

CSIR-NORTH- EAST INSTITUTE OF SCIENCE AND TECHNOLOGY



Jorhat -785 006, Assam.
An ISO 9001 : 2008 Certified Organization

NOTICE INVITING TENDERS NO. D-33012/8/15-GEN



Separate sealed offers are invited from reputed Registered Contractors holding valid license under Contract Labour (Regulation & Abolition) Act 1970 for providing **House-Keeping/Cleaning/Sweeping job in CSIR-NEIST Campus** having experience of executing such type of work in any Govt. (Central/State), Semi-Govt. Public Sector Undertakings, CSIR Labs./Instts. The tender papers with detailed terms and conditions may be obtained from the office of the Section Officer (G) on payment of ₹s.700.00 (Rupees Seven hundred only) (Non-refundable) in Cash counter of the Institute on working days from the date of publication of the Advertisement till 28.09.2015, 01 (one) day before the date of submission, i.e. 29.09.2015. In case tender papers are downloaded from web-site, an amount of ₹s. 500.00 (Rupees five hundred only) (Non-refundable) to be paid by Demand Draft drawn in favour of Director, CSIR-NEIST, Jorhat along with the tender towards the cost of tender papers without which tender will be invalid.

The sealed offer accompanied by **Earnest Money Deposit of ₹s.1,50,000/-** for **House-Keeping/Cleaning/Sweeping job in CSIR-NEIST Campus** in the form of A/C payee Demand Draft from scheduled Bank drawn in favor of the **Director, CSIR-North-East Institute of Science and Technology(CSIR-NEIST), Jorhat, Assam** payable at Jorhat in a separate envelope duly super scribed or e-payment directly to the NEIST Bank Account (Bank details (1) Name of the Bank – State Bank of India (2) Branch – RRL Jorhat Branch (3) Place – Jorhat (4) IFSC Code SBIN0005604 (5) MICR Code – 785002007 (6) NEIST Account – DIRECTOR, NEIST (7) Account No. 00000030266871392 and submit the proof of the deposit to be received on or before **29.09.2015 upto 01.00 P.M. in the Security Office at Gate No.2, CSIR-NEIST, Jorhat and shall be opened on the same day at 3.00 p.m. in presence of the Tenderers**, if any. However, in case of any unavoidable circumstances, the opening of tenders may deferred to a later date with information to the tenderers.

The Director, North East Institute of Science and Technology, Jorhat reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reasons there of.

ADMINISTRATIVE OFFICER

CSIR-NORTH - EAST INSTITUTE OF SCIENCE AND TECHNOLOGY

Jorhat 785 006, Assam



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Separate sealed offers are invited from reputed Registered Contractors possessing license under Contract Labour (Regulation & Abolition) Act, 1970 for providing **House-Keeping/Cleaning/Sweeping job in CSIR-NEIST Campus** having experience of executing such type of work in any Govt.(Central/State), Semi Govt. Public Sector Undertakings, CSIR Labs/Instts. Last date of submission of tender is **29.09.2015 upto 01.00 p.m. and tenders will be opened on the same day at 3.00 p.m.** For details of NIT, please refer website of NEIST, Jorhat <http://www.neist.res.in> Tender papers/documents may be downloaded from the web-site OR the Tender papers with detailed terms and conditions may be obtained from the **office of the Section Officer(G)** on payment of Rs. **700.00** (Rupees Seven Hundred only) (Non-refundable) in cash counter of the Institute on working days from the date of publication of the Advertisement till 28.09.2015, 01 (one) day before the date of submission, i.e. 29.09.2015. In case tender papers are downloaded from web-site, an amount of Rs.**500.00** (Rupees five hundred only) (Non-refundable) to be paid by Demand draft drawn in favour of **Director, CSIR-NEIST, Jorhat** along with each of the tenders towards the cost of tender papers without which tenders will be invalid.

ADMINISTRATIVE OFFICER

SUMMARY SHEET – GENERAL TERMS & CONDITIONS

The Tenderer should deposit EMD of ₹s. 1,50,000/- for Housekeeping/Cleaning/Sweeping job in Lab Area & Colony Area in the form of Demand Draft of Scheduled Bank drawn in favor of Director, CSIR-NEIST, Jorhat along with the tender which will be refunded to the unsuccessful bidder.

