

6.0 SCOPE OF WORK

A. NAME OF THE WORK : ASSISTANCE FOR FACTORY - CIVIL MAINTENANCE

Civil Maintenance in the factory premises of Bharat Heavy Electricals Ltd., Electroporcelains Division, IISc Post, Bangalore-560012. The factory premises comprises of various buildings, shop floors, utility areas, public conveniences, garden etc is shown in the attached layout plan. The work involves upkeep of the factory premises as per the details provided herewith for each of the activity.

B. BRIEF DESCRIPTION OF THE WORK :

I. WATER SUPPLY OPERATION AND MAINTENANCE (ASSISTANCE)

1. Water Supply Works :
 - a. Operation of submersible water pumps and pumping water to ground level tanks.
 - b. Operation of BWSSB valves and monitoring water drawl.
 - c. Pumping the water from ground level tanks to over head tank and catering the water supply to various usage points.
 - d. Operation of valves for water distribution at various locations in the plant
 - e. Attending to preventive maintenance works on various pumps
 - f. Maintaining log books and records for average water usage of about 6 Lakh litres per day
2. Cleaning the water tanks :
 - a. Over Head Tanks – 2 Nos : Once a year
 - b. Sump Tanks – 2 Nos : Once a year
3. Attending the following plumbing works
 - a. Replacing / repairing taps, water pipes, waste pipes, connecting pipes, wash basins, mirrors and other installations at various user places as and when required.
 - b. Repairing / replacing main and branch water lines as and when required
 - c. Attending to preventive maintenance works on water supply lines
 - d. Replacing / repairing water pipe line and accessories as and when required
 - e. Maintaining the pumps such as replacing gland packing, lubricating, replacing couplings / pumps / motors etc.
 - f. Maintaining, repairing / replacing water meters at various locations
 - g. Note : In case of emergencies, the work is to be attended on Sundays and Holidays also.
4. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	Plumber	Specialised	2 (One each in I & II Shift)	Rs. 215.07

Working Hours : 6-00 AM to 2-00 PM for I Shift and 2-00 PM to 10-00 PM for II Shift on all days in a week

II. HORTICULTURE WORKS

1. Watering, pesticide spraying, putting manure, trimming and pruning of the plants etc., to maintain the plants and trees both on ground and in pots in good condition.
2. Repotting the plants as and when required as per instructions
3. Replacing the dead plants with new plants
4. Cutting and trimming the tree and plant branches
5. Developing and maintaining lawns
6. Maintaining nursery including repotting and developing new saplings etc., as per season and as per the instruction of officer in charge.
7. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	Gardeners	Semi-skilled	6	Rs. 167.31

8. Working Hours : 8-00 AM to 4-30 PM on all week days

III. CLEANING THE ROADS AND OFFICES

1. Sweeping the public roads and passages inside the factory premises every day.
2. Sweeping and mopping of following offices including all the staircases, foyers, balconies etc., every day. The total area is shown in the layout drawing.
 - a. CBU Office – 3 floors
 - b. Security Office – Main gate, rear gate, centre gate and general office
 - c. Purchase Office
 - d. Finance Office
 - e. WEX Office
 - f. Engineering & Ceramic Lab
 - g. HRM Office
 - h. Commercial office
 - i. General Manager's Office
 - j. Medical Centre
 - k. Projects & Quality office
 - l. Ceralin Engineering Office
 - m. Crèche
 - n. HRD Office and halls
 - o. IT Office
 - p. Instrumentation laboratory

3. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	Sweepers / Road cleaners	Un-Skilled	8	Rs.159.02

4. Working Hours : 8-00 AM to 4-30 PM on all week days

IV. CLEANING DRAINS & MOSQUITO CONTROL WORKS

1. Spraying insecticide along the drainages, garden area, working area, offices etc., in the factory premises and Townships once a week.
2. Cleaning all the drains inside the shop floors and outside the shop floor buildings upto the discharge points periodically.
3. Collecting waste sludge and settling materials and transporting to nearby waste bins periodically.
4. Cleaning the surroundings of drains, placement of drain covers and gratings wherever required and available periodically.
5. The drains are to be maintained in such a way that at any given point of time, the settlement depth not to exceed 10 cm.
6. The enclosed layout provides the details of various drains in the factory premises.
7. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	Drain cleaning and mosquito control spraying	Skilled	4	Rs.177.38

8. Working Hours : 8-00 AM to 4-30 PM on all week days

V. CLEANING OF TOILETS

1. Sweeping and cleaning of bath rooms, toilets, urinals, wash basins, flush tanks etc.
2. Washing the bath rooms, toilet floors, wash basins, urinals, IWC, EWC and other installations in the toilets
3. Application of phenol, naphthalene balls and disinfectants.
4. Frequency of above works : every day
5. Clearing sanitary blockages as and when required.
6. Cleaning and clearing the sanitary chambers as and when required.
7. Removing the cob webs and dust accumulation once a month
8. List of bath rooms, toilets, urinals, closets, wash basins etc., is provided in the enclosed annexure.
9. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	Toilet cleaning	Skilled	3	Rs.177.38

