



VALLABHBHAI PATEL CHEST INSTITUTE
University of Delhi, Delhi-110 007

Tender No. VPCI/JE/HK/10-11

Date : 08.10.2010

TENDER NOTICE

Sealed tenders are invited (under two bid system) from reputed agencies for providing House Keeping, Gardening & Pest and Mosquito Control Services at Vallabhbhai Patel Chest Institute, University of Delhi, Delhi- 110007. The detailed Tender Notice, Specifications and Terms & Conditions can be obtained from Vallabhbhai Patel Chest Institute, University of Delhi, Delhi- 110007 or download from our web site: <http://www.vpci.org.in> from **15.10.2010** onwards. The cost of tender fee is **Rs.500.00**. The last date for receipt of tenders is **15.11.2010 upto 2.00 P.M.** and date of opening is **15.11.2010 at 2.30 P.M.** Director, VPCI reserves the right to accept or reject any tender in part/ full without assigning any reason thereof. **Deputy Registrar**

**VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI
DELHI - 110007**

Serial No.: _____

Issued to: _____

Date: _____

TENDER DOCUMENT

**Annual Contract for providing House Keeping,
Gardening & Pest and Mosquito Control Services at
Vallabhbhai Patel Chest Institute, University of Delhi,
Delhi-110007.**

For the Period from 01.01.2011 to 31.12.2011

Last Date & Time for Submission of Tender : 15.11.2010 upto 2.00 PM

Date & Time of Opening of Tender Documents (Only Technical Bids) : 15.11.2010 at 2.30 PM

VALLABHBHAI PATEL CHEST INSITUTE
UNIVERSITY OF DELHI
DELHI – 110007
Web Site: www.vpci.org.in

**NOTICE INVITING TENDER FOR HOUSE KEEPING, GARDENING, PEST
AND MOSQUITO CONTROL SERVICES AT VPCI, DELHI**

Vallabhbhai Patel Chest Institute (VPCI) is a maintained Institute of Delhi University and funded by the Ministry of Health and Family Welfare at University of Delhi, Delhi – 110007, intends to engage agency for House Keeping Services at its premises. In this regard, sealed tenders are invited on two bid system (Technical Bid and Financial Bid) in the prescribed format from the well established and experienced agencies having financial capacity for execution of the following work:

Name of the work	:	House Keeping Services, Gardening, Pest and Mosquito Control Services at VPCI, Delhi for the year 2011
Earnest Money Deposit	:	Rs.50,000/- in the form of Demand Draft payable at Delhi in the name of Director, VPCI
Date & time of closing of Tender	:	15.11.2010 – 2.00 PM
Date & time of opening of Tender (technical bid)	:	15.11.2010 – 2.30 PM
Address for submission of tender	:	Vallabhbhai Patel Chest Institute, Administration Block, Despatch Room, 3 rd Floor, Multi Storey Building, Delhi – 110007
Place of opening of the tender	:	Vallabhbhai Patel Chest Institute, Admininstration Block, Committee Room, 3 rd Floor, Multi Storey Building, Delhi – 110007

TECHINCAL BID - A

QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING FOR TENDER FOR HOUSE KEEPING, GARDENING, PEST AND MOSQUITO CONTROL SERVICES AT VPCI, DELHI

1. Name & address of the contractor/firm :
2. Status of Contractor/firm including partners :
3. Constitution of the Contractor/Proprietorship/
Partnership/ Private Limited Company/Public
Limited Company :
4. Registration No. of the firm/Agency :
5. Bio-Data of key top Officials
(please attach) :
6. Details of any Tie-ups if any
(please attach) :
7. Experience in automated Data-Management :
8. Copy of IT returns of last Three assessment
years (please attach) :
9. Financial Status of Bidder and/or his associates
including Annual Report of past 3 years with
ROC (Registration of Companies receipts duly
authenticated by Chartered Accountant) :
10. Current list of clients where 20 or more
Personnel of the Contractor are working
(Attach copies of Work Orders) :
11. Name of the Contractor's 3 largest clients
whom Contractor provided similar services,
and average amount of monthly of bills to
such clients Existing contract of value of
each contract not less than Rs.2.00 Lakhs
per month :
12. Name and address of Contractor's bankers
and provide a Solvency Certificate from
the Bank for a minimum amount of Rs.3.00 Lakh :