The Tenders will be received upto 01.00 P.M. on 29.09.2015 and will be opened on the same day at 3.00 P.M. in presence of bidders, if any.

However, the date of opening of tender may defer in case of unavoidable situation and the same will be intimated to the tenderer.

The successful bidder must deposit ₹s.6,61,000/- for Housekeeping /Cleaning/Sweeping job in Lab. Area & Colony Area as security money in the form of A/C payee Demand Draft drawn in favour of Director, CSIR-NEIST, Jorhat on receipt of work order, along with the copy of Agreement.

GENERAL TERMS AND CONDITIONS:

1. The duration of the contract for providing House-Keeping, Cleaning/Sweeping job in CSIR-NEIST Campus for a period of 2(two) years from the date of commencement of work which may be extended for a further period of 01 (one) year on the same rates, terms and conditions depending upon the satisfactory performance and approval of the competent authority. The contract can also be terminated prematurely without payment of any compensation whatsoever other than the dues under the agreement by serving one month's written notice to do so. The Director, CSIR-North-East Institute of Science & Technology, Jorhat will have the sole discretion to extend or terminate the contract at any time without assigning any reason. The detailed scope of work to be carried out by the contractor is at **Annexure –A**.

2. The tenderer must ensure that wages to the workers against the contract should not be less than the minimum wages as per the minimum wages Act. 1948 amended from time to time. Payment of wages to the workers must be disbursed in presence of NEIST's representative(s) latest by **7th day** of the subsequent month without waiting for his bill to be cleared/paid by the Laboratory. However, the contractor shall ensure that all his workers are paid by e-payment after the completion of the first quarter. No payment in cash shall be made by the contractor to his workers engaged for the above mentioned work after 03 months of the start of work.

3. The persons employed through the Contractor for all purposes are the employees of the Contractor and shall have no right or claim towards employment and other benefits from CSIR. The persons provided by the Contractor should be physically fit and healthy and preferably below the age of 50 years.

4. That the contractor/tenderer shall submit details such as, names, parentage, residential address, age etc. of the persons provided by him in the premises of the Lab./Instt./CSIR for the purpose of proper identification of the employees of the contractor engaged for Cleaning/Sweeping jobs at CSIR-NEIST, Jorhat. Identity cards bearing their photographs/identification, etc. should be issued to all contract workers deployed at CSIR-NEIST, Jorhat while on duty. That the Uniforms supplied by the Contractor at his own cost to the persons deployed for this work shall include shirt, pant, Gum Boots, Rain Coats, Hand Gloves, Goggles, Protective equipments during work etc. Tools for work such as Grass cutting machine, hoe (kudal), sickle (kanchi), shovel (belcha), fork hoe (kata kur), dao etc. shall be provided by the contractor.

5. The contractor should obtain a valid license under the Contract Labour(R&A) Act. 1970. The contractor shall also maintain all statutory records as may be required from time to time under the said Act. and furnish the same for verification by the Employer/Labour Authority as and when required. He shall have a valid license before commencement of work, and continue to have the same till completion of the contract. The Contractor shall also abide by the provisions of the child Labour (Prohibition and Regulation) Act., 1986.

6. That the contractor shall at his own cost, take necessary insurance cover in respect of the workers provided by him and such an insurance shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act. 1970; Employees State Insurance Act; Workman's compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act. 1948; Employer's Liability Act.1938; Employment of Children Act. 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expenses arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the CSIR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.

7. That the Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR Lab./Instt. and in their respective names before submitting the bill for the subsequent month. **The amount should be deposited individually and should not be mixed up with any other contract. The reimbursement shall be as per actual deposits**

of amount. In case, the Contractor fails to do so the amount towards ESI & EPF contribution will be withheld till submission of required documents.

8. It should be ensured that no worker deployed by earlier Contractor at NEIST, Jorhat is re-deployed and to submit an undertaking to the effect that no worker deployed by earlier contractor is re-deployed

9. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour laws including the provisions of Contract Labour (Regulation and Abolition) Act. 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of the Lab./Instt. a sum as may be claimed by Lab./Instt./CSIR.

10. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR.

11. The workers deployed by the contractor should possess identity card certified by proper signatory of CSIR-NEIST, Jorhat. Attested photographs (2 nos.) of the workers shall be submitted to CSIR-NEIST for identification at the time of disbursement of wages which must be witnessed by the Officer-in-charge, CSIR-NEIST, Jorhat.

