

ASSAM ELECTRICITY GRID CORPORATION LIMITED
Regd. Office: 1st Floor, BijuleeBhawan, Paltan Bazar,
Guwahati-781001
CIN:U40101AS2003SGC007238
Ph:-0361-2739520/Fax:-0361-2739513 Web: www.aegcl.co.in

E-TENDER FOR

**EXPRESSION OF INTEREST
FOR**

**Comprehensive Housekeeping Contract For BijuleeBhawan, its Premises and
Parking Area Located at Paltanbazar, Guwahat-01.**

EOI No.AEGCL/DGM(Civil)/2017-18/02 (R)

(A) GENERAL

1) **CALL FOR EXPRESSION OF INTEREST**

Assam Electricity Grid Corporation Limited (AEGCL) invites Expression of Interest (EOI) through E-Tender Portal <https://assamtenders.gov.in> from reputed House Keeping Service Provider Firms/Companies having experience for managing and maintaining various types of services for **“Comprehensive Housekeeping Contract of BijuleeBhawan, its Premises and Parking Area Located at Paltanbazar, Guwahat-01”**.

2) **INTENT OF EOI**

AEGCL intends to select a House Keeping Service Provider Firms/Companies who fulfils the eligibility criteria of EOI for the 1 (One) year after final selection.

A “agreement” for a period of 1 (one) years may be extended for another 2-3 years on mutual consent, shall be made between AEGCL and the Successful Applicant before expiry of the contract period of 1 (one) year.

3) **OVERVIEW OF BIJULEE BHAWAN ITS PREMISES AND PARKING AREA.**

- | | | |
|----|---|--|
| a) | Name of the owner:- | Assam Electricity Grid Corporation Limited |
| b) | Address:- | BijuleeBhawan
Paltan Bazar, Guwahati, Assam-781001. |
| c) | Building Floor Area | 1.48 lakh Sq. Ft. Approx for buildings. |
| d) | Additional area for open space surrounding buildings, Parking area and garden area. | 1.64 lakh Sq. Ft. Approx. |
| e) | No. of floors of buildings | 2 (two) building, Basement+G+6 and G+2 |
| f) | Office Hours | 10.00 a.m. to 6.00 p.m. |
| g) | No. of staircases | Internal staircases (4 nos) |
| h) | Reception/Lobby | Marble, Granite/marbonite, vitrified etc. |
| i) | Type and area of flooring in occupied areas | Carpeted and Marble, Granite/marbonite, vitrified, Mosaic etc. |
| j) | Nos. of Toilet | 61 nos of varying size. |
| k) | No. of Meeting rooms | 5 nos. |
| l) | Whether Meeting rooms/ cabins carpeted? | Some are carpeted and some have vitrified flooring |
| m) | Total external Facade glass area to be cleaned | Yes |
| n) | Total glass area, venetian blind areas etc (Doors/windows) | Existing on each floor. |

4) **SITE PARTICULARS**

The Applicant is advised to visit and examine the site where the work is to be Carried out and its surroundings, nature of work, site conditions, means of access to the site etc. and obtain for itself on its own responsibility all information that may be necessary for preparing the EOI. The costs of visiting the site shall be at the Applicant's own expense. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications & requirement. For site visit and any clarification/information/Assistance, the intending Applicant's may contact the Nodal officer, BijuleeBhawanMaintanance, AEGCL, Ground Floor, BijuleeBhawan, Paltan Bazar, Guwahati, Assam-781001.

