**HLL LIFECARE LIMITED**

**A GOVT OF INDIA ENTERPRISE**

**KANAGALA-591225**

**HLL/BGM/HR/HOUSEKEEPING/2021-2022 Date: 27.05.2021**

**NOTICE INVITING TENDER**

Sealed Tenders under Two Bid Systems (Technical & Price Bid) in the prescribed tender form are invited from experienced contractors to carry out the **Housekeeping Services** for the Periods of **TWO Years**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The scope of work** | **Resources to be provided** | **Estimated Cost**  **(2 Years)** | **Tender Document Cost** | **Earnest Money Deposit (EMD)** |
| **“Housekeeping Services”**  At HLL Kangala Factory, Belgaum, Karnataka. | **Housekeeping Staffs**  **20 No’s** | Approximately  **Rs.120 Lakhs** | Rs. 3,000/- | Nil |

1. Blank Tender Forms will be issued in the office of HLL Lifecare Kanagala during office hours on all working days from **27.05.2021** to **25.06.2021.**
2. Tender documents can also be downloaded from our website [www.lifecarehll.com](http://www.lifecarehll.com/). Those who are downloading the Tender Forms from the website should invariably pay the cost of the tender form along with the Technical bid (DD for tender cost should be enclosed separately. DD should be drawn in the name of HLL Lifecare Ltd, payable at SBI Nipani / **E- Payment** (*Beneficiary’s Name: HLL Lifecare Limited, State Bank of India, Nipani, Account No: 11130285123, IFSC Code. SBIN0000888*) proof to be submitted).
3. *MSME units registered with UDHYOG Adhaar / UDYAM shall provide their valid registration certificates and units under the Micro and Small category will be exempted from the Tender fee subject to verification of the registration certificate.*
4. Tender /s will be rejected in case the cost of Tender Form is not paid / enclosed.
5. Separate D.D / E-Payment for the Tender Document form should be taken.
6. Party should be ready to attend negotiation at their own expenses at Kanagala (Belgaum Dist, Karnataka) or Trivandrum (Kerala) or the place fixed by the Company.

**START DATE FOR SUBMISSION OF TENDERS : 27.05.2021 14:00 Hrs.**

**\*PRE-BID MEETING : 10.06.2021 14:00 Hrs.**

**LAST DATE FOR SUBMISSION OF TENDERS : 25.06.2021 14:00 Hrs.**

**DATE OF OPENING TECHNICAL BID : 25.06.2021 15:00 Hrs.**

**DATE OF OPENING OF PRICE – BID : Will be intimated to**

**Qualified Bidders.**

**\**Housekeeping Tender clarification only***

**JOINT GENERAL MANAGER (S & S)**

**HLL LIFECARE LTD.**

**A GOVT. OF INDIA ENTERPRISE**

**KANAGALA – 591225, BELGAUM DIST**

**TENDER DOCUMENT**

**FOR**

**HOUSEKEEPING SERVICES**

**PART - I**

**TECHNICAL BID**

**REF: HLL/BGM/HR/HOUSEKEEPING/2021-2022 Date: 27.05.2021**

CONTENTS OF BIDDING DOCUMENTS

I. INSTRUCTION TO BIDDERS:

II. TECHNICAL BID FORMS

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| Annexure - I | Scope of Work |
| Annexure - II | General Terms and Conditions. |
|  | | |
| **2** | **Schedule - B** | Technical Bid Form Questionnaire–General Information of the Tenderer. |
|  | | |
| **3** | **Schedule - C** | Declaration accepting Terms & Conditions by the Tenderer. |

III. PRICE BID FORMS

1. Schedule - D : Rate Schedule for Housekeeping Work

1. INSTRUCTION TO BIDDERS
2. This tender is intended to finalize the contract to carry out the Housekeeping work through outsourcing at the agreed rates on contract basis for a period of **TWO** **Years**.
3. This is a two bid system comprising of **(a) Technical bid & (b) Price bid**.
4. *MSME units registered with UDHYOG Adhaar / UDYAM shall provide their valid registration certificates and units under the Micro and Small category will be exempted from Tender fee subject to verification of the registration certificate.*
5. Both the Bids shall be submitted in sealed covers separately. Tender numbers of the Technical and Price Bids shall be superscribed on the respective covers in order to clearly identify between the two Bids. The two separately sealed and superscribed Bids enclosed in a single cover and superscribed with the respective Tender No. Complete in all respects, addressed to the **General Manager (Operations) / Unit Chief, HLL Lifecare Ltd., Kanagala – 591225.** Should reach us on or before the due date and time mentioned in the Tender Notification. HLL Lifecare Ltd shall not be responsible for any delay, if any, in the delivery of the bidding documents or non-receipt of the same.
6. In case the date mentioned above is declared subsequently as holiday for the Company’s office, the due date for submission and opening of bids will be the next working day at the same venue and time. However opening of the technical bid may be extended to a convenient date without intimation to the bidders and can be opened in absence of any bidder, which will be binding on all the bidders.
7. Bids received after the deadline for submission shall not be considered.
8. The Bidder is expected to examine all work requirements, Instructions, Forms, Terms and conditions given in the Bidding documents. Failure to furnish all information required in Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid.
9. The price bid of those Tenderers who qualify in the Technical Bid only will be opened. The date and time of opening of price bid will be intimated separately in usual course.
10. The company shall have the right to inspect the quality and existence of the technical details mentioned in the Techno commercial bid to determine whether the Tenderers/Bidder qualifies in the Techno commercial bid and the Tenderer shall extend all co-operations for this.
11. Any item of information mentioned in the Techno commercial bid is found false at the stage of inspection or at any time after the tender is awarded to a party shall result in termination to contract with the party, disqualification of the party from future tendering and forfeiture of Security Deposit.
12. In the price bid, the Tenderer shall quote the rate for the items mentioned.
13. In case various Tenderers quote the same rate, then the decision of the Management in this regard shall be binding on all Tenderers.

