

**NIT No. SCR/Mechanized Cleaning**

Sub:- Mechanized Cleaning of SCR Manufacturing Block IV & its related Production area in Block VI & VII.

(The Special terms and conditions given hereunder supersede the relevant terms & conditions given in "Instruction to tenderers and General Terms and Conditions").

1.0 Introduction

- 1.1 This section of the tender defines the scope of the contractor's work. The requirement and conditions mentioned in this section are in addition to what are stated in Section - I (Instructions to Tenderers) and Section- II(General terms and condition).
- 1.2 In case of any variation in the specification in Section III (Special Conditions) & Section I (Instructions to bidders) and/or Section II (General Terms and Condition), the specification given in the Section III (Special Conditions) shall prevail.
- 1.3 Brief Description of Work Site: - The work is to be performed in the factory premises of BHEL, Bhopal.
- 1.4 The bidders are advised to take into account all factors and any fluctuations in the market rates etc having effect on prices. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract.

2.0 Scope of Work

- 2.1 The mechanized cleaning shall be performed such a manner that the Shops & Machines should be available in Spic and Span condition at any point of time. To achieve this, the mechanized cleaning work shall be carried out in 1st & 2nd shifts regularly & if need arises than in IInd shift also..
- 2.2 Scope of work includes Mechanized Cleaning of Floor, Equipments, Machines & Plants, Panels, Sub Boards, Ovens, Pits , Steel Structures, Pipes, Stands, Work Station Platforms, Walls & Partitions, Chairs, Tables, Computers, Glasses, Columns, Overhead Roof, Trusses, Cranes, Crane Gutters etc. at Complete SCR, Block IV Area. The Area covered will be Shop floor Gangway, all working Bays, Offices & Cabins in each bay, Testing areas , ELM lab, Plating & Phosphating Areas, Block -VI & VII SCR production areas.

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DGM (SCR)

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A.Mandal
Sr.DGM(SCR)



2.3 The work shall be executed as per schedule A & B below

A.SANITATION

AREAS COVERED – BLOCK – IV SCR SHOP, ELM SHOP Plating & Powder Coating ,Block-VI & VII SCR production areas and assembly areas outside the block & STORES . Total area 37710 sq. meter

S.N	ITEM	JOB	MODE OF CLEANING	FREQUENCY
1.	Shop floor each bay	Floor scrubbing, Daily ,moping & sweeping	Single disc scrubber & wet vacuum cleaner. Hand Cleaning with fine broom.	Daily
2.	Gang way	Floor scribbling & drying	Auto scrubber & dryer	Daily
3.	Toilets	Cleaning of stains & disinfectations	Cleaning with de-scaling chemicals & disinfectants	Minimum once a day & AWR
4.	Drinking water tanks/ water coolers	Cleaning of muck	Manual with food grade detergent	Monthly
5.	Drinking water taps & associated area	Cleaning of muck	Cleaning with de- scaling chemicals & disinfectants	Twice daily
6.	Office glass & window	Cleaning of stains	Hand cleaning	Daily
7.	Wood protection	Cleaning of stains	Insecticide spray / polish	Monthly
8.	Other glass & window	Cleaning of stains & dirt	Manual	Monthly
9.	Floor polishing of smooth surfaces	Mirror finish on all types of smooth floors	Single disc scrubber & polishing chemicals	Weekly Once

**B. NON SANITATION & HOUSE KEEPING**

SR.	ITEM	JOB	MODE OF CLEANING	FREQUENCY
1	FANS & Tube lights	Removal of dust & cob webs	Manual dusting	Monthly
2	Tiles other than toilet	Removal of dust & cob webs	Hand cleaning	Weekly
3	Waste material	Hand picking	Hand pick up cleared in dust bin	Twice daily
4	Clearing of dust bin	Emptying of dust bins	12: 01 Hrs & 16:01 hrs	Twice daily
5	Cob webs	Removal of dust & cob webs	Manual & vacuum cleaning	Weekly
6	Sweeping by mechanical sweeper	Fine sweeping	Mechanical sweeper	Daily

Note:- sufficient water for sanitation purpose shall have to be arranged by contractor in case there is shortage of water

Note :-The item and quantities shown are only for the guidance to the Tenders. However, Tendered should visit the site and access the quantum of work involved before quoting the rate.

3.0 Terms & Conditions of Mechanized Cleaning.

3.1 The Mechanized cleaning work shall be done in one shift & if need arises than in IInd shift .Cleaning has to be carried out in such a manner that all premises look always clean. All necessary Mechanized cleaning equipments, machines & tool and tackles which are required to be used to carry out the cleaning work effectively shall also be in the scope of the contractor.

3.2 It shall be the responsibility of the Contractor to arrange all the consumable & machines as specified in the list of cleaning machines & list of cleaning material, list of cleaning Tools etc. and any other materials relating to the cleaning work of standard quality and maintain hygienic conditions.



