



**Government of Odisha**  
Office of the Chief Resident Commissioner  
4-Bordoloi Marg, Chanakyapuri  
New Delhi – 110021  
Telephone: 24679201, 23019771, 23018498  
Fax: 23010839

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**TENDER NOTICE**

No. 586 /CRC.

Dated 06/02/2015

Sealed tenders are invited from Registered & Reputed Agencies for Sanitation (cleaning and hygiene) services at Odisha Niwas, 4- Bordoloi Marg, Chanakyapuri, New Delhi. Tender form may be obtained from office at Reception counter of Odisha Niwas between 10.30 AM to 5 PM on payment of Rs.1,000/- per set. Last date for issuing tender form is dated 25<sup>th</sup> February, 2015 up to 1 P.M. The sealed tenders should reach the undersigned on or before dated 25<sup>th</sup> February, 2015 by 5 PM.

Tender documents can be downloaded from the website of this office ([www.rc.odisha.gov.in](http://www.rc.odisha.gov.in)). A Demand Draft of Rs.1,000/- favouring Government of Odisha, Odisha Bhawan, New Delhi towards the cost of tender paper should be attached with tender submitted in downloaded form.

  
06.02.15  
MANAGER

**Government of Odisha**  
**Office of the Chief Resident Commissioner**  
**Odisha Niwas, 4 – Bordoloi Marg,**  
**Chanakyapuri, New Delhi – 110021**

**TENDER SCHEDULE**

Sealed tenders are invited from registered & reputed contractor/ organisation/ agencies for sanitation (cleaning & hygiene) services in Odisha Niwas, 4 Bordoloi Marg, Chanakyapuri, New Delhi

- A.** Nature of work Round the clock sanitation (cleaning & hygiene) services for all Rooms, Reception, lobby, offices, toilets & entire premises of Odisha Niwas, 4-Bordoloi Marg, Chanakyapuri, New Delhi with necessary cleaning and sanitation materials.
- B.** Period of contract For one year subject to satisfaction of Chief Resident Commissioner/ Resident Commissioner or any officer authorised by him.
- C. Other Conditions**
1. The tender schedules and bid form can be obtained from the office of the undersigned on payment of Rs.1,000/- (Rupees One Thousand) only by cash/ Demand Draft in favour of “Government of Odisha, Orissa Bhawan, New Delhi.”
  2. Tender form will not be accepted if sent by post.
  3. The tenderer is required to quote rate per month. The quoted rate shall be including all kinds of taxes, levies & expenses, which will be borne exclusively by the Agency.
  4. Any sanitation service provider who has been engaged in Odisha Bhawan/Odisha Niwas for more than one year and the service provided by the agency is not found to be satisfactory shall not be considered for participation in this tender
  5. The successful tenderer should furnish a bank guarantee of Rs.1,00,000/- (Rupees one lakh) only as security deposit at the time of signing the agreement. In shape of Bank Guarantee or FDR pledged in favour of “Government of Odisha, Orissa Bhawan, New Delhi.”
  6. The tenderer should provide **cleaning materials** (as given in **Annexure-B**) and uniforms as may be prescribed (by the Chief Resident Commissioner/ Resident Commissioner or any authorised officer) to his staff at his own cost.
  7. The personnel deployed by the agency should have capability, must be well trained & must possess minimum physical fitness

