

**HLL Lifecare Limited**  
**Kakkanad Factory**  
**CSEZ, Kakkanad**  
**Cochin -37**

HLL/KFC/PUR/HK/2017-18

01.10.2017

**TENDER NOTICE**

**Sub: Enquiry for Housekeeping Services at our factory unit at CSEZ**

Sealed quotations are invited for House Keeping works of Kakkanad Factory of HLL Lifecare Limited, a unit in Cochin Special Economic Zone. Before submitting the tender carefully study the terms and conditions, the scope of work, Tender Form given in Annexure-1, Annexure-2 and Annexure-3 respectively. The tender form and terms and conditions can be obtained from the HR Dept. of Kakkanad Factory on production of DD for Rs.500/- drawn in favour of HLL Lifecare Limited payable at CSEZ, Kakkanad. The Tenders not accompanied by the DD or receipt for Rs. 500/- will be summarily rejected.

Properly filled and sealed quotations in the prescribed format given in Annexure-3 along with the Annexure 1 and Annexure 2 (Signed with seal) shall be forwarded to “**Unit Chief, HLL Lifecare Limited, Plot No.16-A/1, Cochin Special Economic Zone, Kakkanad, Cochin-682037**” so as to reach HLL in the above address latest by 2.00 PM. on 19.10.2017. Quotations received will be opened on the same day at 3.00 PM. Tenders or their authorized representatives can attend in the tender opening by giving prior information to HLL Lifecare Limited. HLL will have the right to cancel the tender or divide the work between the different tenders as it seems appropriate.

For HLL Lifecare Limited

**Unit Chief - KFC**

**HLL Lifecare Limited**  
**Kakkanad Factory**  
**CSEZ, Kakkanad**  
**Cochin -37**

HLL/KFC/PUR/HK/2017-18

01.10.2017

**Terms & Conditions**

1. The Tenderer/Contractor should have **PF, ESI and GST Registrations** on its name and shall submit the proof of PF, ESI and GST Registrations along with the Tender document. The Tender without the proof of PF, ESI and GST will be summarily rejected.
2. The statutory payments such as ESI, PF, Income Tax, GST etc, as applicable, are to be paid by the tenderer. The tenderer shall be liable to make compensation under Workmen's Compensation Act whatsoever if applicable to his workers and the contractor shall take Medical Insurance Coverage for each and every person engaged by him and show proof to the Company.
3. The tenderer should bring all cleaning equipment and cleaning materials for the arrangement of the work. The Tenderer shall be fully professional and the details of equipment and facilities owned by the Tender shall be given along with the Tender document. The company shall have the right to inspect/verify the equipment and facilities of the Tenderer before finalizing the Tender if required.
4. The areas to be attended under this contract are to be verified and convinced before submitting the Tender by the Tenderer.
5. The Tender should accompany an EMD of **Rs.50,000/-**. The **EMD** has to be submitted in the form of Demand Draft, drawn in favour of M/s. **HLL Lifecare Limited**, payable at SBI, CSEZ, Kakkanad. The Tender document submitted without EMD shall be rejected summarily. The EMD shall be forfeited in case the Tenderer who is offered the work on contract is withdrawing from the Tender or is failing to execute the work satisfactorily and the contract is terminated.

Read & Accepted

Signature of the Tender

6. The quotations received after due date and time will not be accepted or considered under any circumstances. The company will not be responsible for any kind of delay in the transit of the Tenders.
7. An amount of Rupees equal to 5% of the total Annual Contract value will be deposited as Security Deposit to the Company by the contractor before the commencement of the work.
8. The work will be fully professional and only the equipment and materials specified as per the House Keeping requirements of each Section will be used for the work, failing which the contract will be terminated without any prior notice to the party.
9. The contractor should provide Uniform and Identity card to their workers.
10. The contractor should maintain daily housekeeping track records duly signed by the concerned person authorized by HLL Lifecare Ltd. Settlement of bills will be against the consolidated housekeeping track records.
11. On awarding the work, the contractor is to produce license obtained from the Competent Authority to engage workers on contract for House Keeping work, within One month of commencement of work, failing which the contract will be terminated without any prior notice to the contractor.
12. The workers engaged by the contractor will be paid wages not less than the wages as per statutory provisions under Minimum Wages Act.
13. The quoted rate should include the cost of materials and equipment, transportations charges if any, all taxes, duties, cess, levies, etc.
14. The rate quoted by the Tenderer should be enough to cover the wages and all the statutory payments as mentioned above, administrative charges and other charges if any, and for which the tender shall study well the works given in the **Annexure-2** and payments involved.
15. The contract will be normally for a period of one year from the date of award of contract and the rates and units quoted shall be valid for one year.

