

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
NO 1 DEVELOPMENT ENCLAVE, RAO TULA RAM MARG,
DELHI CANTT, NEW DELHI – 110 010

QUOTATION FOR PROVIDING HOUSE KEEPING & CONSERVANCY SERVICES
(SCOPE OF WORK)

- A. TOILETS (GENTS + LADIES) - 44
- B. TOTAL STRENGTH OF WORKING OFFICIALS at IDSA : 150 Approx.
- C. Total area of the Campus : 6.5 Acre.
- D. SCOPE OF WORK:

Daily Services:-

- (i) Proper/thorough cleaning of corridors, staircases and toilets.
- (ii) Wet scrubbing of floors.
- (iii) Sweeping and wet mopping of the corridors/verandahs including the spaces under cupboards/almirahs placed in various rooms.
- (iv) Sweeping of roads and pathways and open areas including green patches.
- (v) Cleaning and watering of plants in gardens.
- (vi) Thorough cleaning of the toilets including WCs and urinals, wash basins.
- (vii) Removal of blockages and clogging in the wash basins and other sanitary fittings.
- (viii) Cleaning of drinking water cooler areas including attached sinks and tiles.
- (ix) Collect all the sweepings, garbage and wastes and transport/disposal of the same to designated waste bins / dumpyard.
- (x) Cleaning/dusting of all office/public rooms furniture.
- (xi) Cleaning/dusting of switches, switch plates, conduits, wires, AC grills etc.
- (xii) Cleaning of choked drain lines as and when necessary.

Weekly Services (on a day specified by administration)

- (i) Removal of cobwebs in rooms, corridors and lavatories.
- (ii) Removal of dust/cobwebs accumulated on the doors and walls, window panes and ventilators.
- (iii) Thorough washing, rubbing and cleaning of corridors, office floors.
- (iv) Weekly vacuum cleaning of carpets/furniture. The Contractor shall provide **one powerful dry and wet vacuum cleaning** machines to be used regularly for the up keep and maintenance of carpeted areas. One such machine shall remain at **Estate office**.
- (v) Polishing/Disinfection of Brass fitting and Chrome plated fixtures.
- (vi) Cleaning of AC grills, exhaust fans, partitions, panels, blinds etc.
- (vii) All other works not being carried out daily.



- The toilets are to be cleaned four times every day at 0800 H, 1100 H, 1400 H, 1600 H and as and when required. Naphthalene Balls 5 in nos. are to be placed in each wash basin and urinal. One Odonil to be placed near Wash Basin and WC area in each toilet. Liquid Soap to be put in each container daily / need basis.

- GENERAL CLEANING/SWEEPING. Brooming, Cleaning and Sweeping of all the floors including portico, open area, entrance, parking area, guest house area, front and back side of the building including staircases. Following areas cleaning are to be done once a day :-

- i) Institutional Area including Courtyard, Reception area (office Area).
- ii) Library Building
- iii) Auditorium & Seminar Halls
- iv) Executive Dining Hall
- v) Vacant residential accommodation
- vi) Guest Houses
- vii) Main gate area including roads & adjacent area in front of IDSA
- viii) Utility and Engineering Sections
- ix) Basements at Institutional area & stilt area (Blocks A, B & C)
- x) Common areas of residential buildings (Blocks A, B & C)
- xi) Roads and Drainage including two Water Harvesting tanks
- xii) For various events / functions etc. on as and when required basis.
- xiii) Any other work such as cleaning of garbage dumps, etc.
- xiv) Any special job, if required.

E. MANPOWER TO BE DEPLOYED:

01 Housekeeping Supervisor & 17 Housekeepers

F. CLEANING MATERIAL. As per **Annexure III Part (a)**

G. GARBAGE DISPOSAL (To the required site).



QUOTATION FOR HOUSEKEEPING & CONSERVANCY SERVICES
LIST OF MONTHLY CLEANING MATERIAL REQUIRED
FOR HOUSE KEEPING SERVICES AT IDSA, DELHI CANTT

Cleaning Material for housekeeping to be used by housekeepers is listed below. Certain other items, not listed below, may also be required for which actual charges will be paid. Contractor has to kept in store and challan of the materials shall be verified by designated representative of IDSA in the first week of every month. Any lapse in the items will invite penalty or deduction of amount as per market rate. IDSA reserves the right to interchange any item with other required items of same financial value. **Non-adhering to the said will result in cancellation of contract, forfeiture of PBG and appropriate administrative action.**

<u>SL</u>	<u>Description of items</u>	<u>Quantity</u>
1.	Premium White Phenyl / Clenzo (Concentrate)	20 ltrs
2.	Floor Duster (2' X 2')	36 Nos
3.	Liquid Soap (Fem/Dettol/Homacol)	20 Ltrs
4.	Sanitary Cubes –A One or equivalent	Cubes-40 Pcs and Urinal Pad- 20 Pcs
5.	Odonil and Godrej Aer pocket	40 Each
6.	Room Freshner (Ambipure / Airwick Rose)	18 Nos
7.	Cleaning Powder (Surf/Nirma or Equivalent)	5 Kgs
8.	Dust control Mop (Blue) 4-5' long	5 Nos
9.	Yellow Dusters (21" X 15")	36 Nos
10.	Table Dusters (White) (15" X 15")	24 Nos
11.	Napthelene Balls –Blue birds/Trishul	3 Kgs
12.	Harpic (Toilet Cleaner)	10 Ltrs
13.	Soft Broom (Phool Jharoo) 3' Long- Galla	24 Nos
14.	Hard Broom (Tili Jharoo) 3' long-Galla	5 Nos
15.	Yard Broom with 5' long Stick (Road Sweeping)	8 Nos
16.	Carpet Cleaning Brush	04 Nos
17.	Glass Cleaner (Colin)	10 Ltrs
18.	Floor Stain Remover (Taski R7 / Flavoured)	10 Ltrs
19.	Wiper (Large 18" & Small Size -9") with rod	10 each
20.	Dust Pan	12 Nos
21.	T POL	20 Ltrs
22.	Plastic Bucket 60 Ltr (Brite/Cello)	2 Nos (Bimonthly)
23.	Plastic Bucket 15 ltrs with Mug (Brite/Cello)	5 Nos (Bimonthly)
24.	Toilet Brush	16 Nos
25.	Toilet Roll (Mosque/Value Plus)	150 rolls
26.	Pressure Pump	1 Nos
27.	Acid/Bleaching Powder	Acid -10 Ltrs, B/ Powder -5 KG
28.	Floor Cleaning Brush	4 Nos
29.	Jala Brush(Large /Medium sizes)	2 each
30.	Garbage bag(Mideum/Large)	6 Pkts
31.	Mask (Mouth) and Hand Gloves	17 Nos Each
32.	Junna (Nylon)	24 Nos
33.	Face Tissue (Mosque/Value Plus) – M Fold	200 packets
34.	Black HIT	5 Nos
35.	Red HIT	5 Nos
36.	Fawrah, Panji with 6' long handle, Axe, Tasla	02 each on requirement basis.