13. List of equipment to be used for Cleaning :

Failure of utilizing the machines will lead to cancellation of the contract

- Electrical Vacuum Cleaner
- Floor Scrubbing Machine and Mopping Machines 1 + 1
- Over head water tanks (for office buildings, staff quarters & hospital)
- Machinery for cleaning such as water jets and disinfection treatment material for Main under ground sumps and OHT – 1 Set
- Garbage carrying trolleys manual – 4 Nos.
- Sewerage blockage removing rods set
- Suitable uniforms, shoes and gloves with identifications on the uniforms

14. Income Tax Permanent Account No. :

15. Details of EMD / Bank Draft No. :

16. ESI / PF Registration No. :
Attach copies of the Registration
Certificate / Letter

17. License / Approval from Labour
Department of respective Governments :

Signature of the Contractor or
his Authorized Signatory with seal
of the Agency / Firm

Date:

* To be put in a separate sealed cover/envelop superscribing the wordings “TECHNICAL BID”. Notice inviting Tender No. and Name of the Tenderer. All technical documents like literature, catalogues, etc. are to be put in the same envelop. Price Bid of agency/ firms who technically qualify only will be opened for further consideration. The price bid and technical bid together should be put in a sealed cover superscribing “Tender for House Keeping Services” as submitted to VPCI before due date & time.

VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI, DELHI – 110007
Web Site: www.vpci.org.in

*** PRICE BID - B**

**TENDER DOCUMENT FOR PROVIDING HOUSE KEEPING, GARDENING/ PEST AND
MOSQUITO CONTROL SERVICES AT VPCI, DELHI**

(The latest minimum wage rates are enclosed at Annexure – “D”)

1. Name of the Contractor/Firm :
(Full address with Telephone No.)

2. Rates
 - a) ** Rates per House Keeping Labour Per month :
as per Minimum Wage Act for 19 Unskilled +
2 Skilled + 1 Supervisor.

 - b) ESI, PF charges as per existing rates :
(Please provide detailed breakdown)

 - c) Rates for supply of material as indicated :
in the Annexure

 - d) Service charges of the contractor :

3. Consolidated Rate for provision of House Keeping :
(inclusive of supply of Manpower + material for whole
of House Keeping, Gardening and Pest / Mosquito
Control Services for whole of VPCI campus at Delhi) as
per the terms and conditions of VPCI tender document

Signature of the Contractor or
His Authorized Signatory
with seal of the Agency /Firm

Date: _____

* To be put in a separate sealed cover/envelop superscribing the wordings “PRICE BID”. Notice Inviting Tender No. and Name of the Tenderer

Note: The rates quoted for manpower should be inclusive of all the minimum wages as per existing Minimum Wages Act and Labour Law stipulations etc. of Central Govt. as applicable in this regard. The latest minimum wage rates are enclosed at Annexure-“D”.

