

**Government of India  
Central water Commission**



**TENDER DOCUMENT FOR PROVIDING HOUSE-KEEPING SERVICES**

**NIT No: LKD/DB/2014-15/3**

**Ref No: LKD/DB/House Keeping/2014-15/2568-72 dt.17.06.2014**

**Estimated Cost: Rs. 13.63 Lakhs**

**Period of Contract: 12 months**

**Date of opening: 30.06.2014 at 1500 hrs**

**(a) The name of Contractor.....**

**(b) Date of application for tender by contractor**

**Date of receipt of application in**

**Divisional Office.....**

**(c) Date of issue of tender papers; and .....**

**(d) Date of receipt of tender papers.....**

**Lower Krishna Division  
A.C. Guards, Hyderabad – 500 004  
Phone: 040-23308650 Fax: 040- 23308647**

### Details of the Tender Document

|     |                                    |   |
|-----|------------------------------------|---|
| 1.  | Name of work                       | Providing House-Keeping Services and maintenance of Horticulture to CWC Office Complex "Krishna Godavari Bhawan" H.No.11-4-648, A.C. Guards, Hyderabad-500004   |
| 2.  | Period of contract                 | 12 months (from 04.07.2014 to 03.07.2015)   |
| 3.  | Estimated Cost                     | Rs.13.63 lakhs (inclusive of all statutory liabilities)   |
| 4.  | Cost of Tender Document            | Rs.500.00 + 2% Sales Tax  |
| 5.  | EMD amount                         | Rs. 27,260.00 (Rupees Twenty Seven Thousand Two hundred sixty only) payable by Demand Draft from any Schedule Bank in favour of Executive Engineer, LKD, CWC, Hyderabad payable at SBI, Red Hills, Hyderabad. |
| 6.  | Date for sale of Tender            | 16 <sup>th</sup> June, 2014 to 29 <sup>th</sup> June, 2014 at O/o Executive Engineer, Lower Krishna Division, CWC, "K.G. Bhavan", A.C. Guards, Hyderabad-500004 during office hours (1000 hrs to 1700 hrs).   |
| 7.  | Last date for submission of Tender | 30.06.2014 upto 1400 hrs.   |
| 8.  | Date for opening Tender            | 30.06.2014 at 1500 hrs.   |
| 9.  | Annexure-I                         | Scope of Work   |
| 10. | Annexure –II                       | Special terms and Conditions  |
| 11. | Annexure –III                      | Details of Technical Bid  |
| 12. | Annexure -IV                       | Details of Work Bid   |
| 13. | Annexure -V                        | Details of Financial Bid  |



दूरभाष : 040-2330 8650

फैक्स : 040-2330 8647

No.LKD/DB/House Keeping/2014-15/ 2568-72

भारत सरकार  
केन्द्रीय जल आयोग  
निचली कृष्णा मंडल

11-4-648, ए सी गार्ड्स,  
कृष्णा - गोदावरी भवन, हैदराबाद -500 004.  
दिनांक : 17.06.2014

### NOTICE INVITING TENDER

Sealed quotations are invited on behalf of President of India from the reputed Firms, for the following works of Office Complex of Central Water Commission "K.G. Bhawan" H. No. 11-4-648, A.C. Guards, Hyderabad-500004 on the terms and conditions mentioned below:

| Sl.No. | Name of work   | Estimated cost of the work |
|--------|--|----------------------------|
| 1      | Providing House-Keeping Services and maintenance of Horticulture to CWC Office Complex "Krishna Godavari Bhawan" H.No.11-4-648, A.C. Guards, Hyderabad-500004, as per the scope and special conditions at annexure-I enclosed. | Rs.13.63 lakh              |

