



MIZORAM BUILDING & OTHER CONSTRUCTION WORKERS WELFARE BOARD
DEPARTMENT OF LABOUR, EMPLOYMENT, SKILL DEVELOPMENT & ENTREPRENEURSHIP
GOVERNMENT OF MIZORAM

A-28, Earth Day Road, MINECO, Khatla, Aizawl - 796001

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No. D.11030/1/2025-WB(LESDE):

Aizawl, the 25th August, 2026.

TENDER NOTICE

Sealed/online tenders are invited from eligible and experienced firms/agencies for outsourcing of cleaning services at the Multipurpose Building, Directorate of LESDE Office, MINECO, Aizawl.

The selected firm/agency may provide two (2) cleaners for maintaining cleanliness and hygiene of the building. The remuneration shall be ₹11,400/- (Rupees Eleven Thousand Four Hundred) per cleaner per month.

The detailed Scope of Services, eligibility criteria, terms and conditions, required documents, submission procedure and other relevant information shall be made available for viewing and downloading through the **bocw.mizoram.gov.in**.

Interested firms/agencies are required to submit their tenders to the undersigned on or before 17.09.2026

The competent authority reserves the right to accept or reject any or all tenders without assigning any reason.

Sd/-**PINKY ZOSANGPUII**

Secretary

Mizoram Building & Other Construction
Workers Welfare Board

MEMO NO.D.11030/1/2025-WB(LESDE) :

Aizawl, the 25th August, 2026.

Copy to:

1. Director, I&PR for publishing atleast in two Leading Local Newspaper.
2. Director, LESDE Department for information.
3. Office Copy.

[Handwritten Signature]

Secretary

Mizoram Building & Other Construction
Workers Welfare Board

OUTSOURCING OF CLEANING SERVICES – DIRECTORATE OF LESDE

1. Objective.

The objective of outsourcing cleaning services for the Directorate of Labour, Employment, Skill Development & Entrepreneurship (LESDE) is to ensure proper cleanliness, hygiene, sanitation and upkeep of the Directorate office premises through deployment of adequate and dedicated cleaning personnel. The service is intended to maintain a clean, safe and presentable working environment for officers, staff, visitors and members of the public.

2. Description of the Building.

The Directorate of LESDE is an 8-storeyed office building comprising various offices and common facilities. The areas requiring regular cleaning and maintenance include:

- Director's Office
- Conference Hall
- Meeting Rooms
- Various Sections/Branches and office areas
- Corridors
- Staircases
- Lift Lobby
- Toilets
- Pantry
- Reception Area
- Entrance and access areas
- Parking Area
- Verandahs
- Compound/Premises
- Drainage areas
- Other common and service areas of the building as directed by the competent authority.

3. Scope of Services

The outsourced agency shall provide cleaning and housekeeping services for the entire premises of the Directorate of LESDE. The scope shall include sweeping, mopping, dusting, cleaning, removal of cobwebs, collection and disposal of garbage, cleaning of toilets and other related housekeeping activities.

A. Daily Cleaning

The following areas shall be cleaned on a daily basis:

1. Corridors and common passages.
2. Staircases and stair landings.
3. Reception area and entrance.
4. Lift lobby.
5. Verandahs and other common areas.
6. Compound and surrounding premises.
7. Other areas as directed by the supervising officer.

B. Weekly Cleaning

The following shall be cleaned at least once every week or as and when required:

1. Toilet areas.
2. Doors and door frames.
3. Walls and other accessible surfaces.
4. Fire extinguisher cabinets and surrounding areas.
5. Parking and external areas.
6. Garbage collection and removal from designated areas.
7. Other areas requiring periodic cleaning as directed by supervising officer.

C. Monthly Cleaning

The following activities shall be undertaken at least once every month:

1. Window glass and window frames.
2. Cleaning of false ceilings and accessible ceiling surfaces.
3. Removal of cobwebs from ceilings, corners and other inaccessible areas.
4. Detailed cleaning of corners, recesses and other areas not covered under routine cleaning.
5. General deep cleaning of common areas as directed by the supervising officer.

