 1.8. Help Desk and Call Desk Management
 - 1.9. Desktop and Client-Side Support
 - 1.10. Remote Support & Troubleshooting
 - 1.11. Classrooms and Auditorium Management, including lighting control.
 - 1.12. Live /Broadcasting of classes as required on various platforms.

1.13. Performance Reporting

1.14. EPABX.

1.15. Perimeter Level firewall

1.16. The Boom Barrier and Access Control System is available in the various buildings of the organization.

1.17. CCTV surveillance system.

1.18. Mobile Radio and its devices.

1.19. Laying of Cat 6 UTP cables as required.

1.20. Video Wall

E. HOSPITALITY AND PANTRY SERVICES

1. **Hospitality Services:** The agency is required to provide hospitality services for the employees as well as guests of the Institute
2. **Pantry Services:** The agency is required to provide pantry services such as beverages on a non-profit & no-loss basis. The cost of the consumables will be borne by the employees of the Institute on a pay-per-use basis.

G. GUEST HOUSE MAINTENANCE SERVICES

1. Caretaking of the Guest House, facilitating accommodation and its allied services for the comfortable stay of guests of IISERT. The Guest House comprises 06 suites and 18 executive rooms.
2. Regular maintenance and cleaning of the area under the scope of this contract by using proper tools, tackles & equipment. Cleaning of kitchen, Guest House accommodation rooms, all the toilets, bathrooms, washbasins, etc. attached to it (Thrice Daily). Cleaning has to be carried out with approved material manually or by using mechanized equipment like vacuum cleaners, scrubbing machines, carpet shampooing machines, etc., or both.
3. Furniture, fixtures, sofa sets, cushion chairs, LED-TV, kitchen equipment, exhaust fans, and other electronic gadgets are required to be cleaned DAILY.
4. Cleaning and dusting of all the doors and windows, glass panes, etc, in the guest house accommodation rooms ONCE DAILY by helpers, and the helpers will also assist the cook in the preparation of food, etc.
5. Proper regular care for the safe maintenance of fittings, fixtures, LCD-LED-TV, equipment, and furniture shall be the sole responsibility of the contractor. Any damage and or loss caused to the above, either by the contractor himself or by any of his employees, shall be rectified by the contractor at his own cost immediately.
6. Making of the beds of guests, i.e., spreading the bed sheets, quilts/ blankets, bed covers, inserting pillow covers, beds shall be made at the time just before the occupation of the room by the guest.
7. **Readiness of the Room for Guests:** The Contractor and his deployed personnel shall be responsible for keeping the room ready in all respects within 01 hr. of the vacation of the room by the guest.
 - 7.1. Filling drinking water in jugs in all the rooms and keeping the cleaned glass in every room at the time of arrival of the guest, and the same should be changed daily or on request of the guest.

- 7.2. Making of the beds of guests, i.e., spreading the bed sheets, quilts/ blankets, bed covers, inserting pillow covers, beds shall be made at the time just before the occupation of the room by the guest.
- 7.3. The Contractor and his deployed personnel shall ensure that the linen in rooms during the stay of guests is changed every alternate day.
- 7.4. The contractor and his deployed personnel shall be responsible for replacing the linen of rooms in case the room remains vacant for more than 03 days.
- 7.5. The contractor and his deployed personnel will also ensure that linen is changed as & when requested by the guest.
- 7.6. The bed sheet, bedspreads, pillow covers, and bed covers should be washed in the washing machine of the Guest House.
- 7.7. The total stock of bed covers, bed sheets, bedspreads, pillow covers, blankets, towels, curtains, etc., handed over in bulk against acknowledgement of the caretaker-cum-supervisor shall be under the custody of the caretaker, and the caretaker shall take general care of these items. While torn/worn-out bed sheets, bedcovers/ spreads/ curtains/ pillow covers/towels, etc, shall be replaced by the Institute, any loss due to any reason would be recovered from the contractor.
- 7.8. **Food Menu:** The menu shall be as per the discretion of the Institute.
8. **Cost of Fuel/Gas:** One LPG system with a stove shall be provided by the Institute, but the cost of gas cylinders and fuel costs is to be met by the contractor. However, electrical ovens/hot plates/microwave ovens supplied by the Institute can be used with the permission of the Officer in charge.
9. The Institute will provide water supply and electricity free of charge, but power should not be used for cooking. Necessary fans, fixtures, fittings, refrigerator, and furniture items for the dining hall, as well as in other rooms, will be provided by the Institute, and the contractor is solely responsible for the proper care and general maintenance of these systems.
10. **Record Keeping:** The supervisor/caretaker will record in the register maintained for the purpose the names of the guest, rooms allotted, issue and collect back room keys and almirah keys, collection of tariffs, issues of receipts to guest, maintain the account and the collected tariffs shall be deposited with the office on weekly basis also the record for issue of soaps etc. to be maintained.
11. **Miscellaneous:** Special Events Arrangements: There may be special arrangements organized besides regular activities in which the contractor may be asked to provide the services. The contractor has to supply caretakers/cooks/service boys, etc., under this contract as and when required. For such arrangements, if any of the food menu items are different or in addition, the rates shall be mutually decided prior to the event taking place.

