

**HLL LIFECARE LIMITED**  
**A GOVT OF INDIA ENTERPRISE**  
**KANAGALA-591225**

HLL/BGM/HR/HOUSEKEEPING/2020-2021

Date: 24.10.2020

**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.	a) <b>Manpower: 40 No's</b> Including Supervisors. b) Consumables: Housekeeping Consumables Amenities. and c) Equipment and Chemicals for Housekeeping Services	Approximately <b>Rs. 208 Lakhs</b> (Including Housekeeping Materials cost)	Rs. 3,000/-	Rs. 1,00,000/-

- Blank Tender Forms will be issued in the office of HLL Lifecare Kanagala during office hours on all working days from **24.10.2020** to **13.11.2020**. Tender documents can also be downloaded from our website [www.lifecarehll.com](http://www.lifecarehll.com). Those who are downloading the Tender Forms from website should invariably pay the cost of 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).
- 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 and EMD amount subject to verification of the registration certificate.*
- Tender /s will be rejected in case cost of Tender Form is not paid / enclosed.
- E.M.D of **Rs.1,00,000/-** is to be enclosed along with Technical Bid, in the form of D.D drawn in favour of HLL Life care limited 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.
- Separate D.D / E-Payment for E.M.D and Tender Document form should be taken.
- Party should be ready to attend negotiation at their own expenses at Kanagala (Belgaum Dist, Karnataka) or Trivandrum (Kerala) or at the place fixed by the Company.

**LAST DATE FOR SUBMISSION OF TENDERS** : **13.11.2020 14:00 Hrs.**  
**DATE OF OPENING TECHNICAL BID** : **13.11.2020 15:00 Hrs.**  
**DATE OF OPENING OF PRICE – BID** : **Will be Intimated to Qualified Bidders.**

**Manager (HR)**

***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/2020-2021**  
**Date: 24.10.2020**

## CONTENTS OF BIDDING DOCUMENTS

### I. INSTRUCTION TO BIDDERS:

### II. TECHNICAL BID FORMS

<b>1</b>	<b>Schedule - A</b>	Eligibility Criteria for Qualification – Housekeeping Work
	<b>Annexure - I</b>	Details of Housekeeping Works
		1. Primary Production
		2. Secondary Production
		3. Quality Control
		4. Laboratory
		5. Safety devices & Cabins at safety & PPC Department
		6. Mechanical
		7. Project Department
		8. Electrical
		9. Stores
		10. QA Department
		11. OCP (Steroidal & Non-Steroidal)
		12. BDU (Bulk Drug Unit)
		13. Administration
14. Housekeeping at Sanitary Napkins Plant		
15. Other areas – Other than Unipill Block		
	<b>Annexure - II</b>	Brief Particulars of the Work
	<b>Annexure - III</b>	Requirement of Housekeeping Materials Per Month
	<b>Annexure - IV</b>	General Terms and Conditions.
<b>2</b>	<b>Schedule - B</b>	Technical Bid Form Questionnaire–General Information of the Tenderer.
<b>3</b>	<b>Schedule - C</b>	Declaration accepting Terms & Conditions by the Tenderer.

### III. PRICE BID FORMS

#### 1. Schedule - D : Rate Schedule for Housekeeping Work

## I. INSTRUCTION TO BIDDERS

1. 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**.
2. This is a two bid system comprising of **(a) Technical bid & (b) Price bid**.
7. The Technical Bid should accompany a D.D for **Rs.1,00,000/-** towards **Earnest Money Deposit** drawn in favour of HLL Lifecare Ltd., and payable at SBI, Nipani-591237 / **E- Payment** (Beneficiary's Name: HLL Lifecare Limited, State Bank of India, Nipani, Account No: 11130285123, IFSC Code. SBIN0000888) proof to be submitted failing which the Tender will summarily be rejected. *MSME units registered with UDHYOG Adhaar / UDYAM shall provide their valid registration certificates and units under the Micro and Small categories are exempted.*
4. 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.
5. 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.
6. Bids received after the deadline for submission shall not be considered.
7. 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.
8. 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.
9. 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.
10. 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 E.M.D
11. In the price bid, the Tenderer shall quote the rate for the items mentioned.
12. In case various Tenderers quote the same rate, then the decision of the Management in this regard shall be binding on all Tenderers.