1. The Company reserves the right to accept fully or partly, reject fully or partly any tender without assigning any reason and the same will be binding on all the Tenderers. Further the company also reserves the right to completely cancel the said tender at any stage without assigning any reason and the decision of the Management will be final and will be binding on all the Tenderers.
2. The tender can be cancelled at any stage without assigning any reasons & reference to the participants.
3. The contractor should ensure eligible minimum wages to the employees deployed by him at his premises for the said work.
4. In case the party backs out from the commitment, their EMD/SD will be forfeited followed by blacklisting.
5. **On award of contract, Security Deposit (SD) Rs. 2 Lakhs in cash OR Bank guarantee of equivalent amount is to be submitted. OR SD will be recovered @3% from each bill, subject to maximum of Rs. 2 Lakhs. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable.**
6. On award of contract, the contract can be terminated by HLL Lifecare Ltd., Kanagala at any time during the contract period without paying any compensation&the decision of the HLL Lifecare Ltd., with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
7. The company reserves the right to issue tender form to any body and also to reject the tender without assigning any reasons and the matter cannot be referred to any court.
8. Preference will be given to L1 Party and allotment of the orders to matched party will be at discretion of HLL Lifecare Ltd.
9. Housekeeping staff shall work 8 hours in case of shift under the supervision of HLL Officer / Executives.

**Schedule – A**

**General Eligibility Criteria for Housekeeping Work:**

1. The Tenderer / Contractor should have a minimum of ONE YEAR of experience in Manpower Supply in any reputed organization and shall submit proof of the Work Completion Certificate along with the tender documents.
2. The Tenderer / Contractor should able to provide sufficient manpower as per the requirements for Housekeeping activity.
3. The Tenderer / Contractor should have Registration with EPF, ESI, Income Tax, GST, and Labour authorities.
4. The bidders should have executed Manpower Contract / Housekeeping Contract work value of Rs. 50 Lakhs per annum at least during the last 1 Year. Copy of the turn over certificate shall be enclosed.

Annexure - I

1. **Primary Production:**

|  |  |  |
| --- | --- | --- |
| **AREA** | **WORK** | **FREQUENCY** |
| Executives & Officers Cabins, Shift Supervisors Cabin, Workman Cabin. | Collection & removal of waste, Cleaning allied work | 0700hrs and 1600hrs. |
| COMPOUNDING |  |  |
| Floor | Sweeping and cleaning with mop with antiseptic agent | 0700hrs, 1200noon  1500hrs, 2000hrs |
| Walls | Dusting and cleaning | Once in 8 days in Gen shift |
| Cleaning of all machineries and Allies Panel Board and Structures along with platform. | Dusting and Cleaning | Once in General shift |
| All chequards plates of Primary Dept. | Cleaning | Once in a day |
| Gutters cleaning of Compounding Section up to ETP. | Cleaning with ETP Treated water | 0700hrs, 1200noon, and 1800hrs. |
| Mixing Tank and Supply tanks | Cleaning | Min 03 times and Max 06 times /day |
| Transportation of Latex Barrels | Store to Section & Section to waste yard | 12 Barrel/day |
| From Compounding to Vulcanizing section. All glasses of all the Aluminum doors and Window in the section and Machineries and Allied works | Cleaning with glass cleaner | 1000hrs and 1600hrs. |
| MOULDING |  |  |
| Floor & Dust cleaning of all  vulcanizing Machines | Sweeping and cleaning with mop with Antiseptic agent | 0700hrs, 1200noon  1500hrs, 2000hrs |
| Walls | Dusting and cleaning | Once in 8 days in Gen shift |
| Cleaning of all machineries and Allies Panel Board and Structures along with platform. | Dusting and Cleaning | Once in General shift |
| Gutters cleaning of Moulding and Vulcanizing Section up to ETP. | Cleaning with ETP Treated water | 0700hrs, 1200noon, and 1800hrs. |
| Transportation of Empty Carboy’s and Scrap Materials | Section to waste yard | Once in Two day’s |
| Dust Collection | Dust collection from dust collector and dumping of dust at ETP waste yard | Daily |
| VULCANIZING |  |  |
| Floor | Sweeping and cleaning with ETP water | 0700hrs, 1200noon  1500hrs, 2000hrs |
| **GENERAL WORK** | ETP & Ammonia Plant |  |
| Cleaning & Maintenance of Garden at ETP & Near Ammonia Plant & Transportation Ammonia cylinders filled and empty. | Store to Section and Section to waste yard |  |

