



Canara Bank invites sealed tenders from eligible & experienced Housekeeping and General Cleaning Service Agencies for providing Housekeeping personnel (1 personnel each) to 10 Retail Asset Hubs & MSME Sulabhs under Circle Office Kolkata.

REQUIREMENTS AND SCOPE OF WORKS:

- a. The housekeeping works will have to be taken up on all working days except holidays. The contractor to engage personnel in housekeeping services at least 30 minutes before branch opening time. The entire internal and external premises shall be spic and span before the above stipulated time.
- b. The contractor shall bring all the required equipment for cleaning like machines, vacuum cleaners and other equipments to be used for the housekeeping and cleaning works. Maintenance of such equipments including the cost of spares is the responsibility of the contractor.
- c. As and when unforeseen, miscellaneous work arises the contractor, will have to carry out such work with his existing workers.
- d. The contractor and housekeeping personnel proposed to be engaged by them shall be approachable at any point of time by the Bank and shall take down instructions from the Officer-in-charge at any point of the Bank.
- e. The workers and the staff of the contractor working in the premises will have to maintain proper discipline. The contractor shall provide his workers with proper safety appliances and equipments and Canara Bank shall not be responsible for accidents and injuries caused to his labour during the course of their work.
- f. The contractor shall provide the details of personnel proposed to be engaged in various units and keep Bank personnel informed in event of any changes.
- g. The cleaning personnel should be provided with mobile phones for communication.
- h. The contractor shall preferably engage labourers from in and around the work location to avoid delay in reaching the work place.
- i. All the labourers (male and female) should maintain personal hygiene, nails should be cut, neatly groomed and should maintain strict discipline within the building premises.

SCOPE OF WORKS

The following chores are to be taken up daily, by employing experienced personnel whose outlook should be smart and courteous at all times. The various services required are as follows:

1. Internal Housekeeping service: The daily chores to be carried out are as follows:

- a. The floors shall be mechanically cleaned/vacuum cleaned and wet mopped so as to maintain spic and span condition throughout the day.
- b. The workstations, tables and chairs and all other furniture shall be cleaned. The dustbins shall be cleared daily once in the morning and once in the evening.
- c. The doormats shall be cleaned off dust, mud and grime as required.
- d. Atrium, fire and general staircases and terrace shall also be cleaned daily.
- e. Glass partitions/doors at first floor to be cleaned neatly daily.
- f. Cleaning of name plates of section, executives and floor name plates daily.

Note: The above frequency is only indicative and may be increased depending on needs.

2. Internal Housekeeping services: The weekly chores to be carried out are as follows:

- a. The false ceiling, coving, wall panel, cornices etc., shall be cleaned for removal of dust, dirt, cobwebs, etc., manually/by using necessary equipment.
- b. The vertical blinds shall be cleaned for removal of dust/dirt.
- c. Thorough cleaning of ceiling, wall mounted fans, light fixtures, AC indoor units and such other equipments kept in the branch/ office area.
- d. The glazing of the doors, partitions, internal glazing, windows, partitions, etc., shall be cleaned with glass cleaning liquid.
- e. The door and window frames, panels shall be wiped with a dry mop.
- f. Thorough cleaning of top surfaces of chajjas, canopies, sunshades, open terrace areas at all levels/heights and keeping the water outlets free from choking/blockage, etc.,
- g. All other vertical surfaces and horizontal surfaces shall be cleaned/mopped with dry/wet mop depending upon the requirements so as to retain the initial sheen.

- h. Carpets shall be vacuum cleaned.
- i. Dusting and cleaning of stair case railing.

Note: The above frequency is only indicative and may be increased depending on needs.

3. Internal Housekeeping services:

Other routine chores to be carried out are as follows:

- a. The lift interiors and all its accessories such as telephone instruments, light fittings, fans, mirrors, etc., are to be cleaned thoroughly on a daily basis.
- b. All floors, furniture equipment, machinery, stair cases etc., in all buildings shall be presentable, spic and span at any point of time.

4. External Housekeeping services: The chores to be carried out are as follows:

- a. Daily sweeping of the paved areas/roads/hard areas by mechanical sweeping machine and manual sweeping in areas where mechanical sweeping is not practical.
- b. Daily sweeping and wet mopping of internal areas of utilities buildings, domestic water pump room, fire fighting sump room, security blocks, etc.,
- c. Cleaning of storm water drains and removal of dried leaves, paper, dead animals, etc.
- d. Cleaning of valve chambers, inspection chambers, manholes, sewer lines including immediate clearance of blockage, if any.
- e. Cleaning/dusting of the gates and boards.
- f. Cleaning of the compound wall inclusive of wiping of electrical fixtures on alternate days.
- g. Removal of debris/garbage and transporting the same outside the premises and disposing in the area designated by the local authorities on daily basis as identified and directed by officer-in-charge.
- h. Dewatering and cleaning of the overhead tanks as required by officer-in-charge of Bank.
 - i. Daily cleaning of founders' statue and bust.
 - j. Cleaning of terrace area - weekly once.

Note: The above frequency is only indicative and may be increased depending on needs.

5. Sanitation works: The various chores to be carried out daily are as follows:



- a. Cleaning of all toilets, wiping of Western Commode seats, flush fittings, floors, dadoing etc., by half an hour before branch opening time.
- b. Cleaning of all sinks and counter tops, partitions, urinary stalls, wash room mirrors, etc., and restocking of washroom supplies(provided by the Bank)to be done by half an hour before branch opening time.
- c. Cleaning of all toilets, wiping of Western Commode seats, flush fittings, floors, dadoing sinks and counter tops, partitions, urinary stalls, wash room etc at least three times in a day.
- d. Weekly scrubbing of toilet floors.
- e. Removal of garbage/trash and replacement of waste basket underliners daily by half an hour before branch opening time.
- f. Collection and transportation of garbage/trash out of the building including disposal of the same as required by the local authorities in a designated area as identified and directed by Officer-in-charge.
- g. Removal of internal blockage in fixtures, pipes and specials.

Note: The above frequency is only indicative and may be increased depending on needs.

6. Housekeeping services in Conference rooms:

- a. There are few conference rooms in each buildings. The interiors and all its accessories such as telephone instruments, light fittings, projectors, TV screens, fans, mirrors, etc., are to be cleaned thoroughly on a daily basis. As and when meetings are held, before and after the meetings thorough cleaning to be done.
- b. All floors, furniture, equipment, machinery, stair cases etc., in all rooms shall be presentable, spic and span at any point of time.