5) SCOPE OF WORK

a) Daily Cleaning and Other Works:-

- (i) Basement, Entire Ground Floor to 6th Floor, Annex Building (G+2), Terrace, walkways, driveways, open space around the entire Building and parking area are to be Cleaning, Dusting, Sweeping, and mopping of toilets, cabins, passages, pantry, Stairs, floors warehouse, Glass walls, Lifts etc. Cleaning of Parking area, changing rooms & lunch rooms, ducts, etc.
- (ii) Sweep & Clean
 - Sweep and clean all floor areas.
 - Damp moping of tiles, vitrified floors, staircases, elevators, floor, sidewalls and podium entrance areas.
 - Floors shall be made free of stain, dirt, mud, sand, footprints, liquid spills, and other debris.
 - Chairs, computers, keyboards, trash, receptacles, and easily movable items shall be moved to clean underneath.
 - During inclement weather, the frequency of cleaning may be higher. When completed, the floors and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of dirt remaining or water standing.
 - After sweeping all vitrified floors, areas would be machine scrub cleaned. Sweep clean of debris from walkways and driveways and hose clean them during appropriate weather and water use conditions.
- (iii) Vacuuming
 - Vacuuming all carpets, runners and carpet protectors so that they are free of dirt, lint, mud, etc.
 - Heavy industrial type vacuum cleaner would be used to ensure adequate cleaning. When completed, the area shall be free of all litter, lint, loose soil and debris. Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.
- (iv) Washroom cleaning including ladies toilet (to be carried out on hourly basis)
 - Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable non-abrasive cleaners and disinfectants.
 - All surfaces shall be free of grime, soap, mud and smudges.
 - Cleaning of mirrors, glass doors, glass windows, etc.Supply of paper towels, toilet paper, and liquid soap dispenser with liquid soap solution, in all bathrooms shall be performed.
- (v) Trash removal
 - Emptying all waste paper baskets, ash trays (if applicable) from all floor areas, and washing or wiping them clean with damp cloth, replacing plastic waste paper basket linings and returning items where they were located.
 - All waste from waste paper baskets will be collected and deposited in the building's waste containers.
 - Dry & wet garbage would be segregated and dumped into designated area within the premises.Collection of old news papers, bundling & shifting to specified place.
- (vi) Glass surface cleaning
 - All glasses at entrance doors of the premises would be cleaned using damp and dry method.
 - Glass tabletops, cabin doors, cabin partitions and glass accessories would also be cleaned.Removal of grease marks or fingerprints on glass counters and partitions. This cleaning is done using approved all purpose cleaner and lint free cloth or paper towels.
- (vii) Spot Carpet Cleaning
 - Spot clean carpets whenever necessary to remove stains, using appropriate products, chemicals,

etc.

(viii) Damp & Dry Cleaning

- Wipe clean all white boards of meeting rooms, conference rooms, workstations, etc.
- Wipe clean all table tops of workstations, cubicles and other furniture and fixtures.

Conference Rooms

(ix) Cleaning includes cleaning of Glass Façade, ceiling, marble cladding, carpets, chairs, Service Rooms/ bath/ toilets, etc

(x) Cleaning of Tables and chairs including computers/workstation printer glass table top etc of each employee chamber/work space

b) Weekly Cleaning and Other Works

(i) Deep Cleaning

- Stairways, surrounding common areas, terraces, generator rooms, AHU Rooms, basements, car parking, etc.
- Ceilings, walls, partitions, etc.
- Toilets and washrooms.
- Window Glass Cleaning
- Interior & Exterior glasses will be cleaned on both sides, throughout the building.
- Exterior cleaning of the glasses where accessible.

Dusting window sills and blinds.

(ii) Sanitizing

- Office desk paper bins would be cleaned and sanitized though the same are also to be cleaned daily.
- All washroom dustbins would be thoroughly cleaned and sanitized.
- All telephone instruments would be sanitized using disinfectants.
- Waste bins from Pantry and Cafeteria areas would also be thoroughly cleaned and sanitized with disinfectants.
- Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfectant.

c) Fortnightly Cleaning and Other Works

- Cleaning, Dusting & Wiping
 - Cleaning, dusting and wiping of Electrical items such as Lamp, tube lights, electrical fittings, fans, AC ventilation etc
 - Cleaning, dusting and wiping of sanitary fittings in the Wash room, ladies toilets etc.
 - Cleaning, dusting and wiping of Handles, doors, door closers, fittings, windows, curtains etc.
 - Cleaning, dusting and wiping of false ceilings, and false ceilings of all lifts.
 - After Cleaning, dusting and wiping of various items, these shall be free from dirt, grime, dust and marks.
 - Polishing: All the door handles /door knobs, hand railings, lift walls, other brass fittings are required to be polished and kept in shining condition by using good quality polishing agents.
 - Scrubbing
- Scrubbing of all floor areas with scrubbing machines.