13. 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.
16. The tender can be cancelled at any stage without assigning any reasons & reference to the participants.
17. The contractor should ensure eligible minimum wages to the employees deployed by him at his premises for the said work.
18. In case the party backs out from the commitment, their EMD will be forfeited followed by blacklisting.
19. **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 @5% 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.**
20. 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.
21. 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.
22. Preference will be given to L1 Party and allotment of the orders to matched party will be at discretion of HLL Lifecare Ltd.

**General Eligibility Criteria for Housekeeping Work:**

1. The Tenderer / Contractor should be able to provide sufficient manpower as per the requirements for Housekeeping activity.
2. The Tenderer / Contractor should have a minimum of one year of experience in Manpower Supply in any reputed organization.
3. The Tenderer / Contractor should have Registration with EPF, ESI, Income Tax, GST, and Labour authorities, if applicable.
4. Execution of other contracts with HLL Lifecare Ltd will be an added advantage.
5. Preference shall be given to the bidders having possession of walk-behind scrubber drier, single disc scrubbing machines, vacuum cleaners, and high-pressure jet machines to provide mechanized cleaning services. The Bidders should submit documentary proofs along with list of housekeeping equipment in his possession.

**DETAILS OF HOUSEKEEPING WORKS****1. Primary Production:**

AREA	WORK	FREQUENCY
Executives & Officers Cabins, Shift Supervisors Cabin, Workman Cabin.	Collection & removal of waste, Cleaning allied work	700hrs and 1600hrs.
<b>COMPOUNDING</b>		
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.
<b>MOULDING</b>		
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
<b>VULCANIZING</b>		
Floor	Sweeping and cleaning with ETP water	0700hrs, 1200noon 1500hrs, 2000hrs
<b>GENERAL WORK</b>		
Cleaning & Maintenance of Garden at ETP & Near Ammonia Plant & Transportation Ammonia cylinders filled and empty.	Store to Section and Section to waste yard	

## 2. 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	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
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 (3 <sup>rd</sup> 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



### 3. Quality Control:

Area	Work	Frequency
<b>HPQC</b>		
<b>FURNITURE</b>	Dedusting of furniture with vacuum cleaner	Daily once
<b>Dust &amp; scrap collection</b>	Daily collection dust and scrap from dust bins	Once in a day
<b>Floor</b>	Sweeping & cleaning with soap water	Daily Twice
<b>Wall &amp; Window glass</b>	Cleaning with wet cloth & Mop	Once in two days
<b>Interior roof &amp; wall</b>	Cleaning	Once in 15 days
<b>FPQC- DRY AREA</b>		
<b>FURNITURE</b>	Dedusting of furniture with vacuum cleaner	Daily once
<b>Dust &amp; scrap collection</b>	Daily collection dust and scrap from dust bins	Once in a day
<b>Floor</b>	Sweeping & Mopping	Daily Twice
	Cleaning with soap water	Once in two days
<b>Door Glass &amp; Partition wall glass</b>	Cleaning with wet cloth / Mop	Once in two days
<b>Interior roof &amp; wall</b>	Cleaning	Once in a week
<b>Mezzanine Floor</b>	Cleaning with wet cloth / Mop	Once in two days
<b>FPQC- WET AREA</b>		
<b>FURNITURE</b>	Dedusting of furniture with vacuum cleaner	Daily once
<b>Dust &amp; scrap collection</b>	Daily collection dust and scrap from dust bins	Once in a day
<b>Floor</b>	Sweeping & Mopping	Daily Twice
	Cleaning with soap water	Once in two days
<b>Door Glass &amp; Partition wall glass</b>	Cleaning with wet cloth / Mop	Once in two days
<b>Interior roof &amp; wall</b>	Cleaning	Once in a week
<b>FP STORAGE</b>		
<b>FURNITURE</b>	Dedusting of furniture with vacuum cleaner	Once in a day
<b>Dust &amp; scrap collection</b>	Daily collection dust and scrap from dust bins	Once in a day
<b>Mezzanine Floor</b>	Cleaning with wet cloth / Mop	Once in a day
<b>Floor</b>	Sweeping & Moping	Once in a day
<b>Door Glass &amp; Partition wall glass</b>	Cleaning with wet cloth / Mop	Once in a week
<b>Interior roof &amp; wall</b>	Cleaning	Once in a month
<b>CONTROL SAMPLE STORAGE AREA</b>	Mopping	Daily

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

#### 4. Laboratory:

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

#### 5. Safety Devices & Cabins At Safety & PPC Department (PPC / Safety/ Env.)

<b>Area</b>	<b>Work</b>	<b>Frequency</b>
1. Fire Hydrant Room. 2. PPC/STP dept.	a) Cleaning & moping of dept.'s twice in a day. b) Supply of drinking water whenever required. c) Cleaning all general equipment like tables, windows, PC's, Printer's.	

