

➤ **JOB SPECIFICATIONS AND SCOPE OF WORK**

A. AREA COVERAGE FOR HOUSEKEEPING SERVICES

EESL office premises at Core-3, Ground Floor and 5th to 7th Floor, Core - 5, 4th Floor, SCOPE Complex, Lodhi Road, New Delhi- 110003

B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping moping and wiping of floors, staircase on daily basis including Saturdays or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
2. Continuous moping to be done at reception floor and other floors during office hours (9.00 AM to 6.00PM)
3. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead birds animals, rats, insects etc. if found in and around the office building.
6. Clearing of any choking's in the drainages, manholes etc.
7. Removal of beehives and cobwebs/honey webs from the office building and its premises.
8. Cleaning and sweeping of open area including balconies and roof tops with brooms.
9. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor and will be countersigned by the EESL officer-in-charge at regular intervals and finally at the end of each month.
10. The Agency shall also be responsible for pest control in the office and shall carry out sprays etc. minimum thrice in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects, rats etc. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than thrice in a month.

C. JOBS TO BE CARRIED OUT DAILY

- i) Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets are to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier, toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure

- continuous availability of these materials in requisite place/container.
- iii) Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.
 - iv) Cleaning & moping of pantries and electrical rooms once in a day during office hours.
 - v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
 - vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
 - vii) Cleaning of carpets by soft brush.
 - viii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
 - ix) Cleaning of chokage in sewer and pumping lines within premises as and when required.
 - x) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
 - xi) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
 - xii) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
 - xiii) Cleaning of carpets in rooms by vacuum cleaners.
 - xiv) Cleaning of lift walls with silver/brass liquid cleaner.
 - xv) Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.
 - xvi) Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception conference halls lifts lobby, lifts etc.

D. JOBS TO BE CARRIED OUT WEEKLY

- i) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- ii) Cleaning of sofa sets with vacuum cleaners and chairs with soap solution/ cleaning agent of approved quality.

E. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

- i) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- ii) Dusting of false ceiling etc. with soft broom and cloth.
- iii) Cleaning of sofa sets with soap water/ vacuum cleaners.\
- iv) Washing and cleaning of driveways, parking areas and roads within the office premises.
- v) Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

F. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

- i) All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
- ii) Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

G. PROVIDING WORKFORCE;

The Agency has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. Tentative requirement of workforce to be deployed is given hereunder:

- a) House Keepers -11
- b) Supervisor -1
- c) Plumber -1
- d) Pantry boy – 3
- e) Office boy - 1

H. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables other related items as listed in Appendix-I is to be provided by the Agency has to be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and supply them in advance and store them at EESL on fortnightly basis. The stores are to be replenished at least 5 days in advance. Consumables shall be issued every morning in presence of an official authorized by EESL.

I. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the agency will arrange for disposal of garbage at such a place as may be permissible by MCD.

J. GENERAL TERMS AND CONDITIONS

- i) The contract agreement shall be between EESL and contracting agency on whom agency award is placed by EESL and can not be Transferred or assigned by the contractor without the written consent of EESL. The contractor shall have sole responsibility and liability of all expenses pertaining to their security personnel in connection with their employment. EESL shall not bear any liability, whatsoever with regard to the personnel.
- ii) The contractor shall provide at its own cost all statutory & Compliance benefits to the house-keeping personnel employed by him. EESL reserves the right to inspect payment of wages and all records/ register to be maintained by the contractor under different labour statutes in this regard.
- iii) The contractor shall comply with all the instructions issued by EESL and its authorized officers from time to time.
- iv) EESL shall have the right to terminate the contract by giving one month's notice or compensation in lieu of notice, in case of poor performance, unethical/unlawful activity of agency or its employee and vehicle. The decision of Site Engineer / EIC shall be final and binding in this regards.
- v) The house-keeping personnel employed by the contractor shall not engage themselves in any undesirable activities, whether within or outside the premises. The contractor shall be liable to make good to EESL any loss or damage caused by them.
- vi) The contractor shall be solely responsible for compliance of various statutory obligations including the financial liabilities under the contract labour regulation and abolition act and other laws and rules as applicable from time to time.
- vii) It is clearly understood that during the validity of this contract or after its termination,
- viii) It shall be the sole responsibility of the contractor to tender house-keeping services including providing cleaning material and pest control services to the management's satisfaction.
- ix) Gratuity clause: In the unfortunate event of death of a deployed person, death gratuity will have to be paid by the house-keeping agency to the nominee. No claim shall be entertained by EESL in this regard.
- x) ESI as applicable as per guidelines of Govt. of India shall be paid by the agency.
- xi) It may be relevant to mention that if minimum wages are modified by Govt. of India during the contract period the same shall be applicable.
- xii) Payment of wages and other entitlement to all the deployed personnel (house-keeping manpower, pantry boys, office boys and supervisors) shall be made through Contractor shall keep/maintain the records (specially wages, PF, bonus, dress, LR, retrenchments etc.)
- xiii) The house-keeping agency shall submit the photo copies of all the documents required to confirm the qualifying requirement of each house-keeping personnel along with originals, before deployment.
- xiv) SAFETY: During the contract period if any injury or accident / fatal accident occurs to any person employed by contractor or any third party, the whole liability or responsibility shall be that of contractor. EESL will bear no responsibility or expense, if any, on this account.

Material List	
S.No	Name of Chemical & Consumables
1	Odonil
2	Naphthalene Ball
3	Hard Broom
4	Soft Broom
5	Compound Broom
6	Dry Mop
7	Dry Mop Refill
8	Wet Mop
9	Wet Mop Refill
10	Duster Checked
11	Duster Yellow
12	Floor Duster
13	Scotch Brite
14	Spray Can
15	Toilet Brush
16	Wiper
17	Bucket & mug Set
18	Brasso
19	Taski R1 Bathroom Cleaner
20	Taski R2 Multi Purpose Cleaner
21	Taski R6 Toilet Cleaner
22	Cleanzo Floor Cleaner
23	Taski R3 Glass Cleaner
24	Taski R4 Wood Polish
25	Taski R9 Hard Water Cleaner
26	Taski Spiral Floor Cleaner
27	Taski Virex Sanatizer
28	Hand Wash
29	Room Freshener
30	Red Pad
31	White Pad
32	Toilet Roll
33	Urinal pad
34	Taski TR 101 for Carpet Cleaning
35	Taski TR 103 for Carpet Cleaning
36	Face Tissue
37	M Fold
38	Drainer
39	Garbage polythene
40	White Duster
41	Harpic
42	Vim Bar
43	Colin
44	Black Hit
45	Red hit
46	Garbage Bag Small
47	Garbage Bag Big
48	Garbage Bag Green

Machine List	
S.No	Name of Machine
1	Single Disc
2	Wet & Dry Vacuum Cleaner
3	Wringer Trolley
4	Galss Cleaning Kit
5	Spraying Machine
6	Tool Kit Electrician and plumber
7	Carpet Cleaner