Read & Accepted

Signature of the Tender

16. All necessary consumables and equipment for the Housekeeping work will be brought by or made available by the contractor at own cost. The company will provide the Electricity and water required for the House Keeping work. The consumables and equipment used for the work will be fully eco-friendly. The consumables and equipment used for the work should have obtained Safety Permit prior to the execution of the work.
17. During the period of Contract the contractor will maintain high standard of cleanliness in all the areas of the Sector allotted to them by attending the work in accordance with the cleaning requirements of each area to the complete satisfaction of the Company.
18. The tenderer will be entirely responsible for any loss, damage, theft etc. suffered by or injury sustained by the labourers of the tenderer within HLL premises and in any circumstances.
19. The tenderer shall be solely responsible for any loss, damage, theft etc. caused to HLL Lifecare Ltd. and HLL Lifecare Ltd. will charge all the damages to the tenderer.
20. The tenderer or his labourers shall not be permitted to reside in the HLL Lifecare Ltd. premises after closing hours of the factory.
21. Tenderer should provide the required number of labourers for eight hours during shifts schedule, i.e. General, First, Second & Third.
22. During contingency, the additional manpower requirements shall be provided promptly by the contractor based on intimation from the concerned authority in HLL Lifecare Ltd. HLL Lifecare Limited reserves the right to increase or decrease the manpower resources to be hired.
23. HLL reserves the right to inspect the housekeeping works carried out by the tenderer and its efficiency at any point of time during the contract period and if it is found not satisfactory, the contract will be cancelled.
24. All the equipment and materials brought by the tenderer should be kept under their safe custody. HLL Lifecare Ltd. will not be responsible for any loss, damage or theft of the materials or equipment of the contractor.
25. HLL Lifecare Ltd. will not have any Employer-Employee relationship with the labourers engaged by the contractor.

Read & Accepted

Signature of the Tender

26. The payment will be released on a monthly basis on submission of bill by the contractor. The contractor has to submit in detail the work carried out during the billing period as a supporting document. After evaluation of the details submitted and consolidated housekeeping track records, payment will be released.
27. As a CSEZ Unit we are exempted from all taxes and levies, necessary documents will be issued on receipt of the invoices.
28. HLL Lifecare Ltd. has the right to reject or cancel the tenders without assigning any reason thereof. In case any doubt or dispute is arising out and in relation to this the decision of the **Unit Chief -KFC** will be final and binding on all the Tenders.
29. This tender is liable to be cancelled if the tenderer is unable to comply/violated any of the terms and conditions in the Agreement.

**Unit Chief - KFC**

Read & accepted

Signature of the Tender

**HLL Lifecare Limited**  
**Kakkanad Factory**  
**CSEZ, Kakkanad**  
**Cochin -37**

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**SCOPE OF WORK**

(A) Regular Activities.

- I. Activities like removal of dust, spot removing, scrubbing, wet mopping and dry mopping of floor areas by using disinfectant cleaner
- II. Toilet cleaning and disinfecting continuously.
- III. Cleaning Chappals and chappal racks daily.
- IV. Cleaning of Table, chair, sofa, computer, utensils, public area, corridor, windows, glass, walls etc.
- V. Removing cobwebs, cleaning of stair case and premises of the company and waste box cleaning, removal of waste should be done daily.
- VI. Preparation and supply of tea/ coffee to the staffs daily (morning and evening) and to the guests as the case may be. All the facilities and materials for the preparation of tea/ coffee shall be arranged by HLL Lifecare Limited.

(B) Periodical Activities.

- I. Dust removal and cleaning of all electrical fitting and show case using vacuum cleaner, washing public area using high pressure water cleaner-weekly once.
- II. Scrubbing floor using machine- Should be done thrice in a month

(C) Both regular and periodical activities

- I. All the Activities mentioned in category A and B will be done on an urgent basis.

