

TENDER

FOR

**PROVIDING
HOUSEKEEPING SERVICES
AT
HLL LIFECARE LIMITED, IRAPURAM FACTORY**

TENDER NO. HLL/IFC/HR/HK/17-18/01A, 16.09.2017

HLL LIFECARE LIMITED

IRAPURAM FACTORY

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DISCLAIMER

HLL Lifecare Limited ,Irapuram Factory, Kochi (HLL-IFC) has prepared this document to give interested parties background information on the Proposed Services. While HLL Lifecare Limited have taken due care in the preparation of the information contained herein and believe it to be accurate, HLL Lifecare Ltd, any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own enquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information in responding to the tender. The information is provided on the basis that it is non – binding on HLL Lifecare Limited, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

HLL Lifecare Limited reserves the right not to proceed with the work or to change the configuration of the work, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities applying to the tender.

SCHEDULE FOR SUBMISSION OF TENDER

EVENT	DATE
Date of downloading of documents	16.09.2017 – 05.10.2017
Last date and time for submission of completed tender	05.10.2017 15.00 hrs
Date and time for Opening of technical Bid	05.10.2017 15.30 hrs

The completed tender should be submitted before the due date and time of submission at the following address.

**UNIT CHIEF
HLL Lifecare Limited,
Irapuram Factory ,
Plot no 1&2, Rubber Park
Valayanchirangara P.O
Ernakulam-683556
Tel;0484-2597200**

**HLL LIFECARE LIMITED
(A GOVT. OF INDIA ENTERPRISE)**

Tender No. HLL/IFC/HR/HK/2017-18/01A

16.09.2017

NOTICE INVITING TENDER

HLL Lifecare Limited invites tender for the following work:

Name of work	Resources to be provided	Estimated Cost per Year	Document Cost	Earnest money deposit (EMD)
The scope of work includes: 1. Housekeeping Service at HLL, Irapuram Factory.	a. Housekeeping Manpower: 13 Nos. Housekeeping supervisor- 1 Housekeeping staff- 12 b. Housekeeping Equipment	Rs. 27 Lakhs including taxes per annum	Rs. 525/-	Rs.54000(Rs. Fifty Four Thousand Only)

Other detail

Date of downloading of documents : 16.09.2017 – 05.10.2017
Last Date and time of submission : 05.10..2017, 15.00hrs
Date and time of opening : 05.10.2017, 15.30hrs

**UNIT CHIEF
HLL -IFC**

DEFINITIONS

“APPLICANT” means a reputed Indian firm having the required experience that has purchased the tender and applied for the same.

“APPLICATION” means the tender document submitted by an Applicant interested in the work in the prescribed format

“HLL” means HLL Lifecare Limited, Irapuram.

“EMPLOYER” means Irapuram factory , HLL Lifecare Limited.

“YEAR” means “Financial Year” unless stated otherwise.

“CHO” Corporate Head Office

“IFC” means Irapuram Factory

SECTION I

BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which tender is invited is as under:

Name of work	Resources to be provided
The scope of work includes: 1. Housekeeping Services at Irapuram Factory	a. Manpower: 13 Nos. including supervisor b. Housekeeping Equipments

2. The site is situated at Ernakulam district
3. The period of work shall be two years which may be extended on mutual consent for one more year.
4. The applicant shall provide the following services:
- a. Housekeeping Services at HLL ,Irapuram Factory

**HLL LIFECARE LIMITED
(A Government of India Enterprise)**

NOTICE INVITING TENDER

1. Tender is invited from reputed applicants/firms for Providing Housekeeping services at manufacturing facility, Irapuram of HLL Lifecare Limited.
2. Intending applicants should inspect the buildings and make judicious assessment of the extent of services to be provided.
3. The tender documents can be downloaded from the web site www.lifecarehll.com or Central Public Procurement Portal and the cost of tender document of ` **Rs.525/-** (Rupees five hundred and twenty five only) shall be submitted along with the tender in a **separate sealed cover marked as "Document Cost"** in the form of DD taken in favour of HLL Lifecare Limited payable at **Ernakulam** failure of which the tender can be rejected.
4. Tender documents, **which should be placed in sealed envelopes, as prescribed in Para 11 of Section II (Information & Instructions to Applicants)**, will be received by **Unit Chief, HLL Lifecare Limited, Irapuram Factory, Plot no 1&2, Rubber Park, Valayanchirangara P.O. Ernakulam-683556** up to **1500hrs on 05.10.2017**. The technical bid tender will be opened by the authorized representative in above mentioned office on the same day at **1530hrs**.
5. The Technical bid shall be opened at **HLL Lifecare Limited, Irapuram Factory, Plot no 1&2, Rubber Park, Valayanchirangara P.O, Ernakulam-683556** in the presence of representatives from HLL Lifecare Ltd and bidders who choose to attend the opening.
6. The scope of work shall be as detailed in Section III.
7. The eligibility criteria for qualifying for the tendering process is as detailed in Section II, Information & Instructions for Applicants.
8. Earnest Money Deposit of ` **Rs 54000./** in the form of a Demand Draft of a scheduled bank issued in favour of HLL Lifecare Limited, Ernakulam, which should be placed in a **separate sealed cover marked "Earnest Money"** shall be submitted along with the tenders.
9. The applicant shall be required to deposit an amount equal to 5% of the tendered value of the work as performance guarantee in the form of an irrevocable bank guarantee of any scheduled bank or State Bank of India in accordance with the form prescribed within 20 days of issue of letter of acceptance.
10. Applicants are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their applications as to the form and the nature of the site, the means of access to the site, the accommodation they may

require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their application. An applicant shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The applicant shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work. Submission of this application implies that the applicant has read this notice and all the documents and has made himself aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.

11. Canvassing whether directly or indirectly, in connection with this application is strictly prohibited and the application submitted by the applicants who resort to canvassing will be liable for rejection.
12. The tender for the work shall remain open for acceptance for a period of **120 days** from the date of opening of the application. If any applicant withdraws his tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or, makes any modifications in the terms and conditions of the tender which are not acceptable to the HLL, then the HLL shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid.
13. This Notice Inviting Tender shall form a part of the Contract Document. In accordance with clause 1 of the contract, the letter of acceptance shall be issued first in favour of the successful Applicant. On such communication of acceptance, the successful Applicant shall, within 20 days from such date, formally sign the agreement consisting of:-
 - a) The Notice Inviting Tender, tender documents including scope of work, and other documents if any as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b) Agreement signed on a non-judicial stamp paper. The Performa for the same will be given along with the Letter of acceptance.

**UNIT CHIEF
HLL-IFC**

SECTION II

INFORMATION & INSTRUCTIONS FOR APPLICANTS

1.0 General:

1.1 Letter of transmittal is given in Section IV.

1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “nil” or “no such case” entry should be made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.

