

तार/Grams: "भविष्यनिधि"/ "BHAVISHYANIDHI"  
ई मेल/e mail: sro.cuddapah@epfindia.gov.in

दूरभाष/Tel.Nos. 08562-244189,244902  
फैक्स/Fax : 08562-258164



## कर्मचारी भविष्यनिधि संगठन

### EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार/Ministry of Labour and Employment, Govt. of India)

क्षेत्रीय कार्यालय/ REGIONAL OFFICE

1/30, रेलवे स्टेशन रोड, कडपा-4/Railway Station Road, Kadapa-4.


## निविदा सूचना

कर्मचारी भविष्यनिधि संगठन 1/30, रेलवे स्टेशन रोड, यरमुक्कपल्लि, कडपा - 516004 में स्थित क्षेत्रीय कार्यालय 01.10.2018 से 30.09.2019 तक की अवधि के लिए बाह्य साधन पर सुरक्षा गार्ड (6), हाउस कीपिंग स्टाफ (2), रसोइया (1), कूपन लिपिक (1), डिश क्लीनर (1), इलेक्ट्रीशियन व प्लंबर (1), माली (1), रसोइया व परिचर (1) एवं डॉटा प्रविष्टि प्रचालक (1) पदों को भरना चाहता है।

इच्छुक एजेंसियों को चाहिए कि वे तकनीकी एवं वित्तीय बिड अलग-अलग से प्रस्तुत करें। मोहरबंद लिफाफे-I में "तकनीकी बिड" एवं मोहरबंद लिफाफे-II में "वित्तीय बिड" रखे जाएँ और ये दोनों लिफाफे तीसरे मोहरबंद लिफाफे में रखकर उसके ऊपर "सुरक्षा गार्ड, हाउस कीपिंग स्टाफ, रसोइया, कूपन लिपिक, डिश क्लीनर, इलेक्ट्रीशियन व प्लंबर, माली, रसोइया व परिचर एवं डॉटा प्रविष्टि प्रचालक हेतु निविदा" लिखा जाए एवं निविदा दिनांक: 27.09.2018 के 15.00 घंटों तक क.भ.नि.सं., क्षे.का., कडपा में प्राप्त हो जाने चाहिए। तकनीकी बिड उसके पश्चात् तकनीकी योग्यता प्राप्त वित्तीय बिड उसी दिन 16.00 घंटों को बिडरों के समक्ष (यदि कोई उपस्थित हों) खोले जाएँगे।

योग्यता मानदंड, कार्य परिधि, निबंधन & शर्तें एवं मसौदा करार समाविष्ट निविदा दस्तावेज रु.500/- वाला डिमांड ड्राफ्ट प्रस्तुत कर क.भ.नि.सं., क्षे.का., कडपा द्वारा किसी भी कार्य दिवस 09.30 से 17.00 घंटों तक प्राप्त किया जा सकता है या ई.पी.एफ.ओ. वेबसाइट [www.epfindia.gov.in](http://www.epfindia.gov.in) से डाउनलोड किया जा सकता है। जो वेबसाइट से निविदा दस्तावेज डाउनलोड करेंगे, उनको चाहिए कि वे लिफाफे-I में "तकनीकी बिड" के साथ रु.500/- वाला अतिरिक्त डिमांड ड्राफ्ट अवश्य संलग्न करें। कडपा में देय रु.25000/-की बिड प्रतिभूति(ई.एम.डी) क्षेत्रीय भविष्यनिधि आयुक्त, क्षे.का., कडपा के नाम डिमांड ड्राफ्ट द्वारा अवश्य अदा की जानी चाहिए।

क्षेत्रीय भविष्यनिधि आयुक्त-I, कडपा का निर्णय अंतिम होगा।

  
(के.अविनाश कुमार)

सहायक भविष्यनिधि आयुक्त/प्र.अ.(प्रभारी)

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# **EMPLOYEES PROVIDENT FUND ORGANISATION**

(Govt. of India, Ministry of Labour)

**Regional Office, Bhavishyanidhi Bhavan, 1/30 R.S. Road, Kadapa – 516 004**

AP/RO/CDP/CT/Out Sourcing/2018-19

Dated: 14-09-2018

## **TENDER NOTICE**

The Regional Office, Kadapa Employees' Provident Fund Organization intends to outsource Security Guards (6), House Keeping Staff (2), Cook (1), Dish Cleaner (1), Coupon Clerk (1), Electrician cum Plumber (1), Mali (1), Cook cum Attendant(1) and Data Entry Operator (1) in the Regional Office, at 1/30, R.S. Road, Yerramukkapally, Kadapa – 516004, for the period 01.10.2018 to 30.09.2019.

