

## Cleaning and House-keeping of IT Department

### A. SCOPE OF WORK

1. General cleaning (Brooming and mopping) of following areas of IT Department:
  - a. Top Floor (Conference/ Parking area)
  - b. 3<sup>rd</sup> Floor (Admin Block)
  - c. 2<sup>nd</sup> Floor (e-Gov Block including Guest House)
  - d. Connecting road outside the building of office

The total area is measuring about 2500 Sq. mts.

2. The activities will include general sweeping, cleaning, mopping, drying of all floors, corridors, staircases, windows, doors and other centralized facilities twice daily with non-corrosive liquid cleaner or detergent etc.
3. The scope will also include cleaning of vertical surfaces, ceilings, floors and windows, doors, tables, chairs, sofas of all rooms/ hall by coordinating with individual officers/ officials and high reach area on ceiling of corridor/ lobby and staircases using Vacuum Cleaner daily.
4. Cleaning and maintenance of Water purifier area, toilets and bathrooms including floors, doors, windows, wash basins, mirrors and every other items within the toilets and bathrooms and of all floors area i.e. Top Floor, 3<sup>rd</sup> Floor and 2<sup>nd</sup> Floor at least twice a day.
5. Dusting and cleaning of furniture of all rooms, cupboards, almirahs, racks, Fax telephone, computers, keyboards, printers and audio video equipment etc.
6. The cleaning would be done using High Pressure Water Jet Machine, Wet & Dry Vacuum Cleaner, Single Disk Floor Scrubber Machine, Walk behind Sweeping Machine.
7. Corners or dirty places, if any should be scrubbed using plastic and scrubber. The floors are to be wiped dry.
8. All drains must be cleaned & unwanted materials to be removed to ensure discharge of water.
9. Cleaning of window glass and window sills of all buildings with proper cleaner and wiping with microfiber cloths. Taps and flushing system of all toilets are to be checked regularly during the day. Removal of unwanted materials and disposing them at designated sites.
10. Removal of waste papers from wastes paper baskets and any other garbage from the premises of the building inside or outside of the IT Bhawan.
11. All surfaces must be maintained, cleaned and made stain free by regular cleaning and scrubbing using non-metallic soft scrubbers (e.g. cloth, nylon or microfiber cloth) and non-corrosive detergent or soap.
12. Removal of any kind of the dust or stains from anywhere in the premises including corners foot of ventilations, ceiling, walls, windows, etc. as and when required.

### B. Terms and conditions: -

1. All workers must report any defective taps, valves or any other defects for maintenance works to the authority of IT Department.
2. Machineries & equipments as mentioned below should be provided by the agency:
  - a. High Pressure Water Jet Machine
  - b. Wet & Dry Vacuum Cleaner
  - c. Single Disk Floor Scrubber Machine
  - d. Walk behind Sweeping Machine

3. All sanitary/cleaning items like phenyl (Nimyle brand), Harpic, Naphthalene balls, Odonil, floor cleaner, Colin, toilet shall have to be used, which should be provided by agency. Use of any type of acidic solution is strictly prohibited on vitrified tiles and granite floor.
4. Other materials for cleaning works like duster, mops, brushers, brooms, pans, detergents, washing powder, sponges, buckets, garbage sacks, polish, phenyl, acid, toilet, disinfectants, liquid shops, shop cakes or odonil colon, brisk, silicone spray etc. shall be provided by the cleaning agency .
5. Cleaning staff should be smartly dressed in proper uniform, if at any time the staff is found to be guilty of miss conduct in any matter, the person guilty of misconduct must be replaced by the cleaning agency within 24 hours.
6. The Cleaning person should be trained in field of cleaning services.
7. Summer and winter uniforms for the cleaning staff is/are to be provided by the cleaning agency.
8. The Department of information Technology shall not be responsible for the release of benefits such as salary, provident funds, ESI, Pension benefits and any other allowances.
9. Pre-receipt bill in triplicate is to be submitted by the 2nd day of every month for release of payment by the 10th each month through RTGS.
10. The cleaning personnel shall come on duty sharp at 8:00 AM to 4:00 PM Monday to Saturday. If any of cleaning personnel falls sick, the agency will make alternative arrangements at its end. No relaxation would be provided in the terms and conditions on this behalf.
11. The IT department shall not provide any allowance for washing, entertainment, hardship, refreshment or any such allowance to the cleaning personnel deployed by the agency.
12. All the cleaning personnel shall be deemed to be employees of cleaning agency.
13. The cleaning agency shall provide the list and identity card with the photographs of the personnel to be deployed for cleaning works.
14. Cleaning agency shall provide a bank guarantee as a security cover for an amount of Rs. 5,000 from a nationalized bank in the name of Drawing and Disbursing Officer of IT Department.
15. Police verification of the deployed workers may be provided by the Cleaning agency.

#### C. PENALTY CLAUSE

1. Any non-compliance to the scope and terms & conditions of this document shall lead to imposition of penalty as described hereunder.
2. The penalty of Rs. 2/- per sq. meter of un-cleaned area per day will be levied on the agency. The actual un-cleaned area will be determined by authority based on the inputs from officers and staff of the department. The information regarding un-cleaned area would be shared on daily basis with the agency.
3. In case of either the non-compliance is more than 20% or any non-compliance for more than 7 days, Department may cancel the agreement.
4. A penalty of Rs. 2/- per sq. meter per day would be imposed based on the non-cleaned area.
5. Penalty of Rs. 500/- per day will be imposed in case any of the material as mentioned above, is not provided by the agency.
6. The penalty would be deducted from the bill amount for the particular month to be realised during the subsequent month.

D. Department Rights

1. Accept or not accept EOI submission.
2. Clarify any aspect of a EOI submission.
3. Seek additional information from vendors in relation to their EOI submissions.
4. Terminate this EOI process.
5. Negotiate with bidders.
6. Enter into a contract or other binding relationship with any bidders or with other party in respect of any matter referred to this EOI.

This EOI does not constitute a solicitation. DIT reserves the right to change or cancel the requirements at any time during the EOI.

### PERFORMA FOR FINANCIAL BID

To

Director (IT)-cum-Member Secretary (EC),  
Society for Promotion of IT & e-Governance,  
Mehli, Shimla-171013

With reference to your letter No. DIT-B(2)2/2016 (Part III) dated \_\_\_\_\_ on the subject cited above I/We quote the rates for cleaning work as under :-

S.No.	Job Description	Cost per Sq. Meter per Month (Inclusive of All Taxes)	Price for 2500 Sq. Meters per Month (Inclusive of All Taxes)
1.	Outsourcing of Sweeping/ cleaning of IT Department building as per scope and terms & conditions inclusive of manpower, machine and material		

I/We accept all the terms and conditions of your letter referred to above.

Yours faithfully

(Name/Seal of service provider/Company)