



**NORTH- EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
(Formerly Regional Research Laboratory)**

(Council of Scientific & Industrial Research)

Jorhat 785 006, Assam.

An ISO 9001 : 2008 Certified Organization

NOTICE INVITING TENDERS

ADVT. NO. NEIST/HKCS/Lab./Col//11

Separate sealed offers are invited from reputed Registered Contractors holding valid licence under Contract Labour (Regulation & Abolition) Act 1970 for providing **(1) House-Keeping/Cleaning/Sweeping job in Laboratory Area and (2) House-Keeping/Cleaning/Sweeping job for office buildings in the Colony Area at North East Institute of Science and Technology, Jorhat (NEIST) (Formerly RRL, Jorhat)** having experience of executing such type of work in any Govt.(Central/State), Semi-Govt. Public Sector Undertakings, CSIR Labs./Instts. The tender papers with detailed terms and conditions may be obtained from the office of the Section Officer(G) on payment of Rs.200.00 (Rupees two hundred only) (Non-refundable) separately for each of the tenders in Cash counter of the Institute on working days within 7 (seven) days from the date of publication of the Advertisements. In case tender papers are downloaded from web-site, an amount of Rs.200.00 (Rupees two hundred only) (Non-refundable) to be paid by Demand Draft drawn in favour of Director, NEIST, Jorhat along with each of the tenders towards the cost of tender papers without which tender will be invalid.

The sealed offer accompanied by Earnest Money Deposit of Rs.53,500/- (Rs. 31,200/- for Lab. Area & Rs. 22,300/- for Colony Area) in the form of A/C payee Demand Draft from scheduled Bank drawn in favour of the **Director, North-East Institute of Science and Technology(NEIST), Jorhat, Assam** payable at Jorhat in a separate envelope duly super scribed or e-payment directly to the NEIST Bank Account (Bank details (1) Name of the Bank – State Bank of India (2) Branch – RRL Jorhat Branch (3) Place – Jorhat (4) IFSC Code SBIN0005604 (5) MICR Code – 785002007 (6) NEIST Account – DIRECTOR, NEIST (7) Account No. 00000030266871392 and submit the proof of the deposit for each of the tenders separately will be received on or before **06.05.2011 upto 12.30 P.M.. in the Security Office at Gate No.2, NEIST, Jorhat and shall be opened on the same day at 2.30 p.m. in presence of the Tenderers**, if any. However, in case of any unavoidable circumstances, the opening of tenders may defer to a later date with information to the tenderers present on that day.

The Director, North East Institute of Science and Technology, Jorhat reserves the right to accept or reject any or all the tenders without assigning any reasons thereto.

ADMINISTRATIVE OFFICER

SUMMARY SHEET – GENERAL TERMS & CONDITIONS

The Tenderers should deposit EMD of Rs. 53,500/- (Rs. 31,200/- for Lab Area & Rs. 22,300/- for Colony Area) in the form of Demand Draft of Scheduled Bank drawn in favour of Director, NEIST, Jorhat separately for each of the tender along with the quotation which will be refunded to the unsuccessful bidder.

The Quotations will be received upto 12.30 P.M. on 06.05.2011 and will be opened on the same day at 2.30 P.M. in presence of bidders, if any.

However, the date of opening of tender may defer in case of unavoidable situation and the same will be intimated to the tenderer.

The successful bidder must deposit Rs.2,67,500 (Rs. 1,56,000/- (for Lab. Area & Rs.1,11,500/- (for Colony Area) as security money in the form of A/C payee Demand Draft drawn in favour of Director, NEIST, Jorhat separately for each of the contract on receipt of Preliminary work order, after which final work order shall be issued to the successful bidder enclosing copy of Agreement.

GENERAL TERMS AND CONDITIONS:

1. The duration of the contract for providing (1) House-Keeping,Cleaning/Sweeping job in Laboratory Area and (2) House-Keeping, Sweeping job in Office Buildings in Colony Area is for a period of 1(one) year from the date of commencement of work which may be extended for further period on the same rates, terms and conditions depending upon the satisfactory performance and approval of the competent authority. The contract can also be terminated prematurely by serving one month's written notice to do so without payment of any compensation whatsoever other than the dues under the agreement. The Director, North-East Institute of Science & Technology, Jorhat will have sole discretion to extend or terminate the contract at any time without assigning any reason. The detailed scope of work to be carried out by the contractors are at **Annexure –A** .

