

**AMC for Cleaning & Housekeeping work at ITPS Colony****Annexure - IV****Scope of Work**

<b>Sl No</b>	<b>Location</b>	<b>Description of Scope of Work</b>
1	Hospital	Cleaning and upkeeping of Hospital building and premises. The scope of job includes: Maintaining cleanliness, helping medical staff in their works in pathological laboratory, dressing room, injection room, bringing saline stand, trolley, stretcher, oxygen etc, cleaning equipments, instruments, tables etc, attending patients, moping floor, cleaning of toilets, etc as per the direction and requirements of Hospital Incharge. The contractor has to provide semi-skilled manpower in all three shifts (@ 2 nos in each shift) in all days throughout the year.
2	Resource Centre	Cleaning and upkeeping of Building and Premises of Resource Centre. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ commodes/ wash basins etc with harpic daily; sweeping & moping of all rooms, veranda, corridor, staircases etc in both floors daily; wiping of all glass doors by applying colin spray daily; wiping of all glass partitions of work stations, window panes of entire building once in a week; removing of cub webs and cleaning of AC ducts once in a week; Cleaning of structural glazing of building outside surface, roof terrace and surrounding compound wall once in a month; Cleaning of all inside campus drains, water body, water fall; sweeping of outside pavement area and removal of wild vegetation from the paved area including disposal of debris away to the designated place as per the direction and requirements of the EIC. Each urinals and wash basins are to be provided with one no of scented naphthalene ball twice in a week. All wash basins are to be provided with liquid soap. All toilet units are to be provided with one packet of Odonil air freshener. All toilets are to be provided with toilet papers. All cabin rooms are to be provided with room fresheners. All conference halls, Cabins of MD & DO are to be provided with Auto flush Room fresheners. All tile floors are to be treated with application of muriatic acid / phosphate and detergent once in a week. All tile joints are to be cleaned and grouted with colour grouts & adhesives twice in a year.
3	Market Complex, Kiosks at F & E' type Area	Cleaning and upkeeping of Market Building and its premises, Kiosks at E & F' type area. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ wash basins etc in the Gents and Ladies Toilet blocks with harpic daily; sweeping veranda, corridor etc daily; removing of cub webs from the veranda/ corridor once in a week; Cleaning of all campus inside drains, sweeping of entire campus inside area as per the direction and requirements of the EIC. Each urinal and wash basins are to be provided with one no of scented naphthalene ball twice in a week.
4	DAV Public School	Cleaning and upkeeping of DAV Public School Building and Premises. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ commodes/ wash basins etc with harpic daily; sweeping & moping of all rooms, veranda, corridor etc daily; wiping of doors and windows, removing of cub webs once in a week; Cleaning of all inside and plinth drains, sweeping of outside adjacent area including disposal of debris away to the designated place as per the direction and requirements of the School Incharge/ EIC. Each urinal and wash basins are to be provided with one no of scented naphthalene ball twice in a week.
5	DAV High School (Odia) New School Building	Cleaning and upkeeping of New DAV High School Building and Premises. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ commodes/ wash basins etc with harpic daily; sweeping & moping of all rooms, veranda, corridor etc daily; wiping of doors and windows, removing of cub webs once in a week; Cleaning of all inside and plinth drains, sweeping of outside adjacent area and pathways including disposal of debris away to the designated place as per the direction and requirements of the School Incharge/ EIC. Each urinal and wash basins are to be provided with one no of scented naphthalene ball twice in a week.