1. **Secondary Production:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Description of work** | **Frequency** | **Time** |
| HP Room | Sweeping | 2 times/day | 7 AM & 3 PM |
| Floor cleaning with mop. | 2 times/Shift | 8 AM & 12 PM  4 PM & 8 PM |
| Window/doors/Racks cleaning | 2 times/day | 9 AM & 5 PM |
| Split door cleaning | 2 times/day | 10AM & 2 PM |
| Walls cleaning | Twice/ week | Sunday & Thursday |
| Removing cobweb | Once/week | Sunday |
| Inspection  Section | Split doors/wash basin cleaning | 2 times/day | 6 AM & 2 PM |
| Sweeping | 2 times/day | 7 AM & 3 PM |
| Floor cleaning with mop. | 2 times/Shift | 8 AM & 12 PM  4 PM & 8 PM |
| Corridor cleaning with mop. | 2 time/day | 10 AM & 5 PM |
| Collection & removal of waste | 2 times/day | 11 AM & 7 PM |
| Furniture/door/windows cleaning | 1 time/day | 1.0 PM |
| Walls cleaning | Twice/ week | Sunday & Thursday |
| Removing cobwebs | Once/week | Sunday |
|  | | | |
| **Area** | **Description of work** | **Frequency** | **Time** |
| Officers cabin | Sweeping | 2 times/day | 7 AM & 3 PM |
| Floor cleaning with mop. | 2 times/day | 7 AM & 3 PM |
| Walls cleaning | Twice/ week | Sunday & Thursday |
| Window/doors/Furniture’s cleaning | 2 times/day | 7 AM & 3 PM |
| Removing cobweb | Once/week | Sunday |
| Packing & special packing | Split doors/wash basin cleaning | 2 times/day | 6AM & 2 PM |
| Sweeping | 2 times/day | 7 AM & 3 PM |
| Floor cleaning with mop. | 2 times/Shift | 8 AM & 12 PM  4 PM & 8 PM |
| Corridor cleaning with mop. | 2 time/day | 10 AM & 5 PM |
| Collection & removal of waste | 2 times/day | 11 AM & 7 PM |
| Furniture/door/windows cleaning | 1 time/day | 1.0 PM |
| Walls cleaning | Twice/ week | Sunday & Thursday |
| Removing cobwebs | Once/week | Sunday |
| **Area** | **Description of work** | **Frequency** | **Time** |
| **Godown**  (3rd Party) Outside Premises. | Sweeping | Twice daily | 10.00 AM & 3.0PM |
| Floor cleaning with Mop | Twice daily | 10.00 AM & 3.00PM |
| Furniture/Door/Window cleaning | Daily once | 1.00PM |
| Wash basin cleaning | Twice daily | 11.00 AM & 4.00PM |
| Wall cleaning | Twice in a week | Sunday & Thursday |
| Removing Cobweb | One in a week | Sunday |
| Collection & removal of waste | 2 Times every day | 11.00AM & 4.00PM |

## Quality Control:

|  |  |  |
| --- | --- | --- |
| **Area** | **Work** | **Frequency** |
| HPQC | | |
| Furniture | De-dusting of furniture with vacuum cleaner | Daily once |
| Dust & scrap collection | Daily collection dust and scrap from dust bins | Once in a day |
| **Floor** | Sweeping & cleaning with soap water | Daily Twice |
| **Wall & Window glass** | Cleaning with wet cloth & Mop | Once in two days |
| **Interior roof & wall** | Cleaning | Once in 15 days |
| **FPQC- DRY AREA** | | |
| Furniture | De-dusting of furniture with vacuum cleaner | Daily once |
| Dust & scrap collection | Daily collection dust and scrap from dust bins | Once in a day |
| **Floor** | Sweeping & Mopping  Cleaning with soap water | Daily Twice  Once in two days |
| **Door Glass & Partition wall glass** | Cleaning with wet cloth / Mop | Once in two days |
| **Interior roof & wall** | Cleaning | Once in a week |
| **Mezzanine Floor** | Cleaning with wet cloth / Mop | Once in two days |
| **FPQC- WET AREA** | | |
| Furniture | De-dusting of furniture with vacuum cleaner | Daily once |
| Dust & scrap collection | Daily collection dust and scrap from dust bins | Once in a day |
| **Floor** | Sweeping & Mopping  Cleaning with soap water | Daily Twice  Once in two days |
| **Door Glass & Partition wall glass** | Cleaning with wet cloth / Mop | Once in two days |
| **Interior roof & wall** | Cleaning | Once in a week |
| FP STORAGE | | |
| Furniture | De-dusting of furniture with vacuum cleaner | Once in a day |
| Dust & scrap collection | Daily collection dust and scrap from dust bins | Once in a day |
| Mezzanine Floor | Cleaning with wet cloth / Mop | Once in a day |
| Floor | Sweeping & Moping | Once in a day |
| **Door Glass & Partition wall glass** | Cleaning with wet cloth / Mop | Once in a week |
| **Interior roof & wall** | Cleaning | Once in a month |
| **Control Sample Storage Area** | Mopping | Daily |

1. **In addition to soap water, disinfectants have to be used in QC- section for effective microbiological control.**
2. **Housekeeping Staff shall ensure daily cleaning schedule has been met; counter signature from QC section supervisor can be taken.**

# Laboratory:

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|  |  |  |
| --- | --- | --- |
| **Laboratory (New & Micro)** | | |
| **Floors** | Sweeping & cleaning with Mop | Twice in a day |
| **Wash Basins** | Cleaning | Daily once |
| **Walls, Windows & Doors** | Dusting & cleaning | Twice in a week |
| **Ceiling** | Dusting & Cleaning | Once in a week |
| **Interior roof & wall** | Cleaning | Once in a month |
| **All equipment’s outer surface** | Dry/Wet mopping | Daily once in presence of supervisor &Officer |
| **Partition wall Glass** | Cleaning with wet cloth & Mop | Once in a week |
| **Control samples & Stability chambers room** | Sweeping & cleaning with Mop | Daily once |
| **Walls, Windows & Doors of Control sample room** | Dusting & cleaning | Twice in a week |
| Dust & scrap collection | Daily collection dust and scrap from dust bins | Twice in a day |
| **Sanitary Napkin- Laboratory** | | |
| **Floors** | Sweeping & cleaning with Mop | Twice in a day |
| **Wash Basins** | Cleaning | Daily once |
| **Walls, Windows & Doors** | Dusting & cleaning | Twice in a week |
| **Ceiling** | Dusting & Cleaning | Once in a week |
| **All equipment’s outer surface** | Dry/Wet mopping | Once in a week in presence of supervisor /J.O |
| **Partition wall Glass** | Cleaning with wet cloth & Mop | Once in a week |
| **Interior roof & wall** | Cleaning | Once in a month |
| Dust & scrap collection | Daily collection dust and scrap from dust bins | Twice in a day |

1. **Safety Devices & Cabins at Safety & PPC Department (PPC / Safety/ Env.)**

|  |  |  |
| --- | --- | --- |
| **Area** | **Work** | **Frequency** |
| 1. Fire Hydrant Room. 2. PPC/STP dept. | 1. Cleaning & moping of dept.’s twice in a day. 2. Supply of drinking water whenever required. 3. Cleaning all general equipment like tables, windows, PC’s, Printer’s. | Daily Once |