2. Rates payable under the contract are to be indicated by the tenderers. The tenderer must ensure that wages to the un-skilled workers against the contract should not be less than the minimum wages as per the minimum wages Act. 1948 amended from time to time. Payment of wages to the unskilled workers must be disbursed in presence of NEIST's representative(s) latest by 10th day of the subsequent month without waiting for his bill to be cleared/paid by the Laboratory.

3. The persons employed through the Contractor for all purposes are the employees of the Contractor and cannot claim employment and other benefits from CSIR.The persons provided by the Contractor should be physically fit and healthy and below the age of 50 years.

4. That the contractor/tenderer shall submit details such as, names, parentage, residential address, age etc. of the persons provided by him in the premises of the Lab./Instt./CSIR for the purpose of proper identification of the employees of the contractor engaged for Cleaning/Sweeping jobs at NEIST, Jorhat. Identity cards bearing their photographs/identification, etc. should be issued to all contract workers deployed at NEIST, Jorhat while on duty. That the Uniforms supplied by the Contractor at his own cost to the persons deployed for this work shall include shirt, pant, Gum Boots, Rain Coats, Hand Gloves, Goggles, Protective equipments during work etc.

5. The contractor should obtain a valid licence under the Contract Labour(R&A) Act. 1970. The contractor shall also maintain all statutory records as may be required from time to time under the said Act. and furnish the same for verification by the Employer/Labour Authority as and when required. He shall have a valid licence before commencement of work, and continue to have the same till completion of the contract. The Contractor shall also abide by the provisions of the child Labour (Prohibition and Regulation) Act., 1986.

6. That the contractor shall at his own cost, if required take necessary insurance cover in respect of the workers provided by him and such an insurance shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act. 1970; Employees State Insurance Act; Workman's compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund(and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act. 1948; Employer's Liability Act.1938; Employment of Children Act. 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expenses arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfil any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the CSIR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.

7. That the Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR Lab./Instt. and in their respective names before submitting the bill for the subsequent month. In case, the Contractor fails to do so the amount towards ESI & EPF contribution will be withheld till submission of required documents.

8. It should be ensured that no worker deployed by earlier Contractor at NEIST, Jorhat is re-deployed and to submit an undertaking to the effect that no worker deployed by earlier contractor is re-deployed.

9. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of

the contractor committing a default or breach of any of the provisions of the Labour laws including the provisions of Contract Labour (Regulation and Abolition) Act. 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of the Lab./Instt. a sum as may be claimed by Lab./Instt./CSIR.

10. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR.

11. The un-skilled workers deployed by the contractor should possess identity card certified by proper signatory of NEIST, Jorhat. Attested photographs (2 nos.) of the workers shall be submitted to NEIST for identification at the time of disbursement of wages which must be witnessed by the Officer-in-charge, NEIST, Jorhat.

12. At any time during the continuation of the contract, if it is observed that the contractor is not complying with the provisions of the contract or other provisions of various Labour and other Acts. applicable, the contract may be terminated by the Director, North-East Institute of Science and Technology, Jorhat by giving one month notice.

13. The contractor shall give the permanent Income Tax number for deduction of Income Tax at the prevailing rate on the total value of payment to be deposited with Income Tax Department, Jorhat.

14.. The contract agreement is to be signed by the contractor in stamped paper which will be taken as the date of commencement of the work.

15. The Director, NEIST, Jorhat does not bind himself to accept the lowest tender or any tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reasons and the tenderer shall be bound to comply with the same at the rates quoted.

16. Canvassing in any forms in connection with the tender is prohibited and the tenders submitted by the contractor(s) who resort to canvassing are liable for rejection.

17. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

18. The tenderer shall quote rate both in figures and words. He shall also work out the amount for each item of work and write in both figures and words on check if there are any difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure shall be followed.

i) When the amount of an item is not worked out by the tenderer or if

does not correspond with the rate written either in figures or in word, the rates quoted by the tenderer in words shall be taken as correct.

- ii) When the rate quoted by the tenderer in figures and in words tallied but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.

