

**FILM AND TELEVISION INSTITUTE OF INDIA  
LAW COLLEGE ROAD, PUNE-411 004**

**TENDER DOCUMENT – 2016-2017**

FTII, Pune Tender Number : No.A-12034/7/2014-Est.

For

**PROVIDING COMPREHENSIVE HOUSEKEEPING AND GARDENING JOB FOR  
FTII, PUNE**

**Price of Tender Copy : Rs.2500/-**  
(Rupees Two Thousand Five Hundred Only)

**INVITATION FOR TENDER**

**Film and Television Institute of India, Law College Road, Pune-411 004**

On behalf of the Film and Television Institute of India, sealed tender offers are invited from eligible agencies for **Providing Comprehensive Housekeeping and Gardening Job. (Minimum 26 Employees + Material).**

1. The tender document is available in the Establishment Section, Film and Television Institute of India, Law College Road, Pune-411 004 on payment of crossed Demand Draft for Rs. 2500/- of any Nationalized bank drawn in favour of "Accounts Officer, Film and Television Institute of India, Pune" payable at Pune.
2. Summary of the tender notice is as follows:

<b>Tender Reference</b>	File No. A-12034/7/2014-Est.
Price of Tender Document	<b>Rs.2500/- ( Rs. Two Thousand Five Hundred Only)</b>
Date of availability of tender form on website and from the Institute	<b>18.02.2016 to 09.03.2016 10.30 a.m. to 5.00 p.m. Except on Sundays and Closed Holidays.</b>
Estimated cost of work	<b>Annually Rs. 40. Lakhs (approx.)</b>
Pre-bid meeting	<b>11.00 a. m. on 26.02.2016</b> in the Conference Hall of Film and Television Institute of India, Law College Road, Pune-411 004
Last date and time for receipt of tender	<b>12.00 noon on 09.03.2016</b>
Time and Date of Opening of tender offers	<b>2.30 p.m. on 09.03.2016</b> in the Conference Hall of Film and Television Institute of India, Law College Road, Pune-411 004
Address of Communication	Administrative Officer, Film and Television Institute of India, Law College Road, Pune-411 004.
Contact Telephone Numbers	Phone : 020- 25432299

3. Tender shall remain valid for acceptance up to six months from the date of opening the tender.
4. The Film and Television Institute of India reserves the right to accept or reject any or all tender offers, without assigning any reason thereof.
5. The Validity of the rates for providing comprehensive Housekeeping and Gardening Job will be valid for two years, initially for one year and further may be extended by 3-3 months(only 04 times) as per requirement on same terms & conditions. FTII reserves right to offer extension of this contract beyond initial year (as stated above) and contractor will have no claim on the same.
6. The rates quoted shall be the fixed amount.
7. Proprietor himself or authorized representative with a valid written authority letter issued by the firm may attend for opening of the tender.

**Administrative Officer  
F.T.I.I., Pune**

**INSTRUCTIONS TO TENDERERS  
FOR PROVIDING COMPREHENSIVE HOUSEKEEPING AND GARDENING JOB**

**1. Definitions**

In this tender document and associated documentation, the following terms shall be interpreted as follows:

- a) "Institute" means the Film and Television Institute of India, Pune.
- b) "The Supplier" means the eligible Companies which bids or quotes the rates for Comprehensive Housekeeping and Gardening Job required on contract basis by the Film and Television Institute of India, Pune.
- c) "The Contract" means the agreement entered into between the successful tenderer and the FTII, as recorded in the DRAFT CONTRACT FORM signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein.
- d) "The Contract Cost" means the amount payable to the successful tenderer for Comprehensive Housekeeping and Gardening Job.
- e) "Services" means services expected to be rendered by the manpower supplied and other obligations of the Supplier covered under the Contract.

**2. PLACE OF WORK**

The manpower will work in the premises of the **FTII, PUNE** at places specified.

**3. NATURE OF WORK**

Comprehensive Housekeeping and Gardening Job (inclusive of man power, material and supervision) for entire premises of the institute and hostels.

**4. TERMS OF PAYMENT TO THE AGENCY**

No advance payment will be made to the 'Supplier' for the payment of wages and/or statutory payments. The payment will be made only against the valid receipt.