## 6. Mechanical:

|  |  |  |
| --- | --- | --- |
| **Area** | **Work** | **Frequency** |
| WORK SHOP |  |  |
| Floors of Managers & Officers cabin, Shop floor, working area & store area | Sweeping & Cleaning  Removal of Cobwebs | 2 times every day  Weekly |
| Walls, Ceiling in Boiler/Pump house, Compressor house, work shop OCP maintenance room, BDU maintenance room  Window, wash basin, doors in entire mechanical section including OCP/BDU maintenance room, Boiler & Pump house | Dusting & cleaning  Cleaning  Removal of Cobwebs | Once in a week  Weekly  Weekly |
| Boiler House, Pump house, Compression room | Sweeping  Removal of Cobwebs | Daily  Weekly |
| Work shop, compressor house, Boiler house, Pump house, OCP & BDU maintenance room | Cleaning of machineries & equipment’s  Removal of machining wastages, cotton wastes, Furnace oil wastes, used spare parts, material segregation etc. | Daily  Daily |
| Complete Mechanical section | Scrap & Waste Shifting to waste yard | Once in a week |

**7. Project Department:**

|  |  |  |
| --- | --- | --- |
| **Floor** | **Sweeping & wet cleaning** | **Daily once** |
| Tables, Almirah, computer Tables, chairs etc | Cleaning | Daily once |
| Glass, Wall, Cobweb | Cleaning, De-dusting | Weekly once |
| Slab & Back side of slab | Cleaning | Monthly once. |

### Electrical:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Work** | | **Frequency** |
| Floor of substation, H.T. Room, D.G 1,2,3 Room, Electrical work shop, Supervisor cabin, officers cabin, Diesel yard, Instrument Lab, Steroidal substation, non-steroidal  Substation, BDU substation.  L.T.ROOM | Sweeping & cleaning  Wet Mopping of Floor of HT, LT, DG, ROOM, WORKSHOP,. STAFF & OFFICERS CABIN  Wall & ceiling cleaning  Cleaning of window grills & whole of interior, removing of Cobwebs, Cobwebs dusting of racks, Table chairs & file cabinets | | Daily  Daily once  Once in a month  Daily |
|  | | | |
| Panel exterior in substation,  H.T. Room, D.G. Room | Cleaning | | Daily |
| Work shop | Shelves/racks cleaning | | Monthly |
| Entire section. Department,  Material store yard  near Furnace Oil tank | Waste removal  Returning materials to stores/Scrap yard  Floor, interior cleaning, dusting removal of unwanted material, Battery cleaning | | Daily  Weekly  Daily |
| MOULDING UPS ROOM | Cleaning | | Daily |
| Scrap yard, Transformer in Admin PDB room, Underground Diesel tank area | Grass cleaning | | Weekly once in the month of June, July, August, September  & Once in every 15 days during the remaining months |
| HVAC Service floor area of Steroidal & Non-steroidal & BDU | | Sweeping & Cleaning | Weekly twice. |
| Cable trench cleaning in area of Steroidal,  Non-Steroidal, S/S, Compressor,  Vulcanizing, Moulding,  Compounding & Inspection | | Cleaning | Half yearly |
| DG-3 | | Surrounding area cleaning | Daily |
| Diesel Tank | | Surrounding area cleaning | Daily |
| Steroidal & Non-steroidal LT Switch room | | House Keeping | Daily |
| In front of Calibration Lab open area | | Cleaning | Daily |
| Table, Chairs, Filing cabinets | | Cleaning | Daily |

# Stores:

|  |  |  |  |
| --- | --- | --- | --- |
| **STORES** | | | |
| **Area** | **Work** | **Frequency** | |
| **Engineering store** |  |  | |
| Floors | Sweeping | Daily | |
| Racks and Bins | Cleaning | Daily | |
|  | Disposal of waste packing material | Daily | |
| Windows, Shutter | Cleaning | Daily | |
|  | Removing Cobwebs | Once in a week | |
| **Hardware store** |  |  | |
| Floors | Sweeping | Daily Once | |
| Racks and Bins | Cleaning | Daily Once | |
|  | Removing Cobwebs | Once in a week | |
| **Main Stores office** |  |  | |
| Floors | Cleaning | Daily Once | |
|  | | | |
|  | | | |
| Table, File rack | Cleaning | Daily Once | |
| Glass Windows, doors | Cleaning | Daily Once | |
|  | Paper Waste disposal | Daily Once | |
|  | Removing Cobwebs | Once in a week | |
| **Condom Chemical store** |  |  | |
| Floors | Sweeping | Daily Once | |
| Table | Cleaning | Daily Once | |
| Glass Windows, doors | Cleaning | Daily Once | |
| Containers | wiping dust | Daily Once | |
|  | Removing Cobwebs | Once in a week | |
| Pallets | Cleaning | Once in 15 days | |
| **Latex store** |  |  | |
| Floors | Sweeping | Daily Once | |
| Latex drums | wiping dust | Daily Once | |
|  | Removing Cobwebs | Once in a week | |
| Forklift vehicle | Cleaning | Once in a week | |
| **Sulphur store** |  |  | |
| Floor | Cleaning | Daily Once | |
| Safety boxes | wiping dust | Daily Once | |
| Windows, Shutter | Cleaning | Daily Once | |
| Pallets | Cleaning | Once in 15 days | |
| **Ammonia store** |  |  | |
| Floor | Cleaning | Daily Once | |
| Windows, Shutter | Cleaning | Daily Once | |
|  | Removing Cobwebs | Once in a week | |
| **Stationary store** |  |  | |
| Floor | Cleaning | Daily Once | |
| Windows, Shutter | Cleaning | Daily Once | |
| Racks and Bins | Cleaning | Once in a week | |
|  | Removing Cobwebs | Once in a week | |
|  | Paper Waste disposal | Daily Once | |
| **Packing material stores** |  | |  |
| Floor | Cleaning | | Daily Once |
| Windows, Shutter | Cleaning | | Daily Once |
|  | Removing Cobwebs | | Once in a week |
| **Bulk drug store** |  | |  |
| Floors | Sweeping | | Daily Once |
| Table | Cleaning | | Daily Once |
| Glass Windows, doors | Cleaning | | Daily Once |
| Containers | wiping dust | | Daily Once |
|  | Removing Cobwebs | | Once in a week |
| Pallets | Cleaning | | Once in 15 days |
| **Solvent store** |  | |  |
| Quarantine ,Approved, Rejected area | Floor cleaning, wiping dust | | Daily Once |
| **Dispensing Room** |  | |  |
| Floor | Sweeping | | Daily |
|  | Cleaning | | Daily |
| Dispensing Booth | Cleaning | | Daily |
| Weighing balance | Cleaning | | Daily |
| Pallets | Cleaning | | Daily |
|  | Removing of Cobwebs | | once in week |
|  | | | |
| **Sampling Room** |  | |  |
| Floor | Sweeping | | Daily |
|  | Cleaning | | Daily |
| Dispensing Booth | Cleaning | | Daily |
| Weighing balance | Cleaning | | Daily |
| Pallets | Cleaning | | Daily |
|  | Removing of Cobwebs | | once in week |
| **Drug store** |  | |  |
| Floor | Cleaning | | Daily |
| Containers | wiping dust | | Daily |
| Pallets | Cleaning | | Daily |
|  |  | |  |
| **R &D Store** |  | |  |
| Floor | Cleaning | | Daily |
| Containers | wiping dust | | Daily |
| Pallets | Cleaning | | Daily |
| **Waste yard** | All House Keeping works including collection & removal of waste &other works as instructed from time to time | | Daily once |
| **Rejected store Room** | All House Keeping works including collection & removal of waste/rejected items & other works as instructed from time to time | | Daily once |
| **Hazardous Waste Store** | All House Keeping works including collection & removal of waste as instructed from time to time | | Daily once |