#### TERMS AND CONDITIONS:

1. Sealed quotation addressed to the Executive Engineer, Lower Krishna Division, CWC, "K.G. Bhawan" H.No.11-4-648, Room No.413, A.C. Guards, Hyderabad -500 004 (A.P.) should reach this office on or before **30.06.2014** by **14.00** hrs. The quotations received will be opened on the same day at **15.00** hrs in the presence of quotationers or their representatives if present. The quotations should be filled up separately one for "**Works Bid**" and the 2nd one is for "**Financial Bid**". The works bid shall indicate the out line for execution of works, quantity specific details of consumable materials to be used in the maintenance & tools proposed to be used. These items will form basis for evaluation of "Works Bid". The second one "Financial Bid" shall confirm the monthly item wise rates and annual contract amount. The item wise rates are required for calculation of penalty for non-performance. The annual rate shall be payable in equal monthly installments after deductions as applicable. Both the envelopes may be kept in one envelop for submission. Firstly, the works bid will be opened, if found suitable and then 2<sup>nd</sup> bid will be opened. The tenders shall be valid for at least 60 days from the date of opening.
2. The cover containing the quotations should be super scribed with quotation for **Providing House-Keeping Services to CWC Office Complex "Krishna Godavari Bhawan"** due for opening on **30.06.2014** at **1600** hrs.
3. Item rates must be inclusive of all liabilities, taxes and other charges. The rates must be filled in figures and words. Corrections & over writings shall be duly attested by the bidder. Failing which the tender(s) will liable to reject. The rates should be kept valid for a period of 60 days from the date of opening the Tender.
4. 4% Work/Income tax, 3% (2+1) Education Cess and other taxes as applicable shall be deducted at source i.e from the bill and a certificate to that effect will be given.
5. EMD @ 2 % of the Estimated amount of the work shall be enclosed in the form of demand draft drawn in favour of the Executive Engineer, Lower Krishna Division, CWC, Hyderabad payable at Hyderabad. EMD of unsuccessful bidders will be returned back immediately after finalization of bids. The EMD will be released on completion of the contract period/renewal/ extended period. Any damage/penalty will be adjusted from EMD, if the same could not be adjusted in other monthly bills payable to the contractor. Further, the successful bidder need to deposit @ 10% of the tender amount towards security money.

Contd....2

6. The tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.
7. The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may be fix and only those found fit will be eligible for financial bid opening.
8. **The bidders are required to submit the attested copies of valid Registration of Firms, Labour License, EPF Registration, ESI Registration, PAN Card and upto date VAT & Service Tax clearance/Income tax returns from the last two years along with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.**
9. Submission of more than one tender paper by a tender for a particular work will render the bid liable for rejection.
10. Item wise rates shall be indicated on monthly basis. Non performance of work to the satisfaction of the CWC official in charge of House Keeping works shall be rectified immediately failing which payment for the work will be not allowed. If the non satisfactory performance is noticed more than 3 times in a month, in addition to the non-payment to the work concerned, penalty at the rate of Rs.100.00 for non performance or non-satisfactory performance of each work will be deducted from the monthly bills.
11. If the non satisfactory performance is repeated in three months, the contract is liable for termination immediately with forfeiture of EMD and the contractor shall not be eligible for participating in another tender in future in CWC Offices at Hyderabad.
12. Item rates must be inclusive of all taxes and other charges.
13. The work wise monthly rates and amount should be quoted in figures as well as in words. The rates should be kept valid for a period of 60 days from the date of opening the quotations.
14. Only those firms who are having experience in executing these types of works and capable to complete the work need to quote their rates. A copy in support of this may be submitted along with the Tender. Registration with concerned authorities for the work executed by them shall be indicated along with Income tax clearance certificate. With out which the tender will not be accepted.
15. The contract period is for one year initially and the contract may be considered for extension/ renewal on satisfactory performance in the initial contract period on mutually agreeable terms and conditions. However, the contract will be terminated at any time by giving one month notice, if the works are not carried out satisfactorily and the EMD will be forfeited in such cases.
16. After completion of works in all respects for the month, bill for the month may be submitted in triplicate for payment to the Executive Engineer, Lower Krishna Division, CWC, Hyderabad.
17. The contractor should provide the details of recoveries made towards each of the worker engaged, in respect of EPF, ESI et. Of the previous month along with the paid receipt to the EE, Lower Krishna Division, CWC, Hyderabad by 5<sup>th</sup> of succeeding month.
18. Each claim bill of contractors must accompany the (1) List showing the details of workers engaged and period of engagement (2) The amount of wages paid to such workers for the duration in question (3) Amount of EPF & ESI contributions (Both employer's and employees contribution) for the duration of engagement in question, paid to the concerned authorities (4) Copies of authenticated documents of payments of such contributions (5) A declaration from the Contractor regarding compliance of the conditions of EPF Act 1952. **Payment of the workers must be paid by 15<sup>th</sup> of succeeding month.**