GENERAL CONDITIONS OF THE TENDER

1. The Technical bid shall be opened at **2.30 PM on 15.11.2010** or such later date as may be notified by VPCI. If the said date is declared as holiday, the tender will be opened on the next working day at 2.30 PM.
2. The Tender shall remain open for acceptance for thirty (30) days from the date of opening of tenders by the Vallabhbbhai Patel Chest Institute (“VPCI”). The time limit for acceptance may be extended by VPCI at its discretion for such further period, as it may notify.
3. Earnest Money Deposit (“EMD”) should be submitted by way of DD for Rs.50,000/- drawn in favour of Director, VPCI payable at Delhi. Tender received without EMD or not in the proper format or incomplete bid proposals shall be liable to be summarily rejected at the discretion of VPCI.
4. **The invitation to tender call s for bid proposals are in two parts viz., Technical Bid and Price Bid.**
 - a) Technical bid EMD for the required amount as per the tender documents and technical details. Technical details should be submitted in duplicate. Leaflets/ information brochures (if any) showing the technical and general details of the equipment offered shall also be enclosed with the technical bid. (Deviations, if any from tender specifications, clause-wise and commercial terms and conditions should be clearly mentioned in the sheets as specified). The tender form and all annexures and attachments there to shall be submitted with this bid with each page being consecutively numbered and duly signed by the bidder along with the seal of the agency.
 - b) Price bids shall consist of item-wise price details in the given Proforma of the tender and shall be submitted in duplicate. The contractors /firms can carry out site inspection prior to quoting the rates, if required.
 - c) The technical bids and price bids should be submitted in separate sealed envelops superscribed as “Technical Bid”/”Price Bid”, as applicable. Sealed envelops containing the Technical Bid and the Price Bid shall again be put in another envelop duly sealed and superscribed with the tender number, name of work, due date of opening and Name of the Contractor / Firm.
 - d) At the time and date of opening of tender, only technical bids shall be opened and read out in open.
 - e) The time and date of opening of price bid shall be intimated to the technically qualified bidders later.
 - f) Tender not complying with the above conditions are liable to be rejected without any further reference.

- g) This tender document is not transferable. The tendered work, if awarded, is not transferable.

Tender documents can be obtained from the Junior Engineer of VPCI against submission of tender document fee of Rs.500/- in the form of cash or Bankers Cheque or DD drawn in favour of "Director, VPCI" payable at Delhi. Also the same can be downloaded from our website www.vpci.org.in downloaded from our website should be attached with DD of Rs.500/- drawn in favour of "Director, VPCI" payable at Delhi towards the tender document fees, at the time of submission of tender. Tender documents downloaded from website and not attached with the requisite fee as above will not be considered and shall be summarily rejected.

TERMS AND CONDITIONS FOR PROVIDING HOUSE KEEPING, GARDENING AND PEST / MOSQUITO CONTROL SERVICES AT VPCI, DELHI

1. The Contractor shall deploy a minimum of Nineteen (19) nos. of workers (unskilled) for Housekeeping, two (2) nos. for Gardening (skilled) and one (1) supervisor (skilled) for six days a week from 7.00 am to 3.00 pm/ 8.00 am to 4.00 pm or if required on Sundays or any holidays depending upon the urgency of the work, excluding closed/public holidays for execution of the contract (Contractor workers). The contractor shall be responsible for the good conduct and behaviour of the Contractor workers. No worker engaged by the Contractor shall be below the age of 18 years. If any of the Contract worker is found misbehaving with the supervisory staff or any other staff member/student of the VPCI, the Contractor shall, on receipt of instruction of the Competent authority in this regard, replace such workers, by the Contractor. The Contractor shall issue necessary instructions to the Contractor’s employees to act upon the instructions given by the designated supervisory Staff of VPCI. The contractor or supervisor shall come before the workers and issue passes for entry and take back the same after the duty time. No contract workers will be allowed inside the campus to work without the entry passes issued by the supervisor.
2. The Contractor shall take the responsibility and instruct their workers to take proper care of the buildings, premises, residential areas and campus of VPCI and maintain the same in good and clean condition at all times.
 - a) The scope of the work consist of daily cleaning sweeping mopping of all floors, dado, skirting, etc. in all rooms and toilets urinals, Water closet and Wash Basin, etc. all heights including staircase, etc., including filling of liquid soaps in all toilets and dusting and cleaning of cobwebs, doors, window glass, windows, etc. and dusting office furniture like tables, shelves, carpets, etc. including daily cleaning of other open areas like passages, footpaths, open area etc., and time to time cleaning of building terraces, open drains, sewage line removal of drainage blockage, cleaning of window glasses and outer wall surfaces of buildings and boundary walls, periodical cleaning of Overhead Tanks of office building and residential quarters and water coolers in the office building etc, as directed by the Deputy Registrar /Assistant Registrar /Junior Engineer or authorized representative. And cleaning of all exterior wall area, all building compound area twice in the month. The complete work schedule for the year is enclosed and if any changes are required the same shall be issued from time to time enclosed at annexure – “X”. The contractor shall maintain a register of the works and obtain the signature of the concerned department after completion of the work on daily basis failing which no payment shall be considered for the work.
 - b) In the event of any loss being caused to VPCI on account of negligence/ dereliction of duties or performance of their obligations by the Contractor or Contractor employees, the Contractor shall be liable to indemnify VPCI for such loss, out of the Contractor’s insurance cover or otherwise, such loss quantified after an inquiry comprising of the representative of VPCI and the Contractors.