The interested agencies are requested to submit technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "Tender for Engagement of Security Guards/ House Keeping Staff/Cook/ Dish Cleaner/Coupon Clerk /Electrician cum Plumber/Mali/Cook cum Attendant/ Data Entry Operator" and should reach EPFO, RO, Kadapa, on or before 1500 hrs on 27.09.2018. The technical bids and thereafter financial bids of technically qualified bidders shall be opened on the same day at 1600 hrs in the presence of the bidder if any.

The Tender Document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be purchased from EPFO, RO, Kadapa, on any working day between 0930 and 1700 hrs on Demand Draft of Rs.500/- only or can be downloaded from EPFO website [www.epfindia.com](http://www.epfindia.com). Those who download the tender document from website should enclose an additional DD for Rs.500/- along with their tender bid in the Cover-I "Technical Bid". The bid security (EMD) of Rs.25000/- (Rupees twenty five thousand only) should be paid by Demand Draft in favour of Regional Provident Fund Commissioner, RO, Kadapa, payable at Kadapa.

The decision of the Regional PF Commissioner-I, Kadapa, will be final.

**ASSISTANT P.F. COMMISSIONER (CT)**

Tel Nos: 08562-244189,244902,257065  
Fax : 08562-258164  
e\_mail : [sro.cuddapah@epfindia.gov.in](mailto:sro.cuddapah@epfindia.gov.in)



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(Govt. of India, Ministry of Labour)

**Regional Office, Bhavishyanidhi Bhavan, 1/30 R.S. Road, Kadapa – 516 004**

AP/RO/CDP/CT/Out Sourcing/2018-19

Dated: 14-09-2018

## **TENDER DOCUMENT**

**NAME OF THE WORK**

: Engagement of Security Guards (6); House Keeping Staff (2); Cook (1) Dish Cleaner (1), Coupon Clerk(1) and Electrician cum Plumber(1) Mali (1) Cook cum Attendant (1) and Date Entry Operator (1) at E.P.F.O., Regional Office, 1/30, R.S. Road, Yerramukkapally, Kadapa.

**COST OF TENDER SCHEDULE** : Rs. 500/-

**LAST DATE FOR SUBMISSION** : 27.09.2018 03.00PM.  
**OF TENDER DOCUMENT.**

**ISSUED TO** : Shri/Ms.

**ASSISTANT P.F.COMMISSIONER**

## SCHEDULE

Name of the work: Security Services (Office Building & Staff Quarters), House Keeping, Canteen Staff and Electrician cum Plumber at E.P.F.O., Regional Office, 1/30, R.S. Road, Yerramukkapally, Kadapa – 516004.

S. No.	Description of work	No. of persons required	Minimum wages Per person/ per month	Wages	EPF @ 13%	ESI @ 4.75 %	G.S.T @ 18%	Agency Commission	Total	Remarks
1	Security Services (Office Building & Staff Quarters), House Keeping works, Electrician & Cooking at E.P.F.O., Regional Office, 1/30, R.S. Road, Y. M.Pally, Kadapa – 516004									
	(a) Security Guards	: 06	15921	6 x =						
	(b) Sweepers	: 02	11285	2 x =						
	(c) Cook	: 01	12000							
	(d) Dish Cleaner	: 01	12000							
	(e) Coupon clerk	: 01	12000							
	(f) Electrician cum Plumber	: 01	15000							
	(g) Mali	:01	12000							
	(h) Cook cum Attendant (Guest House)	:01	12000							
	(i) Data Entry Operator	:01	15000							
	Grant Total									

(Signature of Tenderer with seal)

Name:  
Seal:  
Address:  
Phone No.(O):  
Date:

**TECHNICAL BID**  
(In separate sealed Cover-I Super Scribed as Technical Bid)

**TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES TO EPFO, REGIONAL OFFICE, KADAPA.**

1. Name & Address of the Tenderer Organization/Agency with phone number, email and name and telephone/mobile number of contact person	
2. Experience in the work of providing Security Services. Particulars of experience (Attach certificates, Testimonials). This shall cover the details of works approximate magnitude and duration carried out and/or on hand for last 3 years	
3. Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also Indicate the number of muster roll staff available for performing this service:  a) Is the establishment registered with the Government and/or under any law for the time being in force; please give details with Document/evidence.  b) Do you have labour license. Please provide details and attach a copy.  c) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in EPFO.  d) Are you possessing license under PSARA 2005. If yes, provide a copy of the same.  e) Details of the Training Institute where the Guards proposed to be deployed are trained:	
4. Are you covered by the labour Legislations, such as ESI, EPF and Gratuity Act etc.	
5. Please give EPF No: ESI Code: Gratuity Act Regn. No:	

6. Are you governed by minimum wages rules of the Govt. If yes, please give details.	
7. Please attach copy of last return of Income Tax	
8. Please attach balance sheet of the company, duly certified by Chartered Accountant for last 3 years.	
9. PAN No. (Please attach copy)	
10. Vat No. (Please attach copy)	
11. Trade License No. (Please attach copy)	
12. Service Tax Registration No. (Please attach copy)	
13. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14. Power of Attorney/authorization for signing the bid documents	
15. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.	
16. Details of the contract with any Govt./Public sector etc. with contract person's name & tel./cell No. etc.	

(Signature of Tenderer with seal)

Name:  
Seal:  
Address:  
Phone No.(O):  
Date:

**TECHNICAL BID**

(In separate sealed Cover-I super scribed as Technical Bid)

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:



**A. SCOPE OF WORK:**

1. The Agency shall provide Security services by deploying adequately trained and well disciplined security personnel to safeguard the EPFO buildings, moveable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its office buildings as well as staff quarters.
2. The security personnel shall be deployed round the clock in 3 shifts at the office of EPFO to safeguard the premises.
3. The Agency shall be responsible for opening/closing of the building and rooms as necessitated/directed by EPFO on working and closed days.
4. The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
5. The Agency shall maintain records of inward and outward movement of men (Casual Employees and also regulation of guests and visitors), materials, etc with proper check on the same as per instructions given from time to time by EPFO.
6. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
7. The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at EPFO Premises.
8. The Agency shall keep the EPFO informed of all the matters of security and co-operate in the investigation of any incident relating to security.
9. Agency shall ensure to maintain the office premises spick and span.
10. The Agency shall provide Multi Task Staff for office and canteen that are adequately trained and well disciplined to carry out the task entrusted to them.

**B. Eligibility Criteria (Mandatory Conditions) :-**

1. The Bidder may be a Proprietary Firm, Partnership Firm, Limited Company, Corporate Body legally constituted.
2. The agency should be in the business of providing Security Services for least 3 years.
3. The agency should have supervisory infrastructure to take care of all matter pertaining to Security Guards staff deployed at these location.
4. The agency should not have been put in the negative list by any public sector unit/Govt. Organization, for breach of applicable Laws or violation of regulatory prescriptions or breach of agreement.
5. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency).



6. The bidder shall have the following Registrations and details of the same to provided in the Technical Bid:
- a) PF Registration
  - b) ESI Registration
  - c) Service Tax Registration
  - d) Valid License, issued by Regional Labour Commissioner (Central), Govt. of India.
7. The Security service provider agency should be manned by professionals adequately to perform the job and work assigned to the agency efficiently.