**5. SCOPE OF WORK**

The work will be assigned by the **FTII, Pune**. This will be obligatory upon the agency to perform within the stipulated period and as assigned by the Institute from time to time.

- 6.** A Pre-Bid conference of all the intending Tenderer s will also be held at the scheduled date and time as indicated above. Intending Tenderer s will be allowed to suggest suitable modifications in the interest of the **FTII, Pune, if any**.

**7. COST OF TENDER DOCUMENT:**

Copy of the tender document may be downloaded from the website [www.ftiindia.com](http://www.ftiindia.com) Such downloaded form shall be accompanied by a crossed Demand Draft of Rs.2500/- drawn on any nationalized Bank in favour of the **Accounts Officer, FTII, Pune**, payable at Pune at the time of submission of the tender.

**8. COST OF TENDER:**

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the **FTII, Pune** will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

**9. PRE QUALIFICATION CRITERIA:**

- (a) The Institute is looking for well established and known agency in the field of **Providing Comprehensive Housekeeping and Gardening Job**. Therefore, the agency shall be of Indian origin and a respectable outfit.
- (b) The Tenderer shall have a minimum turnover of 5 lakhs from business relating to the Facility Management and Maintenance Services for the financial year 2014-2015. Document in support of turnover must be enclosed with the technical bid.
- (c) Company should not have been blacklisted by any organization in India.
- (d) The company must be registered and complying under appropriate Acts. The Company shall have the necessary permission of the competent authority. Copies in proof of each such compliance/permission as stated above must be enclosed with the technical bid. Also copies of (i) EPF registration Number Certificate (ii)ESI Registration Number Certificate, (iii) Lab our License Certificate, (iv) Service Tax Registration Number Certificate, (v) PAN CARD etc. must be enclosed with the Technical Bid.
- (e) Notwithstanding anything stated above, the **FTII, Pune** reserves the right to assess the Tender's capability (Financial, Technical and Manpower) and capability to perform the contract.

**10. OFFER VALIDITY PERIOD**

The tender offer must be valid for fifteen months from the last date of submission of the tender and this validity period must be mentioned in the technical bid. Any offer falling short of the above validity period will be liable for rejection.

**11. CONTRACT PERIOD**

The contract, which will be finalized through this tender process, will be valid for Two years, initially for one year and further may be extended by 3-3 months(only 04 times) as per requirement on same terms & conditions. FTII reserves right to offer extension of this contract beyond initial year (as stated above) and contractor will have no claim on the same.

**12. COMPLETENESS OF TENDER OFFERS**

The Tenderer is expected to examine all instructions, forms, terms & conditions in the Tender Document. Failure to furnish information required as per the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Tender's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected out-rightly without any intimation to the Tenderer if complete information as called for in the tender

document is not given therein, or if particulars asked for in the Forms / Proforma in the tender are not fully furnished or found false on scrutiny.

**13. EMD (EARNEST MONEY DEPOSIT)**

Tenderer s are required to give a Bank Guarantee of the amount of **Rs.2,00,000/- (Rupees Two Lakhs Only)** valid till the date of validity of the contract as Earnest Money Deposit along with their offer. This bank guarantee must be submitted in the format specified in Bid Security Form (BSF). Offers, made without EMD / Bid Security, will be rejected out right. The bid security may be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the nationalized banks which will be valid for a period of forty-five days beyond the final bid validity period drawn in an acceptable form drawn in the name of "Accounts Officer, Film and Television Institute of India, Pune" payable at Pune.

EMD / Bid Security of Unsuccessful Tenderer s will be discharged / returned within 30 days from finalization of the contract.

EMD / Bid Security of the successful Tenderer s will be discharged on executing the Contract and furnishing the Security Deposit.

