

# TENDER

(NIT NO. TA/TCL/**46**/19-20)

**FOR**

**HYGIENIC UP-KEEPING OF NON-  
RESIDENTIAL BUILDINGS IN BHEL  
TOWNSHIP.**

## PRICE BID

**SECTION - VI**



**TOWNSHIP CIVIL MAINTENANCE  
BHARAT HEAVY ELECTRICALS LIMITED**

**(A Government of India Undertaking)**  
**BHOPAL - 462 022 (M.P)**

## **PREAMBLE OF PRICE BID**

1.0. This Price Bid consists of three Schedules:

### **1.1 Schedule A**

Schedule A consists of six Annexures:

1) Annexure-I includes items based on Rate Analysis

**Bidders are requested to quote their rates in Percentage above/below/at Par for Annexure-I.**

2) Annexure-2 – Scope of work and Other terms & conditions

3) Annexure-3 – Daily activities & Monthly activities

4) Annexure-4 – Calculation of Penalty/Recovery

5) Annexure-5 – List of cleaning tools & tackles

6) Annexure-6 – Activity Completion Report

7) Annexure-7 – Deployment of manpower

### **1.2 Schedule B**

Schedule B gives the details of free issue materials given by BHEL.

### **1.3 Schedule C**

Schedule C gives the details of Tools & Tackles provided by BHEL on Chargeable Basis.

2.0 The work to be carried out under the contract shall, except as otherwise provided in tender conditions, include all labour, materials, tools, plant, equipment, and transport which may be required in preparation of and for full & entire execution and completion of the Works. The descriptions given in the Schedule of Quantities shall, unless otherwise stated, be held to include waste on materials, carriage and cartage, carrying in return of empties, hoisting, setting, fitting and fixing in position and all other labours necessary in and for the full and entire execution and completion as aforesaid in accordance with good practice and recognized principles as laid down in Technical Specification & elsewhere in Tender Specification.

3.0 The price bid should not contain any condition. Conditional price Bids shall be summarily rejected.

4.0 The bidder should not leave any column blank in Price Schedules.

5.0 Price Quoted shall include all taxes, & duties except GST.

6.0 **Unless otherwise specified in the items involving cement or reinforcement steel, these items shall be issued free of cost by BHEL.**

TOWNSHIP CIVIL MAINT. & CONST. DIVISION						
SCHEDULE 'A'						
PRICE BID SHEET						
Annexure: I						
Name of work: Hygienical maintenance (upkeeping) of non-residential buildings in BHEL Township, Bhopal.						
S.No	Description of items	Qty.	Unit	Rate (Rs.)	Amount (Rs.)	Remarks
	Hygienic upkeeping of various buildings, offices and toilets as per the scope of work and other terms & conditions specified in contract to the satisfaction of Engineer-in-charge. (i) As per attached list of Table 1 (ii) As per attached list of Table 2					<b>Not to be quoted by Contractor</b> Prices in Part A shall remain firm through out the contract period.
1	<b>Un-skilled workers</b> Note:- Deployment of unskilled workers shall be as per Annexure 7.	12.00	Month	74,031.36	8,88,376.32	
2	<b>Skilled workers</b> for Supervision of work Note:- Deployment of skilled worker shall be as per Annexure 7.	12.00	Month	11,547.69	1,38,572.28	
				<b>Total Amount</b>	<b>10,26,948.60</b>	
		Qty.	Unit	Rate (Rs.)	Amount (Rs.)	Remarks
3	<b>Other Charges</b> (Inclusive of contribution to Bonus, uniform, shoes, tools & tackles, administrative charges, profit etc for unskilled workers & skilled worker as per Annexure 7.	12.00	Month	....	....	<b>To be quoted by contractor.</b> <b>This portion of price shall remain firm throughout the contract period</b>
<b>AMOUNT QUOTED FOR OTHER CHARGES (RS.) :</b>						
<b>Both Part 'A' &amp; Part 'B' shall be payable to the contractor.</b>						
<b>Note:-</b>						
(i) The Bidder is advised to carefully examine scope of work and other terms & conditions (Annexure-2), daily & monthly activities (Annexure-3), calculation of penalty/recovery (Annexure-4), list of cleaning tools & tackles (Annexure-5), activity completion report (Annexure-6), deployment of manpower (Annexure-7) respectively before quoting his rate.						
(ii) The rates of Rs. <b>74,031.36</b> & <b>Rs. 11,547.69</b> per month consist of minimum wages of MP Govt for unskilled worker and skilled worker respectively as per Annexure-7 inclusive of PF, ESI & Contribution to Labour Welfare Board only but exclusive of charges of contribution to Bonus, uniform, shoes, tools & tackles, administrative charges, profit, etc. as per the list in the attached annexures.						
(iii) <b>The rate to be quoted by the contractor against 'other charges' as mentioned above shall, by no means, be lower than zero. If quoted lower than zero, such a bid shall be summarily rejected without assigning any reason thereof. The bidder shall quote "Other Charges" on lumpsum basis for Item at Sr. No. 3 above.</b>						
(iv) The price schedule (i.e. Schedule 'A') has been designed assuming deployment of workers for 304 days in a year in non-residential buildings/offices/toilets and also assuming booking of Natraj Community Center, Piplani Community Center and Govindpura Community Center on an average for 161 days, 53 days & 39 days respectively which may vary either way to any extent.						
(v) The lowest bid and ranking of other bids shall be decided on the basis of overall lowest bid considering both Part 'A' & Part 'B' of Annexure-I of Schedule 'A' together.						
(vi) GST shall be extra as applicable.						
Signature of Contractor						