**C. Information and Conditions relating to Submission of Bids**

1. The initial period of contract shall be for 12 months and it may be extended by one year depending on performance of the Agency and at discretion of EPFO.
2. The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be purchased from EPFO on any working day between 0930 h and 1700 h on payment of non refundable charges of Rs 500/- only or can be downloaded from EPFO Website. Those who download the tender document from Website should enclose a DD for Rs 500/- along with their bid in the Cover-I containing Technical Bid.
3. The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Financial Bid**" should be placed in a third sealed cover super scribed "**Tender for Security Services**" should reach EPFO before 1500 h on or before 21.09.2018. The technical bids and financial bids of eligible agencies shall be opened on the same day at 1600 h at EPFO in presence of the bidders or their authorized representatives who choose to remain present.
4. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
5. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
6. The bidder shall pay Bid Security (EMD) of Rs 25,000.00 (Rupees twenty five Thousand only) along with the technical bid by Demand Draft in favour of "The Regional Provident Fund Commissioner" drawn on any Nationalized Bank/Scheduled Bank and payable at KADAPA. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
8. The successful agency should deposit Security Deposit at 5% of the total value per year within 07 days from the date of award of the contract or a Bank Guarantee for the above said amount which will be refunded at the end of the contract.
9. If the successful bidder fails to furnish the Security Deposit within 15 days of receipt of letter of award of work, his Bid Security shall be forfeited and unless time for extension has been granted by the Regional PF Commissioner.
10. The bid shall be valid and open for acceptance of the competent Authority of EPFO for period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.



11. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the rate quoted or substance of the bid offered shall be permitted.
12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act. In case two or more agencies are found to have quoted the same rates, the REGIONAL PF COMMISSIONER-I, KADAPA, shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the EPFO, in this regard, shall be final.
13. The quoted rates shall not be less than the minimum wages as fixed by the Govt. and shall include all statutory obligations. The bidder should separately mention its statutory liability (head wise); however, the EPFO shall decide the issue on consolidated liability upon it.
14. EPFO reserves the right to accept or reject any or all bids without assigning any reasons. EPFO also reserves the right to reject any bid which in his opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

#### **D. Terms and Conditions**

1. The security services and provision for the required manpower shall be as under:  
Tentative Positioning of Security Guards Duty time  
  
1st Shift 07.00 hours to 15.00 hours  
2nd Shift 15.00 hours to 23.00 hours  
3rd Shift 23.00 hours to 07.00 hours  
  
However, the above number and arrangement of deployment of the Security personnel is without prejudice to the right of EPFO to deploy the security personnel in any other number or manner considered to be more suitable by EPFO
2. The agency shall ensure that the security personnel deputed are healthy and not more than 40 years of age. The agency will get their antecedents, character and conduct verified.
3. The agency pay the wages for each month to the employees latest by 7<sup>th</sup> of the following month positively as per required under the Payment of Wages Act, 1936. The agency will submit monthly bill along with attendance sheet copies duly certified/duty details and proof of payment of wages for the previous month and proof of payment of PF, ESIC, Service Tax and Prof. Tax etc. for the month previous to that by 8<sup>th</sup> of every month. After due scrutiny of duty details with bill, EPFO will release payment to the agency by 10<sup>th</sup> of every month.
4. Payments to the employees will be through Accounts Payee cheque only and cheque shall be released in the presence of Authorized representative of EPFO in terms of Rule 21, of Contract Labour (R&A) Act 1970.
5. In case of requirement of other staff like unskilled/Skill casual employees, driver, cook etc. the agency will provide the said workers at the rate applicable as per Minimum Wages Act upon receipt of written orders from this office.
6. The Agency should have Employees' Provident, Employees' State Insurance registration No, Labour License, PAN No., etc. Documentary evidence for registration with various Govt. departments should be enclosed with the quotation.