(D) Area under the scope of work

- |  |                                       |
|--|---------------------------------------|
| I. Plant & QA  | XII. Parking Areas                    |
| II. Office (Factory & IBD Office)                      | XIII. Terrace & Shades                |
| III. Storage Areas                                     | XIV. Staircases                       |
| IV. Non conforming product Storage Area                | XV. Scrap Areas                       |
| V. Tool room   | XVI. Lunch Room                       |
| VI. Rest room  | XVII. Passenger/Service/Scissor Lifts |
| VII. Compressor & Transformer Rooms and attached rooms | XVIII. Compressor Room                |
| VIII. Security Room                                    | XIX. Transformer Room                 |
| IX. Toilets  | XX. Conference Hall                   |
| X. Building premises                                   | XXI. Ambulance Room / First Aid Room  |
| XI. Surroundings of the company                        |                                       |

**KFC Factory Office****Unit Chief's Cabin, Meeting Room, Officer's Cabin 1, & 2, Work Stations, Office Area, Reception Area, Staircases to First Floor, Toilets, Front Side.**

| <b>Cleaning work to be attended daily</b>             |   |   |
|---|---|---|
| Sl.No.  | AREAS & EQUIPMENTS  | EQUIPMENTS TO BE USED   |
| 1   | All glasses & windows, window panes, doors of in the Area   | With glass spray, wiper and cleaning towels.                  |
| 2   | All floor areas including staircase.  | Brushes/mopes/cleaning machine with detergent                 |
| 3   | All tables, chairs, computers, telephones, fax, photocopier equipments.   | Wet/dry cloth/sponge with cleaning solutions                  |
| 4   | Cabins, rooms, fans, switch boards, lights, glasses, doors, windows, hand rails, panel board areas, computer and its tables, surfaces of all equipments | Wet/dry cloth/sponge with cleaning solutions                  |
| 5   | Removal of wastes and arrange files and trays in proper order.  | Manually  |
| 6   | Toilets, wash basins and glasses/mirror   | With glass spray, wiper brushes/mopes with cleaning solutions |
| 7   | Plastic/rubber mats at the opening and inside the room  | Manually by using suitable cleaning solution/method           |
| 8   | Wall and wall tiles   | Manually by using suitable cleaning solution/method           |
| <b>Weekly and as and when required</b>                |   |   |
| 1   | All the furniture, areas beneath it, shelves and cupboards, safety boxes safety equipments, boards.   | Wet/dry cloth/sponge vacuum cleaner                           |
| <b>Cleaning Twice a week</b>                          |   |   |
| 1   | The ceilings of cabins are to be cleaned including the top portion of the ceilings.   | Wet/dry cloth/sponge  |
| 2   | Cobwebs in the Section, washroom and toilet.  | Broom sticks /vacuum cleaner                                  |
| 3   | Fans, Tubes with frames & Bulbs with frames   | Wet/dry cloth/sponge<br>With cleaning solutions               |
| Any other work with same purpose as and when required |   |   |

**KFC Factory Office****IBD Head's Cabin, Officer's Cabins 1, 2 & 3, Work Stations, Office Area, Conference Hall, Staircases, Toilets, Front Side**

| <b>Cleaning work to be attended daily</b>             |   |   |
|---|---|---|
| Sl.No.  | AREAS & EQUIPMENTS  | EQUIPMENTS TO BE USED   |
| 1   | All glasses & windows, window panes, doors of in the Area   | With glass spray, wiper and cleaning towels.                  |
| 2   | All floor areas including staircase.  | Brushes/mopes/cleaning machine with detergent                 |
| 3   | All tables, chairs, computers, telephones, fax, photocopier equipments.   | Wet/dry cloth/sponge with cleaning solutions                  |
| 4   | Cabins, rooms, fans, switch boards, lights, glasses, doors, windows, hand rails, panel board areas, computer and its tables, surfaces of all equipments | Wet/dry cloth/sponge with cleaning solutions                  |
| 5   | Removal of wastes and arrange files and trays in proper order.  | Manually  |
| 6   | Toilets, wash basins and glasses/mirror   | With glass spray, wiper brushes/mopes with cleaning solutions |
| 7   | Plastic/rubber mats at the opening and inside the room  | Manually by using suitable cleaning solution/method           |
| 8   | Wall and wall tiles   | Manually by using suitable cleaning solution/method           |
| <b>Weekly and as and when required</b>                |   |   |
| 1   | All the furniture, areas beneath it, shelves and cupboards, safety boxes safety equipments, boards.   | Wet/dry cloth/sponge<br>Vacuum cleaner                        |
| <b>Cleaning Twice a week</b>                          |   |   |
| 1   | The ceilings of cabins are to be cleaned including the top portion of the ceilings.   | Wet/dry cloth/sponge  |
| 2   | Cobwebs in the Section, washroom and toilet.  | Broom sticks /vacuum cleaner                                  |
| 3   | Fans, Tubes with frames & Bulbs with frames   | Wet/dry cloth/sponge with cleaning Solutions                  |
| Any other work with same purpose as and when required |   |   |



**FC Production Area**

| <b>Cleaning work to be attended daily</b>             |   |   |
|---|---|---|
| Sl. No.   | AREAS & EQUIPMENTS  | EQUIPMENT TO BE USED  |
| 1   | All glasses & windows, window panes, doors of in the Area   | With glass spray, wiper and cleaning towels.                  |
| 2   | All floor areas including Carpets   | Brushes/mopes/cleaning machine with detergent                 |
| 3   | All tables, chairs, computers, telephones, other machines and equipments.   | Wet/dry cloth/sponge with cleaning solutions                  |
| 4   | Cabins, rooms, fans, switch boards, lights, glasses, doors, windows, hand rails, panel board areas, computer and its tables, surfaces of all equipments | Wet/dry cloth/sponge with cleaning solutions                  |
| 5   | Removal of wastes and arrange files and trays in proper order.  | Manually  |
| 6   | Toilets, wash basins and glasses  | With glass spray, wiper brushes/mopes with cleaning solutions |
| 7   | Plastic/rubber mats at the opening and inside the room  | Manually by using suitable cleaning solution/method           |
| 8   | Complete dust removal from floor, machine parts and surroundings  | Using suitable cleaning solution/method                       |
| 9   | Wall and wall tiles   | Using suitable cleaning solution/method                       |
| <b>Weekly and as and when required</b>                |   |   |
| 1   | All the furniture, areas beneath it, Shelves and cupboards, safety boxes Safety equipments, Boards.   | Wet/dry cloth/sponge<br>Vacuum cleaner                        |
| <b>Cleaning Twice a week</b>                          |   |   |
| 1   | The ceilings of cabins are to be cleaned including the top portion of the ceilings.   | Wet/dry cloth/sponge  |
| 2   | Cobwebs in the Section, washroom and toilet.  | Broom sticks/ Vacuum cleaner                                  |
| 3   | Fans , Tubes with frames & bulbs with frames  | Wet/dry cloth/sponge with cleaning solutions                  |
| Any other work with same purpose as and when required |   |   |

**Cleaning and arrangement of Crates:**

The uncleaned crates will be collected from the section and the inner and outer surface of the crate will be cleaned with sponge after removing the twine and strip card hanged on it in all the shifts. The cleaned crates will be kept and stacked at the ear marked area properly. Cleaning of pet jars containing silicon oil with suitable detergent /cleaning solution.