## 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 & equipments  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, Dedusting	Weekly once
Slab & Back side of slab	Cleaning	Monthly once.

## 8. 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 sub station, 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

## 9. Stores:

<b>STORES</b>		
<b>Area</b>	<b>Work</b>	<b>Frequency</b>
<b>Engineering store</b>		
Floors	Sweeping	Daily
Racks and Bins	Cleaning	Daily
	Disposal of waste packing material	Daily
Windows, Shutter	Cleaning	Daily
	Removing Cobwebs	Once in a week
<b>Hardware store</b>		
Floors	Sweeping	Daily Once
Racks and Bins	Cleaning	Daily Once
	Removing Cobwebs	Once in a week
<b>Main Stores office</b>		
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
<b>Condom Chemical store</b>		
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
<b>Latex store</b>		
Floors	Sweeping	Daily Once
Latex drums	wiping dust	Daily Once
	Removing Cobwebs	Once in a week
Forklift vehicle	Cleaning	Once in a week
<b>Sulphur store</b>		
Floor	Cleaning	Daily Once
Safety boxes	wiping dust	Daily Once
Windows, Shutter	Cleaning	Daily Once
Pallets	Cleaning	Once in 15 days
<b>Ammonia store</b>		
Floor	Cleaning	Daily Once
Windows, Shutter	Cleaning	Daily Once
	Removing Cobwebs	Once in a week
<b>Stationary store</b>		
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

<b>Packing material stores</b>		
Floor	Cleaning	Daily Once
Windows, Shutter	Cleaning	Daily Once
	Removing Cobwebs	Once in a week
<b>Bulk drug store</b>		
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
<b>Solvent store</b>		
Quarantine ,Approved, Rejected area	Floor cleaning, wiping dust	Daily Once
<b>Dispensing Room</b>		
Floor	Sweeping	Daily
	Cleaning	Daily
Dispensing Booth	Cleaning	Daily
Weighing balance	Cleaning	Daily
Pallets	Cleaning	Daily
	Removing of Cobwebs	once in week
<b>Sampling Room</b>		
Floor	Sweeping	Daily
	Cleaning	Daily
Dispensing Booth	Cleaning	Daily
Weighing balance	Cleaning	Daily
Pallets	Cleaning	Daily
	Removing of Cobwebs	once in week
<b>Drug store</b>		
Floor	Cleaning	Daily
Containers	wiping dust	Daily
Pallets	Cleaning	Daily
<b>R &amp;D Store</b>		
Floor	Cleaning	Daily
Containers	wiping dust	Daily
Pallets	Cleaning	Daily
<b>Waste yard</b>	All House Keeping works including collection & removal of waste & other works as instructed from time to time	Daily once
<b>Rejected store Room</b>	All House Keeping works including collection & removal of waste/rejected items & other works as instructed from time to time	Daily once
<b>Hazardous Waste Store</b>	All House Keeping works including collection & removal of waste as instructed from time to time	Daily once

<b>Acid store</b>		
Floors	Sweeping	Daily
	Cleaning	Daily
Pallets	Cleaning	Once in 15 days
	Removing of Cobwebs	once in week
<b>WHC Finished goods store</b>		
Floor	Sweeping	Daily
	Cleaning	Daily

**10. QA Department:**

<b>Sl. No</b>	<b>Work</b>	<b>Frequency</b>
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
6	Almirah Top cleaning	Once in 15 days wet cleaning
7	Almirah External surface cleaning	Daily once.

