

West Bengal Police Directorate,
Bhabani Bhawan,
31 Belvedere Road, Alipore, Kolkata-27

Notice Inviting e-Tender no.WBPD/CSW/NIT-02/2020-21

The following Terms & Conditions shall be complied by the prospective agencies / bidder(s) for this e-Tender:-

1. Overall Brief of the Tender

- 1.1 Bhabani Bhawan building (hereinafter called "building") is used as the Headquarter of West Bengal Police from where the Office of the Director General & Inspector General of Police functions.
- 1.2 The Tender will be on two part bidding system (i.e. Technical bid & Financial bid) and will be evaluated at each stage by the Committee appointed for the purpose. Committee will decide the bidder/Agency fit for AOC(Award of Contract).

2. Scope of the Work/ Job Description

The work requires providing **Cleaning Service Work (CSW)** of the following nature:-

- 2.1 The working area measuring about **142758 sq. feet**(approx) which includes entire inside area of the four storied building and its adjacent area and ERSS Office, MT Section PHQ has to be covered and cleaned under the contract/tender for **Cleaning Service Work**. The Cleaning Service Work has to be performed for all the rooms & office chambers of different blocks, committee rooms, conference halls, canteens, reception halls, control rooms, windows, doors, telephone exchanges, toilets, veranda, all the store rooms, all the staircases, garbage of all outside drains, garages, common pavement in front of main gate. The cleaning work also includes dusting and cleaning of all office furniture, floors, inside walls & roofs.
- 2.2 Light Fittings, Ceiling Fans/Wall mounted fans, Sofa, Chairs, TV set, Air conditioners, Computers & its peripherals, Showcases, objects made of glass, beautification items, other equipments etc. should also be cleaned minutely in a very professional manner with modern equipments like vacuum cleaner etc. by trained persons to make it fully dust-free and cleaned.
- 2.3 Adequate numbers of cleaning gadgets & tools like vacuum cleaner, water absorbers/suckers, spin mops, twist mops, wipers, brushes, modern dusters etc. and necessary cleaning materials (such as pesticides, insecticides, phenyl, room/air fresheners, naphthalene, air sanitizers etc.) with sufficient numbers of Cleaning Staff conversant with execution of modern techniques of cleaning and housekeeping should be deployed by the selected agency to perform the work as enumerated under this tender.
- 2.4 The toilets should be cleaned thrice everyday and other places as mentioned above should be cleaned once daily. The toilets should be cleaned in such a manner so as to keep it highly hygienic and dry. The main aim should be of effective cleaning and to ensure that the above frequency will have to be increased and intensified as per the requirement of the Tender Inviting Authority. Sufficient numbers of cleaning staff should be always present during office/working hours at the building. An employee of the Supervisor rank to be engaged during working hours at the building for communication in case of any crisis relating to cleaning. A dedicated contact number of the supervisor should be made available for instant telephonic communication for the purpose of cleaning work.