- 3.3 All equipments, machines & tool and tackles, Chemicals, Detergents, Consumables like, Deodorants, Tablets, Aerosols etc shall be got approved by Engineer before use.
- 3.4 Adequate / sufficient quantity of approved Chemicals, Detergents, Consumables like, Deodorants, Tablets, Aerosols etc. shall be used for the specified work by the contractor so as to have good quality of cleanliness as specified in the work schedule. This will be verified by BHEL.
- 3.5 Required power plug points will be provided by BHEL for running the equipments.
- 3.7 That the cleaning work is subject to supervision by BHEL and subject to such time and period specified for each work by the BHEL .
- 3.8 It will be the responsibility of contractor to maintain the high standards of cleaning of the areas with specified machines & other materials and should ensure that cleanliness is maintained to the satisfaction of Engineer as per weekly cleaning format (Annexure-D).
- 3.9 The contractor shall take a certificate from the officer in-charge regarding performance each month for having finished cleanliness job satisfactorily and successfully.
- 3.10 In the event of unsatisfactory performances or non-compliance of any of the Terms and Conditions of the contract by the Contractor, BHEL, shall have the right to terminate the contract with 02 months advance notice.
- 3.11 The machines deployed as agreed under the contract shall be kept inside BHEL premises. Maintenance, repair and upkeep of machines shall be the responsibility of the Contractor.
- 3.13 The contractor will be responsible for enforcing all safety regulations as applicable to BHEL and is advised to take adequate insurance cover of its representative, labourers, machines & equipment, etc.
- 3.14 Personal protective equipment including disposable clothing, gloves, etc. shall be worn during the cleaning activity.



- 3.15 The contractor has to provide a distinct uniform different from BHEL employees. The Uniform shall be kept in neat, tidy and wearable condition. Helmat shall be integral part of uniform.
- 3.16 The tenderer shall follow Safety measure for carrying work at Heights handling chemical cleaning agents as per Labour Laws.
- 3.17 BHEL, Bhopal shall provide free water & electricity at the cleaning work site.
- 3.18 The contractor shall be responsible for all acts and omissions of their staff and liabilities arising out of the acts and omissions of such staff shall be borne by the contractor, BHEL shall in no way be responsible for any such acts, omissions or any liabilities arising there from.
- 3.19 The Contractor shall arrange necessary Insurance cover with appropriate Third Party Liability cover for the vehicles/cranes and WC/Personal Accident Policy as applicable for the O&M crew. If any accident/injury/loss occurs due to the operation of the vehicles/cranes, to any other persons/public and the properties of BHEL/client/other agencies/third party, the contractor shall have to pay necessary compensation and other expense, so decided by the appropriate authorities/victims.
- 3.20 Only the authorized staff attached to the contracted work or representative nominated by the contractor shall be allowed entry inside the company's or any other premises during the period of contract.
- 3.21 The persons employed by the Contractor in respect of the work will be treated as the authorized representative(s) and shall also be held responsible along with the contractors, for any breach of the terms and conditions as provided in this contract.
- 3.22 The contractor shall be responsible for providing necessary staff in adequate number for satisfactory execution of work with the prescribed uniform.
- 3.23 If BHEL Engineer feels that the persons deployed on job are not having required skill to perform the job, the contractor will have to replace those persons by adequately trained staff.
- 3.24 Accident occurred during the course of company's work should be reported by the Contractors to BHEL immediately and certainly not later than 24 hours. This should be followed by a detailed report from the Contractor.
- 3.25 The Contractor will have to indemnify BHEL against –
- a) All claims for injury or damage to any person or property caused by his negligence or negligence of his employees whilst in BHEL premises.
- b) Observance of Labour & Industrial Laws, including regular remittance to EPF and ESI.




- c) All claims by way of compensation and all other types of unforeseen claims, which may arise in the period of contract.
- d) The Contractor will accept liability for compensation in accordance with the provision of the Indian Worker's Compensation Act, 1948, amendments thereafter and or other law for the time being in force for personal injury caused to any workmen by accident arising out of and in the course of this contract.
- e) The Contractor will indemnify the company against all payments by way of compensation or otherwise which the company may be called upon to make under the provisions of the said Acts to any workmen as aforesaid, and any cost incurred by the company in connection with any claim preferred by such workmen and or against all actions, claims and demand whatsoever in respect thereof or in respect of any loss, injury or damages whatsoever to any third person arising out of or occasioned by the negligent, imperfect or improper performance of this contract by the Contractor, their workmen servants or agents.
- f) The Company shall not be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operations done by the bidder, such loss, damage or compensation shall be reimbursed by the Contractor to the company together with the costs incurred by the company on any legal proceedings pertaining there to. The contractor will be required to submit Indemnity Bond in favour of BHEL as per enclosed Performa on Non α Judicial Stamp Paper of appropriate value.
- 3.26 This contract may be terminated at any time without paying any compensation whatsoever to the Contractor in case of misbehaviour, disobedience, dishonesty, clandestine insolvency, any court order or any other related activities on their part or their failure to fulfill the terms and conditions of this agreement.
- 3.27 In quoting their rates, the Tenderers are advised to take into account all factors, including any fluctuations in the market rates etc. . No claim will be entertained on any account after acceptance of the tender during the period of the contract. Rate escalation will not be allowed for any reasons whatsoever.
- 3.28 BHEL reserves the right to short close the contract at its discretion at any point of time with one month notice period without assigning any reason there of.
- 3.29 The total charges payable will be rounded off to the nearest full rupee value. Income Tax shall be deducted at source under Income Tax Act.
- 3.30 The bidders offer may be rejected based on unsatisfactory past performance in any of the contracts of BHEL Bhopal or any of its units. Further, in case of false information given by the bidder, as found at any stage of the contract, the bidder shall be black-listed and its EMD/ Security deposit shall be forfeited.