1.3 The application should be neatly type-written in English. The applicant should sign each page of the application.

1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the qualification document are numbered. Additional sheets, if any added by the applicant, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

1.5 References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by the client.

1.6 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless it is called for by the Employer.

1.7 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in HLL Lifecare Limited.

2.0 Method of Application:

2.1 If the applicant is an individual, the applicant shall affix his Signature above his name type written in full along with his current address.

- 2.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his name type written in full along with the full name of his firm and its current address.
- 2.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full type-written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 2.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.
- 2.5 The applicant at the time of submission of completed tender documents shall submit a demand draft for ` **525/-** drawn in favour of HLL Lifecare Limited, Ernakulam towards cost of the tender document.

3.0 Final Decision Making Authority.

The employer reserves the right to accept or reject any Tender and to annul the Evaluation process and reject all tenders at any time, without assigning any reason or incurring any liability to the applicants.

4.0 Particulars are Provisional

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the Applicant.

5.0 Site Visit

The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

6.0 Tender Documents

6.1 The tender documents consist of the following two parts documents

1. Part-I- Technical Bid
2. Part-II- Price Bid

6.2 The applicant is expected to examine carefully all the contents of the tender documents including instructions, conditions, forms, terms etc. and take them fully into account before submitting the offer. Failure to comply with the requirements as detailed in these documents shall be at the applicant own risk.

7.0 Submission of Tender Documents

The tender document shall be submitted in two parts

1. Part- I- Technical Bid, Tender document cost & EMD
2. Part-II- Price Bid

7.1 Part –I Technical Bid shall consisting of the following,

a. **Earnest Money Deposit**

Earnest Money Deposit, as detailed clause 8 of Notice Inviting Tender, placed in a separate sealed envelope and duly marked “Earnest Money Deposit”.

b. **Power of Attorney**

Attested copy of Power of Attorney (in favour of the authorized signatory of the applicant) to submit the tender.

c. **Signed copies of Tender Document,**

d. **Letter of transmittal**

The applicant should submit the letter of transmittal attached with this document.

e. **Experience in works / similar works**

Applicant should furnish the following:

- A. List of all works of similar class successfully completed during the last five years (in Form “A”).
- B. List of the Contracts under execution or awarded (in Form “B”).
- C. Particulars of completed works and performance of the applicant should be furnished separately for each work completed or in progress (in Form “C”).

f. **Organization information**

Applicant is required to submit the following information in respect of his organization (in Forms “D” & “D-I”).

- A. Name & Postal Address, Telephone & Fax Number etc.
- B. Copies of original documents defining the legal status, place or Registration and principal places of business
- C. Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- D. Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- E. Authorization for employer to seek detailed references.
- F. Number of Technical & Administrative Employees in parent company Subsidiary company and how these would be involved in this work (in Form “D-I”).

G. List of Housekeeping equipment in your possession.

7.2 Part –II **Price Bid shall consist of the Completed Price bid.**

8.0 Minimum Eligibility Criteria

The applicants who meet the following criteria only shall be considered for price bid opening.

8.1 The applicant should have minimum THREE years of experience in carrying out Housekeeping works in large Factories. The applicant should have executed at least three works with minimum of value of `Rs. **25 Lakhs in** providing Housekeeping services in a State/Central PSU / Large commercial establishments and at least one large factory .

8.2 Successful tenderer should provide Security Deposit for an amount of 5% of Annual Order value by DD drawn in favour of M/s HLL Lifecare Limited, Irapuram Factory and payable at Ernakulam /Bank Guarantee from nationalized/scheduled bank before the commencement of contract

8.3 The applicant should have an office at Ernakulam.

8.4 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

8.5 The applicant should be in possession and must have deployed walk behind scrubber drier, single disc scrubbing machines, mechanized man lifts for high-rise cleaning, vacuum cleaners and high pressure jet machines to provide mechanized cleaning services at the sites mentioned for qualifying experience. **The applicant should submit documentary proofs along with list of housekeeping equipment in his possession.**

9.0 Evaluation of Technical Bid

9.1 The applicants will be evaluated in the following manner:

- i) The initial criteria prescribed in Para 8.1 to 8.5 above in respect of experience of similar class of works completed will first be scrutinized and the applicant's eligibility for qualification for the work shall be determined.
- ii) The applicants qualifying the initial criteria as set out in para 8.1 to 8.5 above will be evaluated for technical competence by a suitable method. HLL, however, reserves the right to restrict the list of qualified applicants to any number deemed suitable by it . . .

- iii) Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:
- A. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document,
 - B. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
 - C. If the applicant, or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for poor performance by any organization at any time or ever been convicted by a court of law , their application will be summarily rejected.

9.2 All applicants who qualified based on Technical Bid shall be informed and to attend the price bid opening on prescribed date and time.

10.0 Signing of the application and number of copies

10.1 The applicant shall prepare one original set of the document. The documents (Part I- Technical bid & Part II- Price Bid) shall be stamped and signed on all pages by the person duly authorized to sign on behalf of the Applicant. The power of attorney on a stamp paper authorizing the person to sign and act on behalf of the firm, duly notarized should be submitted.

10.2 The completed tender shall be without alteration, overwriting, interlineations or erasures except those to accord with instructions issued by HLL or as necessary to correct errors made by the applicant. All amendments/ corrections shall be initialed by the person/ persons signing the tender.

10.3 An authorized representative shall have the authority to conduct all Business and incur liabilities related thereto for and on behalf of the Applicant, during the process and thereafter.

11.0 Sealing and Marking of Applications

11.1 The Technical and Price bids shall be sealed in two separate envelopes, superscribed as PART-I Technical bid and PART-II Price Bid respectively. The two covers shall be sealed in a single large envelope and submitted on or before the last date and time for submission of the application. The envelopes shall be titled "**Providing Housekeeping services at HLL Lifecare Limited ,Irapuram Factory, Ernakulam**" and clearly marked in English with name of the Applicant.

11.2 No responsibility will be accepted by HLL for the misplacement, premature opening of a tender, not sealed or marked as per aforesaid instructions.

12.0 Deadline and Address for Submission of Applications

12.1 Applications shall be submitted to HLL Lifecare Ltd., by hand or through registered post or courier service at the address given below and not later than

1500 Hrs on 05.10.2017. In respect of Applications received by post or courier, HLL shall not assume any responsibility for any delayed delivery. Documents submitted in connection with this tender will be treated confidential.

12.2 The Application should be addressed to

**UNIT CHIEF
HLL Lifecare Limited,
Plot no 1& 2, Rubber Park
Valayanchiranagara P.O
Ernakulam -683556
[Tel:0484 2597200](tel:04842597200)**

12.3 HLL may, at its discretion, extend the deadline for the submission of tender, in which case all rights and obligations of HLL and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

13.0 Late Submission of Applications

Application received after the dead line of submission of Application shall not be considered or opened under any circumstances.