|  |  |  |
| --- | --- | --- |
| **Acid store** |  |  |
| Floors | Sweeping | Daily |
|  | Cleaning | Daily |
| Pallets | Cleaning | Once in 15 days |
|  | Removing of Cobwebs | once in week |
| **WHC Finished goods store** |  |  |
| Floor | Sweeping | Daily |
|  | Cleaning | Daily |
|  |  |  |

1. **QA Department:**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Work** | **Frequency** |
| 1 | Window glass cleaning | Weekly Twice |
| 2 | Fan & Light Fixtures cleaning | Once in 15 days |
| 3 | Floor cleaning with disinfectant | Once a day of Officer cabin |
| 4 | Table top cleaning of working tables without disturbing papers on table. | Daily once |
| 5 | Dust bin clearance | Daily once |

1. **OCP (Steroidal & Non-Steroidal)**

#### Production Areas:

**Activities: Cleaning of Floor, walls, ceiling, windows, doors, Light / fixtures**

|  |  |  |
| --- | --- | --- |
| 1. Floor | Two times / shift | Sweeping cleaning with mop / vaccum Cleaner |
| 2. Walls | Weekly once | Dusting and cleaning |
| 3. Windows/ Doors equip | Daily once per shift | - do- |
| 4. Light / fixture | Weekly once | - do- |

**Area to be covered under Housekeeping:**

All processing area of steroidal building and Non-steroidal building

i.e. Granulation area, compression area, in process material hold area (Quarantines), Solution preparation & Film coating area, Tab, Inspection area, Blister packing area, Semi finished, Finish goods storage areas. Wash areas, Linen rooms, Dress change rooms, all passages, and Administrative block of Steroidal Bldg & Pharma chambers, ETP, all ferrous area of OCP unit, R& D area, D.M. plant, steroidal & non-steroidal coating scrubber unit etc.

**Other Areas:**

|  |  |
| --- | --- |
| D.M. Water plant, Elect, Panel Room | Daily once. |
| Removing of Sec packing wastages, Blister packing Wastages, & returning of same to Waste yard, | Daily once. |
| Shredding of blisters, Removing of De-foiled blisters & returning of same to Waste yard. (Ensure that no tablets are returned to waste yard) | Daily once. |
| Cleaning of utensils of processing areas | In every shift |
| Cleaning of overhead tanks (Sintex drums) of Steroidal & Non-steroidal buildings. | Weekly. |

**Cleaning of film coating scrubber units:**

|  |  |
| --- | --- |
| Cleaning activities as mentioned in Production area | Daily once. |
| Cleaning of filters (20M, 10M, 3M) & scale-  - Removing of PP pole Rings by acid & rinsing with water & allied works. | Once in 15 Days |
| Cleaning terrace of steroidal & Non-steroidal Bldg Cleaning of Chazza etc. | Once in a week |

**\***Cleaning of Solar panel (No accumulation of water on terrace should be ensured)

OCP Housekeeping

**Note:**

1. For floor cleaning, use Tepoll, Savlon, Dettol and R2 on weekly basis alternatively.
2. Visitor’s chappel cleaning /chappel stand cleaning /chappel stand area cleaning – Daily in all the shifts*.*

