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## STATE POLLUTION CONTROL BOARD, ORISSA

[DEPARTMENT OF FOREST & ENVIRONMENT, GOVERNMENT OF ORISSA]

Paribesh Bhawan, A/118, Nilakanthanagar, Unit - VIII,  
Bhubaneswar - 751 012, INDIA

No. \_\_\_\_\_

I-Estt(Misc)05/07-08

Date \_\_\_\_\_

### Expression of Interest for house keeping service of SPC Board office at Bhubaneswar.

Expression of interest in sealed cover super-scribing "House Keeping Service" are invited from the registered contractors / Agencies who possess required manpower and equipments to undertake house keeping services (sweeping, cleaning and other repair and maintenance of water and electrical works) of the SPC Board building, at- A/118, Nilakanthanagar, Unit-VIII, Bhubaneswar-12 on annual contract basis. The details of services required with the time schedule & the area of operation etc. are indicated below for enabling them to furnish necessary quotations.

Sl. No.	Service Area	Time schedule			Unit Area	Monthly fixed rate
		Daily except Sunday & Holiday	Weekly	Monthly		
1	Toilet cleaning approx 30 toilets Floor area-2000 sqft. approx.	Disinfectant wash.	Sani fresh wash.	Scrubbing through wash.	For 30 toilets & floor areas including annexed building.	
2	Sewerage.	Check-up.	flushing	Manhole cleaning	Lumpsum	
3	Varandha Pavement Corridor stair case and floor area around 33000 sqft. including office main laboratory on ground floor approximately 1200sqft., Air & Bio-chemical Laboratory on 1 <sup>st</sup> floor approximately 900 sqft. each	Sweeping & mopping with disinfectant (both powder & liquid).	Washing and mopping of floors, partition walls.	Roof Ceiling de-dusting & scientifically washing and cleaning of Laboratory instruments and equipments.	For six floor including Annex building.	
4	Cleaning of the chambers of Chairman, Member Secretary, conference hall & other chambers.	Dry vacuum cleaning and mopping.	-	-	All the carpeted rooms as indicated.	

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5	Meeting Hall coir carpet	-	Dry vacuum cleaner de-dusting	De-dusting of furniture.	Lumpsum	
6	All the water supply installations, sump over head tanks etc.	-	Weekly check-up minor repair & maintenance if necessary	Cleaning of sump & overhead tank with proper disinfecting & repair if required.	Lumpsum	
7	All the sanitary fittings and installation like toilet and flush within the office complex.	-	Weekly checking, repair & maintenance of fitted plumbing items.	Quarterly / Half yearly overhauling plumbing materials.	As specific requirement	
8	All Electrical fittings, like Fan, Electrical Switch, Switch Boards, Wiring and connection etc. within the office complex.	-	Weekly checking, repair & maintenance of fitted electrical items.	Quarterly / Half yearly overhauling electrical materials.	As specific requirement	
9	Front and Backward of office complex gardening and its maintenance.	Daily watering and mowing of front and backyard gardening.	Cleaning of external abuse materials inside the office garden premises.	Quarterly plantation of season plant and flowers.	All the demarcated area.	

**Terms & conditions:**

1. The quoted rate should be inclusive of all costs of consumables like disinfectant powder, pesticide & manure, soap, phenyl & other cleaning material / sanitary and electrical equipments etc.
2. The Contractor / Agency should complete such cleaning with repair and maintenance of sanitary and electrical works normally before the office opens i.e. 10.00 AM. Office watch & ward staff will be available to open the premises for such services from 6.30 AM in the morning. They will remain present in the office till 1.30 PM.
3. The interested parties are requested to inspect the office area & take details from office if necessary & submit their quotations in sealed cover addressed to the Member Secretary, SPCB by **29.05.2010 up to 3.00 PM**. The sealed quotations shall be opened on the same day at 4.00 PM in presence of the quotationers or their authorized representatives. The information relating to the above quotation is also be available in the official website [www.ospcboard.org](http://www.ospcboard.org) of SPC Board.



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4. Earnest money of Rs.2000/- (refundable) shall be deposited alongwith tender documents.
5. The daily work will be done under direct supervision of the Contractor / Agencies and the workers will wear uniform to be supplied by the contractor.
6. The authority reserves the right to cancel the tender as any time without assigning any reason thereof.

Memo No. 8399 /dt. 08.5.10

MEMBER SECRETARY

Copy forwarded to Accounts Section / Executive Officer, BMC / AEE, Electrical & P.H.D. / Computer (LAN Section) / Notice Board for information & necessary action.

  
MEMBER SECRETARY