10. Working Hours : 8-00 AM to 4-30 PM on all week days
11. For ladies toilets, only lady workers to be employed.

VI. CIVIL MAINTENANCE WORKS

1. All minor repair and rebuilding works in the buildings and premises related to flooring, roof, walls, foundations, gutters, roofing sheets, doors, windows etc.,
2. Repairing and replacement of roofing sheets, rain water gutters, down comer pipes, sills etc.,
3. Periodic cleaning of terraces, roof sheets, gutters and down comer pipes
4. Periodic checking and minor repairing of the roof structure and supports
5. Cutting and pruning of tree branches protruding over the roofs
6. Tying and dismantling of boards, banners and display material at heights
7. The total area and buildings for which the civil maintenance works are to be carried out is provided in the layout drawing enclosed.
8. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	Mason	Specialised	1	Rs.252.15
2	Carpenter	Specialised	1	Rs.252.15
3	Roof repairers	Specialised	2	Rs.215.07
4	Assistant to Mason	Semi-skilled	1	Rs.167.31

9. Working Hours : 8-00 AM to 4-30 PM on all week days

VII. EFFLUENT TREATMENT PLANT (ASSISTANCE)

1. Cleaning the intake drain
2. Switch ON & Off the oil skimmer and collecting the oil in the drum and disposal to stores
3. Switch ON / OFF the flash mixers
4. Preparation of alum solution and dosing the same as per instructions
5. Removal of sludge as and when required and pumping to drying beds
6. Cleaning the and filter bed by scraping the top layer and washing the sand bed
7. Pumping the treated water to supply tanks
8. Lubricating the machines and attending to any minor repairs
9. Excavating the dried clay from drying beds and transporting and storing the same with lead upto 200 meters.
10. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	ETP Operation assistance	Semi-skilled	3	Rs.167.31

11. Working Hours : 8-00 AM to 4-30 PM on all week days

VIII. OCCUPATIONAL HEALTH CENTRE (ASSISTANCE)

1. Manning the counter to attend patients call for issuing medicines and health record books, collection of bills, etc.
2. Assisting pharmacist and nurse in their activities
3. General cleaning, sweeping and mopping of occupational health centre inside and outside.
4. Disposal of wastes and discarded items
5. Attending to any other contingency work as and when required.
6. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	Medical Centre – manning and issue of medicines	Semi-skilled	1	Rs.167.31

7. Working Hours : 8-00 AM to 4-30 PM on all week days

IX. HRD, FINANCE OFFICE (ASSISTANCE)

1. Manning the office for general upkeep, sweeping and cleaning
2. Filing and storing of office papers and documents
3. Dispatch and movement of papers and documents
4. Assisting office staff for documentation work
5. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	HRD & Finance – Office Assistance	Un-skilled	2	Rs.159.02

6. Working Hours : 8-00 AM to 4-30 PM on all week days

X. CRECHE – WELFARE

1. Manning the crèche facility
2. Taking care of employee wards left during the day
3. Arranging milk and baby food as required for the children
4. Maintaining the hygiene conditions for children and crèche facility
5. Attending to and taking care of the children and informing mothers / parent as and when required.
6. Call assistance of other functions as and when required for any contingencies
7. Skill required, number of persons and wage details:

Sl No	Job Skill	Skill Category	No. of persons	Gross Daily minimum wage *
1	Crèche – Baby sitting	Skilled	1	Rs.177.38

8. Working Hours : 8-00 AM to 4-30 PM on all week days

GENERAL INSTRUCTIONS :

1. * - Gross daily minimum wage is the expenditure per person per day for 8 hours of work. This includes minimum wage payable to each labourer, attendance bonus, travelling allowance, PF & ESI contributions.
2. In case of absenteeism of labourers, contractor has to arrange for alternate labourer. Failing which, the monthly lump sum rate payable for each of the work will be reduced on pro-rata.
3. Lowest Bid – L1 will be decided based on the total cost only. The lowest bid on total cost is considered L-1 and successful, work order will be placed on them accordingly after negotiations if any.

9. PRICE BID FORMAT :

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NOTE : RATE TO BE QUOTED PER MONTH INCLUSIVE OF MINIMUM WAGES PAYABLE TO WORKMEN, ESI & PF AS PER RULES, STATUTORY BONUS, LEAVE, TRANSPORT ALLOWANCE, ATTENDANCE BONUS AND CONTRACTOR MARGIN

SI No	Jobs outsourced	Skill Category	No. of Persons	Average No. of Days per month	Rate per Month
1	Road Cleaning and sweeping	Un-skilled	8	26	
2	Effluent Treatment Plant – Assistance	Semi-Skilled	3	26	
3	Assistance to Mason	Semi-Skilled	1	26	
4	Gardening	Semi-Skilled	6	26	
5	Mosquito control and Drain cleaning	Skilled	4	26	
6	Toilet Cleaning	Skilled	3	26	
7	Carpenter	Specialised	1	26	
8	Mason	Specialised	1	26	
9	Roof repairer	Specialised	2	26	
10	Plumber	Specialised	2	26	
11	Medical Centre – manning and issue of medicines	Semi-Skilled	1	26	
12	HRD & Finance – Office Assistance	Un-skilled	2	26	
13	Crèche – Baby sitting	Skilled	1	26	
TOTAL					

(SIGNATURE OF THE BIDDER & SEAL)