12. At any time during the continuation of the contract, if it is observed that the contractor is not complying with the provisions of the contract or other provisions of various Labour and other Acts applicable, the contract may be terminated by the Director, CSIR-North-East Institute of Science and Technology, Jorhat by giving one month notice.

13. The contractor shall give the permanent Income Tax number for deduction of Income Tax at the prevailing rate on the total value of payment to be deposited with Income Tax Department, Jorhat.

14. The contract agreement shall have to be executed within 07 (seven) days from the date of issue of the work order before commencement of the work.

15. The Director, CSIR-NEIST, Jorhat does not bind himself to accept the lowest tender or any tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reasons and the tenderer shall be bound to comply with the same at the rates quoted.

16. Canvassing in any forms in connection with the tender is prohibited and the tenders submitted by the contractor(s) who resort to canvassing are liable for rejection.

17. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

18. The tenderer shall quote rate both in figures and words. He shall also work out the amount for each item of work and write in both figures and words on check if there are any difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure shall be followed.

- i) When the amount of an item is not worked out by the tenderer or if does not corresponds with the rate written either in figures or in word, the rates quoted by the tenderer in words shall be taken as correct.
- ii) When the rate quoted by the tenderer in figures and in words tallied but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.

19. The tenderer should see the area/location and no claim whatsoever will be entertained for any alleged ignorance thereof.

20. The Security money will be forfeited if the contractor fails to execute the agreement as per the letter of award.

21. Except writing rates and amount the tenderer should not write any conditions or make any charges, additions alterations and modifications in the tender which may result in cancellation of the tender. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the tender.

22. The Earnest Money amounting to ₹s.1,50,000/- for Housekeeping/Cleaning/Sweeping job in **CSIR-NEIST Campus** in the form of a Demand Draft from any schedule Bank and drawn in favour of Director, CSIR-North-East Institute of Science and Technology, Jorhat 785006 and payable at Jorhat should accompany the tender. Tender received without earnest money will be summarily rejected.

23. The tender should be submitted in a sealed cover superscribed with the name of the works NIT, date and time of opening written on the envelope and the draft for EMD only separate envelope with the same information superscribed on the top of the envelope. The tenders will be received upto 01.00 p.m. of 29.09.2015 and will be opened at 3.00 p.m. on the same day in the Administrative Block, CSIR-NEIST, Jorhat. Tender should be dropped in the tender box kept in Security Office at Gate No.2, CSIR-NEIST, Jorhat meant for

Administration before the closing date and time indicated. In case these are sent by post, these should be sent by Regd. Post/Speed Post addressed to the Administrative Officer, CSIR-NEIST, Jorhat 785006, Assam. The tenderers are to ensure that they post the tender well in advance so as to reach before the closing date and time indicated. Delay in receipt of tender due to postal delay will not be entertained.

24. The Tenderer shall declare in writing that neither he/she nor any of them are in any way related to any Technical Officer or any officer of the rank of the Under Secy. or above in the Council or in the Laboratory/Instt. where the work is to be carried out.

25. The Contractor/Bidder should certify that there are no any legal proceedings/disputes against him in any court of law and the Contractor or his agency is not black listed either by Central Govt., State Govt. or by any public/private organization.

26. Income tax or any other statutory/mandatory tax in respect of this contract will be deducted from the contractor's bill and remitted to the appropriate authority.

27. Tenderers should submit the details of their registrations, particulars of evidence of supplying Personnel to any organizations earlier.

28. Tender which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected.

29. The personnel so deployed under this contract through the contractor cannot claim regularization and other benefits of pay and allowances from CSIR.

30. Tenderers must submit satisfactory work completion certificate of the contract carried out at NEIST if any.

31. The bidders must submit the **Registration Certificate** (Photocopy) along with the Tender, without which tenders will be **invalid**.

ADMINISTRATIVE OFFICER

CSIR- NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
JORHAT::ASSAM

TENDER FOR THE WORK: **House-Keeping/Cleaning/Sweeping job in CSIR-NEIST Campus**

EARNEST MONEY DEPOSIT INFORMATION

Earnest Money for ₹s. _____ (Rupees
_____) deposited in the form of
Demand Draft No. _____ dated
_____ drawn on _____ in favour of
Director, CSIR- North-East Institute of Science and Technology , Jorhat 785006.

