

**BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM : HYDERABAD-32
PROJECTS DEPARTMENT**

SCHEDULE-A

**Tender Notice no.
PROJ-EC/E&M/OT-10/2014-15
Dt.16.05.2014**

PRICE BID

Name of the work: " **Providing Services for distribution of documents, house keeping,customer hospitality in Projects Department during the year 2014-15 .**

Sl.No.	Description of the work	Unit of measurement	Activities per day	Unit	Qty	Rate (Rs.)	Amount (Rs.)
A	Activities to be performed by the party in Projects Department :			Operation days	287	609.77	1,75,004.00
01	Dak distribution : Distribution of files,papers,documentation etc. from one Department to another Department within factory and Admn. Building.	Distribution points					
	Within 100 Mtrs. distance	Distribution points	50				
	Within 100 to 500 Mtrs. distance	Distribution points	30				
	More than 500 Mtrs. distance covering Admn.Building and Factory	Distribution points	30				
02	House keeping & 5-S activities,Filing activities,carbon removal and Xerox copying.	No. of sheets	1000				
	Dusting and cleaning of all furniture,chairs,computers and accessories	No.items	50				
	Drawl of stationary from 28 stores etc.	No. of items	20				
03	Customer hospitality : Preparation of Tea to the office staff and suppliers including internal and external. The materials like Water bottles,cold drinks will be issued by BHEL.	No. of cups/customer					
	Serving of drinking water to foreigners and staff at site.	No. of bottles	50				
	Cleaning of utensils,cups etc.	No. of utensils	50				
	Total amount in Rs.						1,75,004.00

(Service Tax Extra As applicable)

Total: Rupees One lakh seventyfive thousand and four only.

Tender %	In Figures	In Words
Excess		
LESS		
Estimateed Value		

CONTRACTOR

ACCEPTING AUTHORITY