19. Payment of contractor would be strictly on certification by concerned authority that the services were satisfactory and attendance as per the bill submitted by the contractor.
20. No wage / remuneration will be paid to deployed persons for the days of absence from duty.
21. The workers will be issued identity cards by the Contractor and only those workers for whom identity cards are issued will be allowed into the premises of the office. A copy of the identity cards along with name Photograph and address of the worker will be made available to this office for record.
22. The contractor shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the contractor.
23. The contractor shall be contactable at all times and messages sent by phone/e-mail/fax/ special messenger from this office shall be acknowledged immediately on receipt on the same day.
24. The contractor shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.
25. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, Equipment or vehicle of the workers of the contractor.
26. The contractor on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. if this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/casualty occurred during the course of working to any staff engaged by the Agency; the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this office will no way be responsible for it or nay other clause mentioned above.
27. Based on the attendance of the staff deployed by the agency wages/remuneration will be decided in respect of the staff at the approved rates
28. Monthly payment will generally be released by Cheque drawn on SBI, Red Hill Branch within fifteen days from the date of receipt of bill after deducting the Security Deposit @ 10% as performance guarantee & taxes as applicable.
29. The right to reject any quotation or all the quotations, without assigning any reason thereof, rests with the undersigned.
30. Wages of the part time workers engaged in this work have to be paid under minimum wage Act prescribed by the Regional Labour Commissioner (Central) Govt. of India, Hyderabad from time to time. Apart from the wages, EPF & ESI of the workers have required to be paid as per norms.
31. The part time workers i.e Sweepers/ Scavanger engaged in this works are should be between 25-45 years. No child workers are allowed to engage in this work. No discrimination on cast & Creed will be allowed.
32. Scope of work (Details of the job works are enclosed as Annexure – I)
33. Employees of CWC and their relatives are not eligible for participating in NIT.
34. CWC is not responsible for any accidents/losses to workers engaged in this work.

35. The office premises can be visited on any of the week days (except 2<sup>nd</sup> Saturday & Sunday) during office hours before quoting their rates. The plans of the building also can be made available for assessment if necessary.
36. Contractor may be asked to change/replace the workers after every six months.
37. That no right much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption nor the contractor workers shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the Central Water Commission. The workers will remain the employees of the Agency/Contractors and this should be the solely responsibility of the Agency to make it clear to their workers.
38. Any legal dispute will be subject to jurisdiction of Hyderabad Courts only and no other court shall have the jurisdiction.
39. **Special Terms & Conditions:** (enclosed as Annexure-II)
40. The successful bidder will enter into an agreement with this office for supply of suitable manpower as per requirement of this office on the terms and conditions on Non-Judicial Rs. 100/- stamp paper. The above stamp paper will be arranged by bidder. The agreement will be valid for one year from the date of commencement of work. The service charges / rates quoted by the contractor shall be fixed for a period of one year. No request for any change, modification shall be entertained before expiry of the contract period.
41. The taxes applicable (Income tax/works tax etc.) will be deducted at source i.e from the bill and a certificate to that effect will be given.

आ. बा. .