Date: _____

Signature of the Tenderer

CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
JORHAT::ASSAM

NAME OF THE WORK - **House-Keeping/Cleaning/Sweeping job in
CSIR NEIST Campus**

CHECK LIST

Sl.No.	Description	Pages
1.	Cover Page	
2.	Contents	
3.	Appendix Summary Sheet and General Terms & conditions and N.I.T.	
4.	EMD :	
5.	Schedule of Rates	
6.	Schedule of work done by the Contractor	

Signature of the tenderer.

NAME OF THE WORK -

House-Keeping/Cleaning/Sweeping job in CSIR-NEIST Campus

SCHEDULE OF RATES

PARTICULARS		Amount (in ₹s.)
1	For providing Service (Cost per month)	
2	Total Material cost as per the Annexure (B)	

Total Amount

Total amount (in Words).....

Note

- # Material Cost will be reimbursed as per Receipt Voucher on monthly basis.
- # Statutory taxes like "Service Tax" which will be deducted from the Total Payable amount will be reimbursed to the Contractor only when the Paid Voucher of the same accompany the Bill. Otherwise, it will be deducted from source and debited to Tax Office by the employer.
- # Income Tax will be deducted as per prevailing rate from the Total Payable amount of the Contractor.

Name of the Contractor.....

Signature of the contractor

Date.....

SCHEDULE OF WORK DONE BY THE CONTRACTOR

(The Contractor shall fill this and enclose it with original copy of tender)

1. Name of the Contractor -

2. Firm Name -

3. The Telephone No.(Official)

4. Official address -

5. Residential address -

If the firm limited - Yes/No. -

Give the name and address of the Partners -

Name	Address
-----	-----

a)

b)

c)

d)

Partnership deed during the
Bankers power of attorney

Please enclose with tender
M/s.
Enclose attested copy/
Original power of attorney

SCHEDULE OF WORK DONE BY THE CONTRACTOR

(Give list of the works completed satisfactorily in last 5 years equivalent to or more than the amount for which tender is being submitted by the Contractor)

Sl.No.	Name of the work	Location/ Place	Name of the Organisation	Value of Contract Annual
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

List of work done, certificate for satisfactory completion of works given above enclosed.

Signature of the Tenderer.

Name & address of persons holding
Power of attorney

Name.....

Address.....

Specimen signature of persons
Holding power of attorney

IF THE ORGANISATION REGISTERED UNDER
CENTRAL LABOUR ACT (IF YES GIVE THE
FULL PARTICULARS)

- a) Registered with -
- b) Registration No. -
- c) Finance and other limit upto which registered -
- d) Bank guarantee etc. in detail -
- e) Registered for deployment of -

Signature of the Tenderer

Copies to be endorsed with tender document

1. Registration with Central Labour Commissioner of the jurisdiction
2. ESI Registration
3. EPF Registration
4. Service-Tax Registration
5. PAN Card Copy
6. Copy of past experience
7. Order copy of present work

Annexure-B

Requirement of items for House-keeping job in CSIR-NEIST Campus for 12 months:

SI No	Items	Qty required	Rate per Unit (in Rs.)
1	Bamboo jaru	330Pcs	
2	Phull Jaru	400Pcs	
3	Cobweb Brush	40Pcs	
4	Toilet Brush	20Pcs	
5	Toilet Soak Remover pump	20Pcs	
6	Naphthalene ball	30Kg	
7	Odonil cake	600Pcs	
8	Harpic (500ml)	430Pcs	
9	Collins (500 ml)	40Pcs	
10	Bleaching Powder	300Kg	
11	Vim Powder	40Kg	
12	Surf	60Kg	
13	Bar soap	860Pcs	
14	Markin cloth	1000mts	
15	White non-phenol based floor cleaner	500 Ltr	
16	Brown non-phenol based floor cleaner	40Ltr	
17	Nylon rope	10Kg	
18	Lime	150 kg	
19	Lime brush	10 pcs	
20	Liquid deodorant (Habit/Bioclean)	300 ltr	
21	Mug 1.5 litre	150 nos.	
22	Wiper	20 nos.	
23	Lyzol	24 ltrs	
24	Garbage bag (10 ltr capacity) Pack of 100 nos.	650 pack	
25	Paddle Dustbin (18 inch)	100 nos.	