**Requirements:**

1. Housekeeping should be carried out in shifts in a day including public holiday, if required.
2. Ladies employees to be provided to carry out the work related to the steroidal processing area as per requirement.
3. The attached cleaning formats which will be kept in respective cleaning areas are to be filled by the Housekeeping staff, HLL supervisor monitoring these activities from time to time.
4. The contractor shall give a list of employees (approximately 6 times more no., in case of ladies employee, who is working in steroid section.) to officer in charge within a week on award of W.O. to get list approved before commencement of work. No. Changes in employees will be allowed during the term without written approval from officer in charge. Contractor shall ensure that all the employees, working in steroid section will be compulsorily rested for one month after an operation of one month. I.e. an employee who will be working in the month of January will be rested in the month of February before again in coming for work in the month of March.
5. The contractor has to shift schedule of all house-keeping workmen to officer in charge before commencement of work.
6. All house keeping records of concerned section to be submitted to concerned officer on or before 5th day of every month & are to be got certified.
7. Shredding of de-foiled blisters & removing of de-foiled blisters to be carried out shift wise on daily basis.
8. Removing of de-foiled blisters and shredding of de-foiled blisters work to be carried.
9. Medical examination report of all employees attending to work shall be submitted for fitness to HR before starting the work and at the end of the year/ Completion of the order/ as directed by the officer in charge (Total 2 times in a year).
10. Housekeeping is to be carried out in Steroidal & Non-Steroidal section of OCP in Ist Shift, General Shift and IInd Shift( & if required in IIIrd shift also.

1. **Bulk Drug Unit (BDU):**

|  |  |  |
| --- | --- | --- |
| **Area** | **Work** | **Frequency** |
| Ground Floor | Cleaning with R2/ Disinfected Solvents | Daily twice |
| First Floor | Cleaning with R2/ Disinfected Solvents | Daily twice |
| GMP Area | Cleaning with R2/ Disinfected Solvents | Daily twice |
| Intermediate Drier Room | Cleaning with Phenyle / Disinfected Solvents | Daily twice |
| Front Entrance Area | Cleaning With R2/ Disinfected Solvents | Daily twice |
| Wash Basin Area | Cleaning With R2/ Disinfected Solvents | Daily twice |
| All Gutters | Cleaning | Daily twice |
| Drums | Cleaning | Daily once |
| Waste Material | Disposal At Waste Yard | Daily |
| Window Glass/Doors | Cleaning With Solvent & Glass Cleaner | Weekly once |
| Walls/Ceiling Inside & Outside Plant | Removal Of Cobwebs | Weekly once |
| Water Tanks | Cleaning | Once in 15 days |
| Terrace Area | Cleaning | Once in 15 days |
| Bath Rooms | Floor Cleaning & General Cleaning | Daily Twice |
| Toilets | Floor Cleaning & General Cleaning | Daily Twice |

1. **Administration:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Area** | | **Work** | | | **Frequency** | |
| **1)** **Administration**  Office Building Rooms. Includes System, Project & Training Hall (Ground Floor, First Floor & Second Floor ) | | | | | | |
| Floor | | Sweeping & Mopping | | | Daily once | |
| Tables, Chairs, Racks, Telephones | | Cleaning | | | Daily once | |
| Windows, Doors, Glass | | Cleaning | | | Daily once | |
| Almirah, Filing Cabinet, Computer Monitor, Printer, Ups | | Cleaning | | | Daily once | |
| Floor Mat In GM Office & Conference Hall, Systems Room & Passages | | Removing Mat & Sweeping & Mopping Floor & Re-spreading Of Mat  Sweeping Of Mat | | | Once in  15 days  Daily once | |
| Lights, Tubes, Ceiling Fan | | Cleaning | | | Weekly once | |
| Cobwebs | | Removal | | | Weekly once. | |
| Terrace-Admin Building | | Cleaning | | | Once in 15 days | |
| 2) Rest Rooms – 2 No | |  | | |  | |
| Floor | | Sweeping & Mopping | | | Daily once | |
| Tables, Chairs, | | Cleaning | | | Daily once | |
| Windows, Doors, Glass | | Cleaning | | | Daily once | |
| Lights, Tubes, Ceiling Fan | | Cleaning | | | Weekly once | |
| Cobwebs | | Removal | | | Weekly once. | |
| Terrace-Rest Room | | Cleaning | | | Once in 15 days | |
| 3) Security Cabin | |  | | |  | |
| Floor | | Sweeping & Mopping | | | Daily once | |
| Tables, Chairs, | | Cleaning | | | Daily once | |
| Windows, Doors, Glass | | Cleaning | | | Daily once | |
| Lights, Tubes, Ceiling Fan | | Cleaning | | | Weekly once | |
| Cobwebs | | Removal | | | Weekly once. | |
| **4)** **Overhead Water Tanks:**  Canteen & Admin Building | | Complete Cleaning | | | Weekly once | |
| **5) Parking Place** | | Sweeping & Cleaning  Removal Of Cobwebs  Cleaning Of Lights, Tubes | | | Daily twice  Weekly once  Weekly once | |
|  | | |  | | |  |
| **6)** Overhead Tank Executive Hostel, Guest House, New Quarters & Independent  Quarters | | | Complete  Cleaning | | | Weekly once. |
| **7)** Inside & Outside Roads, Gutters Including Hostel, Guesthouse & All Quarters Side. | | | Cleaning | | | Daily once |
|  | | |  | | |  |
|  | | |  | | |  |
| **Area** | | | **Work** | | | **Frequency** |
| **8)** Waste | | | Removal & Disposal | | | Daily basis |
| **9)** Bath Rooms In Admin  Bldg.,  (Cleaning With R6, R2 Etc.) | | | Floor Cleaning & General Cleaning | | | Daily Twice |
| **10)** **Toilets Cleaning:** All Toilets  (Cleaning With R6, R2 Etc.) | | | Floor Cleaning & General Cleaning | | | Daily Twice |
| **11)** General Bath Room &  Toilets For Workers  (Cleaning With R6, R2 Etc.) | | | Floor Cleaning & General Cleaning | | | Daily Twice |
| **12)** Bath Room & Toilets In Guest House & Of Guest Room Of Executive Hostel | | | Floor Cleaning & General Cleaning | | | Daily Twice |
| **13)** **Canteen:**  Floor, Chairs, Doors, Tables, Washbasin, Lights, Fans, Cob Webs & etc. | | | Sweeping &  Mopping, Cleaning | | | Daily 3 Times |
|  | | | | | | |
| **14)** **Guest House** old & New Guest House with 6 rooms, Inside Parking place, Etc. | Portico | | | Sweeping & Floor Cleaning | | Once in a day |
| Outside area | | | Removing cobweb | | Once in a fortnight |
| Terrace | | | Sweeping | | Once in a month |
| Corridors | | | Sweeping | | Once in a day |
|  | | | | | | |
| **15)** **Auditorium** | Inside area | | | Sweeping, Floor cleaning with Mop | | Daily once |
| Outside area | | | Removing cobweb | | Once in a fortnight |
|  | | | | | | |
| **16)** **Car Shed** |  | | | Sweeping | | Once in a day |
|  | | | Floor cleaning with Mop | | Once in a week |
|  | | | Roof cleaning | | Once in a month |
| **17)** New Quarters (2 Buildings each having 4 blocks) | Portico, Corridor | | | Sweeping | | Once in a day |
| Outside area | | | Removing cobweb | | Once in a fortnight |
| Terrace | | | Sweeping | | Once in a month |
|  |  | | |  | |  |
| **18)** Extended Administration office Building/New First Aid Room/New Building at Main gate/New Security Posts. | Inside Area | | | Sweeping  Floor cleaning with mop R2 etc  Removing cobweb | | Once in a day  Once in a day  Once in fortnight |
| **19)** IT Room & Cabins | Inside Area | | | Sweeping & Mopping | | Daily once |