(आरिफुल्ला बैग)  
अधिशायी अभियंता  
निचली कृष्णा मंडल

Copy forwarded for kind information to:

1. The Superintending Engineer, K & C Circle, CWC, Hyderabad with reference to letter No.KCC/34019/42/2000-DB dated 12.06.2014.
2. ✓ The Technical Manager, KGBO website, CWC, Hyderabad along with a soft copy of the above tender for hosting in the KGBO website.
3. AB, LKD, CWC, Hyderabad.
4. The Jr. Engineer(HQ), Lower Krishna Division, Hyderabad.
5. Notice Board.

**Scope of work & Special conditions for the work of Up-keeping & maintenance of 'Krishna Godavari Bhawan' CWC Office Complex, H.No.11-4-648, A.C. Guards, Hyderabad-4.**

1. CWC Office complex consists of following:

- Office building (five floors) consisting of 124 Rooms including Halls, Laboratories and Galleries, garages, urinals, latrines, bath rooms etc.
- Overhead water tank,
- Paved roads and parking area, lawn, garden & plants.
- Basement & terrace
- Security Office.

This contract covers all the above places for house keeping.

2. Following points broadly cover the scope of work for providing house keeping services to CWC Office Complex:

| Sl. No. | Name of work   | Cleaning Schedule   | Apprx. Area (in Sqm) |
|---------|--|---|----------------------|
| 1       | 2  | 3   | 4                    |
| 1.      | Cleaning & wet mopping of common areas like front Corridors, Lift cabins, Stair Cases, Reception area with standard quality liquid floor cleaner. (once before 0900 hrs and once during office hours). | Daily twice   | 240.00               |
| 2.      | Sweeping, dusting & Cleaning all the 124 rooms including chairs, tables & racks before 0900 hrs daily .  | Daily once  | 3000.00              |
| 3.      | Wet mopping of all the rooms of the building with standard quality liquid floor cleaner.   | Twice in a week (However, whenever Training/ Seminar/ halls are in use, cleaning may be done as & when required.) | 3000.00              |
| 4.      | Dusting & cleaning of Front aphasia window ventilator glasses of the building.   | Twice in a week   | 340.00               |
| 5.      | Dusting, Cleaning & wet mopping all Balconies, corridors including granite stone tiles, tiles of side walls & galleries area with standard quality liquid floor cleaner.                               | Twice in a week   | 2970.00              |
| 6.      | Dusting, Cleaning & wet mopping of Office Chambers of CE, Director, SE & Deputy Director/Executive Engineer before 0900 hrs daily.   | Daily   | 210.00               |
| 7.      | Cleaning of C.C. Road around the building.   | Once a day  | 1060.00              |
| 8.      | Cleaning of Terrace etc.   | Once a month  | 900.00               |

|     |   |  |           |
|-----|---|--|-----------|
| 9.  | Dusting & Cleaning of all Door frames and door panels, window panels including window glasses of all rooms, bath rooms, common area & garages etc.,   | Twice in a week  | 490 units |
| 10. | Cleaning of Jallies & Cobwebs in all rooms and open areas of the building.  | Once in a week   | L.S       |
| 11. | Cleaning of all Urinals, Latrines, & bath rooms including Wash basins & mirrors using detergents, disinfectants. Cleaning all the sinks in the laboratories. Work to be attended before 0900 hours daily and during 1300 hrs to 1400 hrs.             | Twice a day or as required and keeping deodorant agents in all the Urinals & Latrines. | 26 units  |
| 12. | Collection & disposing of all waste papers & waste materials and carrying up to near by public dustbin from all the rooms before 0900 hrs.  | Daily  | L.S       |
| 13. | Dusting & Cleaning of steel/wooden cup-boards outside surface with required detergent   | Once in a fortnight  | L.S       |
| 14. | Dusting & Cleaning of A.C. Panels ceilings for all the rooms including Fan fittings, Tube fittings etc.   | Once in a fortnight  | L.S       |
| 15. | Cleaning of overhead water tanks & under ground water tanks, sewage lines & other concerned installations.  | Once in a month and as and when required for maintenance                               | L.S       |
| 16. | Water cooler basin out side cleaning Daily . Cooler Tank cleaning once a week.  | Daily/<br>Once a week  | L.S       |
| 17. | Filling of water in air cooler in all floors  | Twice a day as and when required   | L.S       |
| 18. | Maintaince of Horticulture in and around the KG Bhavan, AC Guards, Hyderabad. This horticulture work includes watering & maintenance of plants, lawn, pots, applying of pesticides, manures and replacement of soil of the pots as and when required. | Daily  | L.S       |