8. Chief Resident Commissioner/ Resident Commissioner or the officer authorised by him at his discretion may impose additional conditions or delete any of the terms/ conditions as may be necessary in the overall interest of the Odisha Niwas.
9. The tenderer should keep additional back-up support service personnel to be indented by the Chief Resident Commissioner/ Resident Commissioner or any authorised officer for necessary services during the VVIPs stay at the Bhawan/ Niwas. Extra payment will be made as per law.
10. The sealed tender should include the list of clients, experience certificate, financial status indicating annual turnover, latest certified copy of Income Tax return, E.P.F Registration & E.S.I code, any other document that he/ she feels relevant. The agency shall be subject to all Rules, Regulations of NCT Delhi & Government of India.
11. The tenderer should have an annual turnover of Rs.50,00,000/- (Rupees Fifty Lakh) only for the last three years and also work experience in at least from three Government organisations/ PSUs preferably Government Guest Houses/ Hotels.
12. The offer should be accompanied by Demand Draft for Rs.10,000/- (Rupees Ten Thousand) only in favour of Government of Odisha, Odisha Bhawan, New Delhi as E.M.D, which will be refunded to unsuccessful tenderers after the tender is finalised.
13. The words "Technical Bid" & "Financial Bid" shall be superscribed on the top of the two envelopes separately. Both the envelopes should be put together in a bigger envelope and superscribed as "Tender for Sanitation Services". All the envelopes should be properly sealed.
14. The sealed quotations may be sent to the Manager, Odisha Bhawan and shall be dropped in the Tender Box so as to reach him on or before date **25<sup>th</sup> February, 2015 up to 05 PM.**
15. The bids shall be in two stages i.e. Technical Bid and Financial Bid. The Technical as well as the Financial Bid shall be submitted in two separate envelopes. The Financial Bid of those who are successful in Technical Bid shall only be opened. The envelopes shall be properly closed and sealed. If the bids are not submitted separately and are not sealed properly, those shall not be considered at all.
16. The technical bid will be opened on date **26<sup>th</sup> February at 11 AM** in the Conference Hall of the Office of the Chief Resident Commissioner. Timing for opening of the Financial Bid will be intimated to all the tenderers or their authorised representatives present during opening of Technical Bid. Tenderers or their authorised representatives may remain present at the time of opening of Technical Bid and Financial Bid in the Conference Hall of the

Office of the Chief Resident Commissioner and should be ready to make a presentation before the Tender Committee, if required.

