

Govt. of India
Ministry of Power
Central Electricity Authority
Eastern Regional Electricity Board
14, Golf Club Road, Tollygunge,
Kolkata – 700 033

No.ERPC/Staff Qtrs./Cleaning/2008/

Dated: 21/04/2008

Sub: Notice Inviting Quotation for Cleaning & Upkeepment of common area and Guest house at ERPC Staff Quarters ,1B,Uday Sankar Sarani ,Kolkata-33

Sealed quotations are invited from reputed firms/Contractors for carrying out Cleaning & Upkeepment work of common area & Guest house at ERPC Staff Quarters,1B, Uday Sankar Sarani ,Kolkata-33.The sealed quotation superscribing the subject mentioned above should be addressed to **The Assistant Executive Engineer (Comm),ERPC, 14, Golf Club Road, Tollygunge, Kolkata – 700 033**. The quotations will be accepted **upto 2 PM of 14/05/08 and will be opened on the same day at 3:30 PM.**

A. Scope of Work:

- i) Cleaning & mopping of corridors, staircases, toilet at the ground floor (with all sanitary wares provided) & lift with detergent and water.(Twice a day)
- ii) Cleaning of open areas i.e.lawns & courtyard including the portion in front of all gates.(Once a day)
- iii) Cleaning of ceiling and the walls of the common area. (Once a day)
- iv) Cleaning of the roof of the building. (Once a day)
- v) Cleaning of generator room,pump room , CESC room,fire fighting room & garage. (Once a day)
- vi) Cleaning of Quarter Maintenance office, all the landings, garbage chute and other common space. (Once a day)
- vii) Cleaning of window glass panes of the corridors & staircases. (Once a day)
- viii) Washing the open area with water. (Once a week)
- ix) Cleaning & rubbing of floors in the corridors with required cleaning materials by the floor machines (to be provided by the firm) (Once a week)
- x) To clear the garbage from office complex and proper dumping at KMC garbage collection place. (Once a day)
- xi) Cleaning and dusting of Guest House at Qtrs No. 44/VII/D, 41/VII/D & 39/VII/C. (Once a day)
- xii) Providing of liquid soap, deodorants, naphthalene cubes/balls in the toilets of Guest House at Qtrs No. 44/VII/D, 41/VII/D & 39/VII/C. (Once a day)
- xiii) Acid cleaning & rubbing of all sanitary wares in the toilet of Guest house at Qtrs No. 44/VII/D, 41/VII/D & 39/VII/C. (Once a week)

B. Earnest Money: Applicant has to deposit Earnest Money along with the quotation, of amount Rs. **6000/- (Rupees Six thousand only)** by **A/c payee Demand draft** issued from Kolkata Branch of any Nationalised Bank , in the **name of DDO, ERPC, Kolkata.**

C. Experience: Along with the quotation the firm shall submit the certificate of credentials , certificate of Income Tax , Service Tax registration no etc.

D. Period of Contract: Two years from the date of awarding of contract.

Before quoting the rates, the intending firms may inspect the site for the assessment of volume of work, on any working day between 11.30 hrs to 15.30hrs. with prior intimation to **Assistant Executive Engineer (Comm),ERPC.**

Member Secretary ,ERPC reserves the right to reject one or all the quotations without assigning any reason thereof.

Executive Engineer (Comm)

C/- **ERPC Website**