In addition of the above, they have to work at office for movement of files as and when required.



### Special Terms & Conditions of the work

|     |   |
|-----|---|
| 1.  | Work of up-keeping & maintenance of CWC office complex should be carried out as per the above mentioned schedule and the rates quoted shall be inclusive of all the materials and equipment. The work of cleaning the rooms and halls shall be attended before 0900 hrs daily and after 1800 hrs. Works at Sl.No.3, 9, 10 & 15 shall be attended on Sundays & holidays.   |
| 2.  | All Glass panels should be cleaned with liquid agent suitable for glass cleaning.   |
| 3.  | The materials used for cleaning should not be detrimental to stability of structures/Tiles/Granite floor.   |
| 4.  | Work must be done with utmost care and to the satisfaction of the official in charge of floor in-charge nominated.  |
| 5.  | Floor wise complaint register will be maintained for general cleaning and work wise for the complete building. Any complaint duly brought to the notice of Contractor shall be attended within one hour time.   |
| 6.  | If any complaint is received either from officers or from any other staff regarding unsatisfactory maintenance, payment of that work/ day will not be allowed. All complaints will be recorded in register. Contractor shall be available/shall nominate a representative for supervision of the works and co-ordination with CWC representatives.  |
| 7.  | CWC complex being occupied by various CWC Officers & staff performing essential important works and visited by various high dignitaries, therefore, proper decorum is to be maintained by the persons who are attending the various housekeeping works.   |
| 8.  | During cleaning, utmost care should be taken not to damage office furniture & equipments. In case of any damages, necessary recovery for replacement cost will be recovered from the contractor.  |
| 9.  | Except one room for keeping the material for usage in the complex cleaning agency, no other space shall be occupied or material kept out side by the worker/agency.   |
| 10. | The workers engaged shall be of good character and manners and the firm shall be responsible for the behavior and antecedents verification of the worker engaged. The firm shall submit undertaking to the effect of verification of the character /antecedents of workers engaged before they are actually engaged in the complex. The contractor shall inform the local police about the particulars of the labour engaged in the CWC complex maintenance. The workers must be interchanged their floors ever three months. |
| 11. | Photo identity cards with proper uniforms shall be issued to the workers by the firm, which are to be countersigned by CWC authorized Officer. Department no where holds responsibility, if any worker get accident/fell sick while they are on duty. Welfare of the workers engaged in this work is the responsibility of the firm/contractor.   |
| 12. | The usage of shredders shall be preferred before disposing of waste papers collected from the complex and transported out of the compound.  |

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

|    |  |  |
|----|--|--|
| 1  | Name of Tendering Company / Firm / Agency<br>(Attach certificate of registration)                                    |  |
| 2  | Name of proprietor / Director of Company / Firm / Agency   |  |
| 3  | Full address of Reg. Office  |  |
|    | Telephone No.  |  |
|    | FAX No.  |  |
|    | E-Mail Address   |  |
| 4  | Full address of Operating / Branch office  |  |
| 5  | Registration of Firm / Company (Attach attested copy)  |  |
| 6  | Labour license ((Attach attested copy)   |  |
| 7  | Banker of company / Firm / Agency with full address (Attach certified copy of statement of A/c for last Three years) |  |
|    | Telephone No. of Banker  |  |
| 8  | PAN / GIR No. (Attach attested copy)   |  |
| 9  | Service Tax Registration No. (Attach attested copy)  |  |
| 10 | E.P.F. Registration No. (Attach attested copy)   |  |
| 11 | E.S.I. Registration No. (Attach attested copy)   |  |

