

**SCHEDULE PART -A**

**MAINTENANCE OF TAMILNADU POLLUTION CONTROL BOARD CORPORATE**

**OFFICE BULIDING AT GUINDY, CHENNAI-600032.**

| Name of work |       | Annual Maintenance Contract (House Keeping) of Corporate Office and Annexe buildings at 76, Mount Salai, Guindy, Chennai – 600 032.   |      |                 |        |
|--------------|-------|---|------|-----------------|--------|
| S.No         | Qty   | Description of work   | Rate | Unit in figures | Amount |
| 1.           |       | Maintenance and up keeping such as daily cleaning of toilets and keeping office areas and common areas in good condition by engaging, sweeper, scavenger, sweeping car parking, open to sky, core wing, floors from basement floor to sixth floor, open terrace, fire escape stair, common main staircase, lift landings in Main building and basement to Second Floor in annex building, removal of garbages and conveying and depositing the garbage and other swept collections in the nearby corporation dust-bins, daily upkeeping the surrounding in fine condition, removing the blockage from sanitary arrangements with the floor and upto the main line connections in common services systems, including all required appliances viz., broom stick, bamboo stick, bleaching powder, washing soda, urinal cubes, Naphthalene balls, odonil, cakes and all other connected equipment material and labourers to be borne by the contractor etc., complete as directed by the departmental officers. |      |                 |        |
| i)           | 1 No. | Supervisor  |      | Each Per month  |        |

|      |        |   |  |                |  |
|------|--------|---|--|----------------|--|
| ii)  | 3 Nos. | Scavenger – 2-(Male) and 1 (Female)                     |  | Each per month |  |
| iii) | 8 Nos. | Sweeper– 2-(Male) and 6 (Female)                        |  | Each per month |  |
| iv)  | 1 No.  | Plumber (Skilled)                                       |  | Each per month |  |
| v)   | 1 No.  | Helper  |  | Each per month |  |
| vi)  | 1 No.  | Gardener  |  | Each per month |  |
| 2.   | --     | Cost of consumable (Refer Part-B conditions, Item no.3) |  | L.S per month  |  |
|      |        | <b>Total for one month</b>                              |  |                |  |
|      |        | <b>GST %</b>  |  |                |  |
|      |        | <b>Total Amount</b>                                     |  |                |  |

(RUPEES

ONLY)

**SIGNATURE OF THE CONTRACTOR**

**SCHEDULE PART – B**

**CONDITIONS**

1. Adequate supervision will be provided by the Contractor with the help of a Supervisor.
2. All cleaning work would be carried out minimum of two times every day or as may be required during office hours.
3. The approximate floor space to be maintained in the Main building and Annex building at Guindy is furnished below.

**I. MAIN BUILDING**

|    |              |               |
|----|--------------|---------------|
| 1. | Basement     | 748.37 sq.mt. |
| 2. | Ground Floor | 613.14 sq.mt. |
| 3. | First Floor  | 239.65 sq.mt. |
| 4. | Second Floor | 451.82 sq.mt. |
| 5. | Third Floor  | 613.14 sq.mt. |
| 6. | Fourth Floor | 613.14 sq.mt. |

|     |                 |               |
|-----|-----------------|---------------|
| 7.  | Fifth Floor     | 748.37 sq.mt. |
| 8.  | Sixth Floor     | 399 sq.mt.    |
| 9.  | Conference Hall | 650 sq.mt.    |
| 10. | Open terrace    | 200 sq.mt.    |
| 11. | Care Centre     | 200.sq.mt.    |

## **II. ANNEXE BUILDING**

|    |              |               |
|----|--------------|---------------|
| 1. | Basement     | 300.53 sq.mt. |
| 2. | Ground Floor | 330.53 sq.mt. |
| 3. | First Floor  | 381.91 sq.mt. |
| 4. | Second Floor | 381.91 sq.mt. |
| 5. | Record Room  | 650 sq.mt.    |
| 6. | Open terrace | 250 sq.mt.    |

4. All payments towards wages and other benefits to the labour would be made by the contractor and the contractor would ensure that adequate personnel as mentioned in the tender would be provided to ensure excellent quality of service.
5. The contractor would be responsible for all breakages or loss of any property (Movable, immovable in this building) attributable to the contractor's negligence and the cost of such damages / replacement would be borne by the contractor.
6. The Contractor would ensure responsibility to obtain necessary licenses and ensure compliance of all the statutory regulations such as minimum wages, ESI, PF etc., that are in force and that may become applicable in future from time to time in all matters concerning this contract.
7. The contractor would also ensure that due care is taken in employing proper persons to ensure smooth execution of the jobs covered in this contract.
8. The contractor would take necessary insurance cover for accidents and towards any other dues that would become payable by him under "Work Mens Compensation Act" or any other statute that would be applicable, Tamilnadu Pollution Control Board will not become liable under this account.