(Scope of work)

Contractor's Obligations:

1. That the contractor shall provide the Cleaning coverage at NEIST, Jorhat as per Annexure A
2. That on taking over the responsibility of keeping clean the CSIR-NEIST Campus, the Contractor shall formulate the mechanism and duty assignment of personnel in consultation with Director of the Lab./Instt. Subsequently, the contractor shall review the cleaning arrangement from time to time and advice the Director of the Lab. in writing about additional measures for further streamlining their system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the Lab.Instt. or the officer designated by the Director in this respect from time to time.
3. That the persons so deployed shall remain under the control and supervision of the Contractor and the Contractor shall be liable for payment of their wages etc. and all other dues which the Contractor is liable to pay under various Labour Regulations and other statutory provisions.
4. That the Uniforms supplied by the Contractor at his own cost. to the persons deployed for this work, shall include shirt, pant, Gum Boots, Rain Coats, Hand Gloves, Goggles, Protective equipments during work etc. The seasonal equipment such as Jerseys. Great coats in winters and rain-coats in monsoon shall also be provided by the Contractor at his cost and the CSIR shall have no liability whatsoever on this account. The Uniform shall be approved by the Director of the Lab/Instt.
5. That on taking over the responsibility of keeping clean the NEIST Campus, the Contractor shall provide a list of materials required for cleaning job as and when required.

ANNEXURE - A

A-1 That the Contractor shall provide manpower daily to sweep the toilet and totally clean the building including removal of Cobweb, floor cleaning, window panes cleaning as per the list below in laboratory as well as officials buildings in the colony area.

Sweeping and Cleaning of Laboratory area

<u>Location for cleaning</u>	<u>No. of Toilet</u>	<u>Mode of operation</u>
1. GF Adm Building	2	Contractor's Workers
2. FF Adm Building	2	Contractor's Workers
(Director & Conference)	2	Contractor's Workers
3. Canteen Building	2	Contractor's Workers
4. Auditorium	2	Contractor's Workers
5. Security Office Gate No. 2	1	Contractor's Workers
6. Pensioner Office	1	Contractor's Workers
7. Material Science Block	2	Contractor's Workers
8. Bio technology Block(GF&FF)	5	Contractor's Workers
9. Chem. Engg. Block	4	Contractor's Workers.
10. MAEP Block	2	Contractor's Workers
11 Chem. Science Block(GF&FF)	6	Contractor's Workers
12 Geo Science Block	2	Contractor's Workers
13. Civil Engg.	1	Contractor's Workers
14. Electrical Engg. Block	1	Contractor's Workers
15. General Engg.	6	Contractor's Workers
16 Auto Garage	1	Contractor's Workers
17. Pilot Plant	5	Contractor's Workers
18 Store Building	1	Contractor's Workers
19. FAC Building	3	Contractor's Workers
20 KRC Building	5	Contractor's Workers
21 Bhatnagar Building (GF&FF)	4	Contractor's Workers
TOTAL	60	

- Clean the building including the removal of cobweb/floor cleaning, window Panes cleaning.
- Daily cleaning of the Pillars, tiles flooring of passage of the administrative Building, Director's car parking area, mop the floor with disinfectants.
- For toilets – providing naphthalene balls, soap for hand wash, disinfectants daily cleaning wash basin with Harpic, floors with surf/vim powder/cleaners, mirrors, soap holders etc. all fixtures of the toilets, mop the floor with disinfectants.

A-2 Sweeping and Cleaning in Colony area

<u>Location for cleaning</u>	<u>No. of Toilet</u>	<u>Mode of operation</u>
1. CommCentre/nursery	1	Contractor's Workers
2. Clinical Centre	3	Contractor's Workers
3. Guest House	19	Contractor's Workers
4. Guest House Annex	12	Contractor's Workers
5. Boys Hostel (General cleaning)		Contractor's Workers
6. Dinning Hall of boys Hostel	1	Contractor's Workers
7. Girls Hostel (General cleaning)		Contractor's Workers
8. Gate No. 1, 4 & 6	3	Contractor's Workers
9. Pump House	1	Contractor's Workers.
10. Creche	2	
TOTAL:	42	

- Clean the building including removal of Cobweb, Floor cleaning, Window Panes clearing mop the floor with disinfectants
- For toilets – providing naphthalene balls, soap for hand wash, disinfectants daily cleaning wash basin with Harpic, floors with surf/vim powder/cleaners, mirrors, soap holders etc. all fixtures of the toilets, mop the floor with disinfectants.