12. Financial turnover of the tendering company / Firm / Agency for the last 2 financial years.  
(Attach separate sheet if space provided is in-sufficient)

| Financial Year | Amount (Rs. lakh) | Remarks, if any |
|----------------|-------------------|-----------------|
| 2011-12        |                   |                 |
| 2012-13        |                   |                 |

13. Give details of the major similar contracts handled previous and present by the tendering company / firm / agency on behalf of PSUs and Government Department during the last two years in the following format. Attested copies of work orders may also be attached.

| S.No. | Details of client along with address telephone and FAX No. | Amount Contract (Rs. Lakhs) | Duration of contract |    |
|-------|--|-----------------------------|----------------------|----|
|       |  |                             | From                 | To |
| 1     |  |                             |                      |    |
| 2     |  |                             |                      |    |

(Attach separate sheet if space provided is in-sufficient)

14. Details of EMD: Rs. \_\_\_\_\_ Demand Draft No: \_\_\_\_\_ date of issue

(Name of issuing Bank and Branch) \_\_\_\_\_

15. Additional information, if any:

Signature of authorized person with seal

**Works Bid**

This bid indicate the line of execution of works, specified details of man hours, consumables, tools and work experience etc.

| Sl.No.    | Descriptions   | Qty.   | Man hours     | Remarks |
|-----------|--|--|---------------|---------|
| <b>A.</b> | <b>Sweepers/Scavenger</b>  |  |               |         |
| <b>B.</b> | <b>Consumables</b>   |  |               |         |
|           | i) Items<br>a)<br>b)<br>c)                                       | List of consumables to be used monthly may be enclosed |               |         |
| <b>C.</b> | <b>Tools to be used</b>  |  |               |         |
|           | 1.<br>2.<br>3.   |  |               |         |
| <b>D.</b> | Work experience in similar works may be mentioned.               | Works already completed                                | Works in hand |         |
|           |  |  |               |         |
| <b>E</b>  | Any other special points on execution of work.<br>1.<br>2.<br>3. |  |               |         |

Signature of Contractor

NOTE: Complete list of consumable items list is to be indicated at item B. The quantity shall be for one month in general. All the tools to be deployed shall be indicated at item C. Separate sheet shall be used if space is not sufficient. Any other item the contractor feels relevant and wishes to record can be made separately.

## Financial Bid

Name of the work: Housekeeping services and maintainance of Horticulture to CWC Complex  
"KG Bhawan", AC Guards, Hyderabad

The contractor shall quote the monthly price for the entire scope of the contract. All statutory charges and applicable taxes shall be indicated separately as

| S.No. | Item  | Condition   | Total Annual Amount in Rs (figure.) | Total monthly Amount in Rs. (Words ) |
|-------|---|---|-------------------------------------|--------------------------------------|
| 1     | Monthly wages for sweepers/scavenger Ten Nos. | Subject to the minimum wage as per the office of the Assistant Labour Commissioner, (Central) Hyderabad | 10,26,480.00                        |                                      |
| 2     | ESI / Insurance                               | As applicable under relevant rules  | 48,758.00                           |                                      |
| 3     | EPF   | As applicable under relevant rules  | 1,39,704.00                         |                                      |
| 4     | Service / Income Tax                          | As applicable under relevant rules  | 1,02,648.00                         |                                      |
| 5     | Service charges / Contractor profit           | To be quoted by tenderer  |                                     |                                      |
| 6     | Other mandatory charges if any                | To be quoted by contractor  |                                     |                                      |
| 6     | Total cost per Month (in Rs.)                 |   |                                     |                                      |

All statutory payments are to be calculated on Basic and VDA. Tenderer shall submit documentary evidence in support of document.

