

House keeping services required for the following:

1. Sweeping and mopping all the floors of Regional Office and Branch Offices as per the enclosed list (Annexure "C")
2. Removal and disposal of garbage from dust bins to disposing point.
3. Dust cleaning of Tables, Chairs, Iron/Alluminium racks, Almirahs, Computers and Computer Tables.
4. Cleaning of doors, windows and window glasses.
5. Cleaning of doors and inner rooms of the Passenger Lifts at RO.
6. Servicing of toilets every 2 hours.
7. Cleaning of roads of RO and roads in Quarters. Removing of leaves in roads and terraces. The garbage leaves, and unwanted materials should be burnt in a safe place without causing any damages to adjacent buildings.
8. Cleaning of storm water drain.
9. Cleaning of garbage accumulated in between blocks of RO Quarters and around RO daily and taking them to disposal point.
10. Transfer/movement of furniture, racks, files weeded out bags etc., from one Branch to other whenever required.
11. Jungle/bush clearance and maintenance of surroundings neat and tidy.
12. Dumping, Storing & Packing of old/waste papers materials to dispose through contractors.
13. Daily opening/closing of rooms of Regional Office.
14. Cleaning of sumps, Over Head Tanks of Regional Office & Staff Quarters.
15. Removing all stains, oil greases, cleaning of coffee/tea vending machines in canteen, cleaning of tea cups/plates/glasses.
16. Provide vacuum cleaning to the computer terminals/key boards/printers and cleaning/applying disinfectant on the mouth pieces of telephones.
17. Removing cobwebs in the premises weekly.
18. Applying acid/chemicals for cleaning sanitary fittings, tiles etc. in toilets/TORs/Camp Accommodations.
19. Cleaning carpets, floor mats, name boards etc.
20. Cleaning of water cooler/fridges/filters/fire fighting equipments.
21. Applying pest control measures against silver fist, cockroaches etc.
22. Spraying air purifier/perfumes in VIP Chambers.
23. Any other tasks as and when directly by the designated Officer.

Supply of Cleaning Materials:

The following cleaning materials are required to be supplied by the contractor and handed over to the user/Care Taker/Branch Manager:-

1. Phenyl.
2. Acid/Chemicals.
3. Napthalene Balls.
4. Urinal Cakes.
5. Broom Sticks (Bombay).
6. Broom Sticks (coconut).
7. Duster cloth.
8. Yellow Cloth.
9. Odonyl.
10. Room freshener.
11. Liquid Brasso.
12. Mopping stick refill.
13. Latrine brushes nylon long.
14. Nylon hand scrubber.
15. Vim Powder.
16. Scented soap oil.
17. Caustic Soda.
18. Bleaching powder.
19. Dettol.
20. Manure for the garden.
21. T&P for jungle/bush clearance.
22. Ropes/Jute threads for packing materials.

AREA UNDER HOUSE-KEEPING:

1. Total Extent	: 16971 sq. m.
2. Covered Area by RO Campus	: 1767.59 sq. m.
3. Covered Area by Staff Qtrs. Campus	: 4294.70 sq. m.
4. Vacant Area	: 10908.71 sq. m.

BUILT UP AREA:

S. No.	Name of the Office	Plinth Area in sq. m.	Built-up Area in sq. m.	Remarks
1.	ESIC, RO, Chennai – 34.	741.38	5931.01	(Ground + 7 floors)
2.	MR Office	120.28	120.28	
3.	Vehicle Shed	290.36	290.36	
4.	Other Sheds	137.20	137.20	
5.	Security Booth	13.52	13.52	
6.	Motor Room	60.51	60.51	
7.	Sump	16.80	16.80	

BRANCH OFFICES IN RENTED BUILDINGS:

S. No.	Name of the Office	Plinth Area in sq. m.	Built-up Area in sq. m.	Remarks
1.	Adyar	1,300	1,300	
2.	Ambur	2,400	2,400	
3.	Arakonam	1,133	1,133	
4.	Arni (Pay Office)	68	68	
5.	Gudiyatham (Pay Office)	104	104	
6.	Kodambakkam	1,252	1,252	
7.	Maraimalai Nagar	114.40	114.10	
8.	Nellikuppam	763	763	
9.	Tondiarpet	2,286	2,286	
10.	Vaniyambadi (Pay Office)	140	140	
11.	Vellore	1,200	1,200	
12.	Wimco Nagar	1,200	1,200	

BRANCH OFFICES IN OWN BUILDINGS:

S. No.	Name of the Office	Plinth Area in sq. m.	Built-up Area in sq. m.	Remarks
1.	Ambattur	159.32	159.32	
2.	Ambattur Indl. Estate	159.32	159.32	
3.	Avadi	159.32	159.32	
4.	George Town	-	-	Housing at ESI Dispensary, Kondithope.
5.	Guindy	151.20	151.20	Situated at ESC Hospital, KK Nagar.
6.	Kaladipet	160.14	160.14	
7.	Moolakadai	835	835	Situated at Perambur.
8.	Mount Road	159.32	159.32	
9.	Nandambakkam	159.32	159.32	
10.	Pallavaram	2,174	2,174	
11.	Perambur – III	156.32	156.32	
12.	Ranipet	142.50	142.50	
13.	Red Hills	160.14	160.14	
14.	Tamaram	160.14	160.14	
15.	Triplicane	159.32	159.32	
16.	Villivakkam	256.83	256.83	Situated at Korattur

FORM OF TENDER FOR HOUSE KEEPING SERVICES

1. NAME OF THE CONTRACTOR:
2. STATUS OF THE CONTRACTOR:
Proprietorship Partnership Joint Stock Co.
3. ADDRESS:

4. TELEPHONE NO.
5. MOBILE NO.
6. PRESENT WORK FORCE:
A) MALE:
B) FEMALE:
TOTAL:
7. STATUTORY COMPLIANCE POSITION:
NAME OF THE ACT REG./LICENCE NO. AND DATE

A) CONTRACT LABOUR ABOLITION AND REGULATION ACT
B) E.S.I. ACT
C) E.P.F. M.P. ACT
D) SHOPS AND ESTABLISHMENTS ACT
E) PROFESSION TAX ACT:
a) Registration Certificate No.
ii) Enrollment Certificate No.
F) INCOME TAX PAN NO.
(Attach copies of Certificates)
8. STANDING IN THE PROFESSION
9. BANKERS' NAME, ADDRESS AND A/C. NO.
10. LIST OF EQUIPMENTS AVAILABLE TO CARRY OUT THE JOB:
11. LIST OF CLEANING AGENTS USED:
12. DETAILS OF SERVICE OFFERED (Attach Separate Sheet)
13. NO. OF WORKERS TO BE DEPLOYED ON THE JOB:

<u>FULL TIME:</u>	<u>PART TIME:</u>
A) MALE:	A) MALE:
B) FEMALE:	B) FEMALE:
14. TOTAL COST OF THE SERVICE PER MONTH:
15. OTHER DETAILS IF ANY:
16. LIST OF REPUTED CLIENTS:

SIGNATURE OF THE PPLICANT
WITH SEAL