**The EMD / Bid Security may be forfeited :**

- a) If a Tenderer withdraws its tender during the period of bid validity or
- b) In case of a successful Tenderer, if the Tenderer fails:
  - i. to execute the agreement / contract within 7 days from the date of the issue of the order from the Institute.
  - ii. to submit Security Deposit as specified in the terms and conditions

**14. TWO BID SYSTEM TENDER**

The offers shall be in two separate parts containing Technical and Commercial Offers. Two separate sealed envelopes containing the Technical and Commercial offers respectively shall be enclosed together in a larger envelope, **sealed and superscripted with the Tender Reference Number and Name of Tenderer.**

The sealed envelopes must be super-scribed with the following information:

- Providing Comprehensive Housekeeping and Gardening Job.
- Type of Offer (Technical or Commercial)
- Tender Reference Number
- Name of Tenderer

**15. ENVELOPE - I (TECHNICAL OFFER):**

The Technical Offer (T.O.) shall be complete in all respects and contain all information asked for, except rate. It shall not contain any rate information.

The **Technical Offer** must be submitted in an organized and neat manner and numbered. No documents, brochures, leaflets, etc. shall be submitted in loose form.

**The Technical Offer shall be submitted in duplicate.**

**ENVELOPE - I:** The format for submission of Technical Offer will be as follows:

- i) Index
- ii) Tender Offer-cum-Undertaking Form (Annexure-A) duly filled in.
- iii) Earnest Money Deposit {Bid Security Form (Annexure-E)}
- iv) **Non refundable fee** of Rs.2500/- in the form of crossed Demand Draft drawn in favour of the **Accounts Officer, FTII, Pune**, payable at Pune – for website downloaded tender forms.
- v) **Documents Establishing Tender's Eligibility and Qualifications**

The Tenderer shall furnish, as part of its tender offer, documents establishing the Tender's eligibility to participate in the tender and its qualifications to perform the Contract.

The documentary evidence of the Tender's qualifications to perform the Contract, shall establish to the Institute's satisfaction that the Tenderer is eligible as per the criteria outlined in the Pre Qualification Criteria above. This include the following:

- a) Details of Tenderers (Annexure-B) registration from the concerned statutory authorities as per prequalification criteria.
  - b) Performance Statement (Annexure-C)
- vi) Power of Attorney in favour of the person signing the bids.

**16. Performance Security :**

The successful bidder on acceptance of the Institute's tender offer will have to furnish Performance Security of **Rs.3.50 (Rupees Three Lakhs Fifty Thousand Only)** or a sum equivalent to the average payment of one month salary, whichever is higher before the execution of the contract for the due performance of the contract during the contract period. The decision of the FTII for calculation of average monthly payment for the purpose of Performance Security will be accepted and executed. The Performance Security may be furnished in the form of an Account Payee Demand Draft, from a nationalized bank an acceptable form drawn in the name of "Accounts Officer, Film and Television Institute of India, Pune" payable at Pune.

**17. ENVELOPE-II (COMMERCIAL OFFER):**

ENVELOPE-II: The Commercial Offer must be given in a sealed envelope. It must give all the relevant price information and shall not contradict the technical offer in any manner.

- i. Tender Reference Number
- ii. Commercial Envelope for item

Tenderer shall submit their rates only in the Bid Form (Annexure-D) given in the tender. Price quoted other than the bid form shall be liable to be rejected. The Bid Form must be filled in completely, without any errors, erasures or alterations.

**18. ERASURES OR ALTERATIONS AND SIGNING OF TENDER OFFERS**

The original and a copy of the Tender Offer shall be typed or written in ink and shall be signed by the Tenderer or a person or persons duly authorized in writing to bind the Tenderer to the Contract. Such authorization shall be indicated by power-of-attorney accompanying the tender offer. All pages of the Tender Offer, except for unamended printed literature, shall be initialed by the person or persons signing the Tender Offer. This will be in two different envelopes.

The Tender Offer shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Tenderer, in that case such corrections shall be initialed by the person or persons signing the offer.

**19. COSTS & CURRENCY**

The offer must be given in Indian Rupees only.

**20. SUBMISSION OF TENDER OFFERS**

Sealed Tender offers shall be received by the **FTII, Pune**, at the address specified above not later than the time and date specified in the invitation for Tender offers. In the event of the specified date for the submission of tender offers being declared a holiday, the offers will be received up to the appointed time on the next working day.