19. The tenderer should see the area/location and no claim whatsoever will be entertained for any alleged ignorance thereof.

20. The Security money will be forfeited if the contractor fails to execute the agreement as per the letter of award.

21. Except writing rates and amount the tenderer should not write any conditions or make any charges, additions alterations and modifications in the tender which may result in cancellation of the tender. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

22. The Earnest Money amounting to Rs.53,500/- (Rs. 31,200/- for Lab. Area & 22,300/- for Colony Area) separately for each of the tender, in the form of Demand Draft from any schedule Bank and drawn in favour of Director, North-East Institute of Science and Technology, Jorhat 785006 and payable at Jorhat should accompany the tender. Tenders received without earnest money will be rejected.

23. The tenders should be submitted in a sealed cover superscribed with the name of the contract No. of NIT date and time of opening written on the envelope and the draft for EMD only has to be submitted for each of the tenders in a separate envelope with the same information superscribed on the top of the envelope. The tenders will be received upto 12.30 p.m. of 06.05.2011 and will be opened at 2.30 p.m. on the same day in the Security Office at Gate No.2, NEIST, Jorhat. Tenders should be dropped in the tender box kept in Security Office at Gate No.2, NEIST, Jorhat meant for Administration before the closing date and time indicated. In case these are sent by post, these should be sent by Regd. Post/Speed Post addressed to the Controller of Administration, NEIST, Jorhat 785006, Assam. The tenderers are to ensure that they post the tender well in advance so as to reach before the closing date and time indicated. Delay/Receipt of tenders due to postal delay will not be entertained.

24. The Tender/Tenderers shall declare in writing that neither he/she nor any of them in any way related to any Technical Officer or any officer of the rank of the Under Secy. or above in the Council or in the Laboratory/Instt. where the work is to be carried out.

25. The Contractors/Bidders should certify that there is no any legal disputes against him in any court of law in relation to the labour disputes and the Contractor or his agency is not black listed either by Central Govt., State Govt. or by any public/private organization.

26. Income tax or any other tax in whatsoever form in respect of this contract will be deducted from the contractor's and remitted.
27. Tenderers should submit the details of their registrations, particulars of evidence of supplying Personnel to any organizations earlier.
28. Tenderers which do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.
29. The personnel so deployed under this contract through the contractor cannot claim regularization and other benefits of pay and allowances from CSIR.
30. The Tenderers must submit satisfactory work completion certificate of the contract carried out at NEIST if any.
31. The bidders must submit the **Registration Certificate** (Photocopy) along with the Tenders, without which tenders will be **invalid**.
32. Tenders without **tender papers cost** (Rs.200.00 for each tender) and **EMD** (Rs.31,200/- for Lab. Area & Rs.22,300/- for Colony Area) for each tender will be summarily **rejected**.

ADMINISTRATIVE OFFICER

NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
JORHAT::ASSAM
(Council of Scientific and Industrial Research)

TENDER FOR THE WORK OF (1) House-Keeping/Cleaning/Sweeping job
in Laboratory Area AND

(2) House-Keeping/Cleaning/Sweeping job in office
Buildings. in the Colony Area at NEIST, Jorhat.

EARNEST MONEY DEPOSIT INFORMATION

Earnest Money for Rs. _____(Rupees
_____) deposited in the form of Demand Draft
No. _____ dated _____ drawn on
_____ in favour of Director, North-East Institute of Science and
Technology , Jorhat 785006.

Signature of the Tenderer

Date: _____

NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
JORHAT::ASSAM
(Council of Scientific and Industrial Research)

NAME OF THE WORK - (1) House-Keeping/Cleaning/Sweeping job in Laboratory Area AND

(2) House-Keeping/Cleaning/Sweeping job in office Buildings in the Colony Area NEIST, Jorhat.

CHECK LIST

| Sl.No. | Description | Pages |
|--------|--|-------|
| 1. | Cover Page | |
| 2. | Contents | |
| 3. | Appendix Summary Sheet and General Terms & conditions and N.I.T. | |
| 4. | EMD : | |
| 5. | Schedule of Rates | |
| 6. | Schedule of work done by the Contractor | |

Signature of the tenderer.