## HYGEINICAL MAINTENANCE (UPKEEPING) OF NON-RESIDENTIAL BUILDINGS IN BHEL TOWNSHIP, BHOPAL

### TABLE 1

The following tabulation denotes various Buildings and offices along with Toilets spread over the township area under scope of work:-

S.No.	Name of Building/Office	Floor area (sq. mtr.)	Toilet Floor area (sq. mtr.)	Details
<b>Berkhera</b>				
1	Civil Maintanance, Water Supply, and Public Health office E-Sector Barkhera	246.94	18.44	(6WC,3WB,3U)
2	Civil Maintenance office Guest House area A-Sector Berkehra.	66.50	3.96	(3WC,2WB,2U)
3	Electrical Mainteance Substation A-Sector Berkehra.	402.80	10.41	(2WC,2WB,2U)
4	Electrical Substation E-sector Brakhhera	110.50	9.00	(1WC, 1WB)
5	Children Park toilet A-Sector Berkehra.		14.16	(3WC,2WB,2U)
6	Chapati Centre E-sector Berkhera	255.47	10.00	(4WC, 4WB)
7	Executive Association office Qtr. No. 54 N4 B Berkhera		4.39	(1WC,1WB)
8	Supervisor Association Office Qtr. No. 149 N3 B Berkhera		3.10	(1WC,1WB)
9	Ambedkar park toilet		4.80	(2WC,1U)
10	Ambedkar Bhawan		52.45	(9WC,9WB,4U)
11	Guest House Annexe	693.23	11.97	(2WC,2WB)
12	BLEW Computer Center /ITI	1589.16	11.70	(4WC,3WB,4U)
13	Sports Club Toilet		55.52	(4WC,3WB,4U)
14	Golf Club toilet		5.72	(1WC,1WB,1U)
15	Sports Authority Office Building		26.22	(2WC,2WB,2U)
16	Skill Development Center		19.74	(3WC,2WB,3U)
17	BHEL Petrol pump	40.96	3.12	(1WC,1WB)
<b>Piplani</b>				
1	Single Window Cell	248.46	14.04	(4WC,2WB,4U)
2	Hostel No. 2 A-Sector Piplani (Bhel Security Office)	178.68	3.60	(1WC,2WB,1U)
3	Hostel No. 4 A-Sector Piplani	677.86	171.13	(12WC,6WB,10U)
(a)	TCL Office			
(b)	TAD Office			
(c)	Ladies toilet			
(d)	AGM (T/S)			
(e)	Shop Cell, Eviction Cell toilets			
4	Water Supply Office A-Sector Piplani	245.10	18.17	(2WC,3WB,3U)
5	Civil Maintenance Office A-Sector Piplani	368.44	8.44	(2WC,3WB,3U)
6	Electrical Sub Station A-Sector Piplani	124.72	6.10	(2WC,2WB,2U)
7	Masala Papad Center and Sewing Center A-Sector Piplani	162.34	1.35	(1WC,1WB)
8	Piplani Dispensary Compound B-Sector Piplani.	814.90	16.24	(8WC,16WB,8U)
9	MGM Dispensary Compound D-Sector Piplani.	585.42	29.28	(8WC,16WB,8U)
10	HMS Union Office A-Sector Piplani	138.12	2.85	(1WC,1WB)
11	INTUC Union Office A-Sector Piplani	105.00	1.80	(2WC,2WB,1U)

