



भारत सरकार
Government of India
केन्द्रीय विद्युत प्राधिकरण
Central Electricity Authority
पश्चिम क्षेत्रीय विद्युत समिति



आईएस/आईएसओ : 9001-2008
IS/ISO : 9001-2008

Western Regional Power Committee

एफ -3, एमआयडीसी क्षेत्र, अंधेरी (पूर्व), मुंबई - 400 093
F-3, MIDC Area, Andheri (East), Mumbai - 400 093
दूरभाष Phone: 022- 28221681; 28200195; 28200194 ; फैक्स Fax : 022 -28370193
Website : www.wrpc.gov.in E-mail : as-wrpc@nic.in

No.WRPC/ Services/clng/2015/ 730 = - -

Dated :17.06.2015

To

As per list

Sub: Quotation for Cleaning /Sweeping of WRPC Office Lawns, Compound, Staircase, including watering of plants & maintenance. etc

Sir,

Sealed quotation are invited for the following works such as Cleaning /Sweeping of WRPC Office Lawns, Compound, toilets, Staircase, including watering of plants & maintenance. etc. Your quotation should reach to this office on 26.06.2015 by 15.00 hrs and the same will be opened on the same day at 16.00 hrs.

Description and scope of work

- Cleaning/ sweeping of complete office area as detailed below

Carpet Area	Ground Floor	-	231 sq. m.
	2 nd Floor	-	545 sq. m. (including Seminar Hall)
	3 rd Floor	-	345 sq. m.
	4 th Floor	-	150 sq. m.
	5 th Floor	-	345 sq. m. (including Dining Hall)
Terrace	2 nd Floor	-	200 sq.m.
	5 th Floor	-	345 sq.m.
	Open area	-	600 sq. m.
- Cleaning of Toilets
 - 7 Nos. of Gents Toilet(Twin)
 - 6 Nos. of Ladies Toilet
- Sweeping/mopping of all the rooms, corridors etc., cleaning, dusting, upkeep of almirahs, glass panes of all windows/doors sofa sets & other furnishings etc
- shifting of goods/office furniture and any other official work which arises from time to time.

First round of cleaning shall be completed by 9.30 AM and second round of cleaning shall be completed by 4.30 PM. CLEANERS shall be available till 6.30 PM and shall attend to any emergent work also.

All consumables like phenyl, acid for cleaning, detergent powder, liquid soap, floor polish, deodorant, room freshener, harpic, wim powder, odonil, lyzol, naphthalene balls and other cleaning materials like duster, broom, brushes, mops, buckets, garbage bag, PVC mug, toilet cleaning brushes, etc. shall be provided by the office.

Cleaning Staff shall attend the duty at 9.00 AM in the morning and they may have to stay up to 6.30 PM in the normal course. However, any emergent circumstances if required, they have to over stay as per work requirement. The rate on per man / month basis for personnel required on monthly basis and on per day basis per personnel required on demand basis shall be quoted.

Terms & Conditions :-

1. The rates quoted should be lump sum and firm and final inclusive of all taxes or any other charges.
2. The above rate contract will be valid for one year. However, we reserve the right to extend the period for three months under the same terms & conditions.
3. Monthly payment will be made through e- payment directly from Pay & Accounts Office to the account. Hence, the successful bidder has to submit the "Mandate form" duly filled and verified from the Bank.
4. Work should be carried out under the instructions and satisfaction of this office in -charge.
5. Income tax if any will be deducted at source as per rules in vogue.
6. Biometric Attendance System has implemented in this office. Hence, the cleaner/employee has to submit a copy of Aadhar Card/Election ID Card and a passport Size photo and the employee has to mark the attendance every day.
7. It is the responsibility of the contractor to ensure and verify the credibility of the person deployed and adhere to the applicable labour laws.
8. The contractor shall be responsible for any loss, damage or liability to the property of this office due to negligence of their employees. The loss/damage will be recovered from the monthly payment.
9. The persons deployed for work should have good health, no contagious diseases and there should not be any criminal case pending against them.
10. Any dispute arising out of interpretation of terms and conditions of contract, decision of Member Secretary, WRPC would be final and binding.

Yours faithfully,



(A.C. Suresh)

EXECUTIVE ENGINEER (S)