NAME OF THE WORK - (1) House-Keeping/Cleaning/Sweeping job in Laboratory Area AND

(2) House-Keeping/Cleaning/Sweeping job in office Buildings in the Colony Area of NEIST, Jorhat.

SCHEDULE OF RATES

| PARTICULARS | | Amount (in Rs) |
|-------------|---|----------------|
| 1 | Service (per month) | |
| 2 | Service Charge per month on “ Service” [in Percentage @%] | |
| 3 | Total Material cost per unit | |

Total Amount

Total amount (in Words).....

Note

- # Material Cost will be reimbursed as per Receipt Voucher on monthly basis.
- # Statutory taxes like “ Service Tax” which will be deducted from the Total Payable amount will be reimbursed to the Contractor only when the Paid Voucher of the same accompany the Bill. Otherwise, it will be deducted from source and debited to Tax Office by the employer.
- # Income Tax will be deducted as per prevailing rate from the Total Payable amount of the Contractor.

Name of the Contractor.....

Signature of the contractor

Date.....

SCHEDULE OF WORK DONE BY THE CONTRACTOR

(The Contractor shall fill this and enclose it with original copy of tender)

1. Name of the Contractor -

2. Firm of the Contractor -

3. The Telephone No.(Official)

4. Official address -

5. Residential address -

If the firm limited - Yes/No. -

Give the name and address of the Partners -

Name

Address

a)

b)

c)

d)

Partnership deed during the
Bankers power of attorney

Please enclose with tender
M/s.
Enclose attested copy/
Original power of attorney

SCHEDULE OF WORK DONE BY THE CONTRACTOR

(Give list of the works completed satisfactorily in last 5 years which were near to tender the amount for which tender is being submitted by the Contractor)

| Sl.No. | Name of the work | Location/ Place | Name of the Organisation | Value of Contract Annual |
|--------|------------------|--------------------|-----------------------------|--------------------------------|
|--------|------------------|--------------------|-----------------------------|--------------------------------|

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

List of work done, certificate for satisfactory completion of works given above enclosed.

Signature of the Tenderer.

Name & address of persons holding
Power of attorney

Name.....

Address.....

Specimen signature of persons
Holding power of attorney

IF THE ORGANISATION REGISTERED UNDER
CENTRAL LABOUR ACT (IF YES GIVE THE
FULL PARTICULARS)

- a) Registered with -
- b) Registration No. -
- c) Finance and other limit upto which registered -
- d) Bank guarantee etc. in detail -
- e) Registered for deployment of -

Signature of the Tenderer

Copies to be endorsed with tender document

1. Registration with Central Labour Commissioner of the jurisdiction
2. ESI Registration
3. EPF Registration
4. Service-Tax Registration
5. PAN Card Copy
6. Copy of past experience
7. Order copy of present work

Requirement of items For Laboratory Area for 12 months.

| SI No | Items | Qty reqd. | Rate per Unit | Total |
|-------|------------------------------|-----------|---------------|-------|
| 1 | Bamboo jaru | 300 Pcs | | |
| 2 | Phull Jaru | 200 pcs | | |
| 3 | Cobweb Brush | 50 Pcs | | |
| 4 | Toilet Brush | 40 Pcs | | |
| 5 | Toilet Saock Remover pump | 20 Pcs | | |
| 6 | Naphthalene ball | 40 Kg | | |
| 7 | Odonil cake | 450 Pcs | | |
| 8 | Harpic | 200 Pcs | | |
| 9 | Coolins, 500 ml | 40 PCS | | |
| 10 | Bleaching Powder | 200 Kg | | |
| 11 | Vim Powder | 100 KG. | | |
| 12 | Surf | 30 Kg. | | |
| 13 | Bar soap | 200 Pcs | | |
| 14 | Duster cloth | 200 Pcs | | |
| 15 | Markin cloth | 100 mts | | |
| 16 | Kudali | 10 Pcs | | |
| 17 | Grass cutting Patty | 38 Pcs | | |
| 18 | Belcha | 18 Pcs | | |
| 19 | Dao | 5 Pcs | | |
| 20 | Sickle (Kanchi) | 10 Pcs | | |
| 21 | Kata Kur | 8 Pcs | | |
| 22 | White Phenyle | 150 Ltr | | |
| 23 | Brown phenyle | 150 Ltr | | |
| 24 | Nylon rope | 10 Kg. | | |
| | Protective equipments | | | |
| 25 | . Gum boots | 19 Pcs | | |
| 26 | . Hand globes | 20 Pcs | | |
| 27 | . Goggles (Protective) | 10 Pcs | | |
| 28 | Antitarmite agents | 40 Ltr | | |
| 29 | Umbrella/Japi | 20 Pcs | | |
| 30 | Mopping stick | 7 Pcs | | |