H. OFFICE ATTENDANT SERVICES

1. To open and close offices.
2. To maintain a register of all visitors.
3. To maintain records and assist with administrative tasks
4. To usher in/guide visitors and maintain a record of such visits, if so required;
5. To ensure that all switches/lights are turned off before leaving the premises.
6. To assist in sending and posting letters at the post office.
7. To assist with documents, dispatch as and when required.
8. To maintain an inventory of office furniture, etc.,
9. To take messages from outside callers and transmit the same to officers concerned.
10. To assist in the arrangement of furniture and equipment within the premises.
11. To perform simple document binding duties.
12. Do the work of opening, pasting and sorting, and arranging paper and circulars in accordance with the instructions of the Superiors
13. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, and packing up parcels.
14. Carry messages, papers, registers, files, circulars, etc., from one place to another inside the office or outside, as the case may be.
15. Carry papers within the building and other such portable items (office equipment) from one place to another.
16. Operate the Xerox machine wherever necessary.
17. Serve drinking water to employees and visitors when required.
18. Dispatch letters, including letters for hand delivery.
19. Any other work as may be assigned by the concerned officer from time to time.

I. LABORATORY ATTENDANT SERVICES

1. Do dusting of Lab furniture, machines, files, table equipment, switch on the light and fans, and switch them off when not required.
2. To clean the laboratory and to keep Laboratory materials, including apparatus and equipment, in their proper place.
3. To render physical assistance to students, Faculty, and Laboratory Staff in the movement of laboratory equipment, instruments, chemicals, and other materials within and outside the laboratory.
4. To assist the laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals, and other materials.
5. To render physical assistance to students and teachers in conducting practical and experimental.
6. To report about loss of laboratory equipment and other materials to his superiors.
7. To open and to lock cupboards, doors, windows, and gates of the laboratory.
8. To attend to the delivery of letters connected with the laboratory and its staff.
9. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of in charge of the Laboratory.

III. SCHEDULE FOR FACILITY MANAGEMENT SERVICES

A. SCHEDULE FOR HOUSEKEEPING SERVICES

The detailed scope of services to be provided for Housekeeping services shall be the following

CLEANING AND SWEEPING (BUILDINGS)

Inside Buildings			
S.NO	AREA	METHOD OF CLEANING	FREQUENCY
1.	Rooms/Hall, Sweeping & Cleaning	Sweeping and Mopping with Phenyl	Once daily in the morning
2.	Corridor floor cleaning (after morning)	Dry & Wet mopping / Vacuuming if required (fully mechanized)	On a two-hour basis
3.	Corridor floor cleaning	Scrubbing and drying with the Auto Scrubber	Once a week
4.	Staircase Cleaning	Sweeping and Mopping with phenyl	Once daily
5.	Door & door handles cleaning	Wet & Dry wiping	Once daily
6.	Drinking water area	Wet & Dry wiping	Minimum twice, and as & when there is water observed on the floor. To avoid slipping incidents.
7.	Lift cleaning from the outside and inside	Wet & Dry wiping	Once daily
8.	Garbage collection and disposal	Manual	Once daily
9.	Glass and glass partition cleaning	Wet & Dry wiping	Once daily
10.	Fire Extinguishers/ hydrants and hose reels cleaning	Wet & Dry wiping	Once daily
11.	Any type of furniture	Dusting	Once daily
12.	Glasses /Nameplates	Wet & Dry wiping	Once daily
13.	Telephone/Computers	Dusting/Vacuuming/ Cleaning	Daily
14.	Cobwebs & Doormats	Removal of cobwebs and cleaning of Doormats	Twice a week
15.	Commodes cleaning	Wiping	Every 3 hours