7. The agency should have experience of at least 3 years in the field of supply of man power.
8. Agencies having experience with Government Organizations will be given priority. Copy of the experience certificate shall be enclosed.
9. The organization reserves the right to award a contract to any agency or any person or persons or to employ such persons directly at their discretion in addition or as replacement to the services of the agency by giving one month notice and without paying any compensation to the agency.
10. The period of contract will be for one year from the date of confirmation of the tender. At the end of the period of contract the same may or may not be extended by EPFO at its discretion.
11. The successful Agency has to execute an agreement with EPFO before commencing the work.
12. The agency shall be fully responsible for any payment to be made to the above personnel including emoluments and other statutory requirements as applicable.
13. The agency shall forward every month copies of challans along with a statement towards proof of deposit of EPF & ESI contributions pertaining to the employees engaged by the agency at the EPF Organization's premises, Kadapa.
14. Contract shall be terminated at any time by giving one month notice, if service is found to be unsatisfactory.
15. The Contractor shall visit the site physically and understand the nature of the work before quoting the rate.
16. The Contractor should read out the terms and conditions, nature of the work fully before quoting the rates. No additional claim if any will be entertained at a later stage.
17. The rates quoted should be on monthly basis for the above said work, will full details on number of manpower deployed, quantity and quality of materials that will be used.
18. On some occasion due to budgetary constrains, the payment might get delayed for one or two months. The Contractor should bear such situation and should not stop the work for want of payment.
19. The agency should undertake and assure that they shall be responsible for discipline and conduct of their employees and would replace such outsourced employees whose performance is found unsatisfactory by EPF Organization.
20. The agency shall be responsible for any theft/loss/damage arising by the act and deeds of the outsourced employees and make good such loss to EPF Organization. The agency shall be fully responsible for any liability arising under the workmen's Compensation Act/ESI or for any accident or injury caused to the persons engaged by the agency and the organization shall not be responsible for the same.
21. Any legal dispute shall be adjudicated within the jurisdiction of Kadapa.
22. The Contract is valid only for one year and can be renewed for further period solely at the discretion of the **Regional Provident Fund Commissioner**, Regional Office, Kadapa.
23. The Security Agency shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms and conditions, the agreement shall be liable for cancellation immediately.

24. The Employees' P.F. Organization reserves the right to deduct any statutory dues from the bill of contractor agency in case of default.
25. Agency shall not pay wages and other allowance to its Security Guards below the rates of minimum wages fixed by the Government from time to time.
26. The Security Guards provided by the Security Agency must possess the following qualifications:
- a) The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, smartly dressed in uniform.
  - b) He must be from the complement of his permanent employees and should have passed minimum 10<sup>th</sup> standard and also should be able to read and write official/local languages.
  - c) He should be trained fully as Security Guard.
  - d) He must not be less than 18 years and more than 40 years and should be physically fit to perform the duties of a guard.
  - e) He should have two years experience as a guard, He should be conversant with the duties of security guard. The knowledge of fire fighting will be an added advantage should have good knowledge of modern Security Systems and be able to control movement of personnel.
  - f) Should be able to gather information on security matters.
  - g) Duties of the Security Guards.**
    - i. To attend with compliments to distinguished visitors, VIP's and Officers.
    - ii. Check, Control and Restrict entries to Staff/Workers/ Authorized Personnel of Organization/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, challan) and time keeping.
    - iii. Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passed to the management. Entirely responsible for thefts of easily movable items such bathrooms fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers, or Fire Fighting Systems etc.
    - iv. Will stand by management during emergency like Gherao, Picketing, Strike etc. and Security of EPFO Staff from any assaults whatsoever.
    - v. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over Register etc.
    - vi. The Guard should take rounds and be able to detect security loopholes, assess fire threats and be able to take preventive measures.
    - vii. Supervisors should check attendance of the guards daily.
    - viii. Prevent of misuse of Electricity and water.



- ix. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the concerned official immediately. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station and concerned EPFO Official.
- x. The security guard must watch that there are no unidentified/ unclaimed/ suspicious objects/ persons in the building/premises.
- xi. The security guard shall ensure that all the electrical equipments/instruments/lights and fans should be switched off at the time of closure of the office who are part of the office.
- xii. The security guard should ensure that all the officers/rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
- xiii. The security personnel must be in proper neat and tidy uniform
- xiv. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- xv. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.

xvi. The security guard should check the bags/ briefcases of the visitors, if considered necessary.

#### **F) DUTIES OF THE SECURITY GUARD IN THE STAFF QUARTERS PREMISES:-**

- a) Watch and enter the vehicle numbers of the visitors/vendors in the watching register.
- b) Security of property, buildings, plants, stores, Engg. Goods, Vehicles and any other belongings with in the office premises.
- c) Restricting the entry of unauthorized person in the premises.
- d) Keeping vigil about such information which is vital for security to the premises and reporting the same to the management in time.
- e) All switches of the street light/staircase lights at the staff quarters should be switched off at the dawn and switched on in the evening.
- f) Any other works assigned by this office as and when required.
- g) Regular patrols during night and day.