**List of minimum number of Cleaning Machines to be made available
Operative, maintaining by the contractor as listed in the scope.**

S.no	Name of machine	Qty
1	Automatic Scrubber Dryer, model CA 551 , Nilfisk-Advance OR Equivalent.	1
2	TASKI Ergodisc 165 , Single Disc Scrubber machine OR Equivalent.	1
3	TASKI vacumat 22 (wet and dry Vacuum Cleaner) OR Equivalent.	1
4	Industrial Vacuum Cleaner, model GD 930 , Eureka Forbes OR Equivalent.	2
5	Industrial Vacuum Cleaner for solid, oils & liquid, model SOL 2010 , Nilfisk OR Equivalent.	1
8	Manual floor Sweeper	2
	Total	8

Note: All above cleaning machine after use shall be properly kept in the space made available by BHEL.

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	SCOPE OF THE WORK & SPECIAL CONDITION	REV 01
	<p>5.0 Safety & Occupational Health The contractor has to assume full responsibility of the safety of the vehicles/ equipments, crew and to comply with the security/safety regulations of BHEL and others inside the BHEL factory. The contractor is required maintain first aid box at work place.</p> <p>6.0 Contract Period:</p> <p>6.1 Contract Period shall be one Year (303 Working Days) from the date of mobilization</p> <p>6.2 Mobilization: within 15 days from the date of issue of LOI</p> <p>7.0 Price Schedule and taxes:</p> <p>7.1 Rate should be quoted strictly as per Price Schedule.</p> <p>7.2 The rate quoted by Tenderer is inclusive of all duties, taxes ,fees, octroi and other levies material, labour etc. except Service Tax.</p> <p>7.3 Service Tax will reimbursed to the contractor on actual against documentary proof.</p> <p>7.4 Income Tax shall be deducted at source (TDS) as per prevailing rules and copy of TDS shall be provided to contractor after its deduction.</p> <p>7.5 Prices shall remain firm and no variation whatsoever shall be allowed. The bidder is required to take into consideration any fluctuation whatsoever in the prices of wages, spare parts and other consumables after the submission of bid and during the period of contract before submission of bid.</p>	



- 7.6 Offer to be submitted without any deviation. Offer with deviation(s) are liable to be rejected. Any clarification required by bidder on tender conditions may be sought at least one week before the Last Date of Offer Submission.
- 8.0 Terms of Payment
- 8.1 The Payment will be made on a monthly basis as per the accepted rate based on the activities and working of machinery carried out as in the schedule of work (Schedule —A & B“). Payment will be made only after submission of weekly cleaning format duly signed by section incharge reviewer as per format D.
- 8.2 All the payments due to the Contractor will be made through Electronic Fund Transfer (EFT). For EFT facility the successful bidder is required to submit the details duly endorsed by their bank in the prescribed proforma .
- 8.3 Daily log book with BHEL’s prescribed format should be maintained for each of the venue where work is to be carried out and the should be certified by the authorised official deputed for this work on daily basis. This log book shall form the basis for payment.
- 8.4 Contractor will submit the bills (in duplicate) on monthly basis, which will be duly verified, checked and forwarded by concerned engineer to Finance Department for further checking , passing of bill and releasing payment to the party.
- 8.5 The total amount payable will be rounded off to the nearest full rupee value. Income Tax shall be deducted at source under Income Tax Act.
- 8.6 Payment will be made to tenderer on the basis of work executed by him, which will have no relation with the payment schedule of tenderer's employees.

**FORMAT FOR (EFT) ELECTRONIC FUND TRANSFER**

You are requested to submit the information as per details given below at the earliest to enable processing of e- payment :

1. Name of the contractor / Firm (Max 60char)
2. Account no (Max 17 char)
3. Name of the bank , branch city (max 60,40 and 20 characters respectively)
4. Branch code (max 5 char)
5. MICR code 30 char)
6. IFSC code (max 30 char) {Every NEFT enabled bank / branch has a unique IFSC code (Indian Financial security code) this code may differ from RTGS IFSC code

VENDORS / BIDDERS ARE SUPPOSED TO SUBMIT THE INFORMATION ON FIRM LETTER HEAD DULY ENDORSED AND STAMPED BY THEIR BANKERES

In addition to above information please also furnish the following details to enable faster clearance of bill

7. Address (Max 40 char)

8. Details of TIN No. (Max 11 char)