## 11. 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, once.	Daily	Daily once.
Removing of Sec packing wastages, Bl 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
2. No person shall continue for more than eight hours per day.
3. All the activities of steroid & non-steroid section shall be supervised by separate Contract supervisor i.e. separate supervisor to be provided to steroid & non-steroid section in shift wise.
4. Ladies employees to be provided to carry out the work related to the steroidal processing area as per requirement.
5. The attached cleaning format which will be kept in respective cleaning areas are to be filled by the contract supervisor, supervising these activities from time to time and are to be got approved by the company supervisors of these areas.
6. The contractor shall give a list of employees (approximately 6 times more no., in case of ladies employee, who are 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 a 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.
7. The contractor has to shift schedule of all house-keeping workmen to officer in charge before commencement of work.
8. All house keeping records of concerned section to be submitted to concerned officer on or before 5<sup>th</sup> day of every month & are to be got certified.
9. Shredding of defoiled blisters & removing of defoiled blisters to be carried out shift wise on daily basis.
10. Housekeeping has to be done in First and Second Shift only.
11. Removing of defoiled blisters and shredding of defoiled blisters work to be carried.
12. No payment will be made by HLL to contractor in case of house keeping Supervisor is absent.
13. 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).
14. Housekeeping is to be carried out in Steroidal & Non-Steroidal section of OCP in I<sup>st</sup> Shift, General Shift and II<sup>nd</sup> Shift( & if required in III<sup>rd</sup> shift also.

## 12. 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

**13. Administration:**

Area	Work	Frequency
<b>1). Administration</b>		
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 & Conference Hall, Systems Room & Passages	Removing Mat & Sweeping & Mopping Floor & Respreading Of Mat Sweeping Of Mat	Once in 15 days  Daily once
Lights, Tubes, Ceiling Fan	Cleaning	Weekly once
Cobwebs	Removal	Weekly once.
Terrace-Admin Bldg	Cleaning	Once in 15 days
<b>2). Rest Rooms – 2 No</b>		
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
<b>3). Security Cabin</b>		
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.
<b>4). Overhead Water Tanks:</b> Canteen & Admin Bldg	Complete Cleaning	Weekly once
<b>5). Parking Place</b>	Sweeping & Cleaning Removal Of Cobwebs Cleaning Of Lights, Tubes	Daily twice Weekly once  Weekly once
<b>6) Overhead Tank Executive Hostel, Guest House, New Quarters &amp; Independent Quarters</b>		
	Complete Cleaning	Weekly once.
<b>7) Inside &amp; Outside Roads, Gutters Including Hostel, Guesthouse &amp; All Quarters Side.</b>	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) <b>Toilets Cleaning:</b> 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) <b>Canteen:</b> Floor, Chairs, Doors, Tables, Washbasin, Lights, Fans, Cob Webs & etc.		Sweeping & Mopping, Cleaning	Daily 3 Times
14) <b>Guest House</b> 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) <b>Auditorium</b>	Inside area	Sweeping, Floor cleaning with Mop	Daily once
	Outside area	Removing cobweb	Once in a fortnight
16) <b>Car Shed</b>		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	Once in a day
		Floor cleaning with mop R2 etc	Once in a day
		Removing cobweb	Once in fortnight
19) IT Room & Cabins	Inside Area	Sweeping & Mopping	Daily once

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

<b>Sl. No</b>	<b>Work description</b>	<b>Frequency</b>
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.

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**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: Housekeeping Services at the locations as mentioned above, at Kanagala Factory, Belgaum.	a) <b>Manpower:</b> 40 No's Including Supervisors. b) Consumables: Housekeeping Consumables and Amenities. c) Equipment and Chemicals for Housekeeping Services

2. The site is situated at Kanagala, Belgaum.
3. The period of work shall be **TWO Years**.
4. The applicant shall provide Housekeeping services at HLL Lifecare Ltd Factory, Kanagala as per the standards prescribed by the Officer in charge.

**Requirement of Housekeeping Materials per Month**

<b>Sl. No</b>	<b>Items</b>	<b>Unit</b>	<b>Qty. per Month</b>
1	Coconut Broom & Outdoor Sweeping Broom	No's	25+5
2	Smooth Broom - Eagle Brand	No's	30
3	Mop Stick with Clip	No's	4
4	Mop	No's	20
5	TASKI R2	Litter	100
6	TASKI R3	Litter	10
7	TASKI R6	Litter	20
8	Washing Powder (Nirma /Wheel/Vim/Surf)	Kg	25
9	Liquid Soap, Branded In 5 Ltrs sealed Can	Litter	20
10	Hand wash	Litter	10
11	Naphthalene Balls	No's	100
12	Toilet / Bath Room Brush with handle for Cleaning.	No's	3
13	Nylon Scrubber	No's	40
14	Odonil (Air Freshener) Wt: 75 grams each	No's	20
15	Dettol in 5 Ltrs Sealed Can	Litter	15
16	Savalon in 5 Ltr Can	Litter	10
17	Different Types of Cleaning Cloths	No's	20
18	Toilet Cleaning Hand Gloves	Pairs	4

**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) (23<sup>rd</sup> Sept.1948) is applicable.
2. The tenderer shall pay to its workers, wages not less than the 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.
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 @5% 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. *40 No's of Housekeeping manpower may be required on monthly basis, however, management reserves the right to reduce the total number of manpower on a need basis and payment will be made proportionately to the tenders / contractors*
34. In case of back out from the commitment, the EMD will be forfeited followed by blacklisting.
35. Issue of Tender Form is solely at the discretion of the Management.