14.0 Validity of Applications

Application shall be valid for a period of 120 days from the last date of submission of Applications. HLL retain the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

15.0 Amendment of Tender Documents

15.1 At any time prior to the deadline for submission of Applications, HLL either on its own or on request of the Applicant may amend the Tender Documents by issuing addenda.

15.2 An addendum issued shall be part of the Tender Documents and shall be posted at the website of HLL as per the date specified in Schedule for submission of tender. The applicants are advised to check the websites specified above after the last date of issue of addendum and download the addendum issued, if any.

15.3 To give Applicants reasonable time to take an addendum into account in preparing their Applications, HLL may, at its discretion, extend the deadline for the submission of Applications.

16.0 Withdrawal of Tenders

16.1 No modification or substitution of the submitted application shall be allowed.

16.2 An applicant may withdraw its Tender after submission, provided that written notice of the withdrawal is received by HLL before the due date for submission of Applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.

16.3 The withdrawal notice shall be prepared in Original only and each page of the Notice shall be signed and stamped by authorized signatories. The copy of the Notice shall be duly marked "WITHDRAWAL".

17.0 Price Bid Opening

The price bid of only the qualified applicants will be opened. Evaluation of the financial offer will be based on price quoted by the applicant. Any subsequent alteration in prices shall not be given any cognizance.

18.0 Award Criteria

HLL will award, the contract to the applicant, whose tender has been determined to be subsequently responsive, complete and in accordance with the tender documents, and whose total evaluated price for undertaking the entire project as per the tender documents is the lowest.

19.0 Employer's Right to accept and to reject any or all Tenders

19.1 The employer reserves the right, without being liable for any damages or obligation to inform the applicant, to:

- A. Amend the scope and value of contract to the applicant.
- B. Reject any or all of the applications without assigning any reason.

19.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is strictly prohibited.

20.0 Jurisdiction

All disputes arising shall be subject to the jurisdiction of the appropriate court at Ernakulam, India and will be governed by the laws of India.

21.0 Validity of the Contract

The contract will be for a period of two years which may be extended for a period of one year on a mutual agreement. During the Contract period, only statutory changes only will be considered in the approved contract rates.

SECTION III

SCOPE OF WORK

The applicant shall provide following services,

Sl. no.	Service	Details	No. of Personnel
1	Housekeeping services Office Support	Supervisor	1
		Staff	12
		a. Equipments for housekeeping services	

Age limit for the manpower to be deployed shall be between 20 - 53 years.

Experienced Housekeeping staff shall be deployed after due approvals from HLL Officials.

At least 4 nos. male housekeeping staff shall be deployed.

I. PLANT

1. COMPOUNDING SECTION

Auxiliary units:- Mixing tanks (3 nos), Supply tanks(21 nos), Attritor mill unit(2units), 1 % Ammonia tank, De-ionizer unit , De- ionizer water tank, Chemical box, weighing balance, Drying oven, Work table, Supervisor Cabin , Furniture & Computer, Eye – washer, Wash basin.

Cleaning work to be attended daily		
SI. NO	AREAS	EQUIPMENT TO BE USED
1	All glasses & windows, doors of all the section and cabins	With glass spray, wiper and cleaning towels.
2	The Platform area and Outer surface area of the mixer tank and supply tank.	Brushes/ mopes
3	All floor areas including staircase.	Brushes/ mopes/ Cleaning machine with detergent.
4	The containers and chemical box used in compounding	Wet cleaning with detergent/ Vacuum cleaner/dry sponges
5	Outer surface of latex barrels, Storage pallets	Use wet cloth or brush
6	Outer surface of panel boards	Dry cloth/sponge
7	Outer surfaces of Attritor Mill	Wet cloth/sponge
8	Removal of barrels and carboys and wastes and for transfer to depot.	Manually/with trolleys

9.	Cleaning of inner and outer surface of Chemical boxes and buckets for storage of chemicals.	Using vaccum cleaners/Dry Sponge
10	De-ioniser unit,1% ammonia storage tank, deionised water storage tank.	Wet cloth/Sponges
11	Trolleys, Chemical feed pump units	Wet cloth/Sponges
12	Centrifuging unit, accessory table.	Wet cloth/Sponges
13	Cleaning of buckets and feed hoses and PVC pallets for storage of chemicals	Wet Sponge
14	Cob webs in the section, washroom, rest room and toilet	Broomsticks
15.	Cleaning of Latex feeding station and Platforms	Brushes/Mopes

Cleaning Twice a week		
1	All the furniture, Areas beneath it, Shelves and cupboards, safety boxes/PPEs and Safety equipments, Notice Boards.	Wet/dry Cloth/sponge Vacuum cleaner
2.	The outer surfaces of all cleaning water drain pipes and valves of the section	Brushes/ mopes/ Clothes/sponges
3.	Drain utility lines in compounding section	Brushes/ mopes
4.	Cleaning of portable type eye washers & replacement of water.	Sponge / dry cloth

Weekly and as and when required		
1.	The ceilings of cabins are to be cleaned including the top portion of the ceilings, glass panes, aluminum door.	Wet/dry cloth/sponge

II. MOULDING SECTION

Moulding machines (4nos), (Kendek -2 nos, Lifecare- 2nos)

Auxiliary units:-

Cleaning work to be attended Daily		
SI.NO	AREAS	EQUIPMENT TO BE USED
1	All glasses & window panes, of the section and moulding machine	Brushes/ mope swipes with glass cleaning solution
2	All floor areas and wash basins	Brushes/ mopes/ Cloth with detergents

3	The edge roller platforms, Machine Platform .	Brushes/ mop Vacuum cleaner
4	Any grease, lubricating oil found dripping into the platform or floors.	Brushes/ mop with suitable detergents
5	All wastes generated in the section are to be removed and to be handed over to stores/waste yard.	Manually / with Trolley
6	Clean and remove dust from the floor and outer surface of auxiliary equipment inside & outside & dust collector area.	Vacuum cleaner/ brushes/ mops
7	Outer surface of Moulding machines, anti-sticker tank, Brushing unit.	Brushes/ mop with detergents
8.	Outer surface of antisticker dosing tanks, & slurry lines.	Wet/dry cloth/sponge
9.	Cobwebs in the section	Broomstick

Cleaning Twice a week		
1	All the areas beneath the furniture's, shelves and containers, PPEs, safety boxes, notice boards, cupboards, storage pallets.	Along with above items vacuum cleaner also
2	The drains must be cleaned of any latex and condoms.	Brushes/ mop
3	Disposal of empty carboys and to be handed over to depot.	Manually/ with suitable trolleys
4.	Cleaning of portable type eye washers & replacement of water.	Sponge / dry cloth

Cleaning Weekly and as and when required		
1	Fire buckets/ safety equipment, storage racks and panel boards are to be cleaned	Wet cloth
2	Outer and inner surfaces of dipping tank, leaching tank, and floor area in the dipping tank/leaching tank etc. are to be cleaned during clarification works and Plant shut downs	Brushes
3	Cleaning the drain lines of leaching tank.	Brushes/Mopes/Spraying with water

III. VULCANISING SECTION

Manual vulcanizing machine (12 Nos), Washing machine (5nos), Spin Dryer (6 nos), supervisor's cabin , operators cabin, Furniture , all the , pipe lines & ducting, all the doors & windows of all rooms & machineries.