d) Quarterly Cleaning and Other Works

External Façade:

Besides undertaking cleaning of the glasses and glass panes on daily / weekly basis as stated above, the Contractor shall also undertake cleaning of glasses and glass panes, glass windows by using Spiderman Method once in three months. It will be the responsibility of the Contractor to ensure that necessary insurance cover is obtained well in advance and produced to the AEGCL before commencement of the cleaning work by Spiderman Method. It will also be necessary to obtain security clearance from the Chief Security Officer.

e) Other Amenities to be provided

- In Ladies & Gents toilets:- Air Fresheners, Urinal cubes, and Naphthalene balls, liquid Soap, Towels (minimum 36"x18" size).
- In VIP toilets:- Tissue Rolls, Air Fresheners, Urinal cubes, Naphthalene balls, liquid Soap, Towels (minimum 36"x18" size).

6) DUTIES, OBLIGATIONS AND TERMS & CONDITIONS OF THE CONTRACT

- a) The contractor shall have to provide uniforms, safety gears etc. to all the personal who will be deployed for this work. AEGCL will recommend the specification of the uniform.
- b) The contractor shall have to clean the area as per minimum frequencies mentioned. However, the cleaning shall have to be done more frequently if required for proper housekeeping upon the instructions of the Housekeeping-in-Charge, for which no extra amount shall be paid.
- c) The contractor should work as per the scope of work mentioned in the tender and also as per the direction of the AEGCL. The contractor shall work in close coordination with AEGCL officials working in various establishments related to which the work has been awarded and modify working schedule if required as per users' convenience. No claim whatsoever on this account shall be entertained.
- d) AEGCL shall provide site office for storage of machines, material and chemicals, with minimum required infrastructure like Electricity, Water Supply etc., for which no rentals for space will be recoverable. However, no extra payment shall be admissible for carriage/shifting etc.
- e) No tools & plants including special T & P etc. shall be supplied by the AEGCL. The contractor will have to make his own arrangements at his own expense for all machines, chemicals, consumables etc.
- f) The contractor shall dispose off garbage, *malba*, rubbish & other unserviceable materials and waste at Dust Bin of AEGCL's premises and under no circumstances, these shall be stacked/dumped even temporarily within the building or the surrounding premises.
- g) Materials and chemicals required shall have to be bought by the contractor in advance for each month at his own cost. It may be noted that the material and chemicals required shall have to be brought at site and shall be kept in the safe custody at the place given by AEGCL. In case, it is observed that the cleansing material used is of inferior quality or insufficient quantity is used, the AEGCL will reserve the right to purchase the same itself and deduct the cost thereof out of the monthly bill payable to the contractor.
- h) If required, the contractors should carry out manual cleaning/sweeping in the portions where machines do not give proper and desired level of cleaning. The standard of sanitation/cleanliness shall always be to the satisfaction of the authorized representative of the AEGCL whose decision in this regard shall be final and binding on the contractor.
- i) The contractor shall arrange the necessary water supply, fitting, flexible pipe etc. for taking water from the water taps and extension wires for electricity tapping provided in the building for the work of housekeeping at his own cost. However, water & electricity will be supplied free of cost.
- j) The contractor shall supply the workers with minimum two sets of uniforms (including winter uniforms) so that they wear them during work time and keep them clean.
- k) The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the mentioned services to be rendered to AEGCL and shall comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify AEGCL against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which AEGCL may be party or involved as a result of the contractor's failure to comply and of the obligation under the relevant act law which the contractor is to follow.
- l) All the materials/chemicals/consumables brought to site shall be protected suitably duly wrapped/packed & stored so as to avoid any damage during loading transportation/unloading

- &handling due to weather conditions etc. at any stage
- m) The contractor should procure the required equipment/machines for housekeeping at site within 7 days from the date of receipt of written letter of intent from the AEGCL. The date of commencement shall be the date on which work is actually taken up at site after physical procurement of all machines/equipments and material at site immediately on commencement of work.
 - n) The cost of Machine Housekeeping will be borne by the contractor. The successful tenderer has to properly maintain the machinery required for the cleaning purpose, for which he may enter into an AMC with reputed company.
 - o) The chemicals should be Eco-friendly, Bio-degradable of international quality as mentioned in the tender document. Other chemicals of equivalent quality can be used by taking written consent from the AEGCL Officials.
 - p) The work shall be carried out in the manner complying in all respects with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed.
 - q) Contractors and their workers to follow strictly all safety precautions required for handling machines, electrical power, work on heights etc., and the AEGCL will not be responsible for any losses, damages, injuries or fatalities. The contractor shall comply with proper & legal orders & direction of the local or public authority or municipality and abide by their rules & regulations & pay all fees & charges which may be liable.
 - r) The standard of sanitation/cleanliness shall always be to the satisfaction of the authorized representative of the officer in-charge of the AEGCL whose decision in this regard will be final and binding on the contractor.
 - s) The contractor shall appoint exclusively for this work one qualified and experienced exclusive Supervisor / Operation Manager who shall coordinate with the authorities concerned of the AEGCL as & when needed.
 - t) The contractor shall execute his work in such a manner that no damage is made to the existing structure. The contractor shall conduct his work so as not to interfere with or hinder with the operations of other contractors, or he shall arrange his work with that of the others in an acceptable & co-ordinate manner & shall perform it in proper sequence to the complete satisfaction of AEGCL In-charge.
 - u) Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the contractor at his own expense.
 - v) The contractor shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operation of such services.
 - w) After execution of work, contractor shall store the cleaning Material & equipment in proper organized manner at site.
 - x) Income Tax as per Income Tax Rules & GST Rules will be recovered from the gross of the bill.
 - y) The antecedent of all the workers deployed by the contractor will have to be verified from the police. The Agency's workers shall not enter into any unlawful activity within the AEGCL's premises and shall have good moral character.
 - z) All the initial cleaning works must be completed before 9.00 a.m. every day. The contractor shall not assign the contract or sub-let any portion of the contract except with the prior written consent of the AEGCL.
 - aa) The AEGCL reserves the right to order any worker of the contractor to leave the premises of the AEGCL if his/her presence at any time if felt undesirable.
 - bb) The tenderer shall visit the site & examine the availability of space in detail for execution of the work and deployment of machinery.
 - cc) Shifting of items of stationery/records/furniture/equipments etc., within the premises, as and when required, to be carried out by the contractor.
 - dd) The contractor should provide housecleaning facilities on special occasion such as Republic Day, Independences Day's or in any other day as desire by AEGCL.for which no extra amount shall be paid.

7) **The Expression of Interest (EOI) process**

The EOI is the first stage of a multi-stage tender process. The objective of EOI process is to identify and pre-register organisations that are interested in entering into the proposed contract and have suitable capacity, capability and experience.

An Evaluation Committee will evaluate EOI applications on the basis of the evaluation criteria set out of this Request for Expressions of Interest (Request for EOI).

Unless specifically stated in this EOI, AEGCL will not be liable for any costs incurred by applicants through participation in the EOI process.

After evaluating EOI responses, shortlisted applicants will be invited for detailed presentation of their proposals for which the time and venue will be communicated accordingly.

After presentation of their proposal, final short listing will be done and BOQ will be prepared. Only the qualified bidder will be eligible to participate in the final Tender.

(B) INFORMATION TO APPLICANTS

1) Submission of EOI

- a. The EOI proposal (scanned copy) must be submitted online through e-tendering portal <https://assamtenders.gov.in>. The EOI proposals which are submitted by non-qualified bidders or which are not substantially responsive to the requirements Bidding Document will be rejected. Manual submission of EOI documents will not be entertained.
- b. The bidders have to submit scanned copies of the relevant documents through the E-Tender Portal.
- c. For participation in EOI procedure, a Participant must compulsorily pay the tender fee. The Participant should also note that only the Participant who have submitted EOI fee will be invited for participation in pre-bid meeting. Though, viewing & downloading of the EOI document is free of cost, for participation in EOI procedure bidder has to pay a non - refundable EOI fee of INR 2,000.00 (Two Thousand) only in the form of DD/Banker's Cheque in favour of Managing Director, AEGCL, BijuleeBhawan, Paltanbazar payable at Guwahati. the scan copy of the EOI fees must be submitted along with relevant documents through E-Tender portal and the Original copy of EOI fees must be submitted 1 (one) hour before opening of the EOI opening time and date.
- d. Bidders may obtain further information from the office of the Deputy General Manager (civil), AEGCL, BijuleeBhawan, Paltanbazar, Guwahati - 781001, Assam [phone: 0361 2731386, e-mail: dgmcivilaegcl@gmail.com; Web site: www.aegcl.co.in]. [To gain time for preparation of their EOI, intending Participant may also inspect or download the EOI Document by visiting the website, www.aegcl.co.in or <https://assamtenders.gov.in>].

2) Key dates

EOI start date: 12:00 hrs. of 14-03-2018

EOI submission start date and time: 12:00 hrs of 15-03-2018

EOI submission end date and time: 12:00 hrs of 04-04-2018

EOI opening date and time: 14:00 hrs of 05-04-2018

3) Addenda to the EOI, AEGCL

AEGCL may consider an instruction amending the EOI, as a result of an applicant's request for clarification or any other reason. Any such instruction will be issued in writing in the form of a corrigendum, which becomes part of this EOI. Any corrigendum which are part of this EOI will only be published in the E-Tender Portal <https://assamtenders.gov.in> and AEGCL website, www.aegcl.co.in. Participants are request to regularly visit the websites.

4) **Clarification on applicants queries**

In case applicant has any query to respond to EOI, they can contact in writing to the above mentioned authorities prior to 3 (three) days from submission of EOI.

5) Disclaimer

AEGCL is not committed contractually in any way to those applicants whose applications are

accepted. The issue of this EOI does not commit or otherwise oblige AEGCL to proceed with any part or steps of the process.

(C) EVALUATION CRITERIA

1) **Mandatory Evaluation Criteria**

Applicants are required to complete the Application Forms given in Appendix. Applicants must also demonstrate that they meet mandatory requirements in respect of the following evaluation criteria:

- Legal entity
- Financial capacity
- Technical expertise

The requirements for these mandatory criteria are set out below.

2) **Legal Entity**

- a) A search may be undertaken to verify that an applicant is a bona-fide registered company or business. Applicants is required to provide evidence of the legal entity submitting the EOI by providing a copy of an official document such as:
 - b) Firm registration/Company registration with Memorandum of Association.
 - c) Work license for execution of the works under the scope.
 - d) Certified Copy of registration certificate under Employees Provident Fund Act, and also latest proof of the same (Challans to be attached)
 - e) Certified Copy of registration certificate under Employees States Insurance Act, and also latest proof of the same (Challans to be attached)
 - f) Certified Copy of License from Labour Commissioner to Employ Contract labour under Contract Labour (Regulation and Abolition) Act.
 - g) Certified copy of latest Income Tax clearance certificate with PAN of the Tenderer
 - h) Attested copy of Professional Tax Registration.
 - i) Attested copy of Shop & Establishment Registration (Trade License).
 - j) GST registration certificate.
- k) Pending Litigation, if any

3) **Financial Capacity**

An applicant must have appropriate financial capacity.

The main criteria considered in the financial assessment of applicants include:

- The Applicant must have a minimum average turnover of Rs.2.00 (two) crores over last three years. (Audited Annual Accounts/ Balance sheets etc of Applicant must be enclosed)
- Net Worth (total assets, excluding any assets of company directors, less total liabilities less intangible assets) is not negative in previous financial year;
- Working Capital (current assets less current liabilities)/ cashflow should not be less than 30 lakh.
- Any additional financial information if required will be indicated in the RFP (request for proposal).

4) **Work Experience**

Only those Applicant's who possess the following eligibility criteria should apply, along with documentary proof.

