

RELEVANT TERMS & CONDITIONS / SCOPE OF WORK

Name of work: Mechanized housekeeping (cleaning) of various Buildings, Annexes and offices inside factory area.

SCOPE OF WORK

Proper and complete mechanized cleaning of all annexes , offices, buildings and other floor area like store, dustings walls, ceiling, window glasses, doors, fans, tube light fittings and removal of cobwebs etc. to be attended every day i.e. 313 days in a year (If required, this work has to be done in Sundays and Holidays also).

AREA

1. All annexes , offices, laboratory , store, buildings and other floor area.
2. Mechanized cleaning work shall have to be carried out daily in general shift, if required the cleaning work has to be done on Sundays / Holidays.
3. The contractor has to deploy sufficient manpower and machine as per work requirement in mutual agreement with engineer-incharge to keep the area neat and clean. Contractor shall depute one experienced supervisor to ensure proper cleaning of area and to obtain daily instruction and supervision of work. The minimum unskilled manpower shall be 120 Nos in addition to 5 nos. supervisor however additional manpower required for completion of job as per scope of work shall be deployed by contractor without any cost.
4. If the engineer-incharge feels that more labourers are required for proper execution of work then the contractor has to engage more labourers at minimum wages as per statutory norms.
5. Cleaning work shall have to be carried out daily as described in the paragraphs "CLEANING PROCEDURE" and as per cleaning schedule and scope of House keeping by machine.

6. CLEANING PROCEDURE

- a. Dust, pigeon / birds excreta and cobwebs to be removed every day by broomstick and flower broom from the floor area.
- b. Dust to be removed every day by broomstick and floor broom from the floor area.
- c. Cleaning of drinking water points attached to the toilets blocks and surroundings with the help of detergent by rubbing the tiles and washing with water jet to give neat and clean Hygienic look to the place.
- d. Cleaning of roof top.
- e. Air intake / service duct shall be cleaned as per requirement.
- f. **PART-A COVERED UNDER THE SCOPE**
All annexes, offices, buildings and other floor area.
This total area is approximately indicated in annexure V.

The total area, detailed above is only indicative. **The indenting contractors are requested to visit the site to ascertain for themselves the quantum and nature of work involved.**

Contid....2

h) **SWEEPING AND MOPPING OF OFFICE FLOORS**

All the office common floor to be swept with the help of machine as mentioned in the cleaning schedule & scope of house keeping by M/c. and wet mopping the floor to remove dust from the floor. The floor surface should give dust free look. The sweeping work is to be done daily and wet mopping should be done once in a week necessarily. The common floors are also to be washed with detergent once in a week.

i) **DUSTING WALLS, CEILING, DOORS & WINDOW GLASSES ETC. INCLUDING COBWEBS CLEANING**

All the offices, buildings and annexes inside walls, roof ceiling, door panels both sides are to be dusted with cotton cloth once in fortnight to give a neat and clean look. Similarly, all the window glasses etc. are to be cleaned with wet cloth and liquid soap once in a month to give a neat & clean look. Cob webs are to be removed with the help of proper brooming etc. once in a week or as per requirement from inside and outside of all the buildings. Contractor has to get the signature from the user department after completing the work on daily basis.

7. The contractor has to quote their lump sum rate on daily basis for BOQ Part-A for all the works, which are to be executed under scope of work.
8. All Tool & Plants, shovel, torches, spades crowbar, bamboo rod, Mortar pan, khurpa, ladder, hand cart, hose pipe, rope, sweeper cloth etc. for air and water, gum boots / tuber hand gloves and protecting clothing etc. shall have to be brought by the contractor at his own cost. The quoted rates shall be inclusive of all T & P and accessories/attachments related cleaning equipments.
9. For consumables as detailed in clause 10 below, the contractor is to ensure the quantity of material and its gate entry to be submitted to engineer incharge.
10. The required quantity of consumables will be issued by Engineer-in-charge to the contractors supervisors on daily/weekly basis. The liquid soap jar / cup will be topped up every day at 8 AM and 4 PM available in each toilet located in the area under the scope of work.
11. The contractor will be required to do the work under the 'scope of the contract as per the instruction and to the entire satisfaction of the Engineer-incharge, failing which work shall be got done at the risk & cost of the contractor. Recovery will be made at the double the rate quoted by the contractor from the payment due to him.
12. For executing the activities / jobs as explained in the scope of work given above, the contractor shall engage adequate number 'of manpower as indicated in clause-3 above. It should be however be clearly understood that to execute the work as per the scope of work 'is the 'total responsibility of the contractor. The above deployment of manpower in clause-3 for execution of the work is only indicative as per judgment of Engineer-incharge and more deployment of manpower shall not absolve the contractor from his responsibility for proper execution of the work as specified above.

