



**INDIA EXPOSITION MART LIMITED**  
PLOT NO.23,24, 25,27, 28 & 29, KNOWLEDGE PARK-II,  
GREATER NOIDA - 201 306, DISTT. GAUTAM BUDH NAGAR (UP)

**EXPRESSION OF INTEREST (EOI)**

<b>NAME OF THE SERVICES</b>	<b>HOUSE KEEPING AND HORTICULTURE WORKS</b>
<b>KIND OF SERVICES</b>	(A) MAINTENANCE WORKS WITHOUT MATERIALS.  (B) MAINTENANCE WORKS WITH MATERIALS.  BOTH PROPOSALS ARE TO BE SUBMITTED SEPARATELY.
<b>DETAIL OF SERVICES</b>	(a) HOUSE KEEPING (b) PLANTATION (c) IRRIGATION (d) MANURING (e) PEST AND TERMITE CONTROL (f) TRIMMING OF PLANTS
<b>SCOPE OF WORKS</b>	(a) CONDUCT HOUSE KEEPING WORKS AS PER PROCEDURES MENTIONED AT ANNEXURE 'A'. (b) LAWN SHAPING AND MAINTAINING GREEN GRASSES. (c) SEASONAL FLOWER SEEDS, SUPPLY AND PLANTATION. (d) SEASONAL FLOWER SEEDLING AND SUPPLY (e) CUTTING OF GARDEN GRASS (f) SUPERVISION BY AN EXPERIENCED SUPERVISOR (g) AREA OF THE MAINTENANCE WORKS INCLUDES THE WHOLE COMPLEX. (h) ALL TOOLS REQUIRED FOR THE WORK WILL BE PROVIDED BY THE SERVICE PROVIDER.
<b>LAST DATE FOR SUBMISSION OF TENDER FOR BOTH TECHNICAL AND COMMERCIAL PARTS</b>	15 <sup>TH</sup> MAY, 2010

## HOUSE KEEPING

The Service Provider shall provide uniformed house keeping boys and a Supervisor who will be stationed at the property site. The supervisor will be on call 6 days per week and work 8 hours per day. However, in case of emergency the supervisor shall be on call to work at the will of the Property Manager and Supervisor shall depute his house boys to accomplish the emergency tasks as per the need of the situation regardless of the time schedule.

1. The House boys shall perform the followings:
  1. Complete all services described in the cleaning Service specifications for the Property.
  2. Clean other areas as specified by the Property Manager as needed, including but not limited to cleaning building common areas and elevators, emergency clean-up and spot cleaning as needed to maintain a clean, safe environment for the employees of the client.
  3. Unless provided by the Client, the Service provider shall be responsible to provide the cleaning material and equipment.
  4. Actively participate in and implement the Property's recycling programme.
  5. Actively participate in the client's safety programme.
  6. Contact the Property Manager, and report of any suspicious activity.
  7. Areas to be cleaned include, but not limited to Main Lobby entrances, entrances, main corridors and high traffic areas.
  8. The housekeepers shall follow the Carpet, Tile, and other floor manufacturers recommendations for cleaning in the areas.
  9. The Supervisor shall report to the office of the Property Manager on daily basis to review the performance and compliance with cleaning service specifications.
  10. The Supervisor will be responsible to maintain check lists of all activities carried out by the houseboys and ensure the proper functioning.

### 2. MINIMUM SPECIFICATIONS

#### GENERAL AREAS

1. Empty, Clean and sanitize all waste receptacles and dispose off waste materials to a designated area.
2. Spot clean all soiled and finger marks from all surfaces including glass and other surfaces.
3. Vacuum all rugs and carpeted areas using appropriate vacuum equipment.
4. Spot clean using manufacturers approved methods and materials.
5. Wet Mop Vinyl Tile, Ceramic and other specialty Tiles and treat the surface with polish only on recommended areas.
6. Strip and refinish all Floor carpets and surfaces.
7. Clean and dust thoroughly all partitions and cabins to proper finish.
8. Sweep all the outside areas.

### 3. LOBBY/RECEPTION AREA

1. Wash and wet mop all marbles/Granite and Vinyl Floors.
2. Dust mop all resilient and composition flooring with chemically treated mops.
3. Damp mop to remove scuffs water stains and to remove spills as necessary.
4. Remove all dirt smudges and finger marks from Doors and Door frames, furniture, Communication Instruments, Reception tables and Stationary Holders.
5. Vacuum all walk-off mats.
6. Dust all the Pictures and logo and other wall mounted displays.
7. Weekly, Dust all low reach areas including Chair rungs, Structural and furniture edges, door louvers etc.
8. Monthly, dust all high reaches areas including top of Doors, Frames, Lamps and Decorative Lights etc. Machine scrub composition.

4. **TOILETS**

1. Thorough cleaning, dusting, wet and dry sweeping and mopping of floors, partitions, glazing, mirrors and wash basin tops.
2. Check cleanliness and disinfect all Urinals.
3. Check cleanliness and disinfect all WC toilets.
4. Remove all wetness on floor and slabs
5. Check for odour quality.

