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**THIRUVANANTHAPURAM REGIONAL CO-OPERATIVE MILK PRODUCERS'
UNION LTD.**

**KOLLAM DAIRY , THEVALLY, KOLLAM-9 ISO 9001:2015 & ISO 22000 : 2018 Certified
GST NO :32AAAAT9795J4ZU**

Email ID : milmaklm@gmail.com , milmaklmqc@gmail.com

Phone : 0474 2794556, 0474 2797991

NOTICE INVITING TENDER

The Manager, Kollam Dairy under Thiruvananthapuram Regional Co-operative Milk Producers Union Ltd (TRCMPU Ltd) invites online bids from reputed organizations / persons for the Contract work for daily cleaning of Kollam Dairy plant, associated buildings and Premises.

1.	Tender Notice No. & Date	KD/QA/21/2025-26 Dated 16/06/2025
2.	Item of Work	Contract work for daily cleaning of Kollam Dairy plant, associated buildings and Premises for Two Years 2025-2027
3.	Specification	Attached
4.	Estimated Amount/month	Rs 1,90,000/- month (Approx.) GST extra
5.	Bid Submission Fee	Rs.1,000/-
6.	Earnest Money Deposit	Rs. 3,800/-
7.	Date and Time of Publication of e- tender.	16.06.2025, 05.00 PM
8.	Date of Submission of e-tender	17.06.2025, 9.00 AM to 24.06.2025, 01.00 PM
9.	Date and time of opening of e-tender	25.06.2025, 11 AM
10.	Place of Opening	Kollam Dairy, TRCMPU Ltd
11.	Bid Validity	60 Days
12.	Contract Period	2 Years from the date of Confirmed order.
13.	Security Deposit	Rs.50000/-



Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for work / supplying of equipment as mentioned in the Invitation to bid. The tender is invited in two cover system from the registered and eligible manufacturers / suppliers through e-procurement portal of Government of Kerala (<http://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A) Online Bidders registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or 0484-2336006, 2332262 or 0497-2764788, 2764188 or 0483-273294 or through e-mail: etendershelp@kerala.gov.in or helptender@gmail.com for assistance in this regard.

B) Online Tender Process:

The tender process shall consist of the following stages:

i) **Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in from the date & time of publication of e-tender, till the last date & time for online submission of e-tender. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document. Downloading of tender documents will not be possible after the date specified above.

ii) **Pre-bid meeting:** Refer page 3 of the tender document

iii) **Publishing of Corrigendum:** All corrigendums shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.

iv) **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document to www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.

iv) **Opening of Technical bid and bidder short-listing:** Technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualification. All documents in support of technical qualification shall be submitted online as well as offline within the due date and time. Failure to submit the documents will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.

v) **Opening of financial bids:** Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in the critical date section. The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

i) **The Second Stage (Financial Cover or as per tender cover system):**

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: - The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non-responsive and rejected.

C) Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay a tender document fee and Earnest Money Deposit or Bid Security as given in the Tender Inviting Notice. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidder are required to avail Internet banking facility in any of the below banks for making tender remittances in e-Procurement system.

