

## ANNEXUR'II'

### **DETAILS OF HOUSE KEEPING SERVICES**

The details of housekeeping works to be carried out by the Contractor include the following:

**Job Code:** *HK 01*

**Nature of work:** *Highly Skilled* (graduate with 10 years experience & with managerial capability) Haryana Min. Wages Cir dt 13.02.2015 Sl.No 4

**Area Involved:** BHEL-ASSCP Gurgaon & ASSCP' Hostel / Guest House at NOIDA

**Work involved: No. of work units: 1:**

**At NOIDA:** Prepare and serve food for the guests / staff in Guest house; to maintain account for the furniture, beddings etc.; maintenance of guest / trainee registers; maintaining discipline; keeping vigil of the hostel etc.; remittance of electricity bills, etc; switching off the electrical installations when not in use; monitoring of PV Systems;

**At Gurgaon:** Getting the housekeeping work done through the workmen; supervision of housekeeping and horticulture jobs; assistance in canteen as and when required; any other job which may be assigned by the management time to time

**Job Code:** *HK 02*

**Nature of work:** *Highly Skilled* Haryana Min. Wages Cir dt 13.02.2015 Sl.No 4

**Area Involved:** Canteen Floor Area (Not Applicable)

**Work involved: No. of work units: 1:**

*Miscellaneous services:* To prepare lunch, breakfast and tea on daily basis for all the staff; to prepare VIP lunch as and when required; to prepare snacks and beverages for guests and staff during special occasions; any other food-related requirement as per the situation; any other job which may be assigned by the management time to time

**Job Code:** *HK 03*

**Nature of work:** *Semi-skilled* Haryana Min. Wages Cir dt 13.02.2015 Sl.No 2A

**Area Involved:** Head's Office 100 sq.mt (approx.)

**Work Involved: No. of work units: 1:**

*Housekeeping services:* Cleaning of floor, Office furniture items, furnishings, fittings and fixtures, lights, fans, electronic equipments, cabinets, telephone instruments, computers/printers etc

*Miscellaneous services:* Operation of Photocopier / All-in-one machine, attending to internal and external phone calls; preparing and serving beverages to guests at Head's office; distribution of office papers; any other job which may be assigned by the management time to time

**Job Code:** HK 04

**Nature of work:** Un-skilled Haryana Min. Wages Cir dt 13.02.2015 Sl.No 1

**Area Involved:** The remaining areas of first floor of Administration building, including terraces, staircase and Security Complex 500 sq.mt (approx.)

**Work Involved: No. of work units: 1:**

*Housekeeping services* cleaning of floor, all Office furniture items, furnishings, fittings and fixtures, lights, fans, electronic equipments, cabinets, telephone instruments, computers/printers etc. any other job which may be assigned by the management time to time

**Job Code:** HK 05

**Nature of work:** Un-skilled Haryana Min. Wages Cir dt 13.02.2015 Sl.No 1

**Area Involved:** Ground floor of Administration building including Pantry, conference hall and portico; 600 sq.mt\_(approx.)

**Work Involved: No. of work units: 1:**

*Housekeeping services:* cleaning of floor, doors and windows, all office furniture items, furnishings, fittings and fixtures, lights, fans, electronic equipments, cabinets, telephone instruments, computers/printers etc in the aforesaid area; any other job which may be assigned by the management time to time

*Miscellaneous services:* distribution of office papers, etc

**Job Code:** HK 06

**Nature of work:** Un-skilled Haryana Min. Wages Cir dt 13.02.2015 Sl.No 1

**Area Involved:** Canteen 350 sq.mt\_(approx.)

**Work Involved: No. of work units: 1:**

*Miscellaneous services:* Washing of utensils, plates, cutlery and crockery, serving of food & beverages to staff in various buildings

*Housekeeping services:* cleaning of cabinets, telephone instruments, etc ; any other job which may be assigned by the management time to time

**Job Code:** HK 07

**Nature of work:** Un-skilled Haryana Min. Wages Cir dt 13.02.2015 Sl.No 1

**Area Involved:** Canteen Floor area – not applicable

**Work Involved: No. of work units: 1:**

*Miscellaneous services:* Assistance in preparation of cooking including chopping / cleaning of vegetables, grocery; serving of food & beverages across the counter; any other job which may be assigned by the management time to time