16.	Chairs and a sofa cleaning	Wet/Dry cleaning	Monthly
17.	Dustbin clearance & cleaning	Collection and wiping	Daily
18.	Tube light or any other light cleaning	Dry wiping	Weekly
19.	Electric Board and Switches cleaning	Dry cleaning	Weekly
20.	Terrace Cleaning (including shaft areas)	Wet & Dry Cleaning	Weekly
21.	Waste material clearing	Manual	Daily
22.	Labs	Deep cleaning	Monthly
23.	Spray of Air Freshener	Manual	Twice daily
24.	Hand wash on basins		To be refilled as per the requirement
25.	Hand sanitizer		To be refilled as per the requirement
Outside Buildings			
1.	Cleaning of external surface, including glass façade, external building surface, structure at the entrance plaza, at all heights		Once per month
2.	Paved corridors cleaning	Sweeping	2 times a day
3.	Outside glass cleaning	Wet & dry wiping	Once a week
4.	Outside walls	High-pressure washing	Once a week
5.	Parking area & Internal road cleaning (cycle/Motorcycle/car)	Mechanized and manual sweeping	Once a day
6.	All other roads	Mechanized and manual sweeping	Once a day
7.	All the sewerage lines and drains	Sweeping + sprayed with Bleaching powder	Once a week
8.	Exhaust Fan cleaning	Wiping	Weekly
9.	Garden light or landscape light	Dry wiping	Weekly
10.	Cobwebs	Removal of cobwebs	Twice a week
11.	Electrical Boards cleaning	Dry dusting	Weekly



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Garbage Collection & Disposal

S.No	Activity	Frequency
1	Disposal of all wastage to be tied up with the Gram Panchayat collection and transportation system, and not left here and there in the Institute premises.	Once daily
2	Pest control spray shall be made in all the office rooms, record rooms & stores.	Once a month (mosquito spray once in month Rat mats or spray once in month), termite treatment after six months

Note: Apart from the above, the agency shall take up the housekeeping work on occasions such as Independence Day, Republic Day, Foundation Day and Convocation Day, etc and as required by the Institute.

B. SCHEDULE FOR MAINTENANCE SERVICES (ELECTRICAL / MECHANICAL AND CIVIL)

1. Overhead LT Line		
SECTION	TASKS	FREQUENCY
LT Line	1. Inspect the Line for any damage to the Pole	Monthly
	2. Inspect the Line for any tree touching	
	3. Check the status of Stay Wires	
	4. Check the Line for any damage to the Conductor	
LT Line	1. Bush Cutting & Tree Trimming	Half Yearly
	2. Change the faulty Insulator	
	3. Stringing of sag cable properly as per clearances	
LT Line	1. Bush Cutting & Tree Trimming	Yearly
	2. Change the faulty Insulator	
	3. Stringing of sag cable properly as per clearances	
	4. Testing of the Earthing IR value.	
	5. Painting the pole, if required.	
	6. Cable change if required.	
Vehicle having a telescoping boom for overhead work, Earth tester, Clamp Meter, Multimeter, Insulation Tester, Drill Machine, Box Spanner, Hydraulic Crimping Tools, Spanner Set (DE-, Ratchet & Open Type), and other required tools to deal with R/M of Over-Head Line maintenance		

2. Motors		
SECTION	TASKS	FREQUENCY
Motors	1. Motor cleaning and checking of the cooling fan condition.	Daily
	2. Checking the running status and taking the current at load, voltage.	
	3. Checking the vibration of driving, non-	
	4. driving end. Check the bearing and body temperature.	