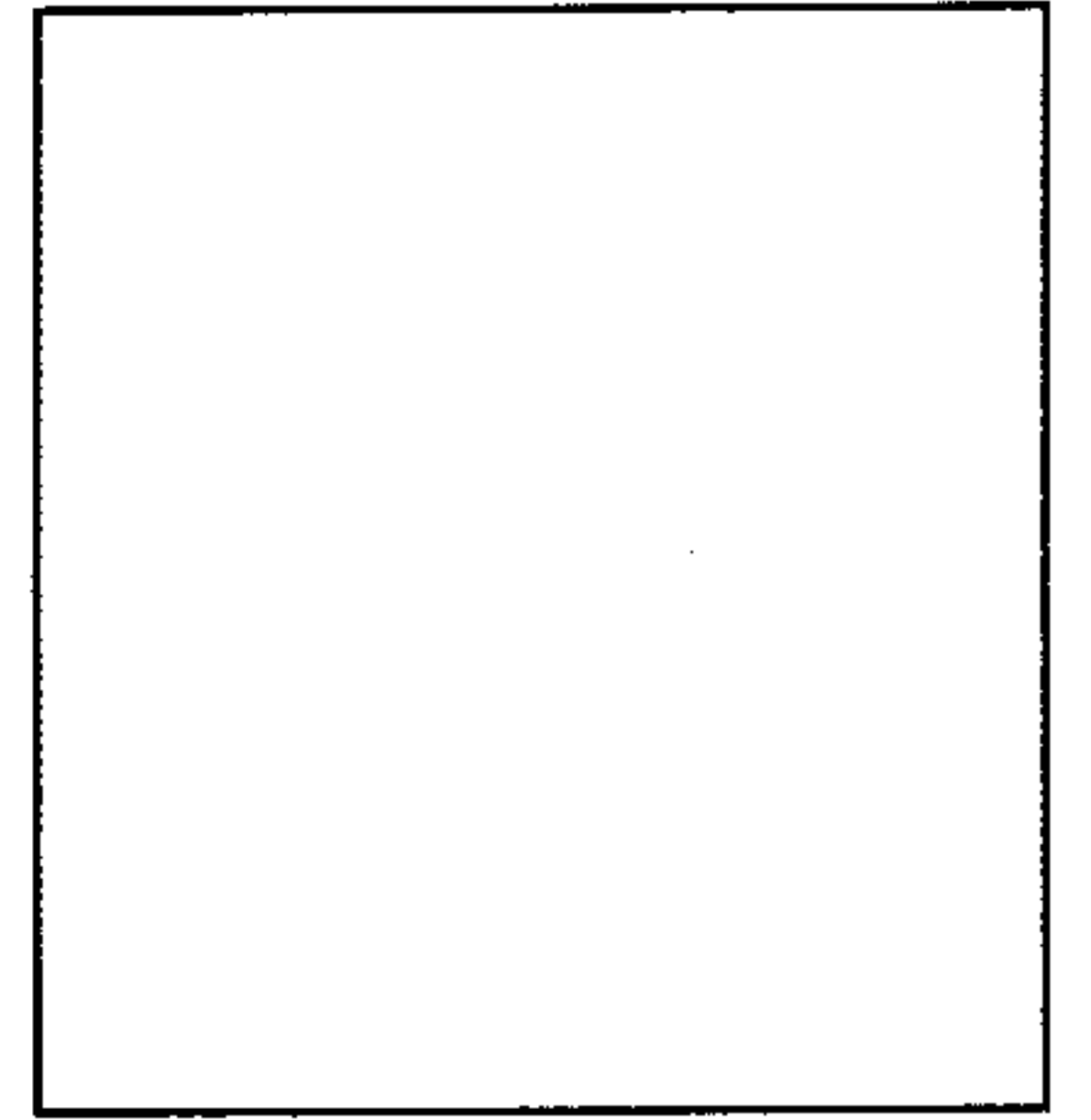
17. In case of a dispute the decision taken by the Chief Resident Commissioner/ Resident Commissioner shall be final. Tender papers which are incomplete or not enclosed with required information and documents will not be considered. The tender paper should bear the signature of the Tenderer in full with name seal in each page. No overwriting inside the tender shall be allowed. In case of cuttings, the same may be authenticated by the Tenderer by way of putting his signature & seal. Unfilled tender papers, tender papers with overwriting and without signature will be summarily rejected.
18. Staff should be verified by local police before deployment.
19. Contractor will be held responsible for any theft, burglary, security of Officers, staff, guests, VIPs etc.
20. The successful tenderer shall have to execute an agreement in non Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred) only with the Chief Resident Commissioner/ Resident Commissioner or any authorised officer. Tender papers of the Tenderers only who agree to all the clauses of Agreement will be considered. The draft agreement is enclosed herewith.
21. The prospective bidders are requested to properly and carefully fill up the forms, enclose photo copies of self attested documents, before filling the same. Chief Resident Commissioner/ Resident Commissioner or any authorised officer reserves the right to accept or reject any tender or all tenders without assigning any reason.

**M A N A G E R,**  
**Odisha Bhawan & Niwas,**  
**New Delhi**

**Technical Bid for the Sanitation (cleaning & hygiene) services at Odisha Niwas,  
4-BordoloiMarg Chanakyapuri, New Delhi.**

1. Name & address of the organisation and the Contractor
2. Work experience in Government organisations/ PSUs (Detailed institution wise, year wise. Certificates from at least three institution/ PSUs should be enclosed).
3. Annual turnover year wise from 2011-2012 to 2013-2014 with documentary evidence.
4. Whether the company is registered, if so, photocopy of the up to date registration certificate be enclosed.
5. Copies of Income Tax Returns from 2011-2012 to 2013-2014, latest
6. Service Tax No.  
(Copy of registration Certificate to be enclosed)
7. EPF registration and ESI code no.  
(Copy of registration Certificate to be enclosed)
8. Whether DD as Earnest Money Deposit for Rs.10,000/- is enclosed and if so, the details-

DD. No. & Date  
Amount  
Name of the Bank



Space for photograph

**Full name & Signature  
of the bidder with seal.**

- NB: -**
1. All the documents should be photocopied and duly attested by the tenderer himself.
  2. The documents should be submitted in order with pages flagged for each item for easy verification
  3. Self attested Passport size photograph of the Proprietor/ President/ Chairman of the agency should be pasted on the space indicated at the right hand top corner of this bid form. The signature should be partly on the photographs and partly outside the photograph