**MC Production Area**

| <b>Cleaning work to be attended daily</b>             |   |   |
|---|---|---|
| Sl. No.   | AREAS & EQUIPMENTS  | EQUIPMENT TO BE USED  |
| 1   | All glasses & windows, window panes, doors of in the Area   | With glass spray, wiper and cleaning towels.                  |
| 2   | All floor areas including Carpets   | Brushes/mopes/cleaning machine with detergent                 |
| 3   | All tables, chairs, computers, telephones, other machines and equipments.   | Wet/dry cloth/sponge with cleaning solutions                  |
| 4   | Cabins, rooms, fans, switch boards, lights, glasses, doors, windows, hand rails, panel board areas, computer and its tables, surfaces of all equipments | Wet/dry cloth/sponge with cleaning solutions                  |
| 5   | Removal of wastes and arrange files and trays in proper order.  | Manually  |
| 6   | Toilets, wash basins and glasses  | With glass spray, wiper brushes/mopes with cleaning solutions |
| 7   | Plastic/rubber mats at the opening and inside the room  | Manually by using suitable cleaning solution/method           |
| 8   | Complete dust removal from floor, machine parts and surroundings  | Using suitable cleaning solution/method                       |
| 9   | Wall and wall tiles   | Using suitable cleaning solution/method                       |
| <b>Weekly and as and when required</b>                |   |   |
| 1   | All the furniture, areas beneath it, Shelves and cupboards, safety boxes Safety equipments, Boards.   | Wet/dry cloth/sponge<br>Vacuum cleaner                        |
| <b>Cleaning Twice a week</b>                          |   |   |
| 1   | The ceilings of cabins are to be cleaned including the top portion of the ceilings.   | Wet/dry cloth/sponge  |
| 2   | Cobwebs in the Section, washroom and toilet.  | Broom sticks/ vacuum cleaner                                  |
| 3   | Fans , Tubes with frames & bulbs with frames  | Wet/dry cloth/sponge with cleaning solutions                  |
| Any other work with same purpose as and when required |   |   |

**Cleaning and arrangement of Crates:**

The uncleaned crates will be collected from the section and the inner and outer surface of the crate will be cleaned with sponge after removing the twine and strip card hanged on it in all the shifts. The cleaned crates will be kept and stacked at the ear marked area properly. Cleaning of pet jars containing silicon oil with suitable detergent /cleaning solution.

**QA Area**

| <b>Cleaning work to be attended daily</b>             |   |   |
|---|---|---|
| Sl. NO  | AREAS & EQUIPMENTS  | EQUIPMENT TO BE USED                                |
| 1   | All glasses & windows, window panes, doors of in the Area   | With glass spray, wiper and cleaning towels.        |
| 2   | All floor areas   | Brushes/mopes/cleaning machine with detergent       |
| 3   | All tables, chairs, & telephones  | Wet/dry Cloth/sponge with cleaning solutions        |
| 4   | Switch boards, lights, glasses, doors, windows, panel board areas, computer and tables, surfaces of all machines & equipments | Wet/dry cloth/sponge with cleaning solutions        |
| 5   | Removal of wastes and arrange files and trays in proper order.  | Manually  |
| 6   | Wash basins and glasses   | With glass spray, wiper<br>Brushes/mopes            |
| 7   | Plastic/rubber mats at the opening and inside the room  | Manually by using suitable cleaning solution/method |
| 8   | Complete dust removal from floor, machine parts and surroundings  | Using suitable cleaning solution/method             |
| 9   | Wall and wall tiles   | Using suitable cleaning solution/method             |
| <b>Weekly and as and when required</b>                |   |   |
| 1   | All the furniture, areas beneath it, shelves and cupboards, safety boxes safety equipments, boards.                           | Wet/dry cloth/sponge<br>vacuum cleaner              |
| <b>Cleaning Twice a week</b>                          |   |   |
| 1   | The ceilings of cabins are to be cleaned including the top portion of the ceilings.   | Wet/dry cloth/sponge                                |
| 2   | Cobwebs in the section  | Brushes / vacuum cleaner                            |
| 3   | Fans , Tubes with frames & bulbs with frames  | Wet/dry cloth/sponge with cleaning solutions        |
| Any other work with same purpose as and when required |   |   |

**Cleaning and arrangement of Crates:**

The uncleaned crates will be collected from the section and the inner and outer surface of the crate will be cleaned with sponge after removing the twine and strip card hanged on it in all the shifts. The cleaned crates will be kept and stacked at the ear marked area properly.

### **Stores, Warehouse & Secondary Packing Areas**

#### **Type of cleaning:**

Sweeping, Dusting, Wet & Dry moping, Removal of cobwebs, clearance of wastes, removal of outer packages of incoming materials including wooden scraps.