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# HYGEINICAL MAINTENANCE (UPKEEPING) OF NON-RESIDENTIAL BUILDINGS IN BHEL TOWNSHIP, BHOPAL

TABLE 2

The following tabulation denotes various Community centers located in BHEL Township under scope of work:-

S.No.	Name of Building/Annexe/Office	Floor area (sq. mtr.)	Parking AREA (SQM)	Toilet Floor area (sq. mtr.)	Details
1	Natraj community center Berkhera	877.47	6161.00	38.04	(6WC,3U,4WB)
	<b>SAY (In Sqm)</b>	<b>878.000</b>	<b>6161.00</b>	<b>38.00</b>	
2	Piplani community center	605.96	2278.23	44.46	(6WC,3U, 6WB)
	<b>SAY (In Sqm)</b>	<b>606.000</b>	<b>2278.00</b>	<b>44.00</b>	
3	Govindpura community center	621.82	1635.20	35.08	(6WC,4U,3WB)
	<b>SAY (In Sqm)</b>	<b>622.000</b>	<b>1635.00</b>	<b>35.00</b>	
<b>Note:-</b> Parking area shall include the entire compound area of the community center apart from the floor area as well as toilet floor area of the community Centre.					
Signature of Contractor					

<u>SCOPE OF WORK &amp; OTHER TERMS &amp; CONDITIONS</u>									
								<u>ANNEXURE- 2</u>	
Name of work: Hygienical maintenance (upkeeping) of non-residential buildings in BHEL Township, Bhopal.									
<u>SCOPE OF WORK</u>									
Proper and complete housekeeping (cleaning) of floor areas of offices, office stores and other non-residential buildings etc as indicated in table 1 & community Hall Buildings as indicated in table 2 to be done as per the activity schedules (If required, the work may have to be done on Sundays and Holidays also at no extra cost over and above the awarded rate.)									
<u>OTHER TERMS &amp; CONDITIONS</u>									
1 The description of areas envisaged under the scope are enumerated below:									
S. No.	Type of area				Reference for detailed break-up of area				
1	Office/ Building Area & toilet area				Table 1				
2	Community Center Building premises				Table 2				
Under the above heads, details of activities/ sub-activities to be performed and their frequencies are mentioned in <u>Annexure - 3.</u>									
2 The activities of cleaning work shall generally be carried out in 1st shift/ general shift as per the prescribed frequencies. However, depending upon requirement, working hours may be changed/ altered by BHEL and if required, the cleaning work may have to be done on Sundays/Holidays and the same shall be followed by the contractor without any claim for extra payment over and above the awarded rate.									
3 The accuracy level of areas quantified as mentioned in Table-1 to Table-2 is +/- 5%, There may be a variation to this extent on actual execution of work. However, no extra amount shall be payable or deductible on this account.									
4 The contractor shall quote his rate considering daily cost of housekeeping (cleaning) work including deployment of necessary tools & tackles, comprising of cleaning of areas of various offices / buildings, community Centres, parking/open spaces of community Centres and sanitation of toilets attached to various offices/Community centres, as per the scope of work and also as per activity schedule (vide annexures 2 & 3) considering daily deployment of a minimum of 01 No Supervisor (Skilled worker) for supervision of work and a minimum of 7 Nos. of Un-skilled workers per day (Berkhera -2, Piplani-3, Habibganj-1, Govindpura-1) for buildings as per Table No 1 and for all Community centers, contractor has to deploy a minimum of 2 Nos, 0.5 No & 0.5 No of un-skilled workers on a day of booking at Natraj Community Centre, Piplani Community Centre, Govindpura Community Centre respectively.									
5 All cleaning chemicals such as Caustic Soda, Naphthalene Balls and Phenyl , etc. shall be provided by BHEL, free of cost. It will be the responsibility of the contractor to collect the material from department's store and also return the unused or balance material as and when desired by the Engineer-in charge as mentioned in Schdule "B".									