**21.** The **FTII, Pune** may, at its discretion, extend this deadline for submission of offers by amending the Tender Documents. In that case all rights and obligations of the FTII, Pune and tender previously subject to the deadline will thereafter be subject to the deadline as extended. Telex, cable or facsimile offers will be rejected

**22. LATE TENDER OFFERS**

Any tender offer received by the **FTII, Pune** after the deadline prescribed for submission of the same, pursuant to the clause above, will not be entertained.

**23. MODIFICATION AND WITHDRAWAL OF OFFERS**

The Tenderer may modify or withdraw his offer after its submission, provided that written notice of the modification or withdrawal is received by the **FTII, Pune** prior to the closing date and time prescribed for submission of offers. No offer can be modified by the Tenderer, subsequent to the closing date and time for submission of offers.

**24. PRELIMINARY SCRUTINY**

Prior to the detailed evaluation, the **FTII, Pune** will determine the substantial responsiveness of each offer to the tender documents. For purpose of this Clause, a substantially responsive bid is one, which is in conformity with all the terms and Conditions of the Tender Documents without any material deviations. The **FTII, Pune's** determination of an offer's responsiveness will be based on the contents of the tender offer itself without recourse to extrinsic evidence.

The **FTII, Pune** will scrutinize the offers in respect of their completeness, submission of technical documents duly signed, etc. Only qualified Tenders will be considered for further process.

The **FTII, Pune** reserves the right to waive any minor infirmity or irregularity in a tender offer, if it finds in the interest of the society. The decision in this regard of the **FTII, Pune** will be final and binding on all Tenderer s.

**25. CLARIFICATION OF OFFERS**

To assist in the scrutiny, evaluation and comparison of offers, the **FTII, Pune** may, at its discretion, ask some or all Tenderer s for technical clarification of their offer. The request for such clarifications and the response shall be in writing. To speed up the tender process, the **FTII, Pune**, at its discretion, may ask for any technical clarification to be submitted by means of facsimile by the Tenderer. In such cases, original copy of the document describing the technical clarifications must be sent to the **FTII, Pune** by means of courier / in person.

**26. SHORT- LISTING OF TENDERERS**

The **FTII, Pune** will short-list only technically qualified Tenders based on compliance of the qualification criteria (QCR), and the commercial offers of only such Tenderer s will be opened.

**27. PRICE COMPARISONS**

The **FTII, Pune** will evaluate Commercial Offers of only short listed technically qualified Tenderer s. After opening Commercial Offers of the short-listed Tenderer s, if there exists any discrepancy between words and figures, the amount indicated in words will be considered.



**28. AWARD CRITERIA**

- i) The empanelment will be done to the Tenderer whose Commercial Offer has been determined to be the lowest evaluated offer and those Tenderer s whose evaluated Commercial Offers are within 10% of the lowest evaluated offer, provided they are willing to enter into the contract at the lowest rates.
- ii) However, it is the discretion of the **FTII, Pune** to choose suppliers to requisition, which cannot be challenged.
- iii) Raising any objection by the supplier over the selection of the supplier by the **FTII, Pune** amounts to violation of the terms & conditions of the contract for which supplier will be liable for penal and other actions within Pune jurisdiction.

**29. RIGHT OF DECISION BY FTII, Pune.**

The **FTII, Pune** reserves the right to accept or reject any tender offer, and to annul the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) on the grounds for the action taken by the **FTII, Pune**

**30. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

The **FTII, Pune** shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late, or incomplete, without assigning any reason therefor. The **FTII, Pune** reserves the right to make any changes in the terms and conditions.

**31. CORRUPT OR FRAUDULENT PRACTICES**

The **FTII, Pune** requires that the Tenderer s under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the **FTII, Pune** defines the terms set forth as follows:

- i) "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in getting the contract
- ii) Any document favoring Tenderer seen in the concerned file which has not been submitted officially and following the procedure, both the Tenderer and the public official will be considered to be indulged into the corrupt practice and fraudulence.
- iii) In the event of corrupt practice and fraudulence in addition to penal action as per the terms and conditions of the contract as well as legal action shall be initiated against the concerned.
- iv) "Fraudulent practice" means a misrepresentation of facts in order to influence execution of a contract to the detriment of the **FTII, Pune**, and includes collusive practice among Tenderer s (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the **FTII, Pune** of the benefits of the free and open competition;

