



GOVERNMENT OF INDIA  
MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION  
NATIONAL SAMPLE SURVEY OFFICE  
(FIELD OPERATIONS DIVISION)  
REGIONAL OFFICE, ORISSA (W),  
161- Senpark Lane, Nayapara  
Gole Bazar, Sambalpur-768001  
E-mail: fodro.sbp@gmail.com

Tender No.NSSO/CLEAN/SBP/2 Dated : 03.07.2019

Sub: Quotations for engaging a registered agency for providing personnel for sweeping & cleaning services (safaiwalas) in NSSO(FOD), Sambalpur.

Sealed Tenders/ quotations in double bid systems such as (i) Technical Bid (ii) Financial Bid are invited from reputed registered agencies/firms for providing personnel for Sweeping & Cleaning services (Safaiwalas) to NSSO(FOD), Sambalpur. (One person each in RO Sambalpur and SRO Bhawanipatna). The Guidelines and Terms & conditions are enclosed. Quotations should be submitted in the formats enclosed. Also it can be had from the Asst. Director, NSSO(FOD), Sambalpur during office hours.

The intending agencies/ firms are requested to submit the quotation in the prescribed forms E&F in a sealed envelope superscribed as "TENDER FOR SWEEPING & CLEANING SERVICES AT NSSO (FOD), SAMBALPUR". The quotations must accompany an Earnest Money Deposit of Rs. 15,000/- (Rupees Fifteen Thousand) only in the form of a Demand Draft drawn in favour of Assistant Director, NSSO(FOD), Sambalpur. The quotations submitted without EMD will be rejected summarily. The quotations should be addressed to the Head of Office, NSSO(FOD), 161 Senpark lane, Nayapara, Gole Bazar, Sambalpur-768001. The authority reserves the right to reject any or all the quotations / offers without assigning any reasons thereof.

03. The various crucial dates relating to "TENDER FOR SWEEPING & CLEANING SERVICES AT NSSO (FOD), SAMBALPUR" are cited as under:-

a	Date of issue of Tender Documents	03.07.2019	
b	Last date and Time for submission of Tender Document	18.07.2019	
c	Date and time for opening of-	Technical Bid :	23.07.2019
		Financial Bid	23.07.2019
d	Place of submission of tender	Office of the Director, NSSO(FOD), Sambalpur	
e	Place of opening the tender	Office of the Director, NSSO(FOD), Sambalpur.	

04. The quotations submitted after the stipulated time and date will not be entertained.

Yours faithfully,

  
(B. MAJHI)

Head of Office  
कार्यालय मूख्य/Head of Office  
रा.प्र.स.का. (क्ष.सं.प्र)/N.S.S.O. (FOD)  
सम्बलपुर/Sambalpur



सत्यमेव जयते

GOVERNMENT OF INDIA  
MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION  
NATIONAL SAMPLE SURVEY OFFICE  
(FIELD OPERATIONS DIVISION)  
E-mail: [fodro.sbp@gmail.com](mailto:fodro.sbp@gmail.com)  
Phone-0663-2520303

Tender No. **NSSO/CLEAN/SBP/2** Dated 03.07.2019

## TENDER DOCUMENT

**ANNUAL CONTRACT FOR PROVIDING  
SWEEPING/CLEANING SERVICES  
AT**

NATIONAL SAMPLE SURVEY OFFICE  
(FIELD OPERATIONS DIVISION)  
161- Senpark Lane, Nayapara  
Gole Bazar, Sambalpur-768001

Last date for submission : Date : 18.07.2019 up to 05.00 P.M.

Opening of Technical Bid : Date: 18.07.2019 at 11.30 A.M.

Sealed tenders are invited under Two Bid System, i.e. **(Part-I Technical Bid and Part-II Financial Bid)** from reputed, experienced and financially sound Manpower Agencies to provide manpower for sanitation (Sweeping / cleaning) "Safaiwalas" services at **National Sample Survey Office, (Field Operations Division), 161 Senpark lane, Nayapara, Gole Bazar, Sambalpur.**

## **A. SCOPE OF THE WORK**

### 1. SWEEPING / CLEANING:-

Cleaning the entire premises which include office rooms/halls, verandas/corridors, Toilet and lavatories both Gents and Ladies located in Floor 1<sup>st</sup> and 2<sup>nd</sup>. **The scope will** also include proper collection/disposal of the garbage / waste /dirt material as per the procedures of the local authority. Detailed scope of the work is as under:-

<b>Sl. No.</b>	<b>Description of Work</b>	<b>Periodicity</b>	<b>Remarks</b>
(i)	Sweeping and cleaning of all floors	Thrice Daily	Using cleaning powder and wipe-out for floors
(ii)	Dusting and cleaning of tables, chairs, filing, cabinets, sofas, curtains and blinds, library book racks	Once Daily	Conventional way of cleaning (including vacuum cleaning of upholstery)
(iii)	Cleaning of all computers, telephone instruments, photocopiers and other office equipment in the office premises	Once Daily	Using DETOL Liquid spray and fine cotton/cloth
(iv)	Cleaning Gents and Ladies toilets and wash basins with fittings, mirrors etc.	Thrice Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinal pots and wash basins (at least 4-5 balls per basins). Liquid soap containers should be filled up with good quality of liquid daily. Cleanliness of containers should be maintained, good quality air freshener to be added in sufficient no. for urinals and wash basins.
(v)	Cleaning choked toilets	As and when required	Conventional way of cleaning.
(vi)	Cleaning of notice board, nameplates, key boxes etc.	Daily	Conventional way of cleaning
(vii)	Cleaning of fans, bulbs, tube lights, windows, doors, glass panels, partitions of cabins, A/C outlets, cobwebs, etc.	Once in a week	Conventional was of cleaning