

SCOPE OF WORK

The Scope of work involves Housekeeping of Exchanges / Offices at various locations in Chennai Telephones as furnished in Annexure-5 of Bid Specific ATC.

Housekeeping and maintenance activities to be carried out are: -

- a. The vendor shall arrange cleaning and other maintenance services of the entire complex as per the frequency specified in Schedule of Cleaning works enclosed in annexure -A. The dusting/cleaning has to be done as per the schedule. This should be strictly adhered to without fail.
- b. Cleaning of tables, chairs, cupboards sofa, file racks, doors and windows.
- c. Cleaning of all electrical/electronic equipment & fittings like switches, tube lights, fans, AC units, LT Panel, Audio & Video systems, fountains, etc.,
- d. Cleaning of walls, ceiling terrace and removing cobwebs.
- e. Regular cleaning of space around the building.
- f. Up keeping of window curtains, sofa cover, table cloths, etc.
- g. Cleaning of Computers, telephone instruments, etc.
- h. Cleaning of Toilets, Urinals and washbasins etc.
- i. Cleaning of sign boards inside and outside the building, offices, exchanges.
- j. Sweeping & mopping of entire office premises.
- k. The contractor shall arrange daily cleaning of all rooms and of all toilets with first grade phenyl, detergents, soap, broom stick, mop stick and other materials like bleaching powder, chlorine powder which shall be provided by the contractor at his cost.
- l. Specialized machines for wet scrubbing, wet mopping, wet/dry & vacuum cleaning and machine for cleaning water bodies will be deployed by the contractor at his cost.
- m. The contractor shall ensure opening and proper locking of all rooms in the premises. In case of any breakage, pilferage of any fixture and / or furniture, equipment etc. the responsibility shall be of the contractor.
- n. Any other cleaning work assigned by the building incharge, wherever necessary.

The award of work contract will not confer any right on any personnel being engaged by the contractor to claim any kind of employment i.e., casual, part time, Hour basis, regular basis etc., in BSNL/DoT. Contractor is liable for observance of terminal benefits, layout, retrenchment compensation etc., to contract personnel.

Annexure-A

Schedule of Cleaning works

(1) Cleaning of all Toilets, Washbasins, Urinals and Maintenance of the office premises neat and clean in and around the building and complex

SI No	Frequency	Item	Activities Involved
1	Daily two times or as required	Toilets and Urinals	a) Cleaning of Toilet seats, Urine pots, Wash basins, mirrors, tiles, wall etc. with water & suitable chemicals cleaning liquid, Acid, Phenyl etc. b) Sweeping the floor & mopping with water. c) Putting Naphthalene balls in urine pots & Wash basins. d) Drainage /Storm water drain cleaning. e) providing liquid-soap for hand washing
2	Daily	Carpet Area	Sweeping, mopping and washing with soap solution and eradication of rodents
3	Daily or as required	Open Area	Sweeping around the building, Floor to floor garbage collection, removing dried leaves, eradication of rodents
4	Daily	Wooden/ Steel Furniture: Chairs & Tables, Cupboards, etc	Cleaning
5	Monthly	Electrical fittings: Fans & Tube-lights, Air Conditioners, water coolers/Drum	Cleaning

2) Work involved.

- (a) Toilets, urinals, wash basins are to be scrubbed, cleaned by applying acid and bleaching powder twice a week. The cleaning is to be done on the mosaic-tiled portion of the wall besides floor.
- (b) Toilets, toilet rooms, washbasins and urinals are to be cleaned with cleaning powder and applied with phenyl 2 times a day. The work has to be completed well before the commencement of activity at the above office premises.
- (c) Sweeping and cleaning of all covered areas. All floors should be done mop up using floor-cleaning liquid. should be cleaned daily.
- (d) Sweeping and cleaning of all open areas mentioned above and cleaning of windows, door panels, partition panels from free of dust and removal of cobwebs daily.
- (e) Litter and garbage collected thereby should be dumped then and there in the concrete dustbin.
- (f) Filling of water filters and cleaning of glasses water jugs, flasks and any other work relating to this nature as & when ordered by building in charge or his representatives.
- (g) Cleaning of terrace is to be carried out once in a month.
- (h) The contractor should perform any of the additional work in future like accommodation of any offices or officers rooms in the existing places.
- (i) The cleaning services by Contractor to be carried out for all days (including Sunday and holiday if necessary).
- (j) The cleaning services by contractor should be done at the appropriate time without disturbing the routine works of BSNL. The cleaning materials should be made available well in advance to carry out the cleaning works.

The cleaning schedules indicated above are to be adopted without fail by the Contractor.