**14. House Keeping at Sanitary Napkin Plant:**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Work description** | **Frequency** |
| 1 | Housekeeping of administrative block. (250Metre square) | Twice in a day |
| 2 | Housekeeping of Production, Packing and passage. | Twice in a shift |
| 3 | Cleaning of Outside area.  (2500 Meter square) | Once in a day |
| 4 | Cleaning of cobweb, de-dusting the cable trays. | Once in a week |
| 5 | Cleaning of steel structures | Once in a month |
| 6 | Shifting waste to store | Once in two days |
| 7 | Toilet cleaning | Twice in a day |

Note: Above are the regular and periodical works to be done in Sanitary Napkin plant.

**15.** **Other Areas:**

Other than Unipill Block based on requirements should be cleaned on Daily / Weekly / Monthly basis.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Annexure - II**

**General Terms and Conditions:**

1. Section 101 (Exemption of Occupier or Manager from liability) of Chapter X under the Factories Act 1948 (All LXIII f 1948) (23rd Sept.1948) is applicable.
2. The tenderer shall pay to its workers, wages not less than the applicable minimum wages as per **Minimum Wage Act** and also should pay all statutory payments like EPF, ESI and tax as applicable and should follow all relevant legal provisions in the matter for carrying out the work on contract basis. Payment will be released on monthly basis by cheque against printed bill.
3. The tenderer shall take license under the Contract Labour (R & A) Act 1970 and other statutory licenses wherever applicable before commencement of work at own cost and should produce proof whenever required.
4. The above Tender / Subsequent Work order is liable to be suspended or cancelled at any time at the discretion of the General Manager (Operations) & Unit Chief, HLL Life Care Ltd, Kanagala - 591225 with or without assigning any reason and his decision will be final and binding on all concerned parties.
5. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall supervise the work.
6. Workers engaged by you for aforesaid contract shall be Contractors employee only and not of HLL Lifecare Ltd, Kanagala.
7. There will not be any Employee Employer relationship between HLL Lifecare Ltd and the persons employed by contractor for aforesaid work.
8. HLL Lifecare Ltd has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
9. HLL Lifecare Ltd will not be liable for any accident happened to Contractors’ workmen while on work during the contract period. The Contractor has to buy **Personal Accident Insurance Policy** in respect of the Employees deployed by him as per the Payment of Workmen compensation Act or **ESI**.
10. The contractor and his workmen will not have any lien or right of employment as regular employees of HLL Lifecare Ltd.
11. On award of contract, **Security Deposit (SD)** Rs. 2 Lakhs in cash / Bank guarantee of equivalent amount is to be submitted. Or SD will be recovered **@3%** from each bill, subject to maximum of Rs. 2 Lakhs. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank is also acceptable.
12. In case of any damages caused to our property by contractor / his men while executing the job, the cost of the same shall be recovered from the contractor.
13. Contractor will have independent ESI and PF code number /PAN number and **GST** Registration allotted by the concerned authorities wherever required.
14. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest, Annual leave with wages etc.
15. Company reserves the right to incorporate any left out clause subsequently that will be binding on the contractor.
16. The contractor should follow the suggestion / instruction given by HLL Lifecare Ltd Representative time to time for the same.
17. Sub contract is not allowed.
18. On award of contract the contractor should execute an **agreement** with HLL Lifecare Ltd., in the prescribed manner.
19. The tender should be complete in all respects. Incomplete tenders are liable to be rejected.
20. Unsealed Tenders are liable to be rejected and this will be at the sole risk of the tenderer.
21. While quoting the rate in the Price Bid the tenderer should study well the nature of works given in schedule and calculate the work involved in the rate of each scheme. Rate quoted should be inclusive of wages to be paid as per provisions of relevant law, PF, ESI contributions and other statutory obligations of the workers engaged by the contractor, service charges and other statutory charges applicable from time to time.
22. Tenderers should study well the works involved and statutory and other liabilities before submitting the offer to undertake the work. In case the bidders other than the L-1 party are ready to match the L-1 rates, the work will be distributed to them also in addition to L-1 party at the matched rate of L-1 party and at the same terms and conditions and this will be binding on the L-1 party. However preference will be given to the L-1 party.
23. In case more than one tenderer quote the same rate in the price bid, the decision of HLL Lifecare Ltd will be final and binding on all the bidders.
24. HLL Life Care Ltd has the right to give work under this tender to one party or more than one party, in full quantity or partially at the discretion of the company.
25. This Tender or subsequent work order is liable to be suspended or cancelled at any time at the discretion of the Management with or without assigning any reason and the same will be binding on all the bidders/Contractor. Also Technical and price Bid can be rejected or cancelled at any time by the Management with or without assigning any reason and the same shall be binding on all the bidders/Contractors.
26. The Management (HLL Lifecare Ltd) also reserves the right to allot the work to the L-2 or L-3 parties at the L-1 rates respectively if required.
27. The contractor responsibilities to ensure that, none of the employees deployed in the said work should not be worked more than 6 days in a week.
28. Contractor should comply with the Safety and Quality policy of the Company.
29. Contractor has to ensure that all safety equipments like safety goggles, safety shoes, and hand gloves are to be provided wherever required to his workers deployed for the said work.
30. On award of contract, the contract can be **terminated** by HLL Lifecare Ltd **at any time** during the contract period without any reason and without paying any Compensation & the decision of the HLL Lifecare Ltd with regard to termination of Contractual provision will be final and the matter cannot be referred to the Court.
31. Contractor should ensure monthly remittance of EPF contribution (Employee & Employer) with the concerned PF authorities in respect of the employees deployed by him for the said work.
32. Tenders without EMD will be rejected.
33. All statutory deductions will be applicable.
34. *Management reserves right to increase or decrease the total number of manpower on a need basis and payment will be made proportionately to the tenders / contractors.*
35. *The Housekeeping service provider should provide the Personal Protective Equipment (PPE), Uniform and Safety Shoe, etc to his staffs.*
36. In case of back out from the commitment, the EMD will be forfeited followed by blacklisting.
37. Issue of Tender Form is solely at the discretion of the Management.
38. The bidders shall provide walk-behind scrubber drier, single disc scrubbing machines, vacuum cleaners, and high- pressure jet machines to provide mechanized cleaning services on need basis.