6	Non-deployment of minimum stipulated workmen per day and/or Non-performance of activities as per scope of work and activity schedule and/or Below-par performance of activities as per scope of work and activity schedule shall entail deduction/penalty to be imposed on the contractor as per <b><u>Annexure-4</u></b> .
7	The contractor shall be held responsible for damage of any sort caused to the property of BHEL due to negligence by him or his workman/supervisor. Cost of all such damages shall be calculated by BHEL as per standard practice and recovered from the amount payable to .
8.	The contractor shall deploy his own tools/ tackles /machines for cleaning purpose as per list enumerated at <b><u>Annexure-5</u></b> .
9	<p>The contractor shall deploy minimum stipulated manpower to keep the area neat and clean. The contractor shall also depute the stipulated number of supervisor, capable of monitoring/ handling manpower for their effective utilization to ensure proper cleaning of area and to receive daily instructions from engr-in-charge and overall supervision of work.</p> <p>The minimum deployment of manpower shall be as per point No 4 above. In case extra labour is required for satisfactory execution of cleaning activities under scope of work, the same may have to be deployed by contractor without any extra cost to BHEL over and</p>
10	<p>The contractor shall pay minimum wages (comprising of statutory minimum wages of MP Govt.) to the workers as applicable. These rates may undergo revision as per the notification of MP Government during the currency of the contract. In such case, <b><u>it shall be the prime responsibility of the contractor to disburse the wages as per prevailing rates. Awarded rate shall remain firm throughout the duration of the contract including any time extension thereof and no variation whatsoever shall be admissible under any circumstances</u></b>.</p>
11	The contractor shall maintain a log book of various offices/buildings,toilets,community centres and their parking spaces in Annexure 6 Format, to get the cleaning work certified by the Engineer-in-charge or his authorised representative and also authorized building representative (if any).
12	Prior to quoting his rate, the tenderer may visit the TOWNSHIP area / site to get acquainted in person with the existing offices/buildings/community centres and to ascertain for himself the quantum and nature of work involved.
13	The contractor shall ensure payment of minimum wages prescribed by <b>MP Govt.</b> as applicable from time to time in the presence of authorized representative of BHEL and maintain proper records of their timely disbursement. These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities/BHEL authorities.



14	The successful contractor shall mobilise his resources in time as stipulated in the contract so as to save himself from penal action by the department.
15.0	<b><u>General Responsibilities of the Contractor</u></b>
15.1	The responsibility of fulfillment of liabilities under various labour laws such as workmen's compensation act, industrial disputes act, minimum wages act, payment of bonus act, factories act, contract labour act etc. lies with the contractor.
15.2	The contractor shall make his own arrangement to provide all the facilities such as boarding, lodging, uniform, transport etc for his workers. The workers deployed under the contract shall, always wear, while on duty, uniform whose colour shall be distinctly different from that of BHEL uniform and that of any other contractor's workman already in existence failing which penalty shall be imposed <b><u>@ Rs. 5.00 per number of workmen per day which shall be recovered</u></b> from the contractor's bill.
15.3	The contractor shall present his labourers for inspection as and when required and shall be fully responsible for the conduct / discipline of labourers deployed by him. The contractor shall, at the instruction of Engineer-in-charge, immediately remove from the work any deployed person who misbehaves or causes any misconduct/ nuisance etc and in the opinion of the Engineer-in-charge is not fit to be retained in the work. Such a person shall not be employed again or allowed in the work without prior written permission of the Engineer-in-charge.
15.4	The contractor shall have to supply all necessary protective gears/ appliances and safety items to his labourers while on work as per the instructions of Engineer-in-charge / safety officer.
15.5	The contractor and his labourers shall follow all safety rules while on work so as to prevent occurrence of any accident, as it may cause loss of life or damage to BHEL property. For this purpose, the contractor shall give sufficient training and instructions to his workmen so as to ensure proper use of safety equipments/PPEs (Personal Protective Equipments) by them. The contractor shall deploy trained/experienced workmen only.
15.6	In case of violation of safety norms including non-use of personal protective equipments (PPEs) by the persons deployed by the contractor which results in an accident , the contractor shall be levied a penalty of Rs.1,000.00 per such incident and if similar violation is repeated, an enhanced penalty of Rs.2,000.00 per such repeat incident shall be imposed on him.
15.7	The contractor's supervisor shall report immediately in writing to the Engineer-in charge of the department if he, during cleaning operation, comes across any damage in sanitary installations of toilets such as wash basin, WC, urinal pot, etc including plumbing items requiring repair and maintenance.