**Financial Bid for Sanitation Services in Odisha Niwas, 4 –Bordoloi Marg,  
NewDelhi**

| <b>Description of work</b>   | <b>No. of persons intended to provide</b>                         | <b>Rate per month in INR including wages and materials</b><br>(Wages should be as per minimum wages applicable as per law <b>and</b> inclusive of all levies, taxes etc.)<br>Quote in round figures and fractions should be ignored. |
|--|---|--|
| Round the clock sanitation (cleaning & hygiene) services for all Rooms,, Reception, lobby, offices, toilets & entire premises of Odisha Niwas,4- Bordoloi Marg, Chanakyapuri, New Delhi <b>with necessary cleaning and sanitation materials.</b> | Nos. of Cleaners – 10<br>Daily<br>No. of Supervisor – 01<br>Daily |  |

**Note**

Sanitation services have to be provided round the clock and it will be the responsibility of contractor to provide cleaners on shift basis and to give weekly off to his/ her employees by making proper arrangement without disrupting services.

**Signature of Contractor with Seal**

## **AGREEMENT**

This Agreement is made and executed at New Delhi on this \_\_\_\_\_, 2015

BETWEEN

Chief Resident Commissioner/Resident Commissioner or any authorized officer, Govt. of Odisha, Odisha Niwas, 4, Bordoloi Marg, Chanakyapuri, New Delhi (herein after called the 1st party / Govt. of Odisha / lessor) on one part

AND

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Whereas second party/lessee is dealing with sanitation (cleaning & hygiene) services and providing manpower for sanitation (cleaning & hygiene) jobs.

And where as the first party/lessor invited quotations for availing sanitation (cleaning & hygiene) services and contract has been awarded to the second party/lessee by the first party/lessor, with regard to providing sanitation (cleaning & hygiene) jobs at Odisha Niwas, 4-Bordoloi Marg, Chanakyapuri, New Delhi for the period one year i.e. from \_\_\_\_\_ to \_\_\_\_\_ on satisfactory performance with the following terms and conditions to which the parties on negotiation have agreed.

### **A. GENERAL CONDITION**

1. The contractor/lessee shall offer security in the form of Bank Guarantee issued by any nationalized bank of FDR for Rs.100,000/-(Rupees one lakh) only favouring Govt. of Odisha, Odisha Bhawan, New Delhi.

2. The contractor/lessee will be responsible for all liabilities in relation to the payment of wages, ESI, PF, bonus and other benefits, alongwith wage hike etc., which may be announced by the Government of NCT, Delhi as well as Govt. of India from time to time and applicable to the persons employed by the contractor during the said period. The Govt. of Odisha is not liable to pay any amount to employees engaged by the contractor/ lessee The employees engaged by the contractor/lessee will have no right at all to claim any financial/ employment related benefit from Government of Odisha.

3. The contractor/lessee shall be responsible for any legal/civil/criminal/consumer case initiated under the labour laws by any employee engaged by him or by his officers/ staff for executing this contract during the contract period. The office of the Chief Resident Commissioner/ Resident Commissioner or the Government of Odisha or their officer/ staff will not be responsible for any kind of legal proceedings in any judicial/ quasi judicial forum located at Delhi or any where else. In the event of any such legal proceeding or liability, the contractor/lessee shall indemnify the Govt. / lesser all damages including consequential and incidental charges.

4. The contractor/lessee shall maintain all registers, files and documents which are required under the Labour Acts, Rules, Regulation and restrictions issued from time to time. Chief Resident Commissioner/ Resident Commissioner or the Government of Odisha will not be responsible or accountable for the lapses committed by the contractor/lessee, or his officers/ staff/ employees.