- c) The Contractor shall be held responsible for the damages/sabotage caused to the property of VPCI due to any events of force majeure.
3. Contractor and the contractor's Employees shall take day-to-day instructions from the **Deputy Registrar / Assistant Registrar / Junior Engineer** of VPCI or in his absence, from authorized official.
 4. If the Contractor fails to perform and/or implement the assigned jobs or parts there of or the Standard Operating Procedures annexed at Annexure "A" here to the satisfaction of the Competent authority VPCI or any day in any part of the areas assigned, VPCI may, without prejudice to its other rights and remedies, levy a suitable charge by VPCI for each day or part thereof, until the Contractor performs that job to the satisfaction of the Deputy Registrar / Assistant Registrar / Junior Engineer or any other officer nominated by Director, VPCI. The Contractor shall provide an adequate replacement in case any of the Contractor Employees proceeds on leave. This will be at no additional expenses to VPCI. In case of any absence on duty by a Contractor Employee, the Contractor shall be levied as decided by VPCI per Contractor Employees per day of such absence. This deduction shall be in addition to the penalty for non-implementation of or non-performance as per the Standard Operating Procedures as mentioned above. This will also be in addition to the claim of VPCI as mentioned above.
 5. Consolidated rate of House Keeping for VPCI campus includes all the roads and buildings, residential quarters surrounding area but not inside the residences of staff quarters of VPCI.
 6. The list of minimum quantity of material required to be supplied by the contractor is attached as Annexure "C". The Contractor shall use high quality cleaning material for providing house keeping services to VPCI. Adequate stock of the material shall be maintained always. The stock will be subjected to inspection by the Competent authority or his representatives and proper record will be maintained. In case at any time it is found that substandard material are being used or supplied and indefinite resulting in the materials being out of stock, the contractor shall be liable for penalty as decided by Director, VPCI subjected to a suitable amount . The decision of Director, VPCI shall be final in this regard.
 7. None of the Contractor employees shall engage or enter into any kind of private work during their assignment to VPCI for providing house keeping services, failing which a penalty of a suitable amount per day per person shall be imposed on the contractor, without giving any notice. The amount of such penalty shall be deposited by the contractor immediately with Accounts Officer of VPCI failing which such penalty shall be deducted from the payments due to the Contractor.
 8. Contractor shall abide by all applicable laws including all Labour and Welfare Laws (ESI, PF, BONUS, Income tax, Service Tax or any other extra taxes levied by the Government etc.) and shall adopt all required welfare measures for the Contractor workers and discharge all other obligations concerning thereto. The contractor shall furnish adequate proof to VPCI in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Contractor, and VPCI shall not be held liable for such responsibilities/obligations manner what-so-ever. The payment of the bonus to the labours will be payable by the contractor.

