

KERALA UNIVERITY LIBRARY, Thiruvananthapuram

No.QT/121/2018-19

Date:13.08.2018

QUOTATION NOTICE

The sealed quotations are invited from eligible contractors for sweeping, cleaning and daily garden maintenance works of the Kerala University Library building and premises, Palayam as per the technical specifications, terms & conditions herewith attached.

The Last date of receipt of quotations will be at 4.00 PM on 30.08.2018. The Quotations will be opened at 4.30 PM on the same date in the presence of Contractors then present.

Deputy Librarian in charge
Of the University Librarian

SWEEPING CLEANING SERVICE CONTRACT

Technical specifications and Terms & Conditions

I. DESCRIPTION OF THE PREMISES

The Kerala University Library, Palayam, Thiruvananthapuram has about 75,000/- sq.ft. including corridors, different sections, offices, toilet complexes, dining halls, book stacking area in four floors, reception area, court yard etc.

II. THE WORK

II.1. WORKS TO BE EXECUTED ON A DAILY BASIS:

- As the working hours of the library is from 8.00 am to 8.00 pm. on all week days, the sweeping and cleaning works in the reception area, service areas and front office should be commenced promptly at 7.30 am and completed before 8.00 am. ;
- The reception area and front office should be swept using mop or brush with a long handle and cleaned using wet mop;
- Dusting and cleaning of all exposed surfaces such as tables, counters and book and periodical shelves, almirahs etc.;
- Sweeping , Cleaning and disinfecting toilets, urinals, wash basins, mirrors, toilet flushes and other sanitary installations, in morning and afternoon;
- Emptying waste baskets and removal of waste;
- Cleaning of dining halls;
- Sweeping and cleaning of library portico, approach road, vehicle sheds and surroundings;
- Watering of plants, cleaning and arrangements of plant pots.

II.2. WORKS TO BE EXECUTED ONCE IN A WEEK BASIS:

- Dusting and cleaning of lights, light shades, fans etc;
- Cleaning and removal of spider web from ceiling and wall;
- Cleaning of panel and glass in the aluminium fabricated cabinets;
- Dusting and cleaning of technical appliances (computers, telephones, printers, photocopiers etc);
- Dusting of all doors and windows, window frames and cleaning the glasses.

II.3 WORKS TO BE EXECUTED ON MONTHLY BASIS:

- The library stacking area, corridors, offices, different section etc should washed using good quality floor cleaner;
- Cleaning of curtains and vertical blinds with appropriate products.

II.4 WORKS TO BE EXECUTED ON AN AD HOC BASIS:

Other urgent cleaning works that may arise in connection with public functions, visit of dignitaries etc. This includes disposal of waste materials also.

III. GENERAL TERMS & CONDITIONS

- The contractor shall arrange suitable cleaning materials and equipments in his/her responsibility. The materials used must be standard and approved by authorities;
- The contractor shall ensure service of minimum 6 female employees and one male gardener in every day in two shifts. Their attendance should be marked and presented daily for verification. The entrance and exit of the cleaning staff in the library will be supervised by a designated officer in the Library. The contractor should submit the details of his/her workers and it should be updated as and when

workers are changed. Signed and sealed photo identity cards should be issued with each worker;

- The contractor will be responsible to compensate for the loss or theft of any materials of Library or negligence of duty of the workers engaged by the contractor. The workers will never be treated as employees of the University and they will not have any claim in the University service.