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- v) The **FTII, Pune** will reject a proposal for award if it is prime-facie established that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- vi) The **FTII, Pune** will declare a Tenderer ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is found that the Tenderer has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

### **32. SIGNING OF CONTRACT**

The successful Tenderer shall sign the agreement (DRAFT CONTRACT FORM) within seven days from the date of the issue of the Letter. The **FTII, Pune** reserves the right to grant an extension of another seven days on satisfaction of the circumstances and reasons given. On failure of execution of the agreement by the successful Tenderer, E.M.D. furnished will be forfeited.

**TENDER OFFER –CUM- UNDERTAKING FORM**

Date: \_\_\_\_\_2016

Tender Reference No.: \_\_\_\_\_

To: (Name and address of Indent er)

***Sub: Sealed tender offers for Providing Comprehensive Housekeeping and Gardening Job.***

Sir/Madam,

Having examined the tender documents including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer our tender for **Providing Comprehensive Housekeeping and Gardening Job** as required by the Film and Television Institute of India, Pune, in conformity with the said tender document.

We undertake, if our tender offer is accepted, to commence Contract within 7 days from the date of receipt of your Notification of Award.

If our tender offer is accepted we will furnish Performance Security of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) or a sum equivalent to the average payment of one month salary, whichever is higher before the execution of the contract for the due performance of the contract during the contract period. The decision of the FTII for calculation of average monthly payment for the purpose of Performance Security will be accepted and executed.

We agree to abide by this tender offer for a period of 3 months and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender offer, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive.

Dated this \_\_\_\_ day of \_\_\_\_\_2016

Signature: \_\_\_\_\_

(In the Capacity of:) \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of

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**DETAILS OF TENDER**  
**FILM AND TELEVISION INSTITUTE OF INDIA**  
LAW COLLEGE ROAD, PUNE-411 004

1. Name of the Tenderer :
2. Name of the Company/Agency :
3. Address of the Company/Agency :
4. Name of the Partners (if any) :
5. Telephone Numbers :
6. Fax Number :
7. Year of Establishment :
8. Bankers :
9. Information about Regional Offices/Branches (if any) :
10. Work completed by the Tenderer : To be filled in Table during last three years
11. Details of work in hand : To be filled in Table
12. Labour License Number :
13. Registration Number under Bombay Shop & Establishment Act :
14. EPF Registration Number :
15. ESI Registration Number :
16. Service Tax Registration Number :
17. PAN from Income Tax Dept. :
18. Turnover for the last three years of the Company/Agency : Year Amount in of the Rupees

2012-2013  
2013-2014  
2014-2015  
(Period ending 31<sup>st</sup> March 2015)

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19. Nature of work : Providing Comprehensive House-keeping and *Gardening Job*.
20. Place of work : Office of the Film and Television Institute of India & Specified premises, Law College Road, Pune 411 004.
21. Nature of manpower required :

Sr. No.	Specifications	No. of persons required
1.	Providing Comprehensive Housekeeping and <i>Gardening Job</i>	Depending upon requirement from time to time.

List enclosed as per Annexure-F

22. Earnest Money Deposit : Rs. \_\_\_\_\_/-  
(The Bank guarantee must be in the name of the FTII, drawn on any Nationalized Bank payable at Pune. )
23. Last date of submission of Tender: \_\_\_\_Hrs. On \_\_\_\_\_ 2016
24. Place of submission of Tender : Administrative Officer,  
Film and Television Institute of India,  
Law College Road,  
Pune 411 004.
25. Validity Period of the Tender : 90 days from the date of opening of the tender

Place :

Date :

Signature of Tenderer/  
Competent Authority of Company/Agency  
Official Stamp & Seal

**Performance Statement**

Name of the Firm \_\_\_\_\_

Order Number & Date	Name & Address of the office placing order	Description of manpower supplied	Value of order in Rupees	Date of Completion		Remarks indicating for reasons for the late supply if any	Success/ failure supply
				As per Contract	Actual		

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the Tenderer

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**PRICE SCHEDULE**

This is to be returned in original along with the Tender in ENVELOPE-II (Commercial Offer).