#### **Cleaning Method & Frequency**

| <b>Once in a day</b>   |   |
|--|---|
| Sweeping   | Floors of all the stated storage area   |
| Dry moping   | Cupboards, furniture, computer systems existing in the various storage areas of the Stores area & the materials kept on various racks |
| Dusting  | Furniture, computer systems existing in all storage areas of Stores   |
| Wet moping   | All the areas   |
| Clear waste bins   | From all waste bins provided in the section   |
| Outer packages of incoming materials including wooden pallets will removed from where ever it found in the store ( at the time of generation itself) |   |
| <b>Once in a Week</b>  |   |
| Wet moping   | All areas   |
| Cobwebs removal  | From all the areas  |
| <b>Twice in a Week</b>   |   |
| Dry moping & Wet moping  | All types of racks, light fittings & other equipments used in various stores  |
| Dusting  | All types of racks, roof-ceiling & walls of the various storage area & the materials kept on various racks                            |

#### **Cleaning and arrangement of Crates:**

The uncleaned crates will be collected from the section and the inner and outer surface of the crate will be cleaned with sponge after removing the twine and strip card hanged on it in all the shifts. The cleaned crates will be kept and stacked at the ear marked area properly. Cleaning of pet jars containing silicon oil with suitable detergent / cleaning solution.

**Other Areas**

| <b><u>Area</u></b>              | <b><u>Frequency</u></b> |
|---------------------------------|-------------------------|
| Lunch Room                      | Three Times in a Shift  |
| Scissor Lift                    | One times in a shift    |
| Passenger/Service Lifts         | One times in a shift    |
| Toilets in the Factory          | Three times in a shift  |
| Wash Areas                      | Two times in a shift    |
| Compressor Room                 | Twice in week           |
| Transformer Room                | Twice in week           |
| Security Room                   | Once in Day             |
| Scrap Area                      | Once in a Week          |
| Parking Areas                   | Once in Day             |
| Terrace & Shades                | Once in a Month         |
| Building Premises               | Once in Day             |
| Surroundings of the company     | Once in Day             |
| Conference Hall                 | Twice in Day            |
| Ambulance Room / First Aid Room | Two times in a shift    |

**Toilets**

The following equipments and consumables

(a) Equipments :-

1. Cotton Mopes
2. Hand brushes
3. Closet brushes
4. Washbasin brushes
5. Nylon brooms
6. Wipers
7. Scrubbing machine, vacuum cleaner etc.
8. Other superior equipments.

(b) Consumables :-

1. Urine Cake
2. Naphthalene balls (for all wash basins)
3. Stain remover (to be used once in a week in all areas)
4. Bleach water (to be used fortnightly in all areas)
5. Room Freshener (to be used daily)



6. Odonil (to be kept in the toilets)
7. Soap solution (to be used for every wash in all areas)

### **Methods**

All the rest rooms and its all kind of attached rooms in the sector should be maintained in good condition by hourly cleaning. The house keeping activities in the above said areas will be performed by using the above said materials and equipments. The entry of the above said items brought in to the Company will be made in the entrance gate register in order to ensure its use.

All kind of steel and wooden Furniture and Glasses, Doors, windows should be maintained in good appearance by appropriate house keeping methods.

Special attention is to be given to the following places in the above identified area:-

Tiled floor, tiled walls and glassed walls, tables, racks, almirahs, stools and chairs, washbasins, drinking water vessels, doors, windows, ventilators, fans, tubes, exhaust fans, display boards, clock, notice boards, panel boards, switchboards, and computers.

### **Chappal Cleaning**

Used and uncleaned rubber chappals to be collected and removed from wash room area and to be cleaned with brushes, detergents and disinfectants (Dettol or any other suitable disinfection agent) and kept in chappal rack every day after second shift.

### **General**

Preparation and supply of Tea / Coffee to the staffs daily (morning & evening) and to the guests as and when it required. All the facilities and materials for the preparation of tea / coffee shall be arranged by HLL Lifecare Ltd.

Tiled floors in the above specified areas should be cleaned by using mop sticks (daily) and scrubber cum drier (Wet Moping) (weekly) using suitable detergents, which are eco-friendly.

Walls & wall tiles, roofs in the above specified areas should be cleaned daily in General Shift using mop sticks and portable type vacuum cleaners (Weekly - preferably on weekdays).

Cleaning should be done in walls & wall tiles using suitable detergents, which are eco-friendly, and dry moping in the case of roofs.

