

Scope Of Work

(a) Purview Of Sweeping and Cleaning with Materials :

Item No: 1 Name of Services	Sweeping and Cleaning with Branded Materials.
Time Slot	Sweeping and Cleaning Services must be completed by 9.00 AM on everyday.
No. of Premises	Please refer to Annexure A
Other Specification	Sweeping and Cleaning Services is required every day in residential premises and only on working days in Office premises, if not specified otherwise. Disposal of accumulated waste material collected from all Office/Commercial/Residential Building to the CMC/Municipality/Civic body earmarked vat/disposal area is the sole responsibility of the vendor.
Approximate area of sweeping and cleaning	As per Annexure A below

- (i) To be present on time as per allotted schedule.
- (ii) To be always in uniform with proper Identity Card, both to be provided by the Service Provider.
- (iii) To use branded / standard cleaning materials / reagents as per requirement .
- (iv) Sweeping and Cleaning Services Include:

A. DAILY SCHEDULE :

Daily Schedule of Sweeping and Cleaning Services shall be as under:

- (1) Sweeping and mopping of both covered and uncovered area on regular basis.
- (2) Sweeping & Cleaning services must be completed by 9.00 AM on everyday irrespective of Holiday and Sunday.
- (3) Daily Disposal of accumulated waste material collected from all Offices / Commercial / Residential Building to the KMC / Municipality / Civic Body earmarked vat / disposal area and this job of disposal of accumulated waste material is the sole responsibility of the Service Provider.**
- (4) To clean drainage system inside Offices / Commercial / Residential Building premises compulsorily once in a week.
- (5) Prevention of mosquito larvae growth due to stagnant water and uncleaned garbage/waste.
- (6) To attend and to take immediate remedial actions in case of any unhygienic situation / s may emerge due to any unforeseen circumstances, so far the sweeping, cleaning and mopping of premises are concerned.
- (7) To follow specific guidelines issued from time to time by the Kolkata Municipal Corporation(KMC) / any Statutory Authority regarding cleanliness and hygiene is concerned.
- (8) To obey all the directives, if there is any, is / are issued by KMC / Statutory Authority.

- (9) The Sweeping and Cleaning Personnel to maintain self discipline and shall not sleep, consume liquor or play cards/game in mobile while on duty or indulge in any activity not in conformity with his duties.
- (10) No persons deployed by the Service Provider shall be involved in any terrorist or anti-national activity. If any workman engaged by the Service provider is booked under any law under CPC or any other law enforcement agency of the Govt of India and/or Govt of West Bengal or any other Government under the Union of India, he shall be immediately removed from duty, without any further reference.
- (11) No residential facility will be made available to workmen or any other representative of the agency in the location of work, and also no workmen will be allowed to stay in the workplace/locations beyond their duty hours.
- (12) Except the Regional Labour Authority, the Service provider is prohibited to seek, or allow its workmen to seek intervention of any 3rd party in settling any disputes that may arise in the Scope of Work, or any other matter whatsoever, with LIC.

(b) Service Provider

Requirements to be complied by the Service Provider after commencement of Service:

- (i) At the inception of the contract, the Service Provider shall provide the names and particulars of the workmen engaged by it. No workmen shall be engaged subsequently, during the period of the contract, without prior information to, and permission of LIC, and upon submission of valid documents like PAN/AADHAR, background check report, etc. All such cases of contemplated engagement of fresh Sweeping and Cleaning Services personnel must be explained with justification to LIC.
- (ii) The Service Provider shall adequately bring to the notice and knowledge of all workmen engaged at LIC s' locations, their benefits as well as their duties & responsibilities, along with the penalties likely to be imposed for misdemeanor/dereliction of duty.
- (iii) The Service Provider should have a defined and transparent Grievance Redressal Policy / Mechanism of its own and should deal and redress all such grievances of the personnel so deployed, if there is any, and in no case such grievances should rout to the Corporation in any way or means. Variations of same in any way or means will lead to imposition of penalty, the quantum of which shall be determined by the competent authority of LIC. Occurrence of such incidence may lead to termination of contract at any point of time during the tenure of Contract.
- (iv) The Service Provider must submit proof of compliance of all Statutory Payments containing the Name of Beneficiaries, wherever applicable, along with the monthly Bill.
- (v) The Service Provider must ensure to provide all services as specified without fail.
- (vi) The payment to the persons engaged is to be made through electronic mode only
- (vii) The overall supervision of the contractual work and keeping close liaison with LIC Official is to be arranged by the Service Provider.
- (viii) Adjustment shall be made by the service provider regarding addition / deletion of premises at the accepted rate, whenever such contingency may arise on written request by LIC.