Declaration: I agree that in correct furnishing of information and in correct quoting of statutory payment like EPF/ESI/Service / Income Tax and non furnishing of copies of documents / certificates shall render my tender liable for rejection and I agree that no claim shall be made by me on this account.

Signature of the Tenderer  
With full address & Contact.

Monthly item wise rates and annual contract amount. This will also base for calculation of penalty deduction for non-performance

| Sl. No. | Description of work  | Cleaning Schedule   | Approx. Area (in Sqm.) | Rate (in Rs.) | Amount (in Rs.) |
|---------|--|---|------------------------|---------------|-----------------|
| 1.      | Cleaning & wet mopping of common areas like front Corridors, Lift cabins, Stair Cases, Reception area with standard quality liquid floor cleaner. (once before 0900 hrs and once during office hours). | Daily twice   | 240.00                 |               |                 |
| 2.      | Sweeping, dusting & Cleaning all the 124 rooms including chairs, tables & racks before 0900 hrs daily .  | Daily   | 3000.00                |               |                 |
| 3.      | Wet mopping of all the rooms of the building with standard quality liquid floor cleaner.   | Once a week (However, whenever Training/ Seminar/ halls are in use, cleaning may be done as & when required.) | 3000.00                |               |                 |
| 4.      | Dusting & cleaning of Front window ventilator glasses of the building.   | Once a week   | 340.00                 |               |                 |
| 5.      | Dusting, Cleaning & wet mopping all Balconies, corridors including granite stone tiles, tiles of side walls & galleries etc area with standard quality liquid floor cleaner.                           | Once a week   | 2970.00                |               |                 |
| 6.      | Dusting, Cleaning & wet mopping of Office Chambers of CE, Director, SE & Deputy Director/Executive Engineer before 0900 hrs daily.   | Daily   | 210.00                 |               |                 |
| 7.      | Cleaning of C.C. Road around the building.   | Once a day  | 1060.00                |               |                 |
| 8.      | Cleaning of Terrace etc.   | Once a month  | 900.00                 |               |                 |

|  |   |  |           |  |  |
|--|---|--|-----------|--|--|
| 9.                                     | Dusting & Cleaning of all Door frames and door panels, window panels including window glasses of all rooms, bath rooms, common area & garages etc.,   | Once a week  | 490 units |  |  |
| 10.                                    | Cleaning of Jallies & Cobwebs in all rooms and open areas of the building.  | Once a fortnight   | L.S       |  |  |
| 11.                                    | Cleaning of all Urinals, Latrines, & bath rooms including Wash basins & mirrors using detergents, disinfectants. Cleaning all the sinks in the laboratories. Work to be attended before 0900 hours daily and during 1300 hrs to 1400 hrs. | Twice a day or as required and keeping deodorant agents in all the Urinals & Latrines. | 26 units  |  |  |
| 12.                                    | Collection & disposing of all waste papers & waste materials and carrying up to near by public dustbin from all the rooms before 0900 hrs.  | Daily  | L.S       |  |  |
| 13.                                    | Dusting & Cleaning of steel/wooden cup-boards outside surface with required detergent   | Once a month   | L.S       |  |  |
| 14.                                    | Dusting & Cleaning of A.C. Panels ceilings for all the rooms including Fan fittings, Tube fittings etc.   | Once a Month   | L.S       |  |  |
| 15.                                    | Cleaning of overhead water tanks, under ground water tanks, sewage lines & other concerned installations.   | Once in two months and as and when required for maintenance                            | L.S       |  |  |
| 16.                                    | Water cooler basin out side cleaning Daily . Cooler Tank cleaning once a week.  | Daily/<br>Once a week  | L.S       |  |  |
| <b>Total annual bid amount</b>         |   |  |           |  |  |
| <b>(Total Rs. _____(Rupees _____))</b> |   |  |           |  |  |

Signature of Contractor