5. The Contractor/lessee shall perform the work under the directions and instructions of the Chief Resident Commissioner/Resident Commissioner or any other officers authorized by him/her,

6. Either party may terminate this Agreement before the expiry of stipulated period by giving at least 1 (one) month notice in writing to the other party mentioning its intention to terminate the Agreement without assigning any reason. Incase the contractor/lessee stop providing service before giving one month notice as stipulated above, the contractor/ lessee shall be liable for the losses, inconvenience, risk suffered by the Govt./lessor and the quantum of such losses, damage, inconvenience etc. shall be determined by Chief Resident Commissioner/ Resident Commissioner whose decision shall be final and binding on both the parties. The



contractor/ lessee shall have no right to challenge it. Besides, the security deposit of the contractor/ lessee shall be forfeited and credited in favour of Govt. / lessor which shall be in addition to the loss assessed by Chief Resident Commissioner/ Resident Commissioner.

7. Once the contractual amount is finalized, it can not be enhanced by the lessee during the period of contract under any circumstance.

**B. STAFF:**

1. The Contractor/lessee will provide personnel for proper sanitation (cleaning & hygiene) services in Odisha Niwas round the clock. The sanitation (cleaning & hygiene) personnel deployed should possess capability, should be well trained & must possess minimum physical fitness i.e. height 5'6", weight 55 kg, chest (normal) 32" & chest (expanded) 34", and should be between 18 to 55 years of age.
2. The Contractor/lessee shall provide uniforms and other materials those may be required in order to ensure proper performances to the sanitation (cleaning & hygiene) personnel appointed by him.
3. The Contractor/lessee shall provide adequate staff for supervision of work at appropriate levels and for relief labour at appropriate time.
4. The Contractor/lessee has the right to change or rotate his staff. He may do so without affecting the Odisha Niwas functioning, whenever such changes or rotations are necessary. These, changes should be as few as possible, so that identifiable workers are employed in the Odisha Niwas.
5. The Contractor/lessee shall provide enough manpower to cover the contingencies, whenever any sanitation (cleaning & hygiene) staff absents himself from duty. He shall also provide these hands in extra numbers as and when required on urgent basis or during the visit of VIPs and VVIPs as indented by the Principal Resident Commissioner/ Resident Commissioner or officers authorized by him.
6. The Contractor/lessee shall be responsible for disciplined conduct of his staff inside and outside the premises. The contractor/lessee shall be liable to make good the cost

of any damage caused to the building or property belonging to the Government as a result of negligent conduct or disorderly behavior of contractor's staff.

7. All staff engaged by the Contractor/lessee should wear the uniforms provided by the contractor during duty hours. The Contractor/lessee shall arrange to supply proper identity cards for staff employed by him and it shall be produced on demand by the Chief Resident Commissioner/ Resident Commissioner or officers authorized by him.
8. The Contractor/lessee shall pay all kinds of taxes, VAT, service charges/ taxes etc to Govt. of NCT, Delhi and Govt. of India as applicable from time to time. Govt. of Odisha shall not be liable to pay any amount towards such taxes and shall also not be liable to pay any amount towards such taxes and shall also not be liable for any legal proceedings on account of any default in any judicial/ quasi judicial forum.
9. The persons employed by the Contractor/lessee to work on the premises of the Odisha Niwas shall also obey any direction/order of the Chief Resident Commissioner/ Resident Commissioner or officers authorized by him from time to time.
10. In case of complaint of misbehavior or improper conduct on the part of his staff, the Contractor/lessee shall immediately replace such employee (s) at the instance of the Chief Resident Commissioner/ Resident Commissioner or officers authorized by him.
11. The Contractor/lessee shall be responsible to get the antecedents of his personnel verified by the police department before they are engaged/ deployed in Odisha Niwas.
12. Once the period of the Agreement is completed, the Agreement will stand terminated automatically. No notice in this regard will be issued.
13. Govt. of Odisha/ Chief Resident Commissioner/ Resident Commissioner reserves the right to extend the period of contract, subject to pure discretion of Chief Resident Commissioner/ Resident Commissioner and satisfactory performance of the lessee. However this provision shall not entail the contractor/ lessee to continue operation

beyond the period of contract unless the lessor allows lessee to do so, in writing before expiry of the contract period.