9. The Contractor Employees proposed to be employed by the Contractor for providing house keeping services envisaged hereunder shall be subject to screening by VPCI, to ascertain their antecedents, suitability and skills. Before deploying any Contractor Employee in VPCI, the Contractor shall furnish complete particulars and obtain written approval of the designated officer of VPCI. VPCI reserves the right to interview the Contractor Employee(s), if considered necessary by it, before giving such approval.
10. VPCI reserves the right to ask the contractor to remove any Contract Employee deployed by the Contractor, without assigning any reason/notice thereof.
11. The Contractor shall in no case pay the Contractor employees wages at a rate less than the statutory minimum rates every month nor make any deductions whatsoever for the days worked except for absent from work. It is the responsibility of the contract to pay the wages by 7th of every month on the working day. The contractor shall not wait for the release of his bill from the department to pay wages to the workers. Delay in making the payments to the labours will lead to imposing of penalty of a suitable amount as decided by VPCI, per day till the date of payment. Repetition of such delays will lead to cancellation of the contract.

The payment should be made by cheque/cash and a record of that should be kept in a register which may be examined by the Deputy Registrar of VPCI at any time. In case the contractor fails to make timely and statutory payment of wages and other dues to the Contractor Employees, VPCI may make such payments to the Contractor Employees directly and suitable deductions in this regard shall be made by VPCI from the amount to be paid to the contractor.

12. No Contractor Employees shall work for more than 27 days in a month or as specified by applicable Labour legislation.
13. The Contractor shall provide a Bank Guarantee to VPCI equivalent to Two months wages for each of the Contract Employee proposed to be deployed at VPCI, which Bank Guarantee may be used in case the contractor failed to pay the Contractor Employees their dues or in case of any other default. The bank guarantee has to be provided within 15 days from the date of work order and should be valid for the entire duration of the contract beyond 60 days of the contract period.
14. The Contractor will get all the Contractor Employees verified of their antecedents, through Delhi Police and a certificate to this effect be furnished by the Contractor to VPCI before deployment of such contractor employees. The contractor should also maintain proper record/documents of the same. The Contractor shall provide identity cards and suitable uniforms to the Contractor workers at the cost of contractor.
15. Contractor will apply to the Labour Commissioner for obtaining a labour license and will submit a copy of license to VPCI within thirty (30) days from the date of issue of the letter of award of work to the Contractor failing which VPCI shall be entitled to terminate the contract with the Contractor and issue the letter of award a work to any other agency / firm.

16. That no right, much less a legal right shall vest in the Contractor Employees to claim or have employment or otherwise seek absorption in VPCI nor the contractor Employees shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the Contractor and it shall be the sole responsibility of the Contractor to inform and clarify it to the Contractor Employees before deputing them to work at VPCI.
17. Any legal disputes shall be subject to jurisdiction of Delhi Courts.
18. The quality of service should be such that the standard of cleaning everywhere is of high order.
19. The payment shall be made by VPCI for the Contractor Employees actually employed for providing house keeping services hereunder. VPCI has the right to reduce/increase the strength of Contractor Employees as per its requirements. The contractor has no right to increase or decrease the number of labours to be deployed other than as specified in the tender.
20. The Contractor must pay minimum wages to the Contractor Employees as per the Minimum Wages Act and satisfy all the other applicable statutory requirements. The payment shall be made by 7th of every month. If 7th falls on holiday the next working day.
21. Without limiting generality of the conditions herein, if any of the Contractor Employees prefer claim for employment with VPCI, the Contractor shall, at its own cost, deal with such claim and settle such claims without any obligations on the part of VPCI regarding such claims or settlements thereof.

