

CLEANING CONTRACT PART 'A'

Sr. No.	Area	Job	Required Frequency	Machines to be deployed
SEEPZ Service Centre				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure water jet.
2	Door	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Weekly	Manually
3	Windows	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Monthly	Manually
4	Door, windows & furniture's frames	Dusting	Daily	Dry Vacuum Cleaner
		Polishing	Monthly	Manually
5	Staircases/Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Monthly	Manually
		Washing	Monthly	Pressure water jet.
6	Wall hanging	Dusting	Daily	Manually
		Cleaning	Weekly	Manually
7	Floor	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	Weekly	Scrubber
8	Carpet	Sweeping	Daily	Manually
		Vacuum Cleaning	Weekly	Dry Vacuum Cleaner
		Spot Cleaning	As when required	Spot cleaning kit
		Shampoo Cleaning	Quarterly	
9	Toilets	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing the floor	Daily	Scrubber
		Wall Cleaning	Daily	Manually
		Cleaning Wash Basin	Daily	Manually
		Cleaning Urinal	Daily	Manually
		Cleaning Mirror	Daily	Manually
		Cleaning other fitting & fixtures	Daily	Manually
10	Switch buttons	Cleaning	Weekly	Manually
11	Furniture items	Dusting	Daily	Manually
		Stain Removing	Daily	Manually
12	Door Mats	Dusting & Cleaning	Daily	Manually
13	Ducts	Cleaning & Washing	Monthly	Manually
14	Wall hanging	Sweeping	Daily	Dry Vacuum Cleaner
		Dry dusting	Daily	Manually
15	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
BFC				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure water jet.

2	Toilets	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing the floor	Daily	Scrubber
		Wall Cleaning	Daily	Manually
		Cleaning Wash Basin	Daily	Manually
		Cleaning Urinal	Daily	Manually
		Cleaning Mirror	Daily	Manually
		Cleaning other fitting & fixtures	Daily	Manually
3	Door	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Weekly	Manually
4	Windows	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Monthly	Manually
5	Door, windows & furniture's frames	Dusting	Daily	Dry Vacuum Cleaner
		Polishing	Monthly	Manually
6	Staircases/Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
		Washing	Weekly	Pressure water jet.
7	Door Mats	Dusting & Cleaning	Daily	Manually
8	Ducts	Cleaning & Washing	Monthly	Manually
9	Floor	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	For nightly	Scrubber
10	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
Gates I, II to III				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure water jet.
2	Toilets	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing the floor	Daily	Scrubber
		Wall Cleaning	Daily	Manually
		Cleaning Wash Basin	Daily	Manually
		Cleaning Urinal	Daily	Manually
		Cleaning Mirror	Daily	Manually
		Cleaning other fitting & fixtures	Daily	Manually
3	Door	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Weekly	Manually
4	Windows	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Monthly	Manually
5	Door, windows & furniture's frames	Dusting	Daily	Dry Vacuum Cleaner
		Polishing	Monthly	Manually
6	Staircases/Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
		Washing	Weekly	Pressure water jet.
7	Wall hanging	Dusting	Daily	Manually
		Cleaning	For nightly	Manually
8	Switch buttons	Cleaning	Weekly	Manually

9	Furniture items	Dusting	Daily	Manually
		Stain Removing	Daily	Manually
10	Door Mats	Dusting & Cleaning	Daily	Manually
11	Ducts	Cleaning & Washing	Monthly	Manually
12	Floor	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	Weekly	Scrubber
13	Wall hanging	Sweeping	Daily	Dry Vacuum Cleaner
		Dry dusting	Daily	Manually
14	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
SDF I to VI				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure water jet.
2	Staircases/Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Monthly	Manually
		Washing	Monthly	Pressure water jet.
3	Floor	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	Weekly	Scrubber
4	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
G&J I to III				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure water jet.
2	Staircases/Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
		Washing	Weekly	Pressure water jet.
3	Floor	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	For nightly	Scrubber
4	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
Staff Quarters				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure water jet.
2	Staircases/Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
		Washing	Weekly	Pressure water jet.
3	Garbage Collection		Daily	Manually
4	Floor	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	Weekly	Scrubber
5	Ceilings	Cleaning	Weekly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Weekly	Dry Vacuum Cleaner

CLEANING CONTRACT PART 'A-1'

Sr. No.	Area	Job	Required Frequency	Machines to be deployed
SEEPZ				
1	Pump Operating		Daily	Manually
2	External Façade	Dusting	Quarterly	Manually
3	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing Soiled bags	Daily	Manually
BFC				
1	Pump operating		Daily	Manually
2	External Façade	Dusting	Quarterly	Manually
3	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing Soiled bags	Daily	Manually
Gates I, II& III				
1	Pump operating		Daily	Manually
2	External Façade	Dusting	Quarterly	Manually
3	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually

		Replacing Soiled bags	Daily	Manually
SDF I to VI				
1	Pump operating		Daily	Manually
2	External Façade	Dusting	Quarterly	Manually
3	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing Soiled bags	Daily	Manually
G&J I to III				
1	Pump operating		Daily	Manually
2	External Façade	Dusting	Quarterly	Manually
3	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing Soiled bags	Daily	Manually
Staff Quarters				
1	Pump operating		Daily	Manually
2	External Façade	Dusting	Quarterly	Manually
3	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing Soiled bags	Daily	Manually

CLEANING CONTRACT PART 'B'

Sr. No.	Area	Job	Required Frequency	Machines to be deployed
All SEEPZ Area				
1	All Main Roads & Service Roads	Cleaning	Daily	Mechanized & Manually
2	Pavement/ Footpath and other internal paths	Cleaning	Daily	Mechanized & Manually
3	Potted plant on divider & divider	Cleaning	Daily	Mechanized & Manually
4	Boundary Walls	Cleaning	For nightly	Mechanized & Manually
5	Outside Road	Cleaning	Daily	Mechanized & Manually
6	Parking Area	Sweeping	Daily	Manually Sweeper
		Washing	Weekly	Mechanized & Manually
7	Side Gutter/Main Nalla	Cleaning	Half Yearly (Pre-monsoon cleaning)	Mechanized & Manually
8	Strom water drain	Cleaning	Half Yearly (Pre-monsoon cleaning)	Mechanized & Manually
9	Drain line Choke up	Cleaning	Daily	Mechanized & Manually
CLEANING CONTRACT PART 'C'				
1	Dry leaves, Twigs & Branches	Cleaning & Collecting	Daily	Manually
2	Tree Trimming/Cutting including Boundary wall (Fallen/Crooked tress)	Cutting & Collecting	As when required	Mechanized & Manually
3	Removal of Fallen & uprooted Trees	Cutting & Collecting	As when required	Manually
4	Removal Of Debris/ Unwanted material	Collecting	As when required	Mechanized & Manually
5	Painting Divider/ Blocks of footpath		Half Yearly	Manually
6	Removal of small trees	Collecting	As when required	Mechanized & Manually