**C. Sanitation (cleaning & hygiene)**

The Contactor/ lessee shall undertake:-

1. To provide round the clock sanitation (cleaning & hygiene) services in Odisha Niwas by providing trained personnel in adequate number..
2. That the sanitation (cleaning & hygiene) personnel shall be in proper uniform, well trained and punctual during the duty hours. They should not consume alcoholic drinks/ drugs and smoke during their duty hours.
3. To ensure that sanitation (cleaning & hygiene) personnel perform round the clock and uninterrupted duties.
4. To engage sufficient sanitation (cleaning & hygiene) personnel to make alternative arrangement, keeping in view weekly off for every employee and other declared Holidays by the Govt. to the labourers. The lessee shall be liable for all Acts, Rules, and Regulations as applicable in NCT, Delhi.
5. To supervise the work done by the employees to the satisfaction of the Chief Resident Commissioner/ Resident Commissioner or officers authorized by him.
6. To engage efficient supervisory staff in sufficient numbers to supervise the sanitation (cleaning & hygiene) works at Odisha Niwas.
7. Sanitation (cleaning, sweeping and hygiene) shall comprise of the following items as given in Annexure-A.

**D. THE CONTRACTOR SHALL ENSURE THE FOLLOWING;-**

1. The Contractor/lessee shall be responsible for complying with all municipal laws, rules and regulations. The Contractor/lessee is bound to follow all the labour laws concerning the conditions of works, safety, payment of wages, accidental insurance and other benefits to the employees engaged by the contractor. The Government of Odisha is not liable for any of the mistakes committed by the contractor/lessee. The contractor/lessee shall be personally liable for

any lapses in observance of the provisions of the Rules, Laws and Regulations and he shall be liable for the prosecution for violating any of the laws of the land.

2. The Government of Odisha /lessee or officers authorized by him is also entitled to recover the damages if any, for the lapse on the part of the contractor in following any Laws, Rules and Regulations and also loss caused by negligence of the contractor or his employees,

3. The Contractor/lessee shall make effective alternative arrangement, to cover contingencies in case of any employees engaged by Contractor/lessee such as sanitation (cleaning & hygiene) personnel and supervisor being absent from the duty.

**E. PENALTIES:**

1. In every case of any deficient services and for each incident of inaction & insubordination of person(s) engaged, the Contractor/lessee shall be liable to pay a penalty of not less than Rs.250/- in each instance to be decided by Chief Resident Commissioner/ Resident Commissioner or Officer(s) authorized by him. Besides this, If any staff remains absent, wages for the same will be deducted from the monthly bill of the contractor/lessee.
2. The sanitation (cleaning & hygiene) personnel provided by Contractor should be trained hands and employed in consultation with the management. In no case, untrained hands will be allowed to operate in Odisha Niwas premises.
3. After the expiry of the period of the Agreement or after termination of the Agreement or after withdrawing the license by either party as contained in this Agreement, the contractor shall clear all his dues payable to Government. The Government is also entitled to deduct the amount due to it from the security deposit. The Bank guarantee/FDR furnished by contractor shall not be released till the contractor clears all his dues, if any, payable to Government.
4. The Government reserves its rights to delete any of the conditions imposed in this Agreement. It also reserves its rights to add any condition to this Agreement in the interest of the public and in the interest of Odisha Bhawan and Odisha Niwas. Similarly changes in rules, regulations, enactments and notifications passed by the Government of Odisha subsequent to this Agreement will be construed as its part automatically.

5. All the disputes and differences between the parties shall be referred to a single Arbitrator to be appointed by Chief Resident commissioner/ Resident Commissioner whose decision shall be final & binding for both the parties. The courts in Delhi shall have exclusive jurisdiction to adjudicate all disputes arising out of and/or in connection with this Agreement

In witness whereof both the parties have subscribed their signatures in acceptance of the terms and conditions of this Agreement at New Delhi on this \_\_\_\_ day of \_\_\_\_\_, 2015.