On daily basis		
SL.No	AREA	EQUIPMENT NEEDED
1	All wastes generated in the section are to be separately removed and handed over to stores dept./ depot/ transferred to waste yard.	Manually/with equipment
2	Any grease, lubricating oil found dripping into the platform or on the floors are to be cleaned.	Brushes/ mopes/ wash with water
3	Silica bags and carboys to be removed and to be handed over to stores dept./transferred to waste yard.	Manually with equipment
4	All the dusts from the dehydrators, vulcanizing machines and dust collectors are to be removed.	Vacuum Cleaner, brushes/mopes/ wash with water
5	All floor & wall tiles are to be cleaned.	Brushes/ mopes/ Cleaning machine with Detergent
6	The outer surfaces of all drain pipes, conduits and valves of the section are to be cleaned with moist cloth	
7	The drains from plant to ETP must be cleaned of any silica powder, Latex Waste and condoms. Filters provided in the drain lines to prevent the flow of condoms to ETP must be cleaned necessary protective equipments	
8.	Vulcanizing operators cabin & officers cabin.	Brushes/Mopes
9.	Cobwebs, wash area, rest room, air lock rooms.	Dry Mopes, Broom sticks
10	Cleaning of pallets for storage of precipitated silica & vulcanizing chemicals	Dry Mopes, Vacuum cleaner
11	Cleaning outer and inner surface of Wooden stainless steel chemical box for storage of chemicals in rrt machine.	Using dry sponge/vacuum cleaner
12.	Cleaning the outer surface of washing machines, Spin drier and Tumbling machines.	Brushes, Dry sponge

Twice a week		
1	All the areas beneath the furniture, shelves and containers are to be cleaned.	Brushes/mopes
2	All PPEs, notice boards, Cupboards of the section, storage pallets, mould storage crates, vulcanizing machine	Brushes/mopes

	crates are to be cleaned	
3	Cleaning the inner surface of washing machines and tumblers	Brushes
Outer and inner surface of slurry preparation tank, removal of silica dust from the roof truss will be made during clarification works and plant shutdown. Dehydrates are to be cleaned with high pressure water during clarification works / shut down.		

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

1. Tiled floor, tiled walls and glassed walls Tables, racks, almirahs, stools and chairs, washbasins, drinking water vessels doors, windows, and ventilators. fans tubes, exhaust fans, display boards, clock, notice boards, panel boards, switchboards, and computers. Moulding machine mixer tanks, supply tanks, sintex tanks, Moisture Analyser, test tanks, chemical containers and all other vessels. Computer; printer and telephones. weighing balances (small and big) and other miscellaneous items not included in this list.

I. Cleaning of floors

Tiled floors in the above specified areas should be cleaned by using mop sticks(daily) and scrubber cum drier (Wet Moping)(2times in a week) using suitable detergents, which are eco friendly.

II. Cleaning of Tiled walls & glass walls

Walls & wall tiles, roofs in the above specified areas should be cleaned daily in General Shift using mop sticks and portable type vacuum cleaners (2 times in a week).

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

III. Cleaning of machines

Cleaning of Moulding machines, Mixer/Supply/ Sintex /Aging tanks, Automatic Vulcanizing Machines, Manual Vulcanizing and Quenching Machines, Washing machines, Spin dryers, Tumbling machines, Computers, Printer and Telephone, Weighing Balances, Furniture's, Glasses, etc. & Dust removal on top surface and body of the Machines/Equipments using Vacuum cleaners / dry moping and wet moping will be daily, once in general shift. Cleaning inside the vulcanizing barrels / chute in vulcanizing machine to be cleaned during clarification / plant shut down.

Disposal of wastes from respective waste bins and the cleaning of waste bins.

The wastes are to be kept in respective waste bins.

All the waste kept in the bins should be cleared once in a day in General Shift and should be taken to the respective waste 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.

2.STAFF LUNCH ROOM

Sl. No	Area / Items to be cleaned & cleared	Frequency
1	All dining tables chairs Remove food wastes, plates all types of steel glasses, jugs, tea pots, other dishes from the dining tables and wash these items	Breakfast hrs, Lunch hrs, Dinner and other tea hrs
3	Timely cleaning & clearing the food wastes at the food service counters	Breakfast hrs, Lunch hrs, Dinner and other tea hrs
4	Collect the waste from dust bins/ waste bins and dispose them.	After evening food service.
5	Dusting of windows Ledges and horizontal surfaces and sunshades	Daily
7	Sweep and wash and mop dining halls and kitchen and all other halls hard floor	Breakfast hrs, Lunch hrs, Dinner and other tea hrs
9	Cleaning of toilets, wash basins, urinals	Every two hours/ Continuously
10	Sweeping and washing approach areas all exits	Morning and Evening
11	Front entrance near staircase, first floor open area	Continuously wet and dry mopping
12	Scrubbing of floors at the front entrance	Twice in a week
13	Dining halls, kitchen and staircases scrubbing and other including conference hall	Twice in a week
14	Cabinets used for keeping vegetable items.	Daily
15	Cob-web removing from entire building	Daily
16	All door knobs, switches, fans, lights, all cabinets, fixtures and fittings.	Once in a week
17	Store area & Rest Room	Daily
18	Hot water cleaning of the plates and pots	Once in a week
19	Scrubbing should done with Scrubbing machine.	

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work.

3. ENGINEERING

(1) SUBSTATION

Sl. No	AREA AND EQUIPMENTS
1	Cleaning of Floor, Wall and roof in the substation. It includes cleaning of all the main panel boards, secondary panel board, HT panel boards and HT DG control panel in the substation – cleaning should be done under the supervision of section Supervisor.
2	Cleaning of DG set Alternator and the DG set rooms (LT & HT), Transformer yard and RMU yard.
3	Cleaning of Electrical Workshop area, Rest rooms & Toilets and surroundings of Electrical Section & cable yard.
4	Collection of wastes in respective colour-coded waste bins and clearing of waste bins.
5	Cleaning of furniture, personal computer, glass windows, doors, glass portions of cabins, display boards etc. in Electrical Section.
6	Removal of cobwebs from all areas of Electrical Sections.