## Schedule – B

### Technical Bid-Questionnaire to be filled for Minimum Eligibility Criteria for Housekeeping Work for FY 2020-2022.

1	Can you undertake the contract for Housekeeping work as given in <b>Schedule A, Annexure I, II, III, IV &amp; Schedule – B, C</b>	YES/NO
2	Are you registered with PAN, Income Tax, GST Authorities	YES/NO*
3	Are you having Licence under the Contract Labour (R&A) Act 1970	YES/NO*
4	Are you having registered with ESI, EPF authorities and have independent establishment code	YES/NO*
5	Have you any experience with HLL in the same work?	YES/NO*
6	Have you any experience with HLL in works other than Housekeeping?	YES/NO*
7	Have you attached the Declaration (as in <b>schedule C</b> ) along with the Technical Bid	YES/NO
8	Will you ensure the GMP requirements	YES/NO
9	Will you meet all the legal/statutory requirements with respect to this contract	YES/NO
10	Turn over certificate to be obtained from a Chartered Accountant	YES/NO*

\* Proof of the documents are should 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:*

<i>Sl. No</i>	<i>Year</i>	<i>Turnover (Rs.)</i>
<i>1</i>		
<i>2</i>		
<i>3</i>		

*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:*

**DECLARATION ACCEPTING TERMS & CONDITIONS BY THE TENDERER**

I/we confirm having read and understood all the work requirements, instructions, forms, terms and conditions and 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/2020-2021**

**Date: 24.10.2020**

## III. PRICE BID FORMS

**Rate Schedule for Housekeeping Work**

Sl. No.	Service Particulars	Total Lump Sum Amount Per Month in (Rs.) (Inclusive All)*			
1	"Housekeeping Services" at HLL, KFB, Belgaum, Karnataka	Rs.			
	<b>Total (A)</b>	Rs.			
<b>Consumables and Chemicals</b>					
Sl. No	Items	Unit	Qty.	Unit Rate	Amount
1	Coconut Broom & Outdoor Sweeping Broom	No's	25+5		
2	Smooth Broom - Eagle Brand	No's	30		
3	Mop Stick with Clip	No's	4		
4	Mop	No's	20		
5	TASKI R2	Litter	100		
6	TASKI R3	Litter	10		
7	TASKI R6	Litter	20		
8	Washing Powder (Nirma /Wheel/Vim/Surf)	Kg	25		
9	Liquid Soap, Branded In 5 Ltrs sealed Can	Litter	20		
10	Hand wash	Litter	10		
11	Naphthalene Balls	No's	100		
12	Toilet / Bath Room Brush with handle for Cleaning.	No's	3		
13	Nylon Scrubber	No's	40		
14	Odonil (Air Freshener) Wt: 75 grams each	No's	20		
15	Dettol in 5 Ltrs Sealed Can	Litter	15		
16	Savalon in 5 Ltrs Can	Litter	10		
17	Different Types of Cleaning Cloths	No's	20		
18	Toilet Cleaning Hand Gloves	Pairs	4		
	<b>Total Amount Per Month in Rs. (B)</b>				
	<b>Total Per Month C = (A+B)</b>	Rs.			
	<b>GST 18% D = (C X 18%)</b>	Rs.			
	<b>Grand Total Per Month (C + D)**</b>	Rs.			

**Note:**

\*All statutory payments should be included.

\*Service charges shall include administration overheads, Uniform Expenses, Safety Shoe, and Payment of Supervisory Staff, profit margin and all other charges etc.

\*40 No's of Housekeeping manpower may be required on monthly basis, however, management reserves the right to reduce the total number of manpower on a need basis and payment will be made proportionately to the tenders / contractors.

\*\* Grand Total L-1 rates only will be considered for further process of Tender.

**Place:**

**Signature of Applicant along with seal**

**Date**