Signed by— \_\_\_\_\_  
Authorised Officer on behalf of Govt. of  
Orissa, Orissa Niwas4-Bordoloi Marg,  
Chanakyapuri, New Delhi.

**Witness:-**

1. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

2. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Signed by-

\_\_\_\_\_  
Authorised Signatory for \_\_\_\_\_

1. Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

2. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

**Sanitation (cleaning, sweeping and hygiene) at Odisha Sadan shall comprise of the following items.**

| S;.No    | Work Details  | Frequency of cleaning |
|----------|---|-----------------------|
| <b>1</b> | <b>GENERAL AND GUEST ROOMS</b>                                |                       |
|          | Cleaning of doors   | Once in 24 hours      |
|          | Removal of Cobwebs  | Once in seven days    |
|          | Cleaning of Electrical Switches                               | Once in seven days    |
|          | Spot cleaning of the walls                                    | Once in seven days    |
|          | Dusting of windows  | Once in 24 hours      |
|          | Cleaning of windows   | Once in seven days    |
|          | Scrubbing of the skirting                                     | Once in seven days    |
|          | Dusting of other articles of the room                         | Once in 24 hours      |
|          | Wet mopping of the entire corridor of the floors and railings | Once in 06hours       |
|          | Wet mopping of the floor in guest rooms                       | Once in 24 hours      |
|          | Dry mopping of the entire corridor of the floors and railings | Twice in a day        |
|          | Dry mopping of floors in guest rooms                          | Once in 24 hours      |
|          | Dusting of other furniture and fixtures                       | Once in 24 hours      |
|          | Telephone and T.V with set top box cleaning                   | Once in 24 hours      |
|          | Trash removals  | Once in 24 hours      |
|          | Emptying of dustbins  | Once in 24 hours      |
|          | Vacuum cleaning of carpets                                    | Once in 7 days        |
|          | Spotting of carpets   | Once in seven days    |
|          | Cleaning of door mats   | Once in 24 hours      |
|          | Electrical equipment cleaning                                 | Once in seven days    |
|          | Polishing of brass/ copper/silver fixtures                    | Once in 30days        |
|          | Cleaning of glass panes from outside                          | Once in 30 days       |

|   |   |  |
|---|---|--|
|   |   |  |
| 2 | <b>GUEST ROOMS</b>                              |  |
|   | Attending to all occupants /guests              | As and when required by the guests and officials   |
|   | Bed making                                      | All vacant rooms should be kept ready within half an hour of check out   |
|   | Changing of bed sheets,towels,pillow cover etc. | I) On every check out<br>II) On every 3 rd day of staying of guests<br>III) If ordered by any guest even though it is not the third day of staying |
|   | Cleaning of rooms                               | Once in 24 hours/ on every check out and when required by the guests.  |
| 3 | <b>TOILETS</b>                                  |  |
|   | Cleaning of doors and windows                   | Once in 24 hours   |
|   | Scrubbing of urinals                            | Twice in 24 hours  |
|   | Scrubbing of sinks                              | Twice in 24 hours  |
|   | Washing of toilet walls and floor               | Once in 24 hours   |
|   | Cleaning of W/C, I/C                            | Twice in 24 hours  |
|   | Changing of urinal cubes                        | Once in 48 hours   |
|   | Changing of odonil cubes                        | Once in seven days   |
|   | Cleaning of the doormat                         | Once in 24 hours   |
|   | Trash removals                                  | Once in 24 hours   |
|   | Refilling of the soap dispenser                 | As required  |
|   | Refilling of the toilet paper rolls             | As required  |
|   | Cleaning of toilet fittings                     | Once in 24 hours   |
|   | Cleaning of wash basins                         | Twice in 24 hours  |
|   | Cleaning of mirrors.                            | Twice in 24 hours  |