	5. Inspection of the abnormal sound from the motor.	
Motors	1. Cleaning the motor terminal and checking the tightness of the Incoming/Outgoing cable.	Monthly
	2. Check the motor cooling fan condition.	
Motors	1. Motor cleaning and checking of the cooling fan condition.	Half Yearly
	2. Greasing of the motor.	
	3. Testing of the incoming cable IR value, motor winding IR.	
	4. Cleaning of the motor terminal box and sealing it properly.	
	5. Painting of the motor, if necessary.	
Earth tester, Clamp Meter, Multimeter, Insulation Tester, Drill Machine, Box Spanner, Hydraulic Crimping Tools, Spanner Set (DE-, Ring & Open Type), and other required tools to deal with R/M of Motor maintenance.		

If any motor completes its life and is no longer serviceable to be reported to the Officer in charge for procurements.

3. Street Lights		
SECTION	TASKS	FREQUENCY
Street Lights	1. Inspection of the luminaries' physical status.	Monthly
	2. Inspect the lighting DB physical status	
	3. Checking and managing of illumination standard as prescribed by DGMS using a lux meter.	
Street Lights	1. Cleaning of the lighting DB and checking its tightness of the power circuit cable terminal.	Half Yearly
	2. Inspect the Earthing system and surge protector.	
	3. Greasing and oiling the movable parts/mechanism.	
	4. Checking the Timer status and setting as required.	
	1. Checking and testing of the Earthing IR value.	Yearly
	2. Testing of the incoming/outgoing cable IR	
	3. Greasing and oiling of the movable	

Street Lights	parts/mechanism.	Yearly
Street Lights	4. R/M of existing luminaries, if required, replaced by the new ones	
	5. Checking of the power circuit/contactor/timer/MCB healthiness, if required, replace the new one after getting approval from the authority.	
	6. Checking of motor IR value and cleaning the terminal box. Seal motor terminal properly.	
4. DG Set		
SECTION	TASKS	FREQUENCY
DG Set	1. To coordinate with the external and internal customers to facilitate the smooth functioning of the DG Sets	Daily
	2. Battery check for electrolyte level.	
	3. Specific gravity check.	
	4. Oil level and temperature check.	
	5. Check for any Fuel Leak	
	6. Cooling Hose check.	
	7. Oil pressure check.	
	8. Voltage and current checks in each phase	
	9. Engine run hours and RPM.	
	10. Energy Generation Meter Reading & Check	
	11. Checking the engines for their smooth running, observing for any unusual noise and color of the smoke from the exhaust.	
	12. Checking the general functioning of all DG sets, observing noise and vibration levels.	
	13. Regular visual inspection of all mechanical parts	
	14. Lube Oil Level	
	15. Coolant Level	
DG Set	1. Check & Change Coolant	Quarterly or Running Hour-Based as per OEM Manual
	2. Check & Change all Lube Oil Filters	
	3. Check & Change Fuel Filter	
	4. Check & Tighten Fan Belt	
	5. Check & Change Air Filter	
	6. Clear air inlet and outlet restrictions, and tighten all electrical connections and terminations.	

	7. Electrical Control Panel Check battery charging system and take corrective action, check electrical measuring instruments, indicative lamps for proper functioning, tighten power distribution wiring and connections, testing of relay and other protection and safety devices for proper working, checking for MCCB tripping mechanism, cleaning of bus bars and clammers and tightening of nuts and bolts, tighten of all electrical connections and terminations.	
DG Set	1. Drain the lubricating oil sump, clean the sump strainers, and renew the lubricating oil	Half Yearly
	2. Carrying out valve tappet setting	
	3. End plays checking of crankshaft, accessory drive, and turbocharger	
	4. Checking of proper functioning of various instruments, the instrument panel, and changing them as required.	
	5. Diagnosis of various faults and their rectification	
	6. Checking and fault-finding of the electrical System associated with the engine	
	7. General cleaning and greasing of the alternator when required.	
	8. Cleaning battery terminals for sulphate formation and checking their state.	
	9. Maintenance of instruments, relays, and connectors fitted in the generator set control Panel and changing them.	
	10. Checking the wiring system for its loose and dry connections.	
	11. Checking the tightness of mounting bolts.	
	12. Checking the rotating diode assembly of alternators.	
	13. Fault simulation and verification, functioning of relays, MCB/MCCB, and contactors. Insulation testing of alternators once in six months	
	14. Replacement of lubricating oil, filters, coolant, Replacement of all hoses, belts, gaskets, safety controls, fuel pump, injectors, self-starter and charging alternator, trouble shooting, replacement of spares (all spare parts of AMF	