Between 1.4.2014 and 31.3.2017, the tenderer should have in hand or should have satisfactorily completed Housekeeping/ Facility Management jobs in State Government / State Government, PSUs / reputed Private Sector Companies satisfying both the following criteria:-

- a)
- (i) Minimum 3 (Three) single works each having completed annual contract value of not less than Rs. 15,00,000 (rupees fifteen lakhs)
OR
 - (ii) Minimum 2 (Two) single works each having completed annual contract value of not less than Rs.25,00,000 (rupees twenty five lakh)
OR
 - (iii) Minimum 1 (One) single work having completed annual contract value of not less than Rs. 35,00,000 (rupees thirty five lakh)
- AND**
- b)
- (i) Handled for at least 12 months contract at 3 (three) sites having floor area of not less than 60,000 sq. ft. at each site.
OR
 - (ii) Handled for at least 12 months contract at 2 (two) sites having floor area of not less than 1,00,000 sq. ft. at each site.
OR
 - (iii) Handled for at least 12 months contract at one site having floor area of not less than 1,50,000 sq. ft.

APPENDICES

- (1) Appendix-1:- **COVERING LETTER (ON THE APPLICANT'S LETTER HEAD)**
- (2) Appendix-2:- **PROFILE OF THE BIDDER**
- (3) Appendix-3:- **WORK EXPERIENCE OF THE BIDDER**
- (4) Appendix-4:- **MANPOWER REQUIREMENT**
- (5) Appendix-5:- **HOUSEKEEPING EQUIPMENTS & CONSUMABLES**

Appendix-1

COVERING LETTER (ON THE APPLICANT'S LETTER HEAD)

To,

The Deputy General Manager (Civil),
Assam Electricity Grid Corporation Limited
Bijulee Bhawan, Paltanbazar, Guwahati-01.

Sub: EOI for Comprehensive Housekeeping Contract For Bijulee Bhawan, its Premises and Parking Area Located at Paltanbazar, Guwahati-01.

Ref: 1. Notice Inviting EOI-
2. EOI document-

Sir,

We hereby submit our “**EOI for** Comprehensive Housekeeping Contract for Bijulee Bhawan, its Premises and Parking Area Located at Paltanbazar, Guwahati-01” in full compliance with terms and conditions of the above referred Expression of Interest document.

(Signature of Applicant with seal)

Appendix-2

PROFILE OF THE BIDDER		
Sl. No.	Particulars	To be filled by Bidder
a)	Name of the Company /Firm	:-
b)	Constitution	:-
c)	Date of Establishment/ Incorporation	:-
d)	Address Registered Office Corporate /Head Office	:-
e)	Telephone Number / Mobile No. Fax Number E-Mail Address Website	:-
f)	Name(s) of the Owners / Directors/Partners	:-
g)	Name of the Banker with Address and Telephone Number	:-
h)	Annual Turnover	31.03.2013= 31.03.2014= 31.03.2015= 31.03.2016= 31.03.2017=
i)	Total Number of Employees on the Pay Roll	_____ as on _____ (date)
j)	I.S.O. Standard Achieved (Furnish Details)	:-
k)	Whether Police verification has been done in respect of employees on the Pay Roll.	If not done in case of all employees, state the percentage of employees in whose case it has been done:-
l)	Contact Person Details <i>(Furnish here name of that person with whom AEGCL may get in touch for more information or clarifications)</i>	Name:- Designation:- Mobile Number:- Email Address:-

(Signature of Applicant with seal)

Appendix-3

1. WORK EXPERIENCE OF THE BIDDER

List of clients whose work has been undertaken since 01.04.2014 (copy of work orders to be attached):

Sl. No.	Name of the Client, Location, and Name and Mobile No. of Contact Person	Nature of Work	Area Covered (Sq. ft.)	Number of Employees Engaged	Annual Cost of the Contract (Rs.)
a)					
b)					
c)					
d)					
e)					
f)					
g)					
h)					
i)					
j)					
k)					
l)					
m)					
n)					
o)					
p)					

Signature of Bidder/Authorized Representative _____

Name of Bidder/Authorized Representative _____

Date: _____

Place: _____

Note: The AEGCL may make telephonic or written inquiries about the work done, including satisfaction of the client, and may also visit the client sites. Contractors should note that by providing the names of the clients in this form, they are authorizing the AEGCL to make inquiries about them with those clients.