PROCEDURE FOR HOUSE KEEPING IN ELECTRICAL SECTION :

Cleaning of floor should be done using mop sticks, scrubber cum drier or portable type vacuum cleaner and suitable detergent daily. The waste bin should be cleared and cleaned daily. Cleaning of all furniture, computers, glass windows, glass portions of cabin, doors etc. should be done with wet mop or a piece of cloth daily. Cobwebs should be cleaned from all the areas with mopes or portable type Vacuum cleaners. All the above said cleaning should be done between 08.00 hrs and 05.00 hrs daily.

4. STORES

Areas: -

(1) Half product store (2) Engineering stores, (3) Chemical stores,(4) Quarantine store, (5) Sulphur Store (6) Rejected material storage area (7) Latex storage 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

Once in a day	
Sweeping	Floors of all the stated storage area
Dry moping	Cupboards, furniture, computer systems existing in the various storage areas of the Stores Department & the materials kept on various racks
Dusting	Furniture, computer systems existing in all storage areas of Stores
Wet moping	All the above stated 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)	
Twice in a Week	
Dry moping	All types of racks, light fittings, fans & 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

Hand brushes, Wash basin brushes, wipers for glass cleaning, cotton mops, floor mopping, nylon brushes, scrubbing machines, vacuum cleaners (Wet & Dry) and other superior equipments and good quality solution used for and cleaning materials for above work

5.QUALITY ASSURANCE & HP

FLOOR AND WALL AREA

- 1) QA Storage areas.
- 2) QA Section
- 3) Half Product checking areas
- 4) Officer's Cabin
- 5) Supervisor's Cabin
- 6) BV/BP room
- 7) Surrounding area of QA Dept.
- 8) Reserve samples Storage Room
- 9) ETD Online area

Method of cleaning in various Areas in QA Dept.

Floor cleaning once in a day in General Shift using Mop sticks and once in week with scrubber cum drier.

SI. No.	AREA	Type of cleaning	Frequency of cleaning
1	Computer, Printers and UPS, equipments.	Dust Removal using Vacuum	Daily

		cleaners	
2	Floor, Racks, Tables, Furniture, windows, Doors wall ceiling, Almirah etc.	Dust Removal using Vacuum cleaners	Daily
3	Floor, wall tiles, Work Table weighing Balance, Pedestrial Fans, Crates, Tables, Racks, Glass Panels, Aluminium doors, equipments, gauges, racks	Wet Moping	Daily
4	Cleaning of cob webs from ceiling and corners in the walls	using Vacuum cleaners	Weekly Once
5	Cleaning Electronics Light Frames, Fans, Panel Boards, Industrial Plugs etc.	Dry Moping	Daily
6	Cleaning of Fire Extinguishers	Dry Moping	Daily
7	Collection and disposal of Paper waste packing Material Waste, Condom (Dry and wet)	Removal from respective Bins	Daily
8	Equipments		
	a) DOKA ETD Machine		Daily
	c) Water Leak Tester Dry Condom (Other Machine)		Daily
9	Cleaning of waste bins		Daily
11	Cleaning of crates		Weekly
12	Cleaning of Display Units		Daily
13	Soap solution to be provided at the wash basins.		For each wash
14	Cleaning with Appropriate Soap solution (Stainless Steel Testing area) for all water leakage testers available .		Once in a week
15	Cleaning of water tanks (2no.s) attached with water leak testers with appropriate solution.		Once in week
16	A/c drain water disposal and cleaning of Containers		As and when required (minimum twice a day)
19	In item no:3, sample collection basins also to be included		Daily

6. MATERIAL TESTING LAB

AREAS.

(1) A/C Lab, (2) Non A/C Lab area,

METHODS OF CLEANING IN VARIOUS AREAS IN MT, lab

Wet moping should be done using wet mops, scrubbers, cloths etc. Dry moping should be done using dry mops, dungry cloths, sponges, vacuum cleaners etc in appropriate places.

A/C Lab area.

Sl. No	Place of cleaning	Type of cleaning	Frequency of cleaning
1	Equipments, computers, printers and UPS	Dust removal using vacuum cleaners.	Daily
2	Floor, racks, tables, furniture, windows, doors, walls, ceiling , Almirah etc.	Dust removal using vacuum cleaners.	Daily
3	Floor, wall tiles, work table, tables, racks, glass panels, aluminium doors etc.	Wet moping	Daily
4	Cleaning of cob webs from ceiling and corners in the walls.	Using vacuum cleaner	Weekly Once
5	Cleaning of electronic light frames, fans, panel boards, industrial plugs etc.	Dry moping	Daily
6	Collection and disposal of paper waste, latex waste, rubber waste, chemical waste, glass waste, cotton waste, plastic waste etc.	Removal from respective bins	Daily
7	Removal of cobwebs from ceiling and corners in the walls	Using vacuum cleaner	Weekly Once
8	Cleaning electric light frames, fans, panel boards, industrial plugs	Using vacuum cleaner, dry moping etc	Weekly Once
9	Glass vessels, Trays bottles and Latex Sample bottles		Three times in a day

Non A/C Lab area.

All the items given under A/C Lab area to be done in the Non A/C Lab area also.

7. OFFICERS CABIN & RECEPTION

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails Panel board areas, Computer and its tables, Surfaces of all equipments, and	Daily

	pipe lines, drain lines etc.	
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provides at the wash basins	For each wash
10	Any other work with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work

8. SECURITY CABINS

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Once in a week
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provided at the wash basins	For each wash
10	Any other work with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work

9. FIRST AID ROOM

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights	Daily

	Glasses, Doors, Windows, Hand rails, Panel board areas, tables, Surfaces of all equipments, .	
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provides at the wash basins ,	For each wash
10	Any other work with same purpose	As and when required
11	Medical equipments may be cleaned	Daily

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work

10. CORRIDORS

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, , Surfaces of all equipments,	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
8	Wall and Wall tiles	Daily
10	Any other work with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work

11. ADMINISTRATION AREA 1st FLOOR

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights	Daily

	Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provides at the wash basins ,	For each wash
12	Any other work with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work

12.CONFERENCE HALL

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Twice in a week
2.	Cabins, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments,	Daily
5	Approach areas to the conference room	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks, cleaning	Once in a week
8	Wall and Wall tiles	Daily
10	Any other work with same purpose	As and when required

13.REST ROOM HOUSEKEEPING

The following equipments and consumables shall be used for Housekeeping of Rest Rooms and all kinds of its attached rooms in the Sector.

(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 innovated areas of the Company always)
7. Soap solution (to be used for every wash in all areas.