	panel mcb, mccb, contactors, pushbutton, display, battery charger electronic switch, fuse), engine and alternator minor adjustment, radiator cleaning, fuel tank cleaning, panel repairing, AVM fitting job as and when required.	
	15. Check and reset the injector pressure	
	16. Check and reset the injector pump timing	
	17. Retighten cylinder head nuts	
	18. Adjust engine valve clearance	
	19. Radiator Repair for leakages, etc	
	20. All Engineer Safety Test	
	21. AVR & Diode check & rectification	
	22. Controller for operation, check & maintenance	

Earth tester, Clamp Meter, Multimeter, Insulation Tester, Drill Machine, Box Spanner, Hydraulic Crimping Tools, Spanner Set (DE-, Ring & Open Type), and other required tools to deal with R/M of DG Set Maintenance.

If the DG set is not in working condition, Intimate to officer in charge and get it repaired by an authorized agency with the approval of the authority through GeM only.

CIVIL MAINTENANCE

1. UG TANKS & WATER SUPPLY System (As per scope of work)		
S.NO	TASKS	FREQUENCY
1	Maintenance of submersible pumps.	Once /15 Days
2	Painting and erection of the MS Ladder or replacement if required, and if found to be stolen or damaged.	Once a Month
3	Chemical treatment of water for purification.	On alternate Days
4	Maintenance of the manhole cover, including replacement if found damaged or theft	Once/15 Days
2. SW DRAIN AND SEWAGE SYSTEM		
1	Cleaning of the bed properly including removing mud, soil, etc.	1Time /Week
2	Regular maintenance of drain covers, including replacement if found damaged	1 Time / Week
3. OTHERS		
1	Repair and maintenance of sanitary fixtures, lavatories	Alternate days
2	Removal and replacement of damaged sanitary fixtures and lavatories, if required.	Immediate

3	Regular maintenance of plumbing fixtures.	Alternate days
4. PUMP ROOMS		
1	Regular maintenance of water pumps with all connections and attachments, the damaged parts should be repaired or replaced at that time immediately	Alternate days
5. DRINKING WATER		
1	Regular cleaning, maintenance of the water cooler and purifier (RO) as per the need. Repairing work if not in working condition	Cleaning 1 Time / Day Maintenance as per the need
2	Painting inside and outside as per approved paints on railings and outer concrete face	1 Time /6 Months
6. PLUMBING SYSTEMS		
1	Regular maintenance and cleaning of all valves.	1 Time/week
2	Regular maintenance for all main lines, sublines water supplies.	1 Time/week
3	Regular maintenance for all automation systems, including all decoders, sensors, cables, and solenoid valves.	On Alternate Days
4	Replacement of damaged pipes, valves, cables, and decoders if found damaged or theft.	Immediate
7. BOUNDARY WALL		
1	Painting inside and outside as per approved paint on grills, fencing & all service/entry gates and gate columns.	1Time /12 Months
8. CARPENTRY		
1	All types of repair work in office buildings	As and when required
9. MASONRY		
1	All types of Masonry repair work in office buildings	As and when required
10. PAINTING		
1	All types of painting work in office buildings	As and when required

C. SCHEDULE FOR GARDEN MAINTENANCE SERVICES

S.No	TASKS	Frequency
1	De-weeding work for lawn areas with required equipment, including all cutting, trimming, and making good	Daily
2	Making kyaries, mulching for trees, shrubs & ground covers at kyaries, mixing of manure for trees and required.	Daily or Twice Daily
3	Manual watering	Whenever required
4	Replacement of damaged grass, trees, and shrubs.	Whenever required to be done
5	Anti-termite treatment for damage to leaves and branches.	Whenever required to be done
6	Dusting of every bench and the dust bin	Daily
7	Wiping the chairs	1 Time / Day

GARDENING

Maintenance of lawns and surroundings, watering of plants, soil maintenance by use of fertilizers, etc., preventive measures against plant diseases using insecticides, pesticides, and fungicides, cutting of hedges, cutting/shaping of plants, de-weeding, maintenance of flower beds, removal of garbage, etc. Sowing/planting of seasonal plants, preparation of lawns and flowers beds, etc.