A) Internet Banking Options (Retail)			
1	Allahabad Bank	29	JanataSahakari Bank
2	Axis Bank	30	Karnataka Bank
3	Andhra Bank	31	KarurVysya Bank
4	Bandan Bank	32	Kodak Mahindra Bank
5	Bank of Bahrain and Kuwait	33	Lakshmi Vilas Bank
6	Bank of Baroda	34	Mehasana urban Co-op Bank
7	Bank of India	35	NKGSB Co-operative Bank
8	Bank of Maharashtra	36	Oriental Bank of Commerce
9	Bassein Catholic Co-operative Bank	37	Punjab and Maharastra Co-operative Bank
10	BNP Paribas	38	Punjab National Bank
11	Canara Bank	39	Punjab and Sind Bank
12	Catholic Syrian Bank	40	RBL Bank
13	Central Bank of India	41	Saraswat Cooperative Bank
14	City Union Bank	42	ShamraoVithal Cooperative Bank
15	Corporation Bank	43	South Indian Bank
16	Cosmos Bank	44	Standard Chartered Bank
17	DCB Bank	45	State Bank of India
18	Dena Bank	46	Syndicate Bank
19	Deutsche Bank	47	Tamilnadu Mercantile Bank
20	Dhanalaxmi Bank	48	Tamilnadu Cooperative Bank
21	Federal Bank	49	The KalyanJanathaSahakari Bank
22	HDFC Bank	50	TJSB Bank(Erstwhile Thane JanataSahakari Bank)
23	ICICI Bank	51	UCO Bank
24	IDBI Bank	52	Union Bank of India
25	Indian Bank	53	Vijaya Bank
26	Indian Overseas Bank	54	YES Bank
27	Indus Ind Bank	55	United Bank of India
28	Jammu & Kashmir Bank		
B)			
1	Bank of Baroda	19	KarurVysya Bank
2	Bank of India	20	KodakBank
3	Bank of Maharashtra	21	Lakshmi Vilas Bank
4	BNP Paribas	22	Oriental Bank of Commerce
5	Canara Bank	23	Punjab and Maharastra Coop Bank
6	Catholic Syrian Bank	24	Punjab and Sind Bank
7	City Union Bank	25	Punjab National Bank
8	Corporation Bank	26	RBL Bank
9	Cosmos Bank	27	ShamraoVithal Cooperative Bank
10	Deutsche Bank	28	South Indian Bank
11	Development Credit Bank	29	State Bank of India
12	Dhanalaxmi Bank	30	Syndicate Bank
13	Federal Bank	31	UCO Bank
14	HDFC Bank	32	Union Bank of India
15	ICICI Bank	33	UPPCL

16	Indian Overseas Bank	34	Vijaya Bank
17	JanataSahakari Bank	35	Axis Bank
18	Jammu & Kashmir Bank		

During the online bid submission process, bidder shall select SBI MOPS option and submit the page, to view the **terms and condition** page. On furtherer submitting the same, the e- Procurement system will redirect the bidder to MOPS Gateway, where two options, mainly **SBI and other banks*** will be shown. Here, bidder may proceed as per below.

(a) **SBI Account holders** shall click **SBI** option to with its Net banking facility, where bidder can enter their internet banking credentials and transfer the tender fee and EMD amount.

(b) **Other bank account holders** may click **other banks** option t view the bank selection page. Here bidder can select from any of the 54 banks to proceed with its net banking facility, for remitting the tenderpayments.

*Transaction charges for other banks vide SBI Letter No. LHO/TVM/AC/2016- 17/47- 1% of transaction value subject a minimum of Rs.50/- and maximum of Rs.150/-

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

D) SUBMISSIONPROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page-by-page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page.

It is necessary to click on "Freeze bid" link/icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/opening during bid opening process.

SPECIAL TERMS & CONDITIONS

1. Eligibility and qualification requirements:

- 1.1 To be eligible for the award of contract, bidder shall provide satisfactory evidence to the Thiruvananthapuram Regional Co-op Milk producers Union Ltd regarding their eligibility, capacity and adequacy of resources to carry out the contract effectively. To this end all bids submitted shall include the following information.
- a. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership or if a joint venture, of each party there to constituting the bidder.
 - b. Copies of Sales tax & service tax registration certificate.
 - c. Details of experience and past performance of the bidder on works of similar nature, and details of current work in hand and other contractual commitments shall be submitted. Customer's full address, contact persons, contact telephone number and e-mail ID are to be furnished.

2. Tender Fee & Earnest Money Deposit

- a) The Tender fee and EMD as given in the invitation to bid shall be accepted through online NEFT transaction through the site www.etenders.kerala.gov.in.
 - b) The EMD of the successful bidder shall be released after the signing of the agreement and submission of performance security.
 - c) EMD of the unsuccessful tenderer shall be released after the award of the contract and execution of agreement by the successful tenderer.
 - d) No interest shall be paid for the EMD for the period for which it lies in deposit.
- i. **Agreement:** - The successful bidder has to execute a contract agreement on a Kerala stamp paper worth Rs.200/- within 15 days of receipt of order.
- ii. **Work site and billing address:** -
Manager
Kollam Dairy, TRCMPU Ltd
Thevally, Kollam
GST NO :32AAAAT9795J4ZU

Terms of payment :

Payment shall be released by Kollam Dairy as detailed below

- 100% payment shall be released before 5th of every month on submission of bill duly certified by section heads of all department after the satisfactory completion of the work.