4. Deployment of Manpower

The agency shall deploy 2 (two) cleaners for the cleaning and housekeeping services of the Directorate of LESDE.

The deployed personnel shall:

- Report for duty regularly and punctually as per the working hours prescribed by the Directorate.
- Remain properly dressed and maintain appropriate conduct while on duty.
- Carry out all assigned cleaning and housekeeping duties diligently.
- Follow instructions issued by the designated supervising officer.
- Ensure that cleaning materials, equipment and waste are handled properly.
- Maintain cleanliness throughout the working day and attend to areas requiring immediate cleaning.

The agency shall be responsible for providing suitable cleaning materials, tools and equipment required for satisfactory execution of the work, unless otherwise specified in the contract.

5. Special Cleaning

Special cleaning services shall be undertaken whenever required in connection with:

- Official functions and programmes.
- Meetings and conferences.
- Visits of VIPs and dignitaries.
- Government/official events.
- Other special occasions as directed by the Directorate.

Such special cleaning shall be carried out before, during or after the event as required by the competent authority and shall be treated as part of the housekeeping service.

6. Supervision and Quality of Service

The agency shall ensure that the premises remain clean and hygienic at all times. The services shall be subject to inspection by the designated officer of the Directorate. Any deficiency, negligence or unsatisfactory performance noticed during inspection shall be rectified immediately by the agency.

Failure to maintain the required standard of cleanliness may attract appropriate action as per the terms and conditions of the outsourcing agreement/work order.

7. Cleaning Materials and Equipment.

The cleaning materials required for the service shall be provided by both the Department and the Contractor, as specified below:

Materials to be provided by the Department

The Department shall provide routine consumable cleaning materials, subject to availability and requirement, such as:

- Floor cleaning chemicals/phenyl
- Toilet cleaning chemicals
- Disinfectants
- Bleaching powder
- Soap/handwash, wherever required
- Garbage bags
- Other consumables as may be decided by the Department.

Materials/Equipment to be provided by the Contractor

The contractor shall provide the necessary cleaning tools, implements and equipment required for carrying out the work, including:

- Brooms
- Mops
- Buckets
- Dustpans
- Brushes
- Toilet cleaning brushes
- Dusting cloths
- Wipers/squeegees
- Gloves and other basic protective items
- Ladders/other equipment required for periodic cleaning, wherever necessary
- Any other tools and implements necessary for proper execution of the work.

The contractor shall ensure that its workers have access to and properly use the required equipment and protective items.

8. Monthly Records and Documents to be Submitted by the Contractor

The Contractor shall submit the following documents to the Directorate every month along with the monthly bill:

1. Monthly Attendance Record – duly signed/verified by the deployed cleaners and certified by the designated supervising officer.
2. Proof of Wage Payment – documentary proof showing payment of wages to the deployed cleaners for the relevant month, such as bank transfer statement, wage register or other acceptable proof.
3. GST Invoice – valid GST-compliant tax invoice for the services rendered during the month, wherever applicable.
4. Complaint Register – updated complaint register recording complaints/observations regarding cleaning services and the action taken by the Contractor.
5. Monthly Inspection Report – report of inspection of the cleaning services, duly signed/certified by the designated supervising officer.
6. Any other document or record required by the Department for verification of satisfactory service and payment.

No monthly bill shall be processed for payment unless the required supporting records/documents are submitted and the services are certified as satisfactory by the designated officer.

9. General Conditions

1. The contractor shall be responsible for the discipline and conduct of its deployed personnel.
2. The cleaners shall maintain proper behaviour and decorum within the Government office premises.
3. The contractor shall ensure that its personnel do not cause damage to Government property during cleaning.
4. Any loss or damage caused due to negligence of the contractor's personnel shall be dealt with as per the terms of the contract.
5. The contractor shall ensure continuity of cleaning services throughout the contract period.
6. Payment shall be made on the basis of satisfactory performance and verified attendance, subject to applicable deductions/penalties.
7. The Department reserves the right to inspect the cleaning work at any time and issue necessary directions for improvement.