D. CLEANING MATERIAL/CONSUMABLES

The quantity of cleaning consumables to be supplied is given below. The office-in-charge approves rejecting the contractor's request for use of an alternate make/model of consumables and directs the contractor to use only the specified make/model at their discretion. The contractor shall follow the direction of the Office-in-charge.

1. Minimum quantities of materials/consumables to be used per month

S No	Material	Qty	Volume	Usage	Brand
1	Acid	50	Ltrs	Half Yearly	Branded and High Quality
2	Big Dust Bin Covers	120	kgs	Yearly	Nilkamal/Flora/ cello
3	Buckets Small	90	No	Yearly	Nilkamal/Flora/ cello
4	Buckets Big	140	No	Half Yearly	Nilkamal/Flora/ cello
5	Cow Web Stick	65	No	Quarterly	Branded and High Quality
6	Dustbin Big 120 ltr	180	No	Yearly	Nilkamal/Flora/ cello
7	Door Mat clothes	50	No	Yearly	Branded and High Quality
8	Dry Mop Big	55	No	Yearly	Roots Eze clean mop dry(75cm)
9	Dry Mop Big Refills 75 cm	65	No	Half Yearly	Roots Eze clean mop dry(75cm)
10	Dry Mop Small	55	No	Yearly	Roots Eze clean mop dry(50cm)
11	Dry Mop Small Refills 50 cm	55	No	Half Yearly	Roots Eze clean mop dry(50cm)
12	Dust Pans	145	No	Half Yearly	Nilkamal/Flora/ cello
13	Dust Bin Lid Small	220	No	Yearly	Nilkamal/Flora/ cello
14	Floor Brush with Stick	125	No	Quarterly	Branded and High Quality
15	Floor Wiper Big	125	No	Quarterly	Branded and High Quality
16	Floor Wiper Small	95	No	Quarterly	Branded and High Quality
17	Godrej aer Refills	20	No	Half Yearly	Godrej aer
18	Good Sense Auto Spray machine	60	No	Per requirement	Diversey Taski
19	Good Sense Refills	30	No	Per requirement	Diversey Taski

20	Green scrubber	200	No	Monthly	Scotch-Brite Green Scrubber
21	Hand Gloves Rubber	100	No	Yearly	Branded and High Quality
22	Hard Broom Stick	110	No	Quarterly	Branded and High Quality
23	Lobby Dustpan with brush	55	No	Yearly	Nilkamal/Flora/ cello
24	Microfiber Cloths	250	No	Quarterly	Branded and High Quality
25	Mop with Rod	95	No	Quarterly	Diversey Taski Wet Mopping Set
26	Mugs	110	No	Half Yearly	Nilkamal/Flora/ cello
27	Naphthalene balls	25	Kgs	Yearly	Branded and High Quality
28	Odonil	150	No	Monthly	Odonil room freshener bar
29	Phenyle	180	No	Yearly	Branded and High Quality
30	Room freshener spray	70	No	Monthly	Godrej aer
31	Rubber Door Mat	185	No	Yearly	Branded and High Quality
32	Scented phenyle	50	Ltrs	Monthly	Branded and High Quality
33	Small Dustbin Covers	50	No	Monthly	Branded and High Quality
34	Soft Broom Stick	110	No	Quarterly	Branded and High Quality
35	Soft Dusters	250	No	Quarterly	Branded and High Quality
36	Spray Bottle for Cleaning	120	No	Yearly	Branded and High Quality
37	Steel scrubber	200	No	Per requirement	Scotch-Brite Steel Scrubber
38	Tissue Paper	100	No	Half Yearly	So Soft Crepe Tissues
39	Tissue Roll	100	No	Half Yearly	So Soft Crepe Tissues
40	Toilet Brush	125	No	Quarterly	Branded and High Quality
41	Urinal Cubes	135	No	Monthly	Branded and High Quality
42	Urinal Screens	265	No	Quarterly	Diversey Taski Urinal Screens
43	Window Washers	30	No	Yearly	Branded and High Quality
44	Yellow Dusters	65	No	Yearly	Branded and High Quality