3. The Tender should be submitted as follows

Online Cover I

1. Details of Tender fee and EMD details.
2. Documents to prove the qualifying criteria as mentioned in clause 1 above.
 - Scanned copy of GST registration certificates.
 - Scanned copy Income Tax returns filed for last five years and income tax clearance certificate (ITCC) for the last year.
 - Details of Registration with PF authorities.

- Details of Registration with ESI authorities.
- Details of licence issued by Labour Department.
- Details of Total strength of staffs/workers available with the service provider (Minimum 25. The document proving ESI and PF payment for the minimum employees should be furnished along with this tender).
- Details of previous executed orders along with address of clients, contact person, contact no, e-mail ID etc(Work order and service certificate).
- Details of contracts on hand and other contractual commitments (Work order and service certificate) .
- Copy of audited P&L Statement and balance sheet for the past five years.
- Details of bank solvency certificate of not older than 3 months from the date of submission of the bid.

Details of annual turnover of the last three years. (The firm must have had an annual turnover of atleast 50 lakhs in each of the last three years.)

Online Cover - II

Price bid in the prescribed form available as BOQ in the website www.etenders.kerala.gov.in

3. Note to Bidders:

- Bidders are advised to note the Tender Id and Tender No. & Date for reference.
- All uploaded documents should contain the signature and the office seal of the bidder/authorized persons.
- The Manager, Kollam Dairy of TRCMPU Ltd., is empowered to reject any or all the bids without assigning any reason.
- The TRCMPU does not blind itself to accept the lowest offer and reserve the right to accept any offer without assigning any reason. The bidders shall not have any claim in this regard.

Contract Details

- The quotation shall be finalized in the name of the person for the lowest amount satisfying the terms and conditions of the quotation. Only after the completion of the quotation process, the security deposit shall be reimbursed to all the participants who were submitted.
- Applicants submitting quotations should have at least 5 years working experience in cleaning operation in any reputed organization. A certificate showing work experience shall be submitted along with the quotation. Quotations that does not contain work experience will be rejected.
- There shall be at least 10 staff under the cleaning contractor besides there shall be a cleaning supervisor(10+1). Staffs are required to wear maroon colour overcoat at their own cost. Annual medical fitness as per FSSAI Act (Before joining duty and every year till the period of contract) shall be submitted. The contractor shall produce the address proof of the staff working under him. The Contractor shall, bound to execute the work at his own risk and supervision. The staff posted for cleaning would have mental and physical health. Contractor shall not employ persons below 18 years of age and above 58 years of age as their staff. The employees of the contractor shall be given statutory off/leave. During these days, a substitute shall be arranged at the contractor's expenses.
- The bidder shall submit a solvency certificate from their bank, stating that the bidder has a solvency equal to the estimated bid value, not older than 3 months from the date of submission of the bid.
- The firm must have had an annual turnover of atleast 50 lakhs in each of the last three years.
- He/She shall be record attendance at the entry gate of the security.
- Service tax to be paid by the contractor himself.