Workers will be engaged for following shifts/Timing separately

General Shift 8.00 am to 5.00 pm	Administration Area in 1 st Floor , Reception and Officers cabin, QA Department. Staff Lunch Room.
Round the clock (1 st shift, 2 nd Shift, 3 rd Shift)	All Plant area, Gents and Ladies Rest room

Methods

1. All the rest rooms and its all kind of attached rooms in the Sector should be maintained in good condition by hourly cleaning unhygienic appearance is disturbing the areas. 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.
2. All kind of steel and wooden Furniture and Glasses, Doors, windows should be maintained in good appearance by appropriate housekeeping methods.
3. Cobwebs should be removed from the areas.

14.REFILLING OF DRINKING WATER IN WATER COOLERS

To be done :

1. To provide drinking water to all the water coolers.
2. To ensure that the sufficient drinking water is available in the drinking water coolers during working hours in the sections without any time limit.

15.FOOD SUPPLY

1. Provide one Housekeeping Staff at Staff Lunch room on daily basis from 9.30 am to 4.30 pm for the Cleaning, arrangement and Supply of food.

LIST OF HOUSE KEEPING MATERIALS AND MINIMUM QUANTITY TO BE USED PER MONTH

Sl. No	Description/ Name	Unit	Qty
1	Single Disk Scrubbing Machine	no	1
2	Wet and Dry Vacuum Cleaner	no	1
3	High Pressure Jet Machine	No	1
4	Back Pac Vacuum cleaner	no	1

All the housekeeping equipment required for the cleaning as detailed above shall be provided on rental basis , however all the equipment shall be stationed at respective locations to facilitate the cleaning schedule. Other than housekeeping equipments chemicals and housekeeping amenities will be provided by HLL.

SCOPE OF WORK

SPECIAL CONDITIONS

- 1) The Applicant shall at his own cost comply with the provision of labour laws, rules, orders and notifications whether central or state or local as applicable to him or to this contract from time to time. These Acts/Rules include the Minimum Wages Act, 1948, the Workmen's Compensation Act, 1923, the Payment of Gratuity Act, 1972, the Payment of Bonus Act, 1965, the Payment of Wages Act, 1936, the Employees Provident Fund & Miscellaneous Provisions Act, 1952 etc.**
- 2) The applicant will be required to pay **Central minimum wages as applicable**. The applicant will maintain proper record as required under the law/ acts deductions.
- 3) In case the applicant fails to execute/ perform the assigned works or a part thereof, HLL shall be authorized to deduct an amount as deemed fit by HLL from the bills of the applicant and damages will be charged to the extent of loss. In case of any unsatisfactory service, deduction up to 10 % of the amount due during the month will be imposed on the applicant. Incase of late attendance/ absence during working hours/ loitering during working hours by any personnel, HLL reserves the right of reduction of any amount from the bills payable.
- 4) If any of the persons engaged by the applicant misbehaves with any of the officials of HLL or commit any misconduct with regard to the property of the HLL or suffers from any serious communicable disease, the Applicant shall replace them immediately. In case Authority of HLL feel that the conduct of any of Applicant's employees is detrimental to the interests of HLL, the competent authority of HLL shall have the unqualified right to request for the removal of such employee either for incompetence, unreliability, misbehavior, security reasons etc., while on or off the job. The Applicant shall comply with any such request to remove such personnel at Applicant's expense unconditionally within the time limit allowed by HLL.

- 5) The applicant shall not engage/employ persons below the age of 18 years and above the age of 50 years.
- 6) The applicant shall provide uniform for the Housekeeping Staff and Supervisor.
- 7) The applicant shall get the antecedents of the persons engaged by him verified from police station concerned and produce a certificate in this regard to HLL.
- 8) The Applicant shall pay wages directly to his workmen through bank accounts only. The applicant shall also ensure that no amount by way of commission or otherwise is deducted & recovered from the wages.
- 9) The applicant shall pay Over time payment for the workers engaged in the Operations and maintenance.
- 10) The applicant shall provide necessary insurance coverage to his workmen engaged in the execution of this contract so as to hold the HLL non liable for any act from applicant's workmen in case of any accident mishap including death. The insurance cost of personnel working for the applicant at the site shall be borne by the applicant.
- 11) The applicant shall deploy adequate number of persons for execution of the work undertaken on contract regulating their working hours and weekly off within the statutory limits. The applicant shall be responsible for payment of overtime wages to his workmen if any, in case they are required to work beyond the prescribed hours under law.
- 12)a) Applicant shall provide proper identification cards to his employees to be deputed by him for work as per the prescribed format.
b) The applicant shall provide uniforms, shoes and other safety equipments to the employees engaged by him.
- 13) The personnel deployed by the applicant for the job shall meet the following requirements:
 - i) Should be medically fit.
 - ii) Should possess good conduct and discipline.
 - iii) Should not have a criminal record.
- 14) Applicants are advised to inspect and examine the site and assess the manpower required in a professional manner. In case HLL feels that work is not performed in a satisfactory manner after commencement of operations, the successful applicant shall be asked to increase the manpower as required at their own cost.
- 15) An applicant shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The applicant shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work.. Submission of this

application implies that the applicant has read this notice and all the documents and has made himself aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.

- 16) The requirement given in the scope of work is only indicative. HLL reserves the right either to increase or decrease it as per requirement. The decision of HLL in this regard shall be final and binding on the Applicant. The payment to applicant will be based on the actuals measured at site.

SUBMISSION OF PRICE BID

- 17) The price bid shall clearly mention the amount quoted for the service (including all taxes and duties as applicable) in both words and figures. In the event of any difference between the figures and words, the amount indicated in words shall be taken into account. Similarly, if there is any difference between the rates quoted and total amount, the rate quoted shall be taken into account.

The applicant should indicate the rate quoted for each person per month for the activity for which they have applied.

- 18) Income Tax: Any payment to the applicant as per contract will be made after deducting income tax as per the rules and regulations.
- 19) The tendered rate shall remain firm and free from variation due to rise in the cost of materials/equipment, or any other reasons whatsoever during the contract period of two years and valid extension.

SECTION IV

LETTER OF TRANSMITTAL

From:

To

**UNIT CHIEF
HLL Lifecare Limited,
Irapuram Factory
Plot no 1& 2, Rubber Park
Valayanchirangara P.O
Ernakulam 683556**

Subject: Submission of Tender for *Providing Housekeeping services at HLL Lifecare Limited, Irapuram Factory.*

Sir,

Having examined the details given in the tender documents for the above work, I/we hereby submit the tender document along with the price.

1.I/We hereby certify that all the statements made and information supplied are true and correct.

2.I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.

3.I/We also authorize HLL Lifecare Limited to approach individuals, employers, firms and corporation to verify our competence and general reputation

4.I/We hereby certify that the price quoted are firm for the contract period of two years and will not vary for the above work.

Name of work

Enclosures

Certificate from

Seal of Applicant

Date of submission

Signature(s) of Applicant

INITIAL FILTER

The initial filter is as per checklist below.