ACCEPTANCE CERTIFICATE

I.....(designation)..... of
(Name of the Company).....hereby accept the
above mentioned Terms & Conditions for the House Keeping, Gardening and Pest / Mosquito
Services at VPCI, Delhi

Date :

Place :

**Authorized Signatory &
Company Seal**

*** Minimum quantity to be provided per month**

S.No.	List of Materials to be provided by Contractor	Qty.	Unit	Rate	Amount
1	Acid	50	Liters		
2	Brasso/Dara (100 Ml) each	3	Bottles		
3	Good Quality Bleaching Powder for water purification	50	Kgs		
4	Liquid Soap Floor Wash	50	Liters		
5	Dettol each (500 Ml)	12	Bottles		
6	Flush Clean Mat	5	Dozen		
7	Floor Duster	20	Dozen		
8	Hand Duster	20	Dozen		
9	Hard Broom (Coconut Sticks)	30	Pcs		
10	Harpik 200 Ml	10	Dozen		
11	Hit Cockroach (100 Ml)	1	Dozen		
12	Hockey Brush Toilet Cleaning	10	Pcs		
13	Jala Brush	1	Dozen		
14	Naphthalene Ball Scented	4	Kgs		
15	Vim	50	Kgs		
16	Odonil	6	Dozen		
17	Phenyl (Bengal Chemicals) (Black)	50	Liters		
18	Room Freshener (Premium)	6	Nos.		
19	Soft Broom	50	Pcs		
20	Yellow Duster	20	Pcs		
21	Rubber Choke Removers	5	Pcs		
22	PVC Scrubber	20	Pcs		
23	Coir Brush Round	20	Pcs		
24	Liquid Perfumed hand wash Fem	20	Liters		
25	Hard Broom with Bamboo Long Hand	15	Nos.		
26	Glass Cleaner	5	Liters		
27	Soap (solid)	15	Nos.		
28	Phenyl (white)	150	Liters		
	TOTAL				

* The materials required may increase or decrease as per the requirement. The payment for the materials will be made as per the actuals

NAME OF WORK: Annual Maintenance Contract for House Keeping Services

S.No.	Description of work	Rate per month per head Rs.	Amount per month Rs.	Contractor profit/service charges i.e. cost of Supervisor payment to be quoted on lump sum per month
1	<p>Supply of labourers for daily Cleaning Sweeping Mopping of all floors, dado, WCs and WHBS, etc. all heights including staircase, etc., including filling of liquid soaps in all toilets and dusting and cleaning of cobwebs, doors, windows, etc. and dusting office furniture like tables, shelves, carpets, window glass cleaning, exterior building cleaning, surface including boundary wall etc., including dusting electrical fixtures, etc., complete at all heights including daily cleaning of other open areas like roads, footpaths, scooter sheds, cycle sheds, etc., and time to time cleaning of building terraces, open drains, sewage line removal of drainage blockage, periodical cleaning of OHTs of office building and residential quarters and water coolers in the office buildings, etc., and as per the Annexure-I scope and specifications, other terms and conditions of the tender.</p> <p>Details of labourers & Wages</p> <p>1 Unskilled - 19 labourers @ _____</p> <p>2 Skilled - 2 labourers @ _____</p> <p>3 Supervisor - 1 @ _____</p> <p>PF @ _____ (Add)</p> <p>ESI @ _____ (Add)</p> <p>Government Taxes as applicable extra Contractor/Service charges to be quoted on Lump sum basis per month. The Service charges will not increase as per the minimum wages Act, i.e., the contractors/service charge will remain constant through out the contract period.</p>		Per Month	

SIGNATURE
CONTRACTOR / FIRM

Scope of work for Pest Control and Mosquito control measures

Supply and spraying of standard mosquito control sprays and pest and rodent control pesticides including fogging the surrounding areas at the following places.

01. VCH building ground floor, first floor and second floor all rooms, toilets, corridors, including Ward, ICU all area.
02. Auditorium building hall, Green rooms, toilets, basement, first floor rooms and toilets all including.
03. Main Building all rooms, corridors, toilets in all floors.
04. Canteen and Patel Niwas Hostel of all floor rooms and open areas.
05. Multi Storey Building in all floors of all rooms, corridors and toilets.
06. Director’s Residence, corridors and toilets.
07. All Drainage chambers.
08. Surrounding area all office buildings
09. Surrounding area of all staff quarters.