8. Contractor must be ESI, EPF registered. The receipt of ESI & EPF remitted for his employees
9. shall be included along with the bill of the respective month.
10. The contractor must be licensed by the Labor Department.
11. Dairy shall not be responsible or liable for any accidents caused to the contractor or the contractor's employees during the course of work. And the dairy will not make any claims related to it. The said employees shall not have any rights with the dairy. The losses due to the work of the employees shall be recovered from the contractor. If the work of the employee is not satisfactory, the contractor shall be liable to change the employee and appointed new employee as per the instruction from the dairy.
12. The cleaning materials required for the work shall be supplied from the dairy and shall be kept and used by the contractor. They should not be used for personal use or taken outside the dairy. Cleaning equipment should be kept neat and clean these are kept in stipulated area.
13. Smoking, chewing gum and other beverage items are not allowed during their duty time or at the premises. Alcohol consumption is strictly prohibited in the dairy compound.
14. Keep the dairy clean and perform any cleaning tasks not mentioned in the work order if necessary as per the direction of the concerned section.
15. The Dairy Manager is authorized to deduct a suitable amount from the bill if the cleaning work is not satisfactory.
16. The contractor shall be liable to pay minimum wages to the staff under him/her as per Minimum Wages Act.
17. The person who has assigned the tender has to deposit 10% security of the tender amount within two days of finalizing tender. The contract agreement has to be in Rs.200/- stamp paper.
18. If the money is not deposited/failure in any manner, the Dairy Manager shall have the power to fix the quotation to the next lowest person satisfying all terms and conditions of the tender notice. If any loss happens to dairy due to this it shall be recovered from the earnest money deposit.
19. Sealed quotations should be submitted to Dairy Manager, Kollam Dairy, Thevally, Kollam. Quotations received after time will be unconditionally rejected.
20. The Dairy Manager or his designee shall have the authority empowered to reject any quotation without assigning any reason thereof.
21. Cleaning shall be done as prescribed by the Food Safety Management System.
22. The duration of the contract is for 2 years the contract will be awarded only if the work is satisfactory for the first three months. If the work is satisfactory for 2 years, the contract shall be extended for another one more year.
23. Amount will be deducted from the bill for any damages caused to dairy equipments or property.

Job Information

1. Daily cleaning of plant and tar/concrete roads, front side of marketing stall, all garbage bins should be kept sterile as per work order instructions. Plastic should not be burned under any circumstances. Scooter/car sheds should be cleaned daily.
2. Every day of the week the dirt ditches around the dairy plant shall be cleaned every day with fresh water and insecticide/bleaching powder to ensure that it is fit for use.
3. Condenser and cooling tower adjacent to the refrigeration plant should be kept clean by removing moss, plants, etc. from their concrete floor and other wastes in the premises.
4. Weigh bridge, security officer's room, walkway, foot dip, boiler, ETP and surroundings, furnace oil tank surroundings shall be cleaned daily.
5. Clean the polythene cover cleaning room, contract vehicle cleaning area and the tanker dock.
6. Waste shall be collected from all areas and deposited in the scrap yard according to type.

7. Disinfectant should be sprayed on the cleaned floor. The administrative block should be washed every Sunday with soap powder and get acknowledgement by security officer.
8. Required quantity of Potassium permanganate/ Sodium hypochloride shall be filled after cleaning the foot dip.
9. Ensure that all Amul trap filters are cleaned and sealed properly.
10. Surface of Milk storage tanks (5 nos.), silo (6 nos.), cream tank, curd processing tanks, steel pipelines, service lines and their stands etc. shall be washed once in a week. (The outside of any two tanks shall be washed daily).
11. In addition to the above, all machinery, pipelines and electrical panel boards of all sections of the dairy shall be cleaned once in a week with the approval of the Assistant Manager (Maintenance).
12. Dairy main plant area, floor, plant wall tiles, cold store floor, tiles and conveyor. Walls, Strip curtains, etc. shall also be washed daily. The cobwebs in this section shall be removed twice a week.
13. C.I.P. Clean rooms, detergent room, ghee making room, curd cold storage, dispatch (Products) dock etc. Shall be cleaned daily.
14. Clean the ghee filling and packed ghee store daily. Wipe the rooms once in a week. Cobwebs shall be removed twice a week.
15. Clean the SMP store room daily. Cobwebs shall be removed twice a week.
16. Clean reception dock pillars, tiles, floor etc daily.
17. Cobwebs in all areas shall be removed twice a week.
18. Wash and clean the glass panels on top of the dairy dock once in a week.
19. Wash the despatch dock, tanker reception dock, its tiles and floor etc. Daily with soapy solution and wash the floor with water three times a day.
20. The floor and conveyor of the pouch filling room and cold storage shall be cleaned daily.
21. Tray return dock shall be cleaned thrice weekly.
22. Clean the rooms of all the officers in the dairy before 9 a.m. every day and waste shall be removed. Clean the net in all the rooms twice a week.
23. Clean all corridors in the dairy daily.
24. Clean the floor, window glasses, door mats, door panels etc. at the entrance of the plant every morning.
25. Clean all staircase steps daily.
26. Wash, clean and disinfect all toilets and urinals three times daily.
27. Clean staffs restrooms daily and Clean toilets thrice a day.
28. Refrigeration Section, Boiler Room, Generator Room, Electrical Control Room, Workshop, Air Compressor Room, Main Store, Marketing Store, Marketing Stall etc. shall be cleaned daily.
29. All waste in marketing store and main store shall be removed.
30. Security cabin, punching room, marketing section, cash counters, product store, Kollam Employees Cooperative Society etc. Marketing stall, etc. be cleaned every morning. Remove waste every day.
31. All the rooms in the administrative block shall be cleaned daily before 9 am and the toilets shall be cleaned and disinfected thrice daily. Remove cobwebs twice in a week.
32. Quality Control lab shall be cleaned in the morning and in the afternoon. Clean all work benches and equipment's daily.
33. Clean the tank gallery, silo front, floor rubber mat, etc every morning.
34. Clean the exterior of all machines once in a week.
35. Clean the floor and wall tiles of the ghee production area daily.
36. The terrace of dairy and other buildings shall be cleaned once in a month.
37. Wash and clean the rubber mat used in front of all main electrical panels and put them back in place once in a month.
38. Wash and clean the moss on the platforms of atmospheric condenser and cooling tower.
39. All sections should be checked daily if any cobwebs found shall be removed.