Schedule – B

Technical Bid-Questionnaire to be filled for Minimum Eligibility Criteria for Housekeeping Work for FY 2021-2023.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Particulars | Remarks | Reference Documents |
| 1 | Can you undertake the contract for Housekeeping work as given in Schedule A, Annexure I, II, & Schedule – B, C | YES/NO | Schedule A, Annexure I, II, & Schedule – B, C |
| 2 | Are you registered with PAN, Income Tax, and GST Authorities? | YES/NO\* | Copy of PAN, Income Tax, GST should be enclosed |
| 3 | Are you having Licence under the Contract Labour (R&A) Act 1970 | YES/NO\* | Copy of the License should be enclosed |
| 4 | Are you having registered with ESI, EPF authorities and have independent establishment code | YES/NO\* | Copy of the EPF, ESI should be enclosed |
| 5 | Have you attached the Declaration (as in Schedule C) along with the Technical Bid | YES/NO | Schedule C |
| 6 | Will you ensure the GMP requirements | YES/NO | -- |
| 7 | Will you meet all the legal/statutory requirements with respect to this contract | YES/NO | -- |
| 8 | Turn over certificate to be obtained from a Chartered Accountant | YES/NO\* | Copy of the Turnover Certificate should be enclosed |

\* *Additional Proof of the documents if any may be enclosed.*

All the information provided herein is true and correct.

Signature & Seal of the Bidder

Name of the Bidder:

Place:

Date:

**FORMAT FOR TURN OVER CERTIFICATE TO BE OBTAINED FROM A CHARTERED ACCOUNTANT**

***TURN OVER CERTIFICATE***

*We have verified the books & records of M/s………………………………………….*

*………………………………….of……………………………………………………and*

*accordingly we do hereby certify the Turnover as below:*

*Sl. No Year Turnover (Rs.)*

*1*

*2*

*3*

*This certificate is issued on specific request of the party for the participation in Tender of Hindustan Latex Ltd., Kanagala-591 225, Dist: Belgaum.*

*Date: Chartered Accountant Name & Signature*

*Place: M. No…………………*

*Seal & Address:*

Schedule – C

DECLARATION ACCEPTING TERMS & CONDITIONS BY THE TENDERER

I/we confirm having read and understood all the work requirements, instructions, forms, terms and conditions an all other requirements of the above tender Notification No. Tender No: ……………………………….. Date:……………….. (both expressed and implied) in full and the offer being submitted is as per the requirements given in this Bid and that I/we agree to abide by all without any deviation.

SIGNATURE

NAME & ADDRESS OF APPLICANT

Date:

Place:

(Seal of Applicant)

**HLL LIFECARE LTD.**

**A GOVT. OF INDIA ENTERPRISE**

**KANAGALA – 591225, BELGAUM DIST**

**HOUSEKEEPING SERVICES**

**PART - II**

**PRICE BID**

**REF: HLL/BGM/HR/HOUSEKEEPING/2021-2022 Date: 27.05.2021**

Schedule – D

HLL LIFECARE LTD.

A GOVT. OF INDIA ENTERPRISE

KANAGALA – 591225, BELGAUM DIST

III. PRICE BID FORMS

Rate Schedule for Housekeeping Work

“Contractor should Quote Service Charges only”

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Particulars** | **Amount** |
| 1 | BASIC \*\*\* | ---- |
| 2 | DA\*\*\* |
| 3 | EPF @13% (Sl. No 1+2) |
| 4 | ESI @3.25% (Sl. No 1+2) |
| **5** | **Service Charges (in Rs.)\*\*** |  |
| 6 | TOTAL (Sl. No 1+2+3+4+5) | ---- |
| 7 | **GST @18%** (Sl. No 6) |
| **Total Rate Per Day Per Person** | |  |

*\*\*\*Minimum wages applicable as per Central Govt. notification for Housekeeping staff category will be fixed by the company.*

*\*\*Service charges only should be quoted by the bidder as per the price bid format.*

**Place: Signature of Applicant along with seal**

**Date**