Serial No. \_\_\_\_\_ Price: Rs.2500/- \_\_\_\_\_

Tender Reference No. \_\_\_\_\_

Last Date and Time for receipts of tender offers: \_\_\_\_\_ Hrs \_\_\_\_\_ 2016

Time and Date of Opening of tender offers: \_\_\_\_\_ Hrs \_\_\_\_\_ 2016

Tender offer Validity till

Please note that the bidder shall quote the price in the following format

<b>A</b>	<b>B</b>
<b>Type of Job</b>	<b>Rate</b>
Providing Comprehensive Housekeeping and Gardening Job	

**NOTE – Bidder Must quote their rates without Service Tax.**

Signature of Tenderer \_\_\_\_\_

Business Address \_\_\_\_\_

Place:

Date:

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**BID SECURITY FORM**

Whereas \_\_\_\_\_ (hereinafter called "the Tenderer") has submitted its tender offer dated \_\_\_\_\_ 2016 for *Providing Comprehensive Housekeeping and Gardening Job* (hereinafter called "the tender")

Know all men by these presents that We \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called the Bank:) are bound upto **FTII, Pune** (hereinafter called "the FTII, Pune ") in the sum of \_\_\_\_\_ for which payment well and truly to be made to the **FTII, Pune**, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the Said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the Tenderer, having been notified of the acceptance of its tender by the **FTII, Pune** during the period of tender validity:
  - (a) fails or refuses to execute the DRAFT CONTRACT FORM if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the instruction given in tender document;

We undertake to pay the **FTII, Pune** up to the above amount upon receipt of its first written demand, without the **FTII, Pune** having to substantiate its demand, provided that in its demand the FTII, Pune will note that the amount claimed by it is due it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including \_\_\_\_\_ 2016 and any demand in respect thereof shall reach the Bank not later than the above date

(Signature of the Bank)



**GARDENING WORK REQUIREMENT**

**Lawn Area : 15000 Sq.ft. = 1393Sq.meters.**

**Gardening Area : 2000 R.ft. = 185 R. meters**

**New Hostel : = 2250 Sq. meters**

**VIP Guest House : = 523 Sq. meters.**

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**Nature of Job**

**Providing Comprehensive Housekeeping and Gardening Job**

**(Inclusive of manpower, material and supervision)**

**For entire premises of the Institute and Boy's Hostels, Ladies Hostel, New  
Hostel, TV Hostel & VIP GUEST HOUSE.**

**(Subject to correction)**

**DETAILS OF PROVIDING HOUSEKEEPING AND GARDENING JOB IN THE FILM AND TELEVISION INSTITUTE OF INDIA PUNE****DETAILS OF HOUSEKEEPING WORK**

Cleaning Venue	No. of rooms	Method to be followed for cleaning	Cleaning frequency
<b>A. RESIDENTIAL AREA</b>		<ul style="list-style-type: none"> <li>• <b>Cleaning of Room-</b> Dusting, sweeping, collecting of the dust/ dirt emptying it into service bin, clearing of the room dust bin into service bin, mopping of the floor.</li> <li>• <b>Cleaning of common area like-</b> Corridor/ passage/ Stairs/ Lift/ balcony/ TV room/ Dining Hall.</li> <li>• Cleaning of Bathroom/ Mirrors/ Wash basin/ Bucket/ Mug/ Dust bin.</li> <li>• Cleaning of Toilet with disinfectant toilet cleaner, detergent, Phenol of standard quality which removes stain &amp; kill germs.</li> <li>• Cleaning of door, door frame, window, window pane &amp; handle etc.</li> <li>• Removing of cobwebs.</li> <li>• Cleaning of electrical fixtures like- fan, tube light, bulb, exhaust fan.</li> <li>• Washing of bathroom wall which have tiles fitted on to it once every 15 days with liquid soap etc.</li> </ul>	<p>Daily</p> <p>Daily</p> <p>Daily Twice a day</p> <p>Daily Weekly Weekly</p> <p>Forth Nightly</p>

1. Weekly disposable of garbage material to be done at a central place. Weekly civic disposal of garbage outside FTII and Waste material, P.O.P., Plywood etc.,
2. Liaison with PMC authorities for appropriate disposable of waste & its recycling.
3. Sorting of paper, plastic, glass & organic waste.
4. Using of cleaning material & equipment appropriate for community cleaning.
5. Daily/ Weekly/ Forth Nightly/ Monthly Cleaning Chart to be followed for proper monitoring & supervision.