15.8	The contractor shall make all necessary arrangement for health and welfare of contract labourers at his own cost.						
15.9	It is the responsibility of the contractor to give weekly off and other holidays to his labourers as per the prevailing rules. He may, however, be required to depute labourers on all days including Sundays and other public holidays as per the instruction of Engineer-in-charge.						
15.10	The contractor shall provide all his workers with uniform and valid identity cards.						
15.11	The contractor shall produce necessary documents/records such as valid central labour licence, proof of payment of wages, PF/ ESIC challans etc. as applicable and as and when demanded by BHEL.						
15.12	The contractor shall indemnify BHEL against any actions, awards, proceedings, claims and demands that may be made against it due to any act of negligence, default etc. by the contractor or his workers during the contract period or extension thereof (if any).						
15.13	It is incumbent upon the contractor or his supervisor to keep the department abreast with the progress of work on day-to-day basis.						
15.14	To the extent possible, the contractor shall engage workmen from the locally available pool of human resource. If suitable manpower is not available locally, manpower from other source(s) can also be engaged.						
<b><u>16</u></b>	<b><u>Payment of workmen:</u></b>						
16.1	The contractor is required to disburse wages to the workmen strictly as per prevailing minimum wage rate as defined under clause 10 during the currency of contract.						
16.2	Payment shall be made to the workmen by the 7th day of each month following the wage month irrespective of whether the contractor gets payment in time from BHEL or not. The mode of payment to the workmen shall be online/ bank account payment only.						
<b><u>17</u></b>	<b><u>Work Supervision &amp; Checking of Measurements:</u></b>						
17.1	It will be the sole responsibility of the contractor to supervise the work carried out by his labourers. The contractor or his supervisor shall take necessary instructions from the department from time to time.						

17.2	The contractor shall obtain certificate as per Activity completion report for all the activities earmarked under the scope of work from authorised representatives of BHEL as well as authorized building representative. If any dispute arises in regard of performance of the contractor, it shall be settled on the same day to the entire satisfaction of the engineer-in-charge.
17.3	Based on the activity completion reports, work shall be recorded in measurement register and endorsed by concerned representative of BHEL. Format of activity completion report shall be provided by BHEL after issuance of LOI to the successful bidder.
<b>18</b>	<b><u>Processing of Bills and disbursement of payment</u></b>
18.1	Payment shall be made to the contractor on the basis of work carried out by him which shall have no relation with the payment schedule of the contractor for his employees.
18.2	It shall be the responsibility of the contractor to raise his invoice for billing on monthly basis to ensure smooth rolling of capital. The invoice should be complete in all respect comprising of necessary documents as per the attached checklist for respective bills.
18.3	The performance of the contractor shall be checked / verified as per the activity completion reports/ Job cards and other relevant papers by BHEL's representatives within <b><u>7 days from the date of</u></b> submission of bill.
18.4	If the bill is complete in all respects, payment shall be made against the bill <b><u>within 30 days</u></b> from the date of submission of bill.
19	In case of persistent unsatisfactory performance of the contractor, the value of original award may be restricted to any amount and the contract may be short closed as decided by the Engineer-in-charge and the work for balance amount shall be got executed through other agency at risk and cost or with suitable punitive action as deemed fit by the department.
20	Necessary electrical plug points shall be made available by BHEL for operation of cleaning kits/tools & tackles.
21	The contractor shall not assign or sublet his contract in full or part to any other agency without prior written permission of the department.
22	BHEL reserves the right to terminate the contract without advance notice depending upon the severity of the case for non compliance/ violation/ contravention of any of the provisions of labour laws, non-implementation of court orders or orders from labour law authorities received from time to time. BHEL may also initiate action for suspension of business dealings (Hold/ Banning) with the contractor in the event of failure on his part to discharge his contractual obligation based on the severity of the default.

23	If the contractor wants to withdraw from the contract before contract completion date due to personal reasons, he shall submit written request at least 4 months in advance to BHEL. Due to withdrawal from the contract, the contractor shall not be refunded EMD/security deposit. Other suitable penal action as deemed fit by the department may also be taken against him as per the prevailing contractual conditions.					
24	<b>PERFORMANCE EVALUATION</b>					
	The performance of the contractor and his employees/workmen shall be assessed periodically and the contractor shall be informed about it from time to time verbally or in writing.					
25	<b>RECORD KEEPING:</b>					
	The contractor shall, generally, maintain the following records:-					
(a)	Log book/measurement register for the work done as per activity schedule.					
(b)	Staff attendance register					
(c)	Wage sheet register					
	The above mentioned list of records is indicative and non-exhaustive. The contractor may have to maintain more records for statutory compliance and efficient/effective execution of the contract as per the instruction of Engineer-in-charge.					
	Signature of Contractor					