#### **G) DUTIES OF SWEEPERS IN OFFICE BUILDING 7 PREMISES**

Cleaning and upkeep of Office Building

Ground Floor	:	4 Rooms, 2 Halls, 4 Toilet Rooms & 4 Toilets.
First Floor	:	7 Rooms, 2 Halls, 7 Toilet Rooms & 2 Toilets.
Cellar	:	4 Rooms, 3 Halls, 1 Parking place.

Cleaning and up keeping of Passage/Verandah and precincts there of Garden and Open of the Building.

## I. DAILY DUTIES:

1. The entire office building (including scooter shed and Generator room) Cabins, and Halls, should be cleaned by 9.00am.
2. To sweep all internal areas of office premises and dispose off the swept material to the garbage pit.
3. To clean the premises all round the office every day.
4. To collect the Garbage from each room in the office and dispose off the same in the dustbin kept in the premises daily.
5. To dispose off the garbage to the Corporation Vehicle at the specified time.
6. The glasses of the window panes, doors and other furniture should be dusted and cleaned every day.
7. The toilets should be we cleaned with scented phenyl followed by dry mopping every day.
8. Collection and removal of waste paper from the premises shall not be stored on the premises overnight.
9. Cleaning and mopping of the floor should be done by fiber mope/sponge mope using detergents mixed with perfumed phenyl.
10. Carpets shall be cleaned with vacuum cleaners only. No brooms shall be used.
11. Daily Brushing/Sweeping and cleaning the main staircase with long handle fiber mop.
12. Wet cleaning and drying of the toilets should be done for at least **thrice a day**. There should not be any stains on the pots and wash basins or foul smell. We cleaning shall be with **perfumed phenyl**.
13. To water the plants in the garden every day.
14. The cleaning/sweeping materials such as broomsticks, mopsticks, phenyl, acid, naphthalene balls, cob-web sticks, etc. should be provided by the contractor.
15. Availability of sanitary materials such as Naphthalene Balls, Odonil (Air Freshener) in side the toilets throughout the year.
16. Perfumed disinfection spray should be sprayed daily in the rooms, cabins and sitting area of the office.

## II. WEEKLY DUTIES:

1. Cleaning of window glasses, glasses panes and doors.
2. Cleaning of lights and fans etc.
3. cleaning of the blower part and area around the Air-Conditioner.
4. Cleaning of Venetian Blinds in the RPFC's/APFC,s Chambers.
5. Removal of cob-webs in the office building, out side of office building and we clean in the office building twice in a week.



To clean the Guest House available in the office building every week or as and when required.

III. **MONTHLY DUTIES:**

1. Cleaning of windows from outside, with soap water.
2. Sweeping and dusting of entire ceiling, walls, pillars and partitions with vacuum cleaners only.
3. Cleaning and dusting of compactors by removing files and papers and replacing the same in order.
4. Cleaning and removing stains from Rexene/leather sofa, Chairs with necessary chemicals.
5. Removal of cob-webs wherever they exist.
6. Wet cleaning the terrace of building with soap water.
7. To sweep the terrace and clean all the sunshades in the office once in a month.
8. To clear the bushes and jungle growth as and when instructed by the Caretake/APFC(HRM)
9. To clear the drainage blockade in the kitchen/sanitary chambers/drainage pipes whenever required and as instructed by the Caretaker/APFC(HRM).

**DUTIES OF COOK:-**

1. The agency should provide a Cook for the departmental Canteen with 8 hours of duty (8.00 AM to 5.00PM with one hour break from 2.00PM to 3.00PM).
2. To prepare breakfast, lunch, snacks etc., hygienically as per the menu provided by the Canteen Committee/Officer-in-charge.
1. To maintain Hygienic Conditions in and around Canteen kitchen and canteen premises.
2. To maintain the utensils and other equipment's, belongings to canteen in good conditions.

**DUTIES OF MTA FOR CANTEEN:-**

1. The agency should provide a Dish Cleaner for the departmental Canteen with 8 hours of duty (8.00 AM to 5.00PM with one hour break from 2.00PM to 3.00PM).
2. To clean the utensils/vessels hygienically before and after the preparation of the break fast, lunch, snacks, tea/coffee.
3. To maintain Hygienic Conditions in and around Canteen kitchen and canteen premises.
4. To promptly attend to the work entrusted by the cook and coupon clerk from time to time.

SIGNATURE OF THE CONTRACTOR