*Housekeeping services:* cleaning of stoves, mixers, grinders etc

**Job Code:** HK 08

**Nature of work:** Un-skilled Haryana Min. Wages Cir dt 13.02.2015 Sl.No 1

**Area Involved:** Factory Services 750 sq. mt (approx.)

**Work involved: No. of work units: 1:**

*Housekeeping services:* cleaning of all Office furniture items, furnishings, fittings and fixtures, lights, fans, electronic equipments, cabinets, telephone instruments, computers/printers etc in the aforesaid area: any other job which may be assigned by the management time to time

*Miscellaneous services:* distribution of office papers; etc

**Job Code:** HK 09

**Nature of work:** Un-skilled Haryana Min. Wages Cir dt 13.02.2015 Sl.No 1

**Area Involved:** PD Lab, I floor of PO Block, all stores 1400 sq.mt (approx)

**Work involved: No. of work units: 1:**

*Housekeeping services:* cleaning of all Office furniture items, furnishings, fittings and fixtures, lights, fans, electronic equipments, cabinets, telephone instruments, computers/printers etc in the aforesaid area: any other job which may be assigned by the management time to time

*Miscellaneous services:* distribution of office papers; etc

**Job Code:** HK 10

**Nature of work:** Unskilled Haryana Min. Wages Cir dt 13.02.2015 Sl.No 1

**Area Involved:** Production Hall 1900 sq.mt (approx)

**Work involved: No. of work units: 1:**

*Housekeeping services:* cleaning of all Office furniture items, furnishings, fittings and fixtures, lights, fans, electronic equipments, cabinets, telephone instruments, computers/printers etc in the aforesaid area: any other job which may be assigned by the management time to time

*Miscellaneous services:* distribution of office papers; etc

**Job Code:** HK 11

**Nature of work:** Unskilled Haryana Min. Wages Cir dt 13.02.2015 Sl.No 1

**Area Involved:** Open area from windmill to security gate and security gate to chemical areas including triangular park and front side of administration buildings; Road from Security gate to chemical store touching LPG storage area of canteen, including parking lot– 40000 sq.mt. (approx)

**Work Involved: No. of work units: 1:**

Sweeping of roads, including parking lots, and open areas; Cleaning of Administrative Building, Security Toilets; cleaning of drains any other job which may be assigned by the management time to time

**Job Code:** HK 12

**Nature of work:** Un-skilled Haryana Min. Wages Cir dt 13.02.2015 Sl.No 1

**Area Involved:** Open area from chemical stores to wind mill, including central courtyard and rear sides of FS, DG area, Solar Gallery and Canteen; Road from Gas Stores to LPG storage area (via rear sides of PO building and FS) and Sweeping of roads from Gas stores, along the rear side of PO Building to LPG storage area of canteen. Pathways around central courtyard; 28000 sq.mt (approx)

**Work Involved: No. of work units: 1:**

Sweeping of roads, open areas, Cleaning of FS, PO and canteen toilets. Cleaning of drains; any other job which may be assigned by the management time to time

**General Description of the works mentioned above**

**1. HOUSE KEEPING SERVICES TO BE PROVIDED BY THE CONTRACTOR SHALL INCLUDE THE FOLLOWING:-**

- a) Sweeping the floors twice a day once in the morning before the start of office and second time during the evening /after lunch hours.
- b) Collection of garbage after closure of office and its disposal.
- c) Mopping of floors with disinfectant /anti bacterial chemicals once a day in the morning before the start of office.
- d) Cleaning of floors with soap -**once** a week
- e) Lobby and common areas to be mopped **once** day.
- f) During important occasions and VIP visits (Unit to specify approximate numbers) activity of cleaning and mopping may be required more frequently.
- g) Dusting and cleaning of all furniture items, fittings and fixtures, electronic equipments, Venetian blinds, window panes, wall panels, waste paper baskets, library books, telephone instruments, PCs etc
- h) Cleaning and polishing /buffing of floors **two** times a month
- i) Cleaning and polishing of name plates, display boards, handles and hand railings -.**twice a week**
- j) Removal of cob-web **once a week**
- k) Cleaning of carpets, sofa sets and curtains **once a week**

