

SECTION-5

TECHNICAL **SPECIFICATION**

DETAIL ITEM WISE TECHNICAL SPECIFICATIONS

Item No.-1 Providing services of staff for operation and maintenance of office building , Rest House and karjan colony under jurisdiction of Irrigation Project Sub division No. 27, Rajpipla for the Year 2026.

Skilled Employees

Un-skilled Employess

Scope of Work

Providing services of staff for operation and maintenance of Office Building, Rest House and Karjan Colony under jurisdiction of Irrigation Project Sub Division No. 27, Rajpipla for the year 2026.

1. Skilled Employees – Technical Specifications

The contractor shall provide skilled manpower having adequate knowledge, experience and capability for carrying out operation, maintenance and allied services of office buildings, rest house and colony premises.

Scope of Work

The skilled employees shall carry out the following works:

Office work at Karjan vahivati Sankul .

Computer Related work like Gujrati and English Typing ,excel ,word etc.

Maintain Inward and outward register in office . manage staff at Karjan Rest house and maintain register at rest house . supervising rest house work .

Maintenance of records/registers related to daily work if required.

Any other skilled work assigned by Engineer-in-Charge.

Working Hours

Duty hours shall generally be 8 hours per day or as directed by Engineer-in-Charge.

Staff may be required during emergency/breakdown situations beyond normal hours.

Workers shall follow all safety regulations and departmental instructions.

Conduct & Discipline

Staff shall maintain discipline, proper behavior and cleanliness.

Any worker found negligent or unsuitable shall be replaced immediately by the contractor.

2. Un-skilled Employees – Technical Specifications

The contractor shall provide un-skilled labour for routine operation, upkeep and maintenance activities of office buildings, rest house and colony area.

Scope of Work

The un-skilled employees shall carry out the following works:

Cleaning of office premises, rooms, toilets, verandah and surrounding areas.

Sweeping, mopping and disposal of garbage and waste materials.

Cleaning of colony roads, drains and campus premises.

Gardening, jungle cutting and vegetation cleaning work.

Loading, unloading and shifting of materials.

Assistance in maintenance and repair works.

Watering plants and maintaining cleanliness of rest house and colony premises.

Any miscellaneous labour work assigned by Engineer-in-Charge.

Qualification

Labour shall be physically fit and capable of carrying out manual work.

Working Hours

Duty hours shall generally be 8 hours per day or as directed.

Safety & Conduct

Labourers shall follow safety instructions and maintain discipline.

Contractor shall ensure use of necessary safety appliances wherever required.

General Conditions

The contractor shall comply with Minimum Wages Act, Labour Laws and other applicable Government regulations.

The department reserves the right to increase or decrease manpower as per requirement.

Duty Hours

Duty shall be in shift system / round the clock if required, 8 hours duty per shift or as instructed by department, Staff must remain present during emergency without fail

Contractor Responsibility

Provide required number of manpower regularly, No absence without substitute,

Salary payment as per government minimum wages, EPF / ESI / insurance compliance mandatory, Identity card for each employee compulsory

Technical Requirement for Staff Deployment

Skilled Employee, computer Operator, Computer handling capability preferred, Unskilled Employee, Helper / Attendant

Record Maintenance

Contractor shall maintain:

Attendance Register, Wage Register, EPF / ESI Record, Duty allocation register

Emergency Condition

During emergency:

Staff shall remain available 24×7, Immediate response compulsory, No leave allowed without permission

Mode of Measurement & Payment

The payment shall be made on Days basis as per specification and rate approved by the department.

Sign Of Contractor

**Deputy Executive Engineer
Irrigation Project Division Sub Div.
No.27
Rajpipla**

**Executive Engineer
Irrigation Project Division
No.4
Rajpipla**