

# **Bijoy Krishna Girls' College, Howrah**

**A NCTE & NAAC accredited (B++) College**

**5/3 Mahatma Gandhi Road Howrah - 711101**

Ref No: .....

Date:.....

## **Sealed Quotations are invited for Housekeeping services/ Cleaning services**

### **JOB DESCRIPTION:**

1. To maintain cleanliness of all Rooms, Halls, Laboratories, Library, Bathrooms, Toilets, Wash Basins, Corridors, Staircase, Ramps and Machines, etc of all Buildings of the Colleges and Offices.
2. Daily Cleaning/Dusting of Writing Tables, Working Tables, Chairs, Telephones, Computers, Photocopiers Machines, Fax Machines, Printers, etc.
3. Periodic Cleaning of Window Planes.
4. Periodic Cleaning of Ceiling to remove cobwebs.
5. Regular maintenance of cleanliness of electric fans and light fittings of building.
6. Moving of articles like tables, chairs, almirahs, display boards, etc as and when shifting is necessary.
7. Keeping the drains around the building clean.
8. Cleaning and maintenance staff should be present from 8 A.M. to 4 P.M.

No. of Class Rooms: 68+23 =91

No. of Buildings: 10

Total area: 4B-10K-11C

**Last date for submission of quotations is 15<sup>th</sup> March,2021.**

**Principal/Secretary**