TOTAL :

Requirement of items For Office Buildings in Colony Area for 12 months.

| SI No | Items | Qty reqd. | Rate per Unit | Total |
|-------|------------------------------|-----------|---------------|-------|
| 1 | Bamboo jaru | 300 Pcs | | |
| 2 | Phull Jaru | 100 pcs | | |
| 3 | Cobweb Brush | 20 Pcs | | |
| 4 | Toilet Brush | 20 Pcs | | |
| 5 | Toilet Saock Remover pump | 20 Pcs | | |
| 6 | Naphthalene ball | 25 Kg | | |
| 7 | Odonil cake | 300 Pcs | | |
| 8 | Harpic | 100 Pcs | | |
| 9 | Coolins, 500 ml | 20 PCS | | |
| 10 | Bleaching Powder | 100 Kg | | |
| 11 | Vim Powder | 70 KG. | | |
| 12 | Surf | 40 Kg. | | |
| 13 | Bar soap | 125 Pcs | | |
| 14 | Duster cloth | 100 Pcs | | |
| 15 | Markin cloth | 50 mts | | |
| 16 | Kudali | 5 Pcs | | |
| 17 | Grass cutting Patty | 60 Pcs | | |
| 18 | Belcha | 4 Pcs | | |
| 19 | Dao | 5 Pcs | | |
| 20 | Sickle (Kanchi) | 5 Pcs | | |
| 21 | Kata Kur | 5 Pcs | | |
| 22 | White Phenyle | 50 Ltr | | |
| 23 | Brown phenyle | 50 Ltr | | |
| 24 | Nylon rope | 5 Kg. | | |
| | Protective equipments | | | |
| 25 | . Gum boots | 19 Pcs | | |
| 26 | . Hand globes | 10 Pcs | | |
| 27 | . Goggles (Protective) | 10 Pcs | | |
| 28 | Antitarmite agents | 20 Ltr | | |
| 29 | Umbrella/Japi | 20 Pcs | | |
| 30 | Mopping stick | 4 Pcs | | |

TOTAL

Annexure A

(Scope of work)

Contractor's Obligations

A. That the contractor shall provide the Cleaning coverage at NEIST, Jorhat as per Annexure A.-

1. That on taking over the responsibility of keeping clean the NEIST Campus, the Contractor shall formulate the mechanism and duty assignment of personnel in consultation with Director of the Lab./Instt. Subsequently, the contractor shall review the cleaning arrangement from time to time and advise the Director of the Lab. in writing about additional measures for further streamlining their system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the Lab./Instt. or the officer designated by the Director in this respect from time to time.
2. That the persons so deployed shall remain under the control and supervision of the Contractor and the Contractor shall be liable for payment of their wages etc. and all other dues which the Contractor is liable to pay under various Labour Regulations and other statutory provisions.
3. That the Uniforms supplied by the Contractor at his own cost. to the persons deployed for this work, shall include shirt, pant, Gum Boots, Rain Coats, Hand Globes, Goggles, Protective equipments during work etc. The seasonal equipment such as Jerseys. great coats in winters and rain-coats in monsoon shall also be provided by the Contractor at his cost and the CSIR shall have no liability whatsoever on this account. The Uniform shall be approved by the Director of the Lab/Instt.
4. That on taking over the responsibility of keeping clean the NEIST Campus, the Contractor shall provide a list of materials required for cleaning job as an when required.

ANNEXURE - A

- A-1 That the Contractor shall provide manpower daily to sweep the toilet and totally clean the building including removal of Cobweb, floor cleaning, window panes cleaning as per the list below in laboratory as well as officials buildings in the colony area.