Contid....3

In case, any additional manpower is required for execution of the jobs/activities under BOQ Part-A read in conjunction with the scope of work. The same shall be deployed by the contractor and nothing extra shall be paid towards additional deployment of manpower if required for satisfactory performance of the work.

13. COMPENSATION TOWARDS NON-DEPLOYMENT

If the contractor fails to deploy the minimum suitable manpower as per requirement for cleaning and deployment of supervisor, deduction shall be made at the following rates from his running account bills.

- | | | |
|----|-----------------|------------------|
| 1. | Supervisor | : Rs.218 per day |
| 2. | Sweeper/workman | : Rs.162 per day |
| 3. | Uniform | : Rs.250 per day |

14. COMPENSATION TOWARDS NON-PERFORMANCE

Apart from above, if cleaning is not done up to the satisfaction of the engineer-incharge, penalty (at the direction of the engineer-incharge) may be levied at the rate of double the rate quoted by the contractor.

- 15.** The contractor shall make his own arrangement for providing all facilities like boarding, uniform and transport etc. for his worker. The workers deployed against the contract should always wear uniform whose colour will be other than BHEL uniform while on duty. **Penalty shall be imposed please see clause.30.**
- 16.** The contractor shall present his labourers for inspection as and when required and shall be fully responsible for the conduct / discipline of the labourers deployed by him. The contractor shall on the instruction of engineer-incharge, immediately remove from the work any person employed there-on who may misbehave or cause any nuisance or otherwise in the opinion of the engineer-incharge is not fit to be retained in the work and such person shall not be employed again or allowed in the work without prior written permission of the engineer-incharge.
- 17.** The contractor shall be required to engage skilled/unskilled workers from the local areas identified by the Engineer-incharge and engage from outside only if suitable persons are not available from the local areas.
- 18.** The contractor shall have to comply with all the applicable labour laws of the state/central government and pay at least in the enclosed format prevailing minimum wages in each respective category.
- 19.** Contractors are required to submit duly cleaning report/duly verified by the concerned department / user, concerned public health incharge.
- 20.** In case of unsatisfactory performance of the contractor, the value of original award may be restricted at any amount as decided by the engineer in charge and the work for balance amount shall be got executed through other agency with suitable punitive action as per GCC.

Contid....4

21. The payment is to be made to the labourers by 7th day of every month irrespective of whether the contractors get the payment in time from BHEL or not. The engineer-incharge or his representative shall witness the payment disbursement. The contractor in writing shall intimate date of payment to the engineer-incharge.
22. The contractor shall have to supply all protective and safety items for the labourers working in these areas, which shall be identified by the Engineer-incharge / safety officer.
23. The contractor and his labourers shall have to follow all safety rules while working so that there should not be any accident, which may cause loss of life or damage to factory property. For this purpose the contractor shall give sufficient training and instructions to his workmen and ensure proper use of safety equipments/PPE (Personal Protective Equipment) by those concerned. The contractor has to deploy trained/skilled persons only.
24. The contractor has to pay over time wages to workmen working beyond normal working hours and on holidays working hours will be regulated as per the provision of the factories act.
25. For availing emergency treatment in the hospital in the case of accident during injury in working period, contractor will have to deposit a fixed sum (to be specified later) with engineer-incharge. So that the labourer met with accident can be treated.
26. It is the responsibility of the contractor to give weekly off and other holidays as per rules to the labourers engaged by him. However, he is required to depute required number of labourers on all days including Sundays and other public holidays.
27. The contract shall be on firm price basis and no variation shall be allowed. Contractor shall be responsible for payment of minimum wages as per minimum wages act of state government.
28. The contractor has to submit the details of all cleaning equipments and machines which he is having along with the bid.
29. On award of work to the contractor, he has to submit a declaration of his equipments and machinery before the commencement of actual work.
30. Contractor should provide uniform (shade other than BHEL uniform colour) to all his employees with name of contractor/Agency displayed on their uniform prominently. No employee shall be allowed to enter inside factory premises without uniform. In case employees of contractor found without uniform, penalty @ Rs.250.00 per employee will be imposed & recovered from the bill.
31. The tenderers may consider the price variation at the initial stage of quoting the rates itself as there is no price variation clause in this tender.

Signature of Contractor & Seal

Sr. Engineer. (FCX/Plg.)