INITIAL FILTER OF APPLICANTS – CHECKLIST

Name of Applicant:

No	Criteria	Yes	No
1	Has the applicant abandoned any work in the last five years or has it been blacklisted by any Government Department/PSU or have any of its contract terminated for failure to perform?		
2	Can you undertake the contract as given in the scope of work.		
3	Do you agreed to provide Security Deposit for an amount of 5% of Annual Order value by DD or Bank guarantee from National/Scheduled Bank before undertaking the work, if awarded		
4	Do you have minimum THREE years experience in carrying out Housekeeping works in large Factories/State/Central/PSU/ Large Commercial establishments.		
5	Has the Applicant suffered bankruptcy / insolvency in the last five years?		
6	Have you submitted the documentary proof of experience in Housekeeping works with minimum period of experience.		
7	Have you attached the Letter of Transmittal along with this bid		
8	Will you meet all legal/statutory requirements with respect to this work.		
9	Have you enclosed DD for Rs.54,000/- towards EMD in Technical Bid.		
10	Have you enclosed DD for Rs.525/- in the case of downloaded document.		

All the information provided herein are true and correct

Place:

Date:

NAME&SIGNATURE OF THE APPLICANT

FORM 'A'

**DETAILS OF FACILITY MANAGEMENT SERVICES EXECUTED DURING THE
LAST FIVE YEARS FROM 2012**

Sl. No	Name of work/ and location	Owner or sponsor	Type of Activity**	Area in Sq. ft.	Total Charges per annum	Date of commencement as per contract and duration of the contract executed	Whether performance report attached on behalf of Client in form D	Litigation /arbitration pending /in progress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

* Indicate gross amount claimed and amount awarded by the Arbitrator.

** Indicate whether service provided for Hospital/ Residential Building/ IT or Industrial Building/ Commercial Establishment.

Date:

Signature of Applicant

FORM 'B'

CONTRACTS UNDER EXECUTION OR AWARDED

Sl. No	Name of work/ and location	Owner or sponsor	Type of Activity**	Area in Sft.	Total Charges per annum	Date of commencement as per contract and duration of the contract executed	Whether performance report attached on behalf of Client in form D	Litigation /arbitration pending /in progress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

*Indicate gross amount claimed and amount awarded by the Arbitrator.

**Indicate whether service provided for Hospital/ Residential Building/ IT or Industrial Building/ Commercial Establishment

Date:

Signature of Applicant

FORM 'C'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "A" & "B"

1. Name of work /Project & Location.
2. Agreement No.
3. Estimated Cost.
4. Tendered Cost
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any.
9. Performance Report
 - 1) Quality of work Very Good/Good/Fair/Poor
 - 2) Financial soundness Very Good/Good/Fair/Poor
 - 3) Technical Proficiency Very Good/Good/Fair/Poor
 - 4) Resourcefulness Very Good/Good/Fair/Poor
 - 5) General behavior Very Good/Good/Fair/Poor

Dated:

Authorized representative of Client.

FORM 'D'

STRUCTURE & ORGANIZATION

1. Name & Address of the applicant
2. Telephone No./Fax No.
3. Legal status of the applicant (attach copies of original document the legal status).
 - (a) An individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photocopy).

Organization/ Place of registration

Registration No.

- 1.
- 2.
- 3.

5. Names and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the applicant ever required to suspend operation for a period of more than one month continuously after you commenced the operation? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the applicant or any constituent partner in case of partnership firm, even been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. Has the applicant any valid PAN and GST registration ?
12. Any other information considered necessary by not included above.

Date:

Place

Signature of Applicant

FORM 'D-1'

**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED
FOR THE WORK (Does not include the unskilled labour)**

S. No.	Designation	Number available for this work	Name	Qualification	Professional experience and details of work carried out	Responsibility	Remarks
1	2	3	4	5	6	7	8

Date :

Place :

Signature of Applicant

FORM OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

1. KNOW ALL MEN by these presents that we
(Name of Bank) having our registered office at (Name of country) (hereinafter called "the Bank") are bound unto HLL Lifecare Limited (hereinafter called "HLL") in the sum of **Rs. _____** for which payment will and truly to be made to the said HLL, the Bank binds itself, its successors and assigns by these presents.

2. **WHEREAS..... (Name of Applicant) (hereinafter called "the Applicant") has submitted its tender dated _____ for (Name of the work as mentioned under Clause 1 of NIT) hereinafter called the tender.**

AND WHEREAS the Applicant is required to furnish a Bank Guarantee for the sum of **Rs _____ (_____)** as Tender Security against the Applicant's offer as aforesaid.

AND WHEREAS _____ (Name of Bank) have, at the request of the Applicant, agreed to give this guarantee as hereinafter contained.

3. We further agree as follows:

- a. That HLL may without affecting this guarantee grant time or other indulgence to or negotiate further with the Applicant in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between HLL and the Applicant.
- b. That the guarantee hereinbefore contained shall not be affected by any change in the constitution of our Bank or in the constitution of the Applicant.
- c. That any account settled between HLL and the Applicant shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
- d. That this Guarantee commences from the date hereof and shall remain in force till _____ (date to be filled up) (up to 60 days from the last date of submission of tender).
- e. That the expression 'the Applicant' and 'the Bank' herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

4. THE CONDITIONS OF THIS OBLIGATION ARE:

- a. if the Applicant withdraws his Tender during the period of Tender validity specified in Clause 13 of Notice Inviting Tender, or
- b. if the Applicant having been notified of the acceptance of his tender by HLL during the period of tender validity:
 - i. fails or refuses to furnish the Performance Security in accordance with Clause 9 of Notice Inviting Tender and/or

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- ii. Fails or refuses to enter into a Contract within the time limit specified in Clause 14 of Notice Inviting Tender.

We undertake to pay to HLL upto the above amount upon receipt of his first written demand, without HLL having to substantiate his demand provided that in his demand HLL will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions (a) & (b), mentioned above, specifying the occurred condition or conditions.

Signature of
Authorized Official of the Bank

Signature of the witness
.....

Name of Official
Designation

Name of the Witness
.....

Stamp/Seal
of the Bank

Address of the Witness
.....

**FORM OF PERFORMANCE SECURITY
BANK GUARANTEE BOND**

1. In consideration of the HLL Lifecare Limited (hereinafter called "HLL") having agreed under the terms and conditions of agreement No..... dated made between and (herein after called "the said applicant(s)") for the work (herein after called "the said agreement") for compliance of his obligation in accordance with the terms and conditions in the said agreement.

We (indicate the name of the Bank) (herein after referred to as "as Bank) hereby undertake to pay to the HLL and amount not exceeding Rs..... (Rupees only) on demand by the HLL.