Sweeping and Cleaning of Laboratory area

| <u>Location for cleaning</u> | <u>No. of Toilet</u> | <u>Mode of operation</u> |
|-------------------------------|----------------------|--------------------------|
| 1. GF Adm Building | 2 | Contractor's Workers |
| 2. FF Adm Building | 3 | Departmental Workers |
| 3. Canteen Building | 2 | Departmental Workers |
| 4. Auditorium | 2 | Contractor's Workers |
| 5. Security Office Gate No. 2 | 1 | Contractor's Workers |
| 6. Pensioner Office | 1 | Contractor's Workers |
| 7. Material Science Block | 2 | Contractor's Workers |
| 8. Bio technology Block | 2 | Contractor's Workers |
| 9. Engg. Block | 2 | Contractor's Workers |
| 10. MAEP Block | 2 | Contractor's Workers |
| 11. Chemical Science Block | 2 | Contractor's Workers |
| 12. Geo Science Block | 2 | Contractor's Workers |
| 13. Civil Engg. | 1 | Contractor's Workers |
| 14. Electrical Engg. Block | 1 | Contractor's Workers |
| 15. Mushroom Building | NIL | Contractor's Workers |
| 16. Insectory Building | NIL | Contractor's Workers |
| 17. General Engg. | 2 | Contractor's Workers |
| 18. Auto Garage | 1 | Contractor's Workers |
| 19. Pilot Plant | 3 | Contractor's Workers |
| 20. Store Building | 1 | Contractor's Workers |
| 21. Glass Blowing | NIL | Contractor's Workers |
| 22. Floriculture | NIL | Contractor's Workers |
| 23. Oxidation Pond | | Contractor's Workers |
| 24. Pump House | | Contractor's Workers |
| 25. Gate No. 6 & 4 | 2 | Contractor's Workers |
| TOTAL | 34 | |

- Clean the building including the removal of cobweb/floor cleaning, window Panes cleaning.
- Daily cleaning of the Pillars, tiles flooring of passage of the administrative Building, Director's car parking area, mop the floor with disinfectants.
- For toilets – providing naphthalene balls, soap for hand wash, disinfectants daily cleaning wash basin with Harpic, floors with surf/vim powder/cleaners, mirrors, soap holders etc. all fixtures of the toilets, mop the floor with disinfectants.

A-2 Sweeping and Cleaning of Official buildings in Colony area

| <u>Location for cleaning</u> | <u>No. of Toilet</u> | <u>Mode of operation</u> |
|---------------------------------|----------------------|--------------------------|
| 1. CommCentre/nursery | 3 | Contractor's Workers |
| 2. Electrical Sub-station | | Contractor's Workers |
| 3. Co-OP Store Building | | Contractor's Workers |
| 4. Firm House | | Contractor's Workers |
| 5. Clinical Centre | 3 | Departmental Workers |
| 6. Guest House | 19 | Contractor's Workers |
| 7. Guest House Annex | 12 | Contractor's Workers |
| 8. Director's Bungalow | 4 | Contractor's Workers |
| 9. All Gates | | Contractor's Workers |
| 10. Boys Hostel | 24 | Contractor's Workers |
| 11. Dinning Hall of boys Hostel | 1 | Contractor's Workers |
| 12. Girls Hostel | 16 | Contractor's Workers |
| TOTAL : | 82 | |

- Clean the building including removal of Cobweb, Floor cleaning, Window Panes clearing mop the floor with disinfectants
- For toilets – providing naphthalene balls, soap for hand wash, disinfectants daily cleaning wash basin with Harpic, floors with surf/vim powder/cleaners, mirrors, soap holders etc. all fixtures of the toilets, mop the floor with disinfectants.

B-1 That the Contractor shall provide manpower for Grass Cutting (to be maintain less than 1” height) and totally clean the locations (approximate area indicated) and clean the area by removing the garbage to a dumping area as per the list below in laboratory as well as colony

Grass Cutting etc. for Laboratory campus

| | <u>Location</u> | <u>Approx. area in sq. meters</u> |
|-----|-------------------------------------|-----------------------------------|
| 1. | Both sides of roads | 3000 |
| | Lawns/fields | |
| 1. | Near Library | 2444 |
| 2. | Sides of General Engg. | 2800 |
| 3. | Sides of Store Building | 4200 |
| 4. | Sides of Canteen Building | 3000 |
| 5. | Sides of Auditorium | 200 |
| 6. | Sides of Security Office Gate No. 2 | 100 |
| 7. | Sides of Material Science Block | 3000 |
| 8. | Sides of Bio technology Block | 2100 |
| 9. | Sides of MAEP Block | 600 |
| 10. | Sides of Chemical Science Block | 2700 |
| 11. | Sides of Geo Science Block | 2700 |
| 12. | Sides of Civil Engineering | 200 |
| 13. | Sides of Electrical Engg. Block | 150 |
| 14. | Sides of Mushroom Building | 200 |
| 15. | Sides of Insectory Building | 200 |
| 16. | Sides of Pilot Plants | 26820 |
| 17. | Sides of Glass Blowing | 350 |
| 18. | Sides of Oxidation Pond | 200 |
| 19. | Sides of Pump House | 200 |
| 20. | Front Open Stage | 2500 |
| 21. | Sides of Auto Garage | 4050 |
| 24 | Sides Adm. Building | 21877 |
| | TOTAL : | ----- 83591 |

Grass Cutting etc. for Official Buildings in Colony Area

| | Location | Approx. area in sq. meters |
|-----|---|----------------------------|
| 1. | Both sides of the Road up to drain and 2 meters away from drain | 5175 |
| 2., | Sides of CommCentre/nursery | 8700 |
| 3. | Social Activity Centre | 7620 |
| 4. | Sides of Post Office | 1440 |
| 5. | Sides of Electrical Sub-stn. | 300 |
| 6. | Sides of Co-Opt. Store Bldg. | 200 |
| 7. | Sides of Clinical Centre | 1960 |
| 8. | Sides of Guest House | 2275 |
| 9 | Sides of Guest House Annex. | 1000 |
| 10. | Sides of Director's Bungalow | 3355 |
| 11. | Sides of All Gates | 200 |
| 12. | Sides of Boys Hostel | 5000 |
| 13 | Sides of Girls Hostel | 400 |
| 14. | Children Park 1 | 3009 |
| 15. | Children Park 2 | 4000 |
| 16. | Play Ground | 36000 |
| 17. | Sides and Roof of vacant Qrs. | |
| | TOTAL : | ----- 80634 |

- C-1 That the Contractor shall provide manpower for following works and totally clean the locations including disposal of garbage to the dumping area in the laboratory campus as well as colony campus

LABORATORY CAMPUS

- | | | |
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| 1. | Drain Cleaning | All drains (approx. 5000 meters) twice a month as and when required |
| 2. | Trimming/debranching of tree etc. including carrying to Store yards | as and when required |
| 3. | Providing manpower for holding equipments etc. to and from store | as and when required |
| 4. | Sweeping all gates | Daily morning |
| 5. | Roof slab cleaning | Once a month |
| 6. | Removing tree leaf deposited over the CGI sheet roof and Gutters. | Once a month |
| 7. | White washing of trees upto a height of 90 cm. And pools of the culvert | Twice in a year |
| 8. | Cleaning of all Dustbins and disposal to dumping area | Weekly |
| 9. | Cleaning of boundary walls including cutting grass etc. 2 m. inside and 1 m. outside. | Once in a month |
| 10. | Operation of Sewage pump and cleaning of the Screen Chamber | Pump to be operated from 6.00 A.M. to 6.00 P.M. and Screen Chamber to be Cleaned at regular interval |

C-2 OFFICE BUILDING IN COLONY AREA

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| 1. | Drain Cleaning | All drains (approx. 5000 meters) once a month as and when required |
| 2. | Trimming/debranching of tree etc. including carrying to Store yards | as and when required |
| 3. | Providing manpower for holding equipments etc. to and from store | as and when required |
| 4. | Sweeping all gates including washing of pilars of Gate No. 1 & 5 | Daily morning |
| 5. | Roof slab cleaning | Once a month |
| 6. | Removing tree leaf deposited over the CGI sheet roof and Gutters. | Once a month |
| 7. | White washing of trees upto a height of 90 cm. and pools of the culvert | Once in a year |
| 8. | Cleaning of all Dustbins (15 Nos.) and disposal to dumping area | Weekly |
| 9. | Cleaning of boundary walls including cutting grass etc. 2 m. inside and 1 m. outside. | Once in a month |