**ANNEXURE-3**

**Name of work: Hygienical maintenance (upkeeping) of non-residential buildings in BHEL Township, Bhopal.**

**DAILY ACTIVITIES**

<b>S.NO.</b>	<b>NAME OF ACTIVITY</b>
<b>1</b>	<b>Office/ Building Area</b>
1.1	Dry sweeping of floors & staircases
1.2	Wet mopping of floors & staircases including removal of all types of stains
1.3	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside buildings/ offices.
1.4	Removal of garbage in front of offices/buildings upto 2.0 m width and disposal at nearby dustbins.
<b>2</b>	<b>Office/ Building toilets</b>
2.1	Chemical wash for cleaning of toilets including urinal pots & washbasins.
2.2	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside/bldgs/offices/community Halls.
2.3	Daily checking and replacement as and when required of deodorants such napthalene balls.
2.4	Removal of chockages from toilets upto manholes if required.

**MONTHLY ACTIVITIES**

<b>S.NO.</b>	<b>NAME OF ACTIVITY</b>
<b>1</b>	<b>Office Area</b>
	Removal of Cob-webs and cleaning of affected area (wall & ceiling).
<b>2</b>	<b>Office toilets</b>
	Removal of Cob-webs and cleaning of affected area (wall & ceiling).

**Note:**

- (i) The daily activity shall be undertaken right from the date of commencement of work as mentioned in the work order for all buildings listed in Table No 1. However, for Community Centres listed in Table No 2, all the cleaning activities as mentioned above shall be undertaken as per the booking of a particular Community Centre & as directed by Engineer-in-Charge.
- (ii) Supply of cleaning chemicals as indicated in Schedule "B" of price Schedule for satisfactory execution of work shall be in the scope of BHEL.
- (iii) For the same two consecutive monthly activities at a particular location, there shall be a gap not more than 30 days.
- (iv) The monthly activities shall, for the first time, be undertaken within 10 days after the date of commencement of work as mentioned in the work order.

(v)	Dry sweeping of parking area and disposing off collected waste materials after segregation as per instruction of Engineer in charge in a community centre shall be carried out on as and when required basis depending upon booking of community centre.		
	Signature of Contractor		

Name of work: Hygienical maintenance (upkeeping) of non-residential buildings in BHEL Township, Bhopal.			
			ANNEXURE -4
Calculation of Penalty / Recovery			
DEPLOYMENT OF MINIMUM STIPULATED MANPOWER		CONDITION	PENALTY
EXECUTION OF WORK	SATISFACTORY	Deployment of minimum stipulated manpower & <u>execution of work being satisfactory.</u>	NIL
	BELOW PAR/ UNSATISFACTORY	Deployment of minimum stipulated manpower but execution of work being <u>unsatisfactory or below-par.</u>	Rs 0.026/sqm applicable on floor area where performance has been unsatisfactory/below par
	NON-EXECUTION/ NON-PERFORMANCE OF WORK	Deployment of minimum stipulated Manpower but there being <u>non-execution/non-performance of work</u>	Rs 0.065/sqm applicable on floor area where performance has not at all been done
NON-DEPLOYMENT OF MINIMUM STIPULATED MANPOWER		CONDITION	PENALTY
EXECUTION OF WORK	SATISFACTORY	Non-Deployment of minimum stipulated manpower but <u>execution of work remaining satisfactory</u>	Rs 403.59 x 1.05 per no. of non-deployed Un-skilled worker and Rs 516.09 x 1.05 per no. of non-deployed Skilled worker (supervisor) per day
	BELOW PAR/ UNSATISFACTORY	Non-Deployment of minimum stipulated manpower resulting in <u>unsatisfactory or below-par execution</u> of work	Rs 403.59 x 1.10 per no. of non-deployed Un-skilled worker and Rs 516.09 x 1.10 per no. of non-deployed Skilled worker (supervisor) per day OR Rs 0.026/sqm applicable on floor area where performance has been unsatisfactory/below par <u>which ever is higher</u>
	NON-EXECUTION/ NON-PERFORMANCE OF WORK	Non-Deployment of minimum stipulated manpower resulting in <u>non-performance of work</u>	Rs 403.59 x 1.25 per no. of non-deployed Un-skilled worker and Rs 516.09 x 1.25 per no. of non-deployed Skilled worker (supervisor) per day OR Rs 0.065/sqm applicable on floor area where performance has not at all been done <u>which ever is higher</u>
<b>Definition of different type of performance by CONTRACTOR:-</b> Satisfactory performance, unsatisfactory/ below-par performance and non-performance are, broadly, defined as under:-			
<b>SATISFACTORY PERFORMANCE:-</b> If all the activities indicated in a particular activity schedule (such as daily or monthly) for a particular type of area (such as offices/ building, office/ building toilets, parking areas) are up to the mark as per scope of work, other terms and conditions and instructions of engr- in charge, the performance of the contractor shall be termed as SATISFACTORY for that particular activity schedule for that particular type of area.			
<b>UNSATISFACTORY/BELOW-PAR PERFORMANCE:-</b> If any or all the activities indicated in a particular activity schedule (such as daily or monthly) for a particular type of area( such as offices/ buildings, office/ building toilets, parking areas) is /are not up to the mark or any or all but one of the activities as indicated in a particular activity schedule for a particular type of area not, at all, done as per scope of work, other terms and conditions and instructions of engr- in-charge, the performance of the contractor shall be termed as UNSATISFACTORY/ BELOW PAR for that particular activity schedule for that particular type of area.			
<b>NON-PERFORMANCE:-</b> If none of the activities indicated in a particular activity schedule (such as daily or monthly) for a particular type of area such as offices/ buildings, office/ building toilets, parking areas) is at all, done, the performance of the contractor shall be termed as NON-PERFORMANCE for that particular activity schedule for that particular type of area.			
Signature of Contractor			