2. DIRECTIONS REGARDING THE USAGE OF CLEANING LIQUIDS

S No	Material	Quantity per Month	Dilution Rate per Ltr (Normal Soiling)	Dilution Rate per Ltr (Heavy soiling)
1	TASKI R1	250Ltrs	20ml	20ml
2	TASKI R2	335Ltrs	20ml	40ml
3	TASKI R3	50Ltrs	20ml	50ml
4	TASKI R4	30Ltrs	Ready to use	Ready to use
5	TASKI R5	55Ltrs	Ready to use	Ready to use
6	TASKI R6	210Ltrs	Ready to use	Ready to use
7	Diversey Taski Hand Wash	150Ltrs	Ready to use	Ready to use

E. HOUSEKEEPING EQUIPMENT

The Contractor shall use the machinery as tabulated below. The Contractor shall use a machine of adequate capacity/model to meet the cleaning requirement of quality and finish the job in time.

S.No.	Machine Description	Name of the Brand
1	Single Disc Scrubbing Machine	M/S Johnson Diversey. M/S Karcher, M/S Eureka, M/S Root or equivalent
2	Vacuum Cleaner Wet & Dry	M/S Johnson Diversey. M/S Karcher, M/S Eureka, M/S Root or equivalent
3	Double Disc Dryer Scrubbing Machine	M/S Johnson Diversey. M/S Karcher, M/S Eureka, M/S Root or equivalent
4	High-Pressure Washer	M/S Johnson Diversey. M/S Karcher, M/S Eureka, M/S Root or equivalent
5	Ride on Scrubber Driers	M/S Johnson Diversey. M/S Karcher, M/S Eureka, M/S Root or equivalent
6	Man Lifts	M/S JLG Industries or M/S Genie



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

Srinivasapuram – Jangalapalli Village, Panguru (G.P), Yerpedu Mandal, Tirupati Dist.

Andhra Pradesh – 517619

Website: www.iisertirupati.ac.in

ANNEXURE- 1

AUTHORIZATION FOR ATTENDING PRE-INDENT CONFERENCE

(The Service Provider/Bidder shall fill in this Form by the instructions indicated on its letterhead.)

Service Provider's Name _____

Date.....

To

REGISTRAR,

IISER, TIRUPATI, – 517619 (A.P.)

Ref: CPP Portal EoI No.: dated

EoI Title: Request for Expression of Interest (EoI) for Facility Management Services

Subject: Authorization for attending Pre-Indent Conference on _____ (date).

The following persons are hereby authorized to attend the Pre-Indent Conference for the EoI mentioned above on behalf of _____ (Service provider) in order of preference given below.

Sr. No.	Name Government Photo ID Type/Number	Government Photo ID Type/ Number
1		
2		
Alternate Representative		

Note:

1. A maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the pre-indent opening. An alternate representative shall be permitted when regular representatives are not able to attend.
2. Permission to enter the hall where the pre-bid conference is conducted may be refused if authorization as prescribed above is not submitted.

Date:

Signatures of the Service Provider/ Bidder
or

Place:

Officer authorized to sign the EoI.
Documents on behalf of the Service Provider/ Bidder
[Name & address of the Service Provider/Bidder and seal of the company]



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ANNEXURE- 2

[On the Letterhead of the Bidder/Service Provider/Firm]

DECLARATION OF SITE VISIT – FACILITY MANAGEMENT SERVICES

I/we, _____, the undersigned, [name of the partner/s or authorized representative of bidder], representing [name of the bidder/service provider/firm], it is hereby declared that our authorised representative(s) visited the IISER Tirupati premises as per the schedule notified for the site visit in connection with the Facility Management Services.

During the site visit, we confirm that we have inspected the site and assessed the prevailing conditions, and obtained all necessary information required for preparation of our proposal/tender. We further undertake that no claims or disputes shall be raised at any stage on account of lack of understanding of the site conditions.

We acknowledge that the presentation/ proposal submitted is based on the actual conditions observed during this site visit, and we are fully aware of the responsibilities, risks, and requirements involved in delivering the specified services.

Representative, IISER Tirupati

Name:

Designation:

Contact No.

Authorized Signatory (Agency)

Name:

Designation:

Contact No.

Seal

Seal

Place: _____

Date: _____