

**LIMITED TENDER NOTICE : CORPORATE OFFICE/KOLKATA**

Sealed Tenders are invited from reputed/experienced bidders towards cleaning and maintenance of Corporate Office located at 9, Elgin Road, Kolkata – 700 020 from 2<sup>nd</sup> Floor to 5<sup>th</sup> Floor including cleaning of overhead Water Tank during 2014 – 2015.

**Tender No. & Date**

**CORP/COMM- 316/2014/409  
April 09, 2014**

**Item**

**Cleaning and Maintenance of  
Corporate Office**

**DESCRIPTION**

1. Service maintenance shall consist of monthly cleaning and service maintenance at Corporate office with supply of cleaning materials such as Liquid Soap, Cleaning Powder, Phenyl, Odonil, Air Freshner, Napthalene Balls, Muriatic Acid etc. and cleaning Tools as and when required basis.

AND

Cleaning of one Over Head Water Tank once in two months.

The rate should be quoted as per month basis inclusive of all taxes and duties. Price quoted on per sq. ft. basis will not be considered.

2. **SCOPE AND FREQUENCY OF SERVICES**

- A) **ON DAILY BASIS**

- i) Sweeping, cleaning and swabbing of staircases/front footpath/corridors/lounges/office floors/wooden panels/walls skirting etc. to all floors.
- ii) Cleaning waste paper baskets and removal of disposed materials to all floors.
- iii) Mopping at 2<sup>nd</sup> Floor
- iv) Cleaning and brushing of all Carpets and Mats
- v) All furniture to be dusted wiped and cleaned including upholstery, table tops, wooden and steel frames, furniture etc.
- vi) Maintenance of all toilets in neat and clean condition of all times and attending all complaints of toilets within 24 hours of lodging.

B) **ON WEEKLY BASIS**

- i) Cleaning towards Glass doors, Glass panels, Sign boards, Nameplates, Windows and partitions.
- ii) Mopping of floors from 3<sup>rd</sup> Floor to 5<sup>th</sup> Floor.

C) **ON MONTHLY BASIS**

- i) Cleaning of Venetians blind, Pelmet, Fans, Tubelights and fittings etc.
- ii) Vacuum cleaning of Carpets
- iii) Cleaning of Brass works, Artificial Planets etc.
- iv) Dusting of wall and ceiling, cleaning of cabinets and Almirah

D) **OVERHEAD WATER TANK**

Once in two months

- E) Any job (such as rearrangement of furniture etc. from one place to other) on need based.

F) **MAINTENANCE JOB**

On requirement upon approval from the Company the party has to undertake the job towards maintenance of plumbing fixtures, repairing of pipe lines entries and outlets, wooden work and other miscellaneous maintenance job etc. as required from time to time on cost basis.

3. The cleaning and service maintenance contract would be daily and need based initially effective from the day work commences to 31.03.2015. The Company reserves the right to cancel/withdraw the cleaning and service maintenance contract any time without assigning the reason thereof for which the party has no right to contest against the said decision of the Company.
4. The party has to deploy minimum two trained person for cleaning and service maintenance of Four floors of Corporate Office on all working days from 9:00 A.M. to 6:30 P.M.

5. The party should abide by all statutory requirements towards Taxes, Fees, Govt. rules and regulations in force, salary to their employees etc. or any other charges payable in respect of execution of this contract.
6. The bidder may quote their competitive offer as per Company's website [www.hindcables.gov.in](http://www.hindcables.gov.in)
7. We generally pay on monthly basis with 45 days credit payment terms.
8. Offers received over Fax/E-mail will not be considered.
9. Please quote your competitive price as under:

<b>Monthly Price (In Rs.)</b>	:	
<b>Service Tax with Registration No.</b>	:	
<b>TOTAL</b>	:	
<b>No. of Persons to be deployed</b>	:	

Your lowest offer with all terms and conditions placed in a sealed envelope superscribing "Tender for Cleaning and Maintenance at Corporate Office" addressed to **Manager(Commercial), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020** should reach on or before **17.04.2014 upto 5:30 P.M.**

**DY MANAGER(COMMERCIAL)**