- B-1 That the Contractor shall provide manpower for Grass Cutting (to maintain less than 1” height) and totally clean the CSIR-NEIST Campus (approximate area indicated) and clean the area by removing the garbage to a dumping area as per the list below in laboratory as well as colony.

Grass Cutting etc. for Laboratory campus

Sl. No.	Location	Location Approx. area in sq. meters
01	Both sides of roads	2520
	Lawns/fields	
01	Near KRC	2444
02	All sides of General Engg.	2800
03	All sides of Store Building	4200
04	All sides of Canteen Building	3000
05	All sides of Auditorium	200
06	All sides of Security Office Gate No. 2	100
07	All sides of Material Science Block	3000
08	All sides of Bio technology Block	2100
09	All sides of MAEP Block	600
10	All sides of Chemical Science Block	2700
11	All sides of Geo Science Block	2700
12	All sides of Civil Engineering	200
13	All sides of Electrical Engg. Block	150
14	All sides of Mushroom Building	200
15	All sides of Insectory Building	200
16	All sides of Pilot Plants	26820
17	All sides of Oxidation Pond	700
18	All sides of Pump House	150
19	Front of Open Stage	300
20	All sides of Auto Garage	350
21	All sides Adm. Building	4000
22	Garden and lawn area in front of the Administrative Building	2000
23	Front and both side area of Floriculture Section building	4000
24	Cleaning and painting of KRC Ponds and Lawn Ponds twice in a year	

TOTAL :

65434

Grass Cutting etc. in Colony Area

Sl. No.	Location	Approx. area in sq. meters
01	Both sides of the Road up to drain and 2 meters away from drain	5175
02	All sides of Comm Centre/nursery	8700
03	All sides of Social Activity Centre	7620
04	All sides of Post Office	1440
05	All sides of Electrical Sub-stn.	300
06	All sides of Co-Opt. Store Bldg.with veranda	200
07	All sides of Clinical Centre	1960
08	All sides of Guest House	2275
09	All sides of Guest House Annex.	1000
10	All sides of Director's Bungalow	3355
11	All sides of All Gates	200
12	All sides of Boys Hostel	5000
13	All sides of Girls Hostel	400
14	Children Park 1	3009
15	Children Park 2	4000
16	Play Ground	36000
17	All sides and Roof of vacant Qrs.	

TOTAL :

80634

- C. That the Contractor shall provide manpower for following works and totally clean the locations including disposal of garbage to the dumping area in the laboratory campus as well as colony campus

CSIR-NEIST Campus

- | | | |
|-----|---|--|
| 1. | Drain Cleaning | All drains (approx. 10000 Meters) twice a month |
| 2. | Trimming/debranching and removing tree etc. including carrying to Store yards | As and where required |
| 3. | Providing manpower for holding equipments etc. to and from store or from one place to another | As and where required |
| 4. | Sweeping all gates | Daily morning |
| 5. | Roof slab cleaning | Once a month |
| 6. | Removing tree leaf deposited over the CGI sheet roof and Gutters. | Once a month |
| 7. | White washing of trees upto a height of 90 cm. And pools of the culvert | Twice in a year |
| 8. | Cleaning of all Dustbins and disposal to dumping area | Twice Weekly |
| 9. | Cleaning of boundary walls including cutting grass etc. 2 m. inside and 1 m. outside. | Once in a month |
| 10. | Operation of Sewage pump and cleaning of the Screen Chamber | Pump to be operated from 6.00 A.M. to 6.00 P.M. and Screen Chamber to be Cleaned at regular interval |
| 11. | Providing manpower for cleaning the Canteen after each tea/food session | Twice daily |
| 12. | One semi-skilled labour for operating/ Cleaning the incinator | Regularly |
| 13. | Bringing the uprooted trees during Storm in cut pieces carrying to store Yards | as and when required |
| 14. | Cleaning and painting of KRC Pond, oval pond and Lawn Ponds | Twice in a year |
| 15. | Cleaning of underbrush of the Campus | Twice in a year |