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6	Library	Cleaning and upkeeping of Library Building and Premises. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ commodes/ wash basins etc with harpic daily; sweeping & moping of all rooms, veranda, corridor etc daily; wiping of doors and windows, removing of cub webs once in a week; Cleaning of all inside and plinth drains, sweeping of outside adjacent area and pathways including disposal of debris away to the designated place as per the direction and requirements of the Library Incharge/ EIC. Each urinal and wash basins are to be provided with one no of scented naphthalene ball twice in a week.
7	Ib Thermal Club (Officer Club)	Cleaning and upkeeping of Ib Thermal Club (Officer Club) Building and Premises. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ commodes/ wash basins etc with harpic daily; sweeping & moping of all rooms, veranda, corridor etc daily; wiping of doors and windows, removing of cub webs once in a week; Cleaning of all inside and plinth drains, sweeping of outside adjacent area, parking area and pathways including disposal of debris away to the designated place as per the direction and requirements of the Club Incharge/ EIC. Each urinal and wash basins are to be provided with one no of scented naphthalene ball twice in a week.
8	Ib Club (Employee Club)	Cleaning and upkeeping of Ib Club (Employee Club) Building and Premises. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ commodes/ wash basins etc with harpic daily; sweeping & moping of all rooms, veranda, corridor etc daily; wiping of doors and windows, removing of cub webs once in a week; Cleaning of all inside and plinth drains, sweeping of outside adjacent area, parking area and pathways including disposal of debris away to the designated place as per the direction and requirements of the Club Incharge/ EIC. Each urinal and wash basins are to be provided with one no of scented naphthalene ball twice in a week.
9	Ladies Club	Cleaning and upkeeping of Ladies Club Building and Premises. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ commodes/ wash basins etc with harpic daily; sweeping & moping of all rooms, veranda, corridor etc daily; wiping of doors and windows, removing of cub webs once in a week; Cleaning of all inside and plinth drains, sweeping of outside adjacent area, parking area and pathways including disposal of debris away to the designated place as per the direction and requirements of the Club Incharge/ EIC. Each urinal and wash basins are to be provided with one no of scented naphthalene ball twice in a week.
10	D1 & D3 type apartments	Cleaning and upkeeping of D1 & D3 Type Apartments and Premises. The Scope of job includes: Cleaning, sweeping and wet mopping of all common corridors, staircase, lift cabin, stilt floor parking area, plinths, pathways etc daily or as scheduled; Cleaning and wiping of entrance glass door, glass windows of all floors, staircase railing etc daily or as scheduled, Sweeping and cleaning of Roof terrace floor, Staircase head room and removing of cub webs once in a week; Cleaning of all inside and plinth drains, sweeping of outside adjacent area, parking area and pathways, spreading of bleaching powder at Garbage bin areas and plinths including disposal of debris away to the designated place as per the direction and requirements of the EIC.
11	CSR Office, Telenpali Gate Security Office, Autobage garage, Colony Maintenance Office	Cleaning and upkeeping of Building and Premises of CSR Office, Telenpali gate Security Office, Autobage garage, and Colony Maintenance Office. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ commodes/ wash basins etc with harpic daily; sweeping & moping of all rooms, veranda, corridor etc daily; wiping of doors and windows, removing of cub webs once in a week; Cleaning of all inside and plinth drains, sweeping of outside adjacent area including disposal of debris away to the designated place as per the direction and requirements of the respective building Incharges/ EIC. Each urinal and wash basins are to be provided with one no of scented naphthalene ball twice in a week.
12	Police Station	Cleaning and upkeeping of Police Station Building and Premises. The Scope of job includes: Cleaning & washing of all white vitreous pans/ urinals/ commodes/ wash basins etc with harpic daily; sweeping & moping of all rooms, veranda, corridor etc daily; wiping of doors and windows, removing of cub webs once in a week; Cleaning of all inside and plinth drains, sweeping of outside adjacent area including disposal of debris away to the designated place as per the direction and requirements of the Police Station Incharge/ EIC. Each urinal and wash basins are to be provided with one no of scented naphthalene ball twice in a week.

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13	AOH Accommodation Sheds near Garage, Temple and Old SVM School Campus	Cleaning and upkeeping of AOH Accommodation Sheds near Garage, Temple and Old SVM School Campus (Outage Hostel). The Scope of job includes: Cleaning & washing of all white vitreous pans/ toilets with harpic daily; sweeping of corridors and open areas inside campus daily; wiping of doors and windows, removing of cub webs and cleaning of rooms during allotment as required; Cleaning of all inside and plinth drains, spreading bleaching powder, cleaning of all garbage bins, sweeping of outside adjacent area including disposal of debris away to the designated place as per the direction and requirements of the AOH Manager/EIC.
14	Bio-Gas Plant	Operation of Bio-gas Plant & Napkin Incinerator. The scope of work includes : Collection of kitchen wastes from different locations in colony area, grinding and operation of the Bio-gas Plant. Collection of Sanitary napkins from Pink coloured garbage bins from different locations in Colony area, operation of Napkin Incinerator for its burning, Cleaning and housekeeping of the plant premises etc. The contractor has to deploy trained manpower for this having all safety and operational training.
15	Garbage Collection, Segregation & Disposal	Collection, Segregation and disposal of all kitchen & other wastes from colony all residential quarters and non-residential buildings from the garbage bins located at different locations in the entire colony. The Scope of work includes: 1) Collection of all kitchen wastes and other wastes from the garbage bins located at different locations in the entire colony area twice a day and transporting to Garage Disposal pit area. 2) Segregation of Bio-degradable and Non-biodegradable wastes. 3) Transporting of Biodegradable wastes to Bio gas plant. 4) Disposing/ packing of non- biodegradable wastes to its designated place at Garbage disposal pit area. 5) Cleaning and washing of all waste bins once in a week.
16	Drain Cleaning	Cleaning of all open and covered storm water drains of the entire colony area, under the culverts, cutting of wild growth developing inside/ outside drain & berms, cleaning of fallen leaves, debris, silt, grit, sand and other refuses from drain, applying bleaching powder wherever necessary.
17	Sanitary Complain	Clearing and maintaining any chokes in inflow & outflow of septic tanks, manholes, inspection chambers, waste water pipe line, traps, water closets etc. as per complaints received.
18	Road Sweeping, Staircase Sweeping, Vacuum Cleaning of Staircase.	Cleaning and sweeping of all Colony roads including Main Plant Road from Telenpali gate to Main Plant Gate and road shoulders in total width along the roads by mechanised methods using Road Sweeper; C'type colony (Approximate length 500 meters) is to be swepted and cleaned once daily except Sunday. D, E, and F' type colony (approximate length 5000 meters) is to be swepted and cleaned thrice in a week except Sundays. Sweeping and cleaning of common staircases and approach paved path from road to stair hall of D, E & F' type Blocks and removing the cub webs once in a week. Sweeping and cleaning of front approach paved path from road to entrance and other paved area inside the campus of C' type Quarters once daily. Mostly Sundays will be the maintenance day for the equipments.
19	Cleaning of No man's land	Cleaning and sweeping of all no man's lands and areas in the colony. The scope of job includes: cleaning and sweeping of spaces in between the compound walls of back to back of two blocks, no man' lands and areas, un-used lands etc in the colony area including thorough cutting of all wild growth of the area as per the direction of EIC. The defined job scope for the entire no man's land areas of the colony are to be covered once in a month.
20	Cleaning of Over head water tank	Cleaning of over head PVC water tanks (SINTEX) of 1 KL Capacity in residential quarters of colony and non-residential buildings. The scope of work includes: dewatering of the tank, removing and cleaning of depositions from the tank, thorough cleaning and washing of tank by use of bleaching powder etc complete.
21	Cleaning of Vacant Quarters	Cleaning & washing of all type of vacant quarters in the colony as per the requirements and direction of EIC. The scope of job includes: Sweeping, cleaning and washing of all rooms, verandas, corridors, toilets etc with detergent and bleaching powder; removing and dusting cub webs from all around; Sweeping and cleaning the front and backside courtyard; disposal of all debris to its designated place.