40. Wash and clean glass panels and windows in ghee room and other places once a month.
41. Maintain cleanliness at all levels of dairy.
42. Lotion should be sprayed after washing areas other than cold store.
43. Acid and alkali shall be taken from chemical storage room and to be dosed in CIP tanks as required in respective shifts.
44. Water consumption shall be minimized. Acid and alkali required for plant cleaning shall be taken to the plant in respective shifts. Proper safety equipment/dress must be worn while handling acid and alkali.
45. Schedule for cleaning staffs are informed from the Quality Assurance Department. The Cleaning Supervisor shall evaluate the cleaning performance daily and report to the Quality Assurance Department.
46. The milk covers coming from the filling section (used), and returns from the routes should be washed and cleaned and filled in sacks and kept stacked at the side of the main store every day.
47. If the contractor acts in violation to the above terms the contractor shall be liable for all damages caused to the dairy and such amount shall be recovered from the security amount under the Revenue Recovery Act or otherwise from the immovable property of the contractor.
48. Other existing terms and conditions of Thiruvananthapuram Regional Cooperative Milk Producers Union shall also apply to this contractor.
49. Cleaning schedule shall be issued along with work order.
50. The contractor shall perform all cleaning services as defined above and shall not observe all the holidays of the dairy.

Cleaning Schedule

AREA	CLEANING SCHEDULE	CLEANING AREAS
ADMINISTRATIVE BLOCK GROUND FLOOR		
Reception	Once in a day	Floor, Furniture, Removal of waste materials, etc
Auditor Room	Once in a day	Floor, Furniture, Removal of waste materials, etc
Finance Section	Once in a day	Floor, Furniture, Removal of waste materials, etc
P&I Section	Once in a day	Floor, Furniture, Removal of waste materials, etc
SH(Finance) Room	Once in a day	Floor, Furniture, Removal of waste materials, etc
SH(P&I) Room	Once in a day	Floor, Furniture, Removal of waste materials, etc
Server Room	Once in a day	Floor, Furniture, Removal of waste materials, etc
Staircase AD Block	Once in a day	Floor
Toilet Ground Floor	Twice a day	Floor, Wash Basin, Toilet Bowl, Removal of waste materials, Filling of soap oil, etc
Cobweb removal	Twice a week	All area
ADMINISTRATIVE BLOCK FIRST FLOOR		
Manager Room	Once in a day	Floor, Furniture, Removal of waste materials, etc

