

## **TENDER DOCUMENTS**

### **FOR PROVIDING HOUSEKEEPING SERVICES AT**

#### **DEEPAK FERTILISERS AND PETROCHEMICALS CORPORATION LTD. AND SMARTCHEM TECHNOLOGIES LIMITED**

*Regd. office – Sai Hira, Survey No.93, Mundhwa, Pune – 411036, Maharashtra  
Works: PLOT K1, MIDC INDUSTRIAL AREA, TALOJA DIST: RAIGAD.*

#### **TENDER DOCUMENT FOR HOUSEKEEPING SERVICES**

**Tender Ref.:** DFPCL/HK/2021-22

**Date:** 24.05.2021

The bids are invited in Three sealed envelopes specified against each as detailed here under. Each sealed envelope & outer sealed big cover shall be super scribed with Tender Reference Number, Name of Work & content in it.

#### **Stage I Bidding**

Sealed Envelope –I General Terms and Conditions, Commercial Terms and Conditions Special Conditions and Scope of work

Sealed Envelope – II – Earnest Money Deposit

Sealed Envelope – III- Commercial Price bid

**Submission & opening of the Bid:** The Bidders shall submit the duly filled in all the bid documents (Stage I) signing on each page & every component & send the documents through hand delivery **latest by 15/6/2021**.

Exceptions and deviations, which tenderer may desire to stipulate (Tenderers are advised to submit the Tender strictly on the conditions of the contract and specifications contained in the Tender documents and not to stipulate any deviations. However, if