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22	Cleaning of chajja & roof terrace	Cleaning of chajja & roof terrace of all colony quarters / blocks. The scope of work includes: cleaning of all chajja tops and roof terrace of all type of blocks and quarters in the colony. The jobs will be carried out once in a year for the entire township and public buildings before the rainy season. The contractor has to deploy trained manpower for the work as per the schedule / requirements and direction of EIC.
23	Grass Cutting using Grass cutter machine	Cutting of wild growths and grasses in the colony area by mechanised method using Grass Cutting Machine. The Contractor is to deploy trained manpower for the operation of Grass Cutting machine and as per the schedule / requirements in Colony area and direction of EIC.
24	Sewage Chambers Repairing Work	Cleaning and Repairing of damaged sewage chambers, manholes, inspection chambers etc in colony area as per schedule / direction of EIC. The contractor has to deploy trained manpower for sewage chamber repairing work on running line.
25	Dead body Disposal	Removing & cleaning of dead body of animals, birds, reptiles etc from colony area and arranging their burial away from colony as per direction and requirements of Engineer-in-charge as and when required.
26	Trimming of Trees	Trimming of trees and cutting down of dead trees inside colony area as per the direction and requirements of the EIC. The scope of work includes: Trimming and sizing of branches of all type of trees to reduce the wild over growths, cutting down the dead tree trunks and removing the root. The contractor has to deploy trained manpower for operation of Chain Saw for cutting / trimming of trees.
27	Cleaning of Public gathering/ Function Places	Cleaning of area during Cultural Programme, Social functions, School Programme etc in the colony area as per direction and requirements of Engineer-in-charge as and when required.
28	Collection & Disposal of Polyethene and Snail Management	Picking of polyethene, plastic bottles etc from colony area thrown here and there in roads, drains etc and snails management as per the direction of EIC.
29	Unforeseen jobs in Colony	Unforeseen cleaning and sanitation work during AOH period, visit of dignitaries, Social function of Township residents etc in the colony area as per the direction of EIC.
30	Cleaning of Over Head Water Tower, Sump at Filter House	Cleaning of RCC Over Head Water Tower and Sump at Filter House area. The scope of work includes all safety measures to approach the tank, dewatering of the tank, removing and cleaning of depositions from the tank, thorough cleaning and washing of tank by use of bleaching powder etc complete.
31	Supervisor	The Contractor is to deploy required nos of Skilled Supervisor throughout the year for Receiving complaints from Facility Management office, get the work done by workmen and informing Engineer in Charge, co-ordination for all type of jobs, taking care the safety of workmen and for supervising work.
32	Driver / Operator of Machine	The Contractor is to deploy trained Driver / Operator for the operation of the Cleaning related equipments, Road Sweeper, Tractor, Mini Truck, etc as per the requirements in Colony area as per the Schedule / direction of EIC.
33	Transportation of Debris	Transportation of all type of debris, leaves, grass, shrubs, kitchen waste, garbage, tree trunks, soil & grits, drain debris, dismantled debris etc to a specified location inside the property line of ITPS by tractor as per the direction of EIC. The contractor has to deploy trained driver and man power for loading and unloading of tractor daily on regular basis as per the schedule / requirements in colony area and direction of EIC.