Manager Toilet	Twice a day	Floor, Wash Basin, Toilet Bowl, Removal of waste materials, Filling of soap oil, etc
Conference Hall(2 No)	Once in a day	Floor, Furniture, Removal of waste materials, etc
SH(HR) Room	Once in a day	Floor, Furniture, Removal of waste materials, etc
SH(Marketing) Room	Once in a day	Floor, Furniture, Removal of waste materials, etc
First Floor toilet	Twice a day	Floor, Wash Basin, Toilet Bowl, Removal of waste materials, Filling of soap oil, etc
Cob web removal	Twice a week	All area

PLANT BUILDING		
Manager(Production) Room	Once in a day	Floor, Furniture, Removal of waste materials, etc
TO Room (1&2)	Once in a day	Floor, Furniture, Removal of waste materials, etc
Automation Room	Once in a day	Floor, Furniture, Removal of waste materials, etc
Plant Area 1. Processing Hall 2. Corridors 3. Pasteurizer Location 4. Bottle curd filling 5. Curd filling 6. Ghee processing	Normal cleaning in day and final cleaning in night after completing shift activities	Cleaning of floors, cleaning of pipelines, removal of wastes and unwanted materials, Wiping of spilled milk, Removal of waste films and other materials from these areas.
Foot Dip	Twice a day	Cleaning and removal of water in the foot dip and fill new fresh water and add chemicals for sanitizing foot dip
Weigh Bridge	Once in a day	Cleaning
Tanker Dock RMRD Area	Twice a day	Cleaning of lines, Removal of wastes, Floor cleaning by using controlled flow of water
Despatch Dock	After completing every despatch	Cleaning of floor, Removal of wastes from the dock
Ghee Packing	Everyday	Cleaning and washing of floor, Removal of wastes
CIP Room	Daily	Cleaning and washing of floor, Removal of wastes
Filling Room(Curd and Milk)	Daily and after every shift	Removal of waste film, Cleaning and washing of floor, Removal of wastes from filling area
SMP Room	Daily	Cleaning and removal of wastes
Cold Store Milk	Daily and after despatch	Cleaning and removal of wastes
Dump Tank	Daily	Cleaning and removal of wastes and unwanted materials, Removal of

		empty SMP bags
Quality Assurance Lab 1. Manager room 2. Main Lab 3. Bacteriology Lab	Thrice a day	Cleaning and removal of wastes and unwanted materials, washing of floor Cleaning of furnitures and equipments, washing of lab utensils.
Engineering Section: 1. Office 2. Boiler 3. ETP 4. Refrigeration 5. Generator room 6. Air Compressor	Daily	Cleaning and removal of wastes and unwanted materials
Marketing Store	Daily	Cleaning and removal of wastes and unwanted materials
Marketing stall	Daily	Cleaning and removal of wastes and unwanted materials
Cash Counter	Daily	Cleaning and removal of wastes and unwanted materials
Toilets	Twice a day	Floor, Wash Basin, Toilet Bowl, Removal of waste materials, Filling of soap oil, etc
Pipelines of plant area, Filling room, CIP room, Processing area	Once in a week	Cleaning of pipelines
Silos/Tanks	Once in a week	Washing of silo and tank surface by using water and soap oil
Service roads, vehicle shed and premises	Daily	Removal of fallen leaves, waste, etc and sweeping of service roads and dairy premises
Co-operative Society	Daily	Cleaning and removal of wastes and unwanted materials
Cob web removal	Twice a week	All area

Approximate Area Description

Sl. No.	Item Description	Quantity	Units
1	Administrative Block		
1.1	Ground Floor	356.00	SQM
1.2	First Floor	224.00	SQM
1.3	Gents Restroom	379.00	SQM
1.4	Ladies Restroom(2 nos)	96.00	SQM
1.5	Conference Hall	500.00	SQM
2	Marketing / Society Building		
2.1	Ground Floor	82.00	SQM

2.2	First Floor	70.00	SQM
2.3	Vehicle Parking Area	130.00	SQM
3	Main Plant		
3.1	Ground Floor	2764.00	SQM
3.2	First floor	593.00	SQM
3.3	Main Store / Marketing Store	668.00	SQM
3.4	Internal Roads and Premises	2800.00	SQM
4.	QA Lab		
4.1	Main Lab	300.00	SQM
4.2	Bacteriology Lab	400.00	SQM



[Signature]
Dairy Manager