

Central Pollution Control Board
Eastern Zonal Office
'Southend Conclave' Block No. 502, 5th Floor
1582 Rajdanga Main Road
Kolkata-700 107

Tel. No. 24414289/4677/6003, Fax No. 24418725

No. EZO/Admn/119/OC/2012/

August 12, 2014

To

**Sub : Invitation of Sealed Quotation for Annual Contract for House Keeping
of CPCB, ZO-Kolkata.**

Sir,

Scaled quotations are invited on behalf of CPCB from reputed and experienced firms for Annual Contract for House Keeping of CPCB (Cleaning Services). Quotation may be submitted / dropped in quotation box kept at the reception of CPCB, ZO-Kolkata on or before September 1, 2014.

1. Sweeping/mopping/cleaning/vacuum cleaning/shifting of discarded cleaning of common area, balconies, office rooms, toilets, lobby, staircases, window glass, office furniture/equipment, basement, entrance and any other place as directed by the Competent Authorities from time to time. The cleaners should be provided with proper uniforms to be worn during all the working hours.

2. Following will be the schedule of work at 5th & 6th Floors :

- ❖ Cleaning of rooms and dusting of furniture daily in the morning.
- ❖ Vacuum cleaning of rooms twice a week.
- ❖ Lobby to be cleaned twice a day.
- ❖ Corridors at 5th floor and 6th floor to be moped after every 2 hours or 4 times in day.
- ❖ Incharges toilet to be cleaned daily in the morning.
- ❖ Balconies attached to rooms to be cleaned twice a week.
- ❖ Cleaning of staircase and shifting of discarded furniture, if any, once a day.
- ❖ Glass panes of rooms and staircases to be cleaned twice a week.
- ❖ Common toilets to be cleaned twice a day.
- ❖ Cleaning of sign boards and railings of staircase as and when required.
- ❖ Scrubbing of floor once a week (Saturday).
- ❖ Wiping/cleaning of laboratory working table tops, Sink units etc. once every 2 hours. Other laboratory furniture such as chemical cabins, fume hoods, storage cabinets etc. should be cleaned once daily.

3. You have to provide minimum six cleaners including a women cleaner on all days viz. Monday to Saturday with materials like brooms (hard and soft), mops, wipers, dusters, Vim powder, Nirma powder, Harpic, Colin, Scotch Brite, toilet brush, carpet brush, Phenyl, liquid soap (dettol or lifebuoy), naphthalene balls, room freshner, Marbobcare Floor Cleaner, vacuum cleaners and bags for collecting trash from rooms and other required materials. The duty schedule of the house keeping staff will be as follows :

05 workers from 0800 hrs to 1700 hrs

01 worker from 0900 hrs to 1800 hrs

4. You have to furnish sworn affidavit from workers engaged by you for doing cleaning work at 502 Southend Conclave, 1582 Rajdanga Main Road, Kolkata-700 107 clearly stating that they should not claim any regularization of their services or enhancement in their wages. Payment of salaries and allowances to the cleaners would be of your responsibility.

5. If the contractor fails to attend the complaints or does not render satisfactory services the contract awarded to him shall be cancelled by giving 15 days notice without assigning any reasons whatsoever and his security deposit and payment due to him, if any, shall be forfeited. In this connection, decision of Chairman, Central Pollution Control Board shall be final and binding on the contractor.

6. In case it is noticed that the work carried out by you is not upto the required standard due to untrained or inexperienced manpower, lack of supervision or any other reason, the Member Secretary or his authorized representative will have the right to terminate the contract forthwith and forfeit the security deposit. The decision of Incharge will be final and binding on the contractor.

7. Wages of the cleaners will be revised from time to time as Minimum Wages Act, Government of West Bengal.

8. You will be responsible to discharge all the statutory requirements under the Labour Act or any other Act enforced from time to time without any liability on CPCB or without any statutory compliance by CPCB.

9. If you fail to provide service as per contract, the CPCB will make alternate arrangements for daily cleaning and in that case you would reimburse the cost of such arrangements as below :

For failure to clean toilet	-	Rs. 150/- per toilet per day
For failure to clean corridor area & other areas	-	Rs. 200/- per corridor per day

10. You will be fully responsible for all acts of omission or negligence, dishonesty or misconduct of cleaners for work at Southend Conclave. CPCB will not be liable to pay any compensation/claim and damages etc due to accident or injury to its cleaners or death due to accident or otherwise, which may arise out of and during the cleaner's duties.

11. In case of any complaint, with regards to service or behaviour of cleaners on duty or otherwise, you will be intimated and expected to take corrective measures promptly.

12. The successful bidder has to deposit a security of Rs. 25,000/- (Rupees Twenty five thousand only) to CPCB (either in the form of DD or Bank Guarantee) soon after the award of work. The amount shall be retained by CPCB, till the tenure of the contract. No interest will be paid on this amount of security deposit.

13. You would put up the monthly bill every month for rendering of cleaning services at CPCB, ZO-Kolkata on the last working day of the month for payment on time.

14. Income tax shall be deducted at source.

15. The bid has to be accompanied by an EMD of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft in favour of Central Pollution Control Board, Kolkata. The EMD of unsuccessful firm shall be returned after award of work to the successful bidder. The EMD of successful bidder shall be returned after deposition of Security amount to CPCB as per Clause No. 12.

16. Bidder should also submit the following documents alongwith bid (a) Document of previous experience (b) Total number of cleaners permanently working with firm (c) Types of cleaning work being undertaken by the firm and (d) ESI Registration Certificate.

17. A break-up in respect of total payment of wages to the workers, cost of cleaning material and service tax if any, should be mentioned while quoting the monthly rates.

18. Central Pollution Control Board at its own discretion may accept or reject any bid/quotation(s) without assigning any reason thereof.

19. The rates should be quoted both in figures and words.

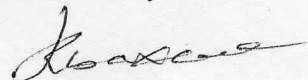
20. Quotations from agencies which have Service Tax Number, VAT Number, PF Registration Certificate, ESI Registration Certificate, IT Clearance Certificate etc will be considered.

21. No advance payment will be made before completion of work.

22. The agency should also clearly mention in the quotation that the said terms and conditions are acceptable to them.

23. A sum of Rs.3,600.00 (Rupees Three thousand six hundred only) will be paid for cleaning /washing materials per month after proper entry of material at our office premises.

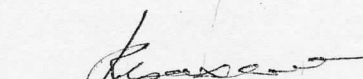
Yours faithfully,



(R. C. Saxena)
Sc. 'D' & Incharge

Copy to :

1. Notice Board (a) Office (5th Floor) (b) Laboratory (6th Floor),
CPCB Website.
2. Accounts Unit, CPCB, ZO-Kolkata.



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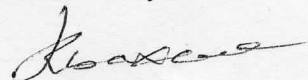
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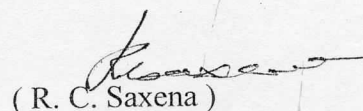


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