**2. WORK OF SWEEPING OF ROADS AND OPEN AREAS SHALL INCLUDE THE FOLLOWING ACTIVITIES:**

- a) Daily sweeping of roads along with pavements
- b) Sweeping of open areas in the Plant (Units to specify the location and area of land) (Units to specify frequency) **once in a week**
- c) Collection of refuse so generated and dumping it at specified location(s)
- d) Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on daily basis and dumping it at specified locations.
- e) Grass uprooting all along the roads, road flanks so as to keep the roads and area safe and clean. **As & when required**
- f) Cleaning, leveling and dressing the road side area by removing water logging on the road with proper gradient to make it safe for road users.
- g) Cleaning all the road-side weep holes provided on the roads to drain out rain waters from the roads as and when required.
- h) Cleaning of the road dividers once in a week.
- i) Muck generated during cleaning to be stacked properly at specified places.
- j) All miscellaneous types of cleaning jobs related to road and road-sides and open area to make the same safe and hygienic.
- k) Cleaning of toilets and urinals pots with acid **daily once**

**3. MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS, CLEARING OF SEWAGE LINES AND TOILETS SHALL INCLUDE FOLLOWING ACTIVITIES:**

- a) Cleaning/desilting of open drains/ surface drains/ underground drains and manholes **once in a month** including disinfecting the drains after cleaning with bleaching powder and dumping the silt/muck/waste material at specified locations.
- b) Contractor to ensure safe execution of work with adequate safety arrangement for men/women, machine and materials engaged during execution of work. He also should ensure safety of surroundings. Contractor to also ensure use of sufficiently strong scaffolding with strong hand railings during execution of jobs. For any civil engineering job, the contractor will provide adequate support before casting any super structure and provide approach, scaffolding etc. in such a manner that it is safe and easy for movement of men/women and materials. Contractor to make his own arrangements for area lighting /spot lighting at the working spot. Contractor to ensure barrication of unsafe areas (trench, pit, foundation, opening etc.) which can lead to accident to any person.
- c) Cleaning all common Toilets, Urinals, wash basins, water cooler areas etc. (Nos. to be specified) before opening of office, immediately after lunch hour and after closure of office thoroughly using disinfectants, keeping Toilet rolls, filling soap dispensers in the morning, and after lunch hour and keeping fresheners/naphthalene balls at appropriate places.

- d) Cleaning all attached Toilets before opening of office and after closure of office thoroughly using disinfectants, keeping toilet rolls, filling soap dispensers in the morning and keeping fresheners/ naphthalene balls at appropriate places.
- e) Movement of men/women and materials. Contractor to make his own arrangements for area lighting /spot lighting at the working spot. Contractor to ensure barricading of unsafe areas (trench, pit, foundation, opening etc.) which can lead to accident to any person.
- f) Cleaning all common Toilets, Urinals, wash basins, water cooler areas etc. (Nos. to be specified) before opening of office, immediately after lunch hour and after closure of office thoroughly using disinfectants, keeping Toilet rolls, filling soap dispensers in the morning, and after lunch hour and keeping fresheners/naphthalene balls at appropriate places.
- g) Cleaning all attached Toilets before opening of office and after closure of office thoroughly using disinfectants, keeping toilet rolls, filling soap dispensers in the morning and keeping fresheners/ naphthalene balls at appropriate places.

**Note: All materials and consumables required for Housekeeping Services will be provided BHEL**

### **MEASUREMENT OF WORK AND PAYMENT THEREOF IN RESPECT OF HOUSEKEEPING JOBS**

1. A log Book will be maintained for each job description, and entries shall be made on daily basis by the contractor or his authorized representative and verified by the authorized representative of BHEL.
2. Shortcomings, if any, in the work executed will be pointed out by the designated employee to the Contractor or his authorized representative and the same will be rectified/ carried out by him within specified time to the satisfaction of the designated employee.
3. Payment towards work satisfactorily executed will be made to the contractor against monthly bill submitted by the contractor based on the no. of unit-days completed / executed, multiplied by the rate per unit for each job.
4. All payments will be subject to deduction of income tax at source as per Income Tax and Service Tax as per the applicable Rules.

**Log Book format to be maintained by the contractor (Housekeeping)**

Month: \_\_\_\_\_

<b>Job Code *</b>	<b>No. of days in the month</b>	<b>No. of Days the job was executed</b>	<b>Job Satisfactorily executed – Y / N</b>	<b>Sign of Contractor</b>	<b>Sign of BHEL representative</b>
HK 1					
HK 2					
HK 3					
HK 4					
HK 5					
HK 6					
HK 7					
HK 8					
HK 9					
HK 10					
HK 11					
HK 12					

\* attach work / area description sheet with this format