Appendix-4

MANPOWER REQUIREMENT				
Type of Personnel	Skilled /semiskilled /unskilled	Timings	Total Number of Personnel	Scope of Work More Specifically Described
Supervisor / Manager (with minimum 5 years of experience in house-keeping job)	Skilled	07.00 a.m. to 05.00 p.m.		Monitoring, Supervision and Control of all Personnel. He will be basically responsible for ensuring that the various types of tasks assigned to various personnel are efficiently and effectively carried out as per AEGCL's Requirement and stipulation.
Housemen / Cleaner	Semiskilled / Unskilled	7.00 a.m. to 10.00 a.m. 12.00 p.m. to 5.00 p.m.		Cleaning of Atrium, Lobby, Work Areas, VIP Floors and ground floor to 6th floor and basement and surrounding area. The details of the area inter-alia includes all the staircases, terraces, lift lobby common passage area walls, inside glass partition, doors, chairs, workstations, cubicles common area, staircase, parking area, surrounding open area etc. The periodicity for cleaning for external podium area will be everyday, and for weekly specialized cleaning like burnishing, scrubbing etc. extra manpower to be provided and work to be undertaken on weekend & holidays only.
Gardener/Mali	Semiskilled	7.00 a.m. to 3.00 p.m.		Gardener / Mali would maintain the landscapes, plants, and trees in the entire open area of BijuleeBhawan Building.

(Signature of Applicant with seal)

Appendix-5

HOUSEKEEPING EQUIPMENTS & CONSUMABLES			
a) <i>Housekeeping Equipments</i>			
Sl. No.	Equipment	Unit	Remarks
(i)	Wet and Dry vacuum cleaner.		The equipments stated in these columns and any other machineries/equipments felt necessary by the contractor will need to be provided at the site by the Contractor during the currency of the contract.
(ii)	Carpet and Fabric Cleaner		
(iii)	Bucket Trolley		
(iv)	Ladder		
(v)	Scrubbing Machine 3x1		
(vi)	Window Applicator		
(vii)	Window Squeeze		
(viii)	Scrubbing Machine		
(ix)	Ext. Pole		
(x)	Safety Belt		
(xi)	Jet Spray		
(xii)	Stain Remover		
b) <i>Housekeeping Consumables</i>			
<i>The Contractor should use quality materials required for cleaning and proper upkeep of the premises. An indicative list of such materials is given below:</i>			
	<ul style="list-style-type: none"> • Dry Mop Set • Dry Mop Refill • Flat Mop set • Flat Mop Refill • Round Mop Set • Round Mop Refill • Soft Broom • Hard Broom • Tall Sweeping Brush • Scrubbing Brush with Long Handle • Kitchen Wiper • Floor Wiper (Fiber) • Hand Brush Hard • Carpet Brush • Feather Brush • Toilet Brush • Choke Pump • Dust Pan • Scrapper • Glass Duster • Checks Duster • Floor Duster • Sponge • Steel Wool • Spray Bottles • Rubber Gloves • Cotton Gloves • Plastic Bucket • Naphthalene Balls 		

	<ul style="list-style-type: none"> • Urinal Cubes • Liquid Soap hand wash • Bathroom fresheners, • Perfume Cleaner • Dust Pan with Brush • Air Freshener Bottle • Garbage Bag Big • Garbage Bag Medium • Garbage Bag Small • Toilet Tissue Rolls • Mosquito repellent spray • Hand towel in wash room (size 36"x18" minimum)
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The Contractor should procure adequate quantity of consumables required for cleaning. The cost of retaining the housekeeping equipments stated above at site should be included in the cost of consumables. All the expenses towards Housekeeping of the equipments will have to be borne by the Contractor.

.....
I/We have read and understood the Technical Specifications and terms and conditions mentioned above and the same are acceptable to us.

Signature of Bidder/Authorized Representative _____

Name of Bidder/Authorized Representative _____

Date: _____

Place: _____