2. We (Indicate the name of the Bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demure, merely on a demand from the HLL stating that the amount claimed is required to meet the recoveries due or likely to be due from the said applicant(s). any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees..... only).

3. We undertake to pay to the HLL any money so demanded notwithstanding any dispute or disputes raised by the applicant (s) in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment made by us under this bond shall be valid discharge of our liability for payment to there-under and the applicant(s) shall have no claim against us making such payment.

4. We (Indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the HLL under or by virtue of the said agreement have been fully paid and it is claims satisfied or discharged or till Engineer-in-charge on behalf of the HLL. Certified that he terms and conditions of the said Agreement have been fully and properly carried out by the said applicant(s) accordingly discharges this guarantee.

5. We..... (Indicate the name of Bank) further agree with the HLL that he HLL shall have the fullest liberty without our consent and without affecting any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said applicant(s) from time to time or to postpone for any of the powers exercisable by the HLL against the said applicant(s) and to forebear or enforce any of the terms and conditions relating to the said agreement we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said applicant(s) or for ay forbearance act or omission on that part of the HLL or any indulgence by HLL to the said contract(s) or by any such matter or thing whatsoever which

under the law relating to sureties would, but for this provision, have effected or so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the applicant(s).
7. We..... (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the HLL in writing.
8. This guarantee shall be valid upto Unless extended on demand by HLL. Notwithstanding any thing mentioned above our liability against this Guarantee is restricted to Rs..... (Rupees.....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under the Guarantee shall stand discharged.

Dated the Day of 20....

For
(Indicate the name of Bank)

**PROFORMA FOR AGREEMENT
(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)**

CONTRACT AGREEMENT FOR THE WORK OF ----- DATED ----
---- Between M/s----- in the town of _____
hereinafter called the applicant (which term shall unless excluded by or repugnant to be
subject or context include its successors and permitted assigns) of the one part and the HLL
Lifecare Limited hereinafter called the HLL (which term shall unless excluded by or repugnant
to the subject or context include its successes and assigns) of the other part.

WHEREAS

- a. The HLL is desirous that the _____ (name of work)
at _____ should be executed as mentioned, enumerated or referred to in the
tender documents including Press Notice Inviting Tender, other documents, has
called for Tender.
- b. The applicant has inspected the site and surroundings of the work specified in the
tender documents and has satisfied himself by carefully examination before
submitting his tender as to the nature of the site and local condition, the quantities,
nature and magnitude of the work the availability of labour and materials necessary
for the execution of work, the means of access to site, and the accommodation he
may require and has made local and independent enquiries and obtained complete
information as to the matters and things referred to or implied in the tender
documents or having any connection therewith, and has considered the nature and
extent of all the probable and possible situations, hindrances or interferences to or
with the execution and completion of the work to be carried out under the contract,
and has examined and considered all other matters, conditions and things and
probable and possible contingencies, and generally all matters incidental thereto
and ancillary thereof affecting the execution and completion of the work and which
might have influenced him in making his tender.
- c. The tender documents including the HLL's Press Notice Inviting Tender, rates,
General obligations, period of completion of work. Letter of Acceptance of tender
and any statement of agreed variations with its enclosures copies of which are
hereto annexed form part of this contract though separately set out herein and are
included in the expression Contract wherever herein used.

AND WHEREAS

The HLL accepted the tender of M/s ----- (Applicant) for the -----
----- (name of work) at -----and conveyed vide letter No.-----
----- dated ----- at the rates stated in the LOA for the work and accepted by
the HLL (hereinafter called the Rates) upon the terms and subject to the conditions of the
contract.

NOW THIS AGREEMENT WITNESSTH & IT IS HEREBY AGREED AND DECLARED AS
FOLLOWS.

1. In consideration of the payment to be made to the contract for the work to be
executed by him, the applicant hereby covenant with the HLL that the applicant

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shall and will duly provide, execute, complete and maintain the said work and shall do and perform all other acts and things in the contract mentioned or described or which are to be implied and there-from or may be reasonably necessary for the completion of the said works and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the contract, AND

2. In consideration of the due provisions execution of the said work, the HLL does hereby agree with the applicant that the HLL will pay to applicant the respective amounts for the work actually done by him and approved by the HLL at the Schedule or Rates and such other sum payable to the applicant under provision of the contract, such payment to be made at such time in such manner as prescribed for in the contract.

It is specifically and distinctly understood and agreed between the HLL and the applicant that the applicant shall have no right, title or interest in the site made available by the HLL for execution of the works or in the building, structures or works executed on the said site by the applicant or in the goods, articles, materials, etc. brought on the said site (unless the same specifically belongs to the applicant) and the applicant shall not have or deemed to have any lien whatsoever charge for unpaid bills will not be entitled to assume or retain possession or control of the site or structures and the HLL shall have an absolute and unfettered right to take full possession of site and to remove the applicant, their servants, agents and materials belonging to the applicant and lying on the site.

In Witness whereof the parties hereto have here-into set their respective hands and seals in the day and the year first above written.

Signed and delivered for and on behalf of
HLL

Signed and delivered for and on behalf of the
applicant

(HLL LIFECARE LIMITED)
OFFICIAL ADDRESS

(Applicant)

Date
Place

Date
Place

IN PRESENCE OF TWO WITNESSES

SIGNATURE
NAME

SIGNATURE
NAME

SIGNATURE
NAME

SIGNATURE
NAME

PRICE BID

I. As detailed in Section III (Scope of work)

Sl. No.	Service	Details	No. of Personnel	Unit Rate per month(Rs.)	Amount (Rs.)
1	Housekeeping Services	Supervisor	1		
		Housekeeping Staff	12		
Total Amount per Month in Rs.					
Total Amount per Annum in Rs. (A)					
Equipment rental cost per month (B)					
Sl.No	Description/ Name	Unit	Qty	Unit Rate	Amount
	Single Disk Scrubbing Machine	no	1		
19	Wet and Dry Vacuum Cleaner	no	1		
20	High Pressure Jet Machine	no	1		
21	Back Pac Vacuum cleaner	no	1		
Grand Total per Annum (A+B)					

II. Price breakup for manpower cost:

	Housekeeping Staff	Supervisor
BASIC+DA		
*EPF @ _____%		
*ESI @ _____%		
BONUS @ _____%		
Any other charges (to be specified)		
**Service Charges @ _____%		
TOTAL		
GST @ _____%		
TOTAL PER MONTH		
No. of persons	12	1
Monthly rate in Rs.		

Tender for Housekeeping Services at HLL, Irapuram Factory, Ernakulam

*EPF and ESI rates given shall include employer contribution.

**Service charges shall include administration OHs, Uniform expenses, profit margin and all other charges.

***Only statutory rate changes will be considered during the contract period

Date :

Signature of Applicant along with seal

Place: