

ANNEXURE-I (A)

SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

A. SCOPE OF WORK

1. The prime object of housekeeping services is to maintain the entire premises in a good/amiable condition. The premises are to be maintained from hygiene point of view.
2. The broad details of work covered under the scope are enumerated as follows:-
 - a. Cleaning, sweeping and wiping of floors.
 - b. Thorough cleaning of toilets/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets.
 - c. Shifting of furniture and other items/stores from one place to another as required by the administration.
 - d. Any other work assigned by the controlling officer.

B. JOBS TO BE CARRIED OUT DAILY

1. Cleaning of toilets, windows, wash basin & other fittings and water coolers, removing of all dust, unwanted materials, cleaning to be done with phenyl/disinfectant twice a day.
2. Cleaning of corridors, staircase and common area once with disinfectant in the morning and with plain water in the afternoon.
3. Removing dust from floors, windows, doors, books, journals, furniture like tables, chairs, Visitor's chairs, sofas, almirahs, etc., fixtures, telephone, cupboard, air conditioners and other equipments, all electronic gadgets like computers, telephones, fax machines, photocopier machines etc., filling cabinets, glass panes; collecting waste paper, unwanted material and its disposal at indicated locations.
4. Cleaning of rooms by mopping floor with cloth soaked in water and disinfectants of ISI mark.

C. JOBS TO BE CARRIED OUT WEEKLY

1. Washing of floors with surf/vim/soap and water or any other cleaning operation.
2. If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the Contractor on account of this.

D. MISCELLANEOUS CONDITIONS

1. The Staff deployed should be available in the Container Scanning Facility from 08:00 Hrs. to 20:00 Hrs. Daily sweeping and wet mopping of the entire office area of the Container Scanning Facility including corridors, staircases and open spaces, which should begin at 8:00 am, shall be completed daily by 10:00 am, on a daily basis for all the days except on Sunday and Public Holidays.

3. All the Chambers/sections, corridors and staircases shall be cleaned before 10:00 Hrs on a daily basis and shall be done twice in a day.
4. Any work assigned by the Administrative section of this office, not covering the points above, but related to the Container Scanning Facility, have to be carried out.
5. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.
6. Contractor/Service provider would be responsible for any type of loss arising due to the absence of manpower.
7. The Contractor/Service provider will ensure that the persons deployed must be in the age group of 18-50 years only and of sound health. They must understand the local language.
8. The contractor shall, on award of the contract furnish the list containing names and addresses of the workmen sent to the Commissionerate for housekeeping services.
9. The services provided by the contractor shall be upto the satisfaction of the Commissionerate.
10. The contract rates shall include cost for all essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of the Commissionerate.
11. The contractor shall have no claim against the Commissionerate in respect of any work which may be withdrawn.
12. The contractor shall maintain an Attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of the Commissionerate.
13. The personnel will render services every day including Saturdays except on Sunday and National holidays (i.e. 26th Jan, 15th Aug, 2nd Oct and any other holidays/public holidays which are mandatory under labour laws).

E. TERMS OF PAYMENT

1. The contractor will submit the monthly bill for reimbursement in duplicate enclosing therein following certificates, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.
2. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour laws and Minimum wages act, to its personnel deputed under service contract and furnish necessary proof in this regard as and when required.
3. Actual deployment of personnel & their attendance.

4. The contractor/service provider shall keep records pertaining to the payments made towards applicable Provident Fund, ESI & EDLI for the respective month and the contractor/service provider will be solely responsible for any lapse and face legal consequences, if any, initiated by the respective statutory bodies for the non-fulfilment of the respective Acts/Rules/Regulations.

5. The Commissionerate shall release due amount after making recoveries, if any, through online mode in favour of contractor/agency.

6. In case of any complaint regarding non-payment of wages or any other matter pertaining to the personnel deployed, the contractor/service provider will have to solve the issue/problem with his/her employees.

F. PENALTIES

1. Contractor will attract a penalty of an amount equal to one day's payment of one person, in case the person fails to carry out the housekeeping services due to his absence or any other reason.

2. In the event of failure in maintaining the house keeping services on any day up to the desired standard, in part or full, the contractor is liable to penalty @ Rs.300 (Rupees Three Hundred Only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Commissionerate will be final and binding on the contractor and shall not be subject to dispute or arbitration.

3. Contractor would ensure that all its personnel deployed with the Commissionerate behave courteously and decently with the employees/officers of the Commissionerate.

G. CHARGES AND PAYMENTS

Bills chargeable to the Commissionerate shall be paid after every month of services rendered, if found in order on the basis of availability of grant. In case of any complaint of non-fulfilment of any obligation under the contract, the Commissionerate reserves the right to deduct the amount, due from the contractor from monthly bill(s).

We agree to the above terms and conditions

Signature with Date _____

Name of the Firm _____

Seal _____