Rate for two treatments in a month _____

Rate for additional treatment one time _____

The treatment shall be done minimum twice in month regularly. If required the frequency of the treatment in a month can be increased. The contractor shall maintain a log book and obtain the signatures of the occupants in the office building and hostel building where ever the treatments are being conducted. The contractor shall use branded quality pesticides, for effective control of the pests and mosquitoes.

The following pesticides may used to control the Mosquitoes, Cockroach and Rats. However, they can use any other higher quality material as per availability in the market.

Mosquitos	Cockroaches	Rats
Malatheene – 50 EC	Paste	Robon Cakes
Nuvan	Kerosene (in Draianges)	Gum Pads
In Nallahs – Bay Tex	Malatheene	Zinc Phosphate

Method of Spraying: The spraying and fogging of pesticides can be done manually by hand pumps.

DAY TO DAY CLEANING ACTIVITIES AS PER THE DATES & MONTHS GIVEN BELOW FOR THE YEAR 2011

Daily Activity	Monthly Activity	DAY TO DAY CLEANING ACTIVITIES AS PER THE DATES & MONTHS GIVEN BELOW FOR THE YEAR 2011												
		Location	Jan 2011	Feb 2011	March 2011	April 2011	May 2011	June 2011	July 2011	Aug 2011	Sep 2011	Oct 2011	Nov 2011	Dec 2011
1. Sweeping moping of rooms corridors.	VCH block	1,3,4,5,6	1,2,3,4,5	1,2,3,4	1,2,3,5,6,7	1,3,4,5,6,7	1,2,3,4,5	1,2,3,5,6	1,2,3,4,5,6	1,2,3,4,6	1,4,5,6,7	1,2,3,4,5	1,2,3,4,6	
	Main Building	7, 8, 10, 11, 12	7, 8, 9, 10	8, 9, 10, 11, 12, 13	8, 9, 10, 11, 12, 13	8, 10, 11, 12, 13	7, 8, 9, 10, 11	7, 8, 9, 10, 12	7, 9, 10, 11, 12	7, 8, 9, 10, 11	8, 9, 11, 12, 13	6, 8, 9, 10, 11	7, 8, 9, 10, 11	
	Auditorium & Patel Niwas	13, 14, 15, 17, 18	11, 12, 14, 15	15, 16, 17, 18, 19	14, 15, 16, 17, 19	14, 15, 17, 18, 19	12, 14, 15, 16, 17	13, 14, 15, 16, 17	13, 14, 16, 17, 18	13, 14, 15, 16, 17	14, 15, 16, 18, 19	12, 13, 15, 16, 17	13, 14, 15, 16, 17	
	Multi Storey Building	19, 20, 21, 22, 24	16, 17, 18, 19, 21, 22	22, 23, 24, 25, 26	20, 21, 22, 23, 24, 25	20, 21, 22, 23, 24, 25	18, 19, 21, 22, 23, 24	19, 20, 21, 22, 23, 24	19, 20, 21, 22, 23, 24, 25	18, 20, 21, 22, 23, 24	20, 21, 22, 23, 25	18, 19, 20, 22, 23, 24	18, 19, 20, 22, 23, 24	18, 20, 21, 22, 23, 24
3. Roads foot paths and plinth protection	Staff qtrs & Director's Residence	25, 26, 27, 28, 29, 31	23, 24, 25, 26, 28	27, 28, 29, 30, 31	26, 27, 28, 29, 30	27, 28, 29, 30, 31	25, 26, 28, 29, 30	26, 27, 28, 29, 30, 31	26, 27, 28, 30, 31	25, 27, 28, 29, 30	26, 27, 28, 29, 30	25, 26, 27, 29, 30	25, 27, 28, 29, 30	25, 27, 28, 29, 30, 31
	1. Cleaning of Street Lights													
	2. Cleaning of boundary lights													
3. Terrace cleaning														