**ANNEXURE -5****LIST OF CLEANING TOOLS & TACKLES**

<b>S.N.</b>	<b>Tools &amp; Tackles</b>	<b>Unit</b>	<b>Approx. Monthly consumption</b>
1	Coconut Broom	Each	As per Requirement
2	Phool Broom	Each	As per Requirement
3	Rubber Choke pump with PVC handle.	Each	As per Requirement
4	Wet floor mop with steel handle.	Each	As per Requirement
5	Mug	Each	As per Requirement
6	Wiper with PVC handle	Each	As per Requirement
7	Dust Pan	Each	As per Requirement
8	Scotch brite (scrub pad)	Each	As per Requirement
9	Scotch brite floor cloth pochha	Each	As per Requirement
10	Nylon Scrub Brush plastic handle double bend used for toilet cleaning	Each	As per Requirement
11	Bucket shaped dustbin with cover and paddle opening arrangement.	Each	As per Requirement
<b>Note:-</b> The above list is indicative only. Any other tools & tackles required for satisfactory execution of work may have to be provided by contractor at no extra cost over & above the awarded rate.			
	Signature of Contractor		



Activity Completion Report																	ANNEXURE-6 (i)	
Name of work:																	Activity Schedule : Daily	
Work Order No.:																		
Name of contractor:																	LOCATION: Month & Year:	
S.No	DESCRIPTION OF ACTIVITY	Verification by	Work done as per specification: Yes / No															Remarks
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	Dry sweeping of floors & staircases	Contractor																
		Bldg Representative.																
		TCL deptt.																
2	Wet mopping of floors & staircases including removal of all types of stains.	Contractor																
		Bldg Representative.																
		TCL deptt.																
3	Chemical wash for cleaning of toilets & urinal pots and wash basin.	Contractor																
		Bldg Representative.																
		TCL deptt.																
4	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside buildings/offices.	Contractor																
		Bldg Representative.																
		TCL deptt.																
5	Daily checking and replacement as and when required of deodorants such naphthalene balls.	Contractor																
		Bldg Representative.																
		TCL deptt.																
6	Removal of garbage in front of offices/buildings upto 2.0 m width and disposal at nearby dustbins.	Contractor																
		Bldg Representative.																
		TCL deptt.																
7	Removal of chokage from toilet up to manholes (if required)	Contractor																
		Bldg Representative.																
		TCL deptt.																
Note: Activity completion report shall be filled up in 'YES' or 'NO' to signify whether the work has been done as per specification or not.																		
It is certified that all the above work has been performed satisfactorily as per specification & schedule unless mentioned otherwise.																		
REMARKS:																		
(Sign of supervisor of contractor)																		
Authorized bulding Representative																		
Authorized BHEL Representative (TCL deptt.)																		