(ix) The area of Sweeping and Cleaning Services is only an approximate measurement and is subject to increase and / or decrease at the inception of contract and as well as at any time during the period of contract.

(x) The area of Sweeping and cleaning per personnel as deployed by the Service Provider should be as per Statutory Norms.

Service Provider

Regional Manager (Estate)

Annexure A

Sl No	Property Name	Address	Sweepable area(sq. ft.)
1	HINDUSTHAN BUILDING AN-NEXE	4, C.R. Avenue ,Kolkata	4069
2	NATIONAL TOWER & COURT.	13, U.N. Bramhachari Rd	9757
3	NEW ASIATIC MANSION	11, Middleton Row, Kolkata	10337
4	NATIONAL GARDEN	1A & 1B, JUDGES COURT ROAD	4500
5	QUEENS MANSION	12, Park St, Kolkata	10561
6	METROPOLITAN BUILDING	7, J.L. Nehru Road, Kolkata	19800
7	RAILWAY CO-OP. BUILDING	131A, B.B Ganguly St. ,Kolkata	3900
8	ANDHRA INSURANCE BUILDING	12 Chowringhee Square	1540
9	73, LENIN SARANI	73, LENIN SARANI	2986
10	ESPLANADE MANSION	14, 15, 17 Govt Place East	16000
11	BHARAT BHAWAN	3, C.R. Avenue, KOL-72	5770
12	BHARAT NIKETAN	12, Meredith Street Kol-72	800
13	HINDU MUTUAL BUILDING	14, Madan St. KOL-72	1782
14	UNITED INDIA BUILDING	22, C.R. Avenue	5000
15	NEW ASIATIC BUILDING	31 C R Avenue, Kol-72	2560
16	ARYASTHAN BUILDING	15, C.R. Avenue ,Kolkata	1000
17	EAST INDIA BUILDING	8, Madan St, KOL-72	2829
18	WHITE HOUSE	21, C.R. Avenue ,Kolkata	2700
19	INSURANCE OF INDIA	64, GC Avenue, Kol	1350
20	NATIONAL INSURANCE BLDG	6&7 Council House Street	5840
21	NORTH BRITISH BUILDING	29, N.S. Road ,Kolkata	6640
22	NEW INDIA BUILDING	4, Lyons Range ,Kolkata	5400
23	BOMBAY MUTUAL BUILDING	9, B.T.M. Sarani ,Kolkata	5000
24	ILLACO HOUSE	1, B.T.M. Sarani, Kolkata	7000
25	"O" Block (I)	31, Biplabi Dinesh Majumdar Sarani, Kol-53	4850
26	"o" Block (IV)	New Alipore, Kol-53	2600

27	Beniapukur I & III	1/1, Gorachand Road, Kol-14	7000
28	9 K B Lane	Tollygunge, Kol-53	6720
29	41 K P Roy Lane	Tollygunge, Kol-53	3000
30	Khardha	Khardah, North 24 Pgs	4270
31	"M"Block, (I)	Brahma Bandhab Upadhyay Sarani, Kol-53	12300
32	"M" Block (III)	Brahma Bandhab Upadhyay Sarani, Kol-53	43250
33	"P" Block	24A, Tarapada Chakraborty Sarani, Kol-53	4250
34	Palm Place	1/1A, Palm Place, Kol-17	2050
35	Salt Lake	Salt Lake, BF-266, Kol-64	2350
36	Baranagar	20, Debating Road, Kol-36	3025
37	"R" Block	New Alipore	11400
38	"r" Block (IV)	30A, Chetla Road, Kol-53	2550
39	Unique Park	Behala,	7500
	For all premises	Fireman	0
	For all premises	Supervisor	0
	Total		254236