All the waste kept in the bins should be cleared once in each Shift and should be taken to the respective waste/scrap yards and kept them in order and the yards should be maintained in good appearance.

All Furniture including Tables, Chairs, Shelves/ Racks, Cupboards, Computer tables, etc. should be cleaned with wet mop or a piece of cloth daily once in general shift.

All Glass Windows/ Doors, Glass portions of Cabins, Display Boards etc. should be cleaned with wet mop or a piece of cloth daily once in general shift.

Cobwebs should be removed from all the areas daily once.

Floors should be cleaned once in a week with scrubber cum drier.

Cleaning of all furniture, weighing balances, testing equipments, personal computers, filling tables, chairs, equipments in the wash rooms, liveries in the washroom and all show cases, all glass windows, display boards, hand rails, aluminum doors and office cabins, storage racks for files and packaging materials will be done with wet/dry mop or a piece of cloth daily once in general shift.

**HLL Lifecare Limited**  
**Kakkanad Factory**  
**CSEZ, Kakkanad**  
**Cochin -37**

HLL/KFC/PUR/HK/2017-18

01.10.2017

**TENDER FORM**

1. Name & Address of the Tenderer .....

.....

.....

.....

2. Ph No :.....

3. Cleaning equipment owned by the Tenderer

| Sl.No. | Equipment                 | Quantity/Nos. | Capacity/If Applicable | Make |
|--------|---------------------------|---------------|------------------------|------|
| 1      | Scrubbing Machine         |               |                        |      |
| 2      | Vacuum Cleaner            |               |                        |      |
| 3      | Cotton Mop                |               |                        |      |
| 4      | Other items (Pl. specify) |               |                        |      |

4. Manpower

|  |  |
|--|--|
| Manpower strength owned by the Tenderer (Give the No.) |  |
|--|--|

5. Experience

| Sl. No. | Name of Govt. /PSU/ Institution | Years | Annual value of contract | Proof of experience enclosed |
|---------|---------------------------------|-------|--------------------------|------------------------------|
| 1       |                                 |       |                          | Yes/No                       |
| 2       |                                 |       |                          | Yes/No                       |
| 3       |                                 |       |                          | Yes/No                       |

- **The proof of experience is to be attached. The Tender without proof of experience will be summarily rejected.**

## 6. STATUTORY REGISTRATIONS OWNED BY THE TENDERER

|                      |  |
|----------------------|--|
| P.F Registration No. |  |
| ESI Registration No. |  |
| GST Registration No. |  |
| Others if any.       |  |

7. Other facilities the Tenderer is having for doing Housekeeping Work : .....

8. Does the Tenderer accept all the terms & conditions in the Tender Notification Ref No. **HLL/KFC/PUR/HK/2017-18** dated **01.10.2017** : YES/NO

9. Rate quoted by the Tenderer (Including Labour Cost, Material Cost, Service Charge, PF, ESI, Income Tax, Service Tax etc. as applicable). The equipments and consumables shall be used **strictly** as specified in the Tender.

| SI No. | Areas   | Manpower Requirement                       | Rate (Quoted in Rs.) |        |
|--------|---|--|----------------------|--------|
|        |   |  | Monthly              | Yearly |
| 1.     | KFC, IBD Office Area & Secondary Packing Area, Warehouse (General Shift),   | <b>2</b>                                   |                      |        |
| 2.     | Store Area, Female Condom Production Area, ETD Area & Packing Area, QA Area, Wash Rooms & Toilets in the Office, Factory and Warehouse and all other areas. | <b>3 persons in each Shift (9 Persons)</b> |                      |        |
| 3.     | Supervisor  | <b>1</b>                                   |                      |        |
|        | <b>Total</b>  | <b>12</b>                                  |                      |        |

10. Whether the tenderer has verified and convinced the areas and work to be attended before submitting this Tender : YES/NO

11. With regard to the violation of any of the terms in the Work Order or in the Tender Notice, whether the tenderer will be agreeable to pay a penalty as decided by the Company. : YES/NO

**DECLARATION**

I/We.....  
who has/have given the Tender as above, hereby declare that the statements given above by me/us in the Tender Form are true.

**DATE:**

**SIGNATURE OF THE TENDERER  
&  
OFFICE SEAL**