Activity Completion Report																																									
ANNEXURE-6 (i-a)																																									
Name of work:																																									
Activity Schedule : Daily																																									
Work Order No.:																Location:																									
Name of contractor:																Month:																									
																YEAR:																									
S.No	DESCRIPTION OF ACTIVITY	Verification by	Work done as per specification: Yes / No																												Remarks										
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																							
1	Dry sweeping of floors & staircases	Contractor																																							
		Bldg Representative.																																							
		TCL deptt.																																							
2	Wet mopping of floors & staircases including removal of all types of stains.	Contractor																																							
		Bldg Representative.																																							
		TCL deptt.																																							
3	Chemical wash for cleaning of toilets & urinal pots and wash basin.	Contractor																																							
		Bldg Representative.																																							
		TCL deptt.																																							
4	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside buildings/offices.	Contractor																																							
		Bldg Representative.																																							
		TCL deptt.																																							
5	Daily checking and replacement as and when required of deodorants such naphthalene balls.	Contractor																																							
		Bldg Representative.																																							
		TCL deptt.																																							
6	Removal of garbage in front of offices/buildings upto 2.0 m width and disposal at nearby dustbins.	Contractor																																							
		Bldg Representative.																																							
		TCL deptt.																																							
7	Removal of chokage from toilet up to manholes (if required)	Contractor																																							
		Bldg Representative.																																							
		TCL deptt.																																							
Note: Activity completion report shall be filled up in 'YES' or 'NO' to signify whether the work has been done as per specification or not.																																									
It is certified that all the above work has been performed satisfactorily as per specification & schedule unless mentioned otherwise.																																									
REMARKS:																																									
(Sign of supervisor of contractor)																Authorized building Representative																Authorized BHEL Representative (TCL deptt.)									

Activity Completion Report															ANNEXURE-6 (ii)	
Name of work:															Activity Schedule : Monthly	
Work Order No.:																
Name of contractor:															LOCATION:	
															YEAR:	
S.No	DESCRIPTION OF ACTIVITY	Verification by	Work done as per specification: Yes / No												Remarks	
			Month/Year													
			Month													
Year																
1	Cleaning of ceiling fans & tube lights and removal of cob-webs. {NOTE:(i) Removal of cob-web to be done with cob-web kit also. (ii) All the accessories like ladder , safety belt etc shall be arranged by the contractor at his own cost.}	Contractor														
		Bldg Representative.														
		TCLdeptt.														
Note: Activity completion report shall be filled up in 'YES' or 'NO' to signify whether the work has been done as per specification or not.																
It is certified that all the above work has been performed satisfactorily as per specification & schedule unless mentioned otherwise.																
REMARKS:-																
(Sign of supervisor of contractor)			Authorized bulding Representative			Authorized BHEL Representative (TCL										

**DEPLOYMENT OF MANPOWER**

**Name of work: Hygienical maintenance (upkeeping) of non-residential buildings in BHEL Township, Bhopal.**

<b>S.NO</b>	<b>BUILDINGS</b>	<b>AREA</b>	<b>MINIMUM NO OF UNSKILLED WORKERS REQUIRED PER DAY</b>	<b>MINIMUM NO OF UNSKILLED WORKERS REQUIRED ON A DAY OF BOOKING</b>
<b>i</b>	<b>ii</b>	<b>iii</b>	<b>iv</b>	<b>v</b>
1	OFFICES	BERKHERA	2.0	....
		PIPLANI	3.0	....
		HABIBGANJ	1.0	....
		GOVINDPURA	1.0	....
		<b>TOTAL :</b>	<b>7.0</b>	<b>....</b>
2	NATRAJ COMMUNITY CENTER	BERKHERA	...	2.0
3	PIPLANI COMMUNITY CENTER	PIPLANI	...	0.5
4	GOVINDPURA COMMUNITY CENTER	GOVINDPURA	...	0.5
<b>TOTAL :</b>			<b>7.0</b>	<b>3.0</b>
<b>Minimum No of skilled worker (i.e. Supervisor) required per day</b>				<b>1.0</b>
	Signature of Contractor			

<u>SCHEDULE - "B"</u>							
Name of work:- HYGEINICAL MAINTENANCE (UPKEEPING) OF NON-RESIDENTIAL BUILDINGS IN BHEL TOWNSHIP, BHOPAL							
The required materials such as Caustic Soda, Naphthalene Balls and Phenyl (black) will be issued free of cost by the department.							
<b>Note:</b> If the contractor fails to return to the department unconsumed portion of total quantities of respective free issue material after completion of work or as and when instructed by Engineer-in-charge, recovery at twice the respective material cost of the item as procured / assessed (whichever is more) by BHEL shall be made from the contractor's bill(s).							
<u>SCHEDULE - "C"</u>							
----- NIL -----							
Signature of Contractor							