|   |   |   |
|---|---|---|
| 4 | <b>STAIRS</b>   |   |
|   | Wet mopping of stairs   | Twice in 24 hours<br>(morning/ evening) |
|   | Dry mopping of stairs   | Twice in 24 hours                       |
|   | Scrubbing of stairs   | Once in seven days                      |
| 5 | <b>PASSAGE AREA</b>   |   |
|   | Wet mopping   | Twice in 24 hours                       |
|   | Dry moping  | Every three hours                       |
|   | Scrubbing of front terrace tiles  | Once in seven days                      |
|   | Washing of the floors   | Once in seven days                      |
| 6 | <b>OUT SIDE</b>   |   |
|   | Cleaning of outside including front road, parking place and surrounding of the building | Twice in 24 hours                       |
| 7 | <b>TERRACE</b>  |   |
|   | Cleaning of top terrace   | Once in seven days                      |

### **Scope of Sanitation Services**

- 1 Removal of paper, litter, garbage, and packing materials from all floors,, rooms, pantry etc
- 2 Vacuum cleaning of carpeted floors on weekly basis.
- 3 Dusting of computers, telephones, T.V sets, Set Top Boxes firstly with dry cloth and then with colin.
- 4 Clearing and scrubbing of toilets at regular intervals and when required.
- 5 Cleaning of wash basins, sanitary fittings and toilet floors with dry and wet mops.
- 6 Cleaning of window glasses of sides, frames, and Air Conditioner grills.
- 7 Dry and wet moping of staircases, pantry and lobby areas.
- 8 Cleaning of planters.
- 9 Reception lobbies to be moped as and when required.
- 10 Cleaning of reception door and main entrance doors and frames on both sides.
- 11 Dry and wet mopping of main lobby area at regular intervals.
- 12 Dry and wet dusting of glass partitions with glass cleaner.
- 13 Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
- 14 Cleaning of panel posters, painting, light fittings, furniture and fixtures etc
- 15 Scrubbing of staircase, lobbies and outside areas.
- 16 Removal of cobwebs.
- 17 Polishing of metals by brasso/silvo.
- 18 Cleaning of glass panes from outside.
- 19 Cleaning and maintenance of artificial plants.
- 20 Mosquito repellent with liquid should be provided in all the rooms.
- 21 Air freshener (Odonil/ Homacol cube) should be placed in all the toilets.



### List of Materials

| Sl.No | Name of Item  |
|-------|---|
| 1     | White Phenyl (Clenzo/trishul)                         |
| 2     | Cleaning Powder ( Vim Ultra)                          |
| 3     | Liquid Soap (Homacol)                                 |
| 4     | Surf/Nirma Washing Powder                             |
| 5     | Floor Duster  |
| 6     | White Duster  |
| 7     | Yellow Duster   |
| 8     | Phool Broom   |
| 9     | Coconut Stick Broom                                   |
| 10    | Bamboo Stick Road Broom                               |
| 11    | Wiper-wet & dry                                       |
| 12    | Platform Brush  |
| 13    | Nylon Hand Brush                                      |
| 14    | Toilet Bend Brush                                     |
| 15    | Cobweb Brush  |
| 16    | Fur stick brush                                       |
| 17    | Scotch Brite  |
| 18    | Harpic Toilet Cleaner                                 |
| 19    | Colin Glass Cleaner                                   |
| 20    | T.Pol   |
| 21    | Brasso  |
| 22    | Silvo   |
| 23    | Room freshner   |
| 24    | Dust Collecting Pan                                   |
| 25    | Homacol Cubes   |
| 26    | Naphthalene Ball                                      |
| 27    | Odonil  |
| 28    | Toilet Paper Roll                                     |
| 29    | Garbage Bag   |
| 30    | Choke Remover Pump                                    |
| 31    | Bleaching Powder                                      |
| 32    | Vacuum cleaner  |
| 33    | Floor Polishing Machine<br>(at the time of necessity) |

- N.B-
1. The quantity of materials should be supplied to keep optimum sanitation of rooms, toilets, corridors, reception, lobby and premises of Odisha Niwas.
  2. Any other Item necessary for cleaning is to be provided by Contractor/ service provider
  3. Room Freshener and Toilet Soap will be supplied by Odisha Niwas through Room Boys.