Cleaning venue	No. of rooms	Method to be followed for cleaning	Cleaning frequency
<p><b>B. OFFICE AREA</b>  <b>FILM WING</b></p> <ul style="list-style-type: none"> <li>• Production Dept.</li> <li>• Cinematography Dept.</li> <li>• Sound Dept.</li> <li>• Art Direction Dept.</li> <li>• Editing Dept.</li> <li>• Film Lab</li> <li>• Screen Play Writing Dept.</li> <li>• Film Library</li> <li>• Studio Floor</li> <li>• Radio FTII</li> <li>• Carpentry Section</li> <li>• Chambers of HOD</li> <li>• Chambers of Faculty</li> <li>• Central Camera Store</li> <li>• Class room</li> <li>• CRT &amp; Projection room</li> </ul> <p><b>TV WING</b></p> <ul style="list-style-type: none"> <li>• Preview Theater</li> <li>• Studio</li> <li>• VTR</li> <li>• Video Library</li> <li>• Editing Studio</li> <li>• Makeup room</li> <li>• Property section</li> <li>• Costume Section</li> <li>• Tutorial Section</li> <li>• Account Section</li> <li>• Establishment Section</li> <li>• Estate Section</li> <li>• Purchase Section</li> <li>• Dean TV office</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Cleaning of Office-</b> Dusting, sweeping, collecting of the dust/ dirt emptying it into service bin, clearing of the room dust bin into service bin, mopping of the floor.</li> <li>• <b>Cleaning of common area like-</b> Corridor/ passage/ Stairs/ Lift</li> <li>• Cleaning of Bathroom/ Mirrors/ Wash basin/ Bucket/ Mug/ Dust bin.</li> <li>• Cleaning of Toilet with disinfectant toilet cleaner, detergent, Phenol of standard quality which removes stain &amp; kill germs.</li> <li>• Cleaning of door, door frame, window, window pane &amp; handle etc.</li> <li>• Removing of cobwebs.</li> <li>• Cleaning of electrical fixtures like- fan, tube light, bulb, exhaust fan.</li> <li>• Changing of Curtain, Doormat, Bathroom mat etc.</li> <li>• Washing of bathroom wall which have tiles fitted on to it once every 15 days with liquid soap etc.</li> </ul>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Twice a day</p> <p>Daily</p> <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> <p>Once in every 15 days</p>

Cleaning venue	No. of rooms	Method to be followed for cleaning	Cleaning frequency
<ul style="list-style-type: none"> <li>• Multimedia Lab</li> <li>• Direction Dept.</li> <li>• Production Section</li> <li>• Hindi Section</li> <li>• ENG Section</li> <li>• Chambers of HOD</li> <li>• Chambers of Faculty</li> </ul> <p><b>X. FTII PREMISES</b></p> <ul style="list-style-type: none"> <li>• Main gate</li> <li>• Security office</li> <li>• Parking shed at security office</li> <li>• Parking shed at main gate</li> <li>• Parking shed at play ground</li> <li>• Directors Bungalow</li> <li>• Main Theatre along with stage, wings, green room, projection room etc</li> <li>• Central Camera Store</li> <li>• Wisdom Tree</li> <li>• Director office</li> <li>• Prabhat Museum</li> <li>• Rana Banglow</li> <li>• Old Canteen</li> <li>• Gymnasium</li> <li>• Shantaram pond</li> <li>• AC Plant</li> <li>• Sub Station</li> </ul> <p><b>D. OTHER AREA</b></p> <ul style="list-style-type: none"> <li>• Internal tar road</li> <li>• Internal connecting katta</li> <li>• Open Space</li> <li>• Vacant area between two building</li> <li>• Backyard of building</li> <li>• Benches &amp; katta</li> </ul>			