9. The contractor would indemnify Tamilnadu Pollution Control Board against all liabilities and any amount that may become payable due to lapse or non compliance of any statutory obligations by him.
10. The materials connected with maintenance work will be used as per requirements and instructions of the officers in charge from time to time. The contractor may have to use more materials, if so required for the maintenance work and no extra charges will be paid for the same.
11. The contractor shall remove from work if workers who are found to be negligent in their duties or whose presence in the premises is otherwise objectionable.
12. The contractor shall provide the specified number of labour as mentioned on all days except Sundays and National holidays (i.e. Pongal Festival, Deepavali, May Day, Independence Day, Republic Day) and only the Plumber shall be provided on all week days as well as on holidays and shall keep the attendance register which is liable for checking by the maintenance officers. The contractor shall provide all his employees with uniform and identification badges with photos approved by T.N. Pollution Control Board.
13. The contractor shall shift any official materials for re-arranging furniture for conference meeting, functions etc., as and when instructed without affecting the normal maintenance work and at no extra cost.
14. The contractor shall abide by the requirements of security system from time to time and shall strictly follow the obligation required by them.
15. All blockages in wash basin, urinals, floors etc., should be removed all chokes in the inspections chamber traps upto Metro sewer lines should be removed as and when required.
16. If the inspecting officer finds any lapse in the maintenance work or in the use of material or deployment of labour he may impose suitable monetary penalties which will be recovered in the monthly payments due to the contractor.
17. In addition to the EMD of Rs 20,000/- (Rupees Twenty Thousand only) is to be deposited by the successful tenderer in the Tamil Nadu Pollution Control Board account as cash security deposit. Any loss/ damage to any movable/ immovable property in the building premises that could not be recovered will be adjusted

from this cash deposit if such loss / damage is due to negligence on the part of the successful tenderer. This amount will not bear any interest and the amount will be refunded on successful completion of the contract period and after proper handling over of the charge to the new incumbent.

18. During the contract period, the performance of the contractor will be reviewed once in three months and based on this the contractor will be allowed to continue. If found unsatisfactory the contract will be terminated with one month notice.

19. First Monthly payment will be released after producing of Insurance copy, ESI, PF certificate for those who are working in this site.

20. Payment will be made on monthly basis taking into consideration the following;

- Subject to the attendance of required number of workers on all days.
- Subject to the certification of the bill from the concerned authorities.
- Subject to the condition that all the clauses specified in the agreement are complied with.

#### **21. DAILY WORK:**

- Sweeping of car parking area and open to sky area twice daily.
- Sweeping of floors, passages, corridors, main and fire escape staircase, Lift landings, Pump room, Generator room, TNEB room and all officers rooms and all of floors in all floors should be cleaned twice a day.
- Dusting and cleaning of office furniture, Table top Office Equipments, Tele - Phones, Tables, Paper Trays and other installations clean with Vacuum cleaner. Cleaning of all the Dust Bins and waste paper baskets, garbage's chute and open to sky areas twice daily .
- Mopping of floors, passages, corridors, staircases, lift landings and sweeping and cleaning of the open terrace and all the sun shades in the open to sky areas of both the wings.
- Cleaning of Toilets Floors, Urinals and Wash Basins Canteen Area etc. should be cleaned twice a day, each toilets should be kept clean and neat with Air freshener smell till the close of the office.

- Wiping all the main door glasses, partition glasses and staircase hand railings.
- Removal of blockage of soil lines and water lines if any.
- Any other work as may be instructed from time to time by the Administration wing Officials on behalf of the Tamilnadu Pollution Control Board.
- All the Protons should be maintained with Greenery and water should be poured daily.
- Checking and replacement of soap oil, naphthalene balls/air purifiers [Wherever Necessary].

## **22. II. WEEKLY SERVICE:**

- ◆ Washing of all the floors, main staircases and fire escape stain in all floors clean with soap oil with the help of floor cleaning machine.
- ◆ Washing of all available lifts in TNPCB with soap oil .
- ◆ Acid cleaning of all the wash basins and urinals.
- ◆ Cleaning of the Cob-webs in corridors of all floors including electrical fittings.
- ◆ Polishing door closers, door handles, name plates, stainless steel letter, Kuthu Villakku, flower pot and flower vas.

## **23. III. Monthly SERVICE TWICE:**

- Removing of Dust in all floors, Cob-web removal, dusting of ceilings fans, tube lights, fixtures, and furniture items specifically steel almirahs with the help of Vacuum Cleaner.
- Having Pesticide license for using liquids to control Mosquito, Cockroach and all insects.
- Rat should be cached in Rat Trap twice in a month.

## **24. IV. QUARTERLY SERVICE:**

- Cleaning of under ground sumps 2 Nos. (Metro water) of 50,000 litres capacity including dewatering the dead water below the foot valve in Corporate Office.

- Cleaning of over head tank of (Metro Water) 25,000 litres capacity in the 7<sup>th</sup> floor in Corporate Office.

### **PART B Conditions**

1. The following cleaning materials (Consumables) required for cleaning purpose should be brought on 1st of every month as follows:

|    |   |  |
|----|---|--|
| a. | 1 <sup>st</sup> Quality perfumed phenyl | 40 Litres ( To be mixed in the water with the ratio of 1:10) |
| b. | Room Freshener                          | 5 Nos.   |
| c. | Air freshener                           | 60 Nos.  |
| d. | Naptheline balls                        | 3 Kgs.   |
| e. | Toilet Cleaner                          | 10 Litres  |
| f. | Urinal Cubes                            | 15 Pockets ( 6 pieces each)                                  |
| h. | Acid                                    | 5 Litres   |
| i. | Soap Oil (For Floor wash)               | 20 Litres  |
| j. | Hand Wash                               | 10 Litres  |
| k. | Flush matic                             | 12 pieces  |
| l. | Cockroach sprayers                      | 6 Nos  |

- And other consumables like detergents, brushes, Bombay brooms, Coconut brooms, Scrubber, Mops, Brasso, Bleaching Powder, Clothes, Vim / sabeena Powders etc., of good reputed quality would be provided by the contractor.
- Uniform shall be provided for the all the contract employee.
- The Contractor shall not engage less then 18 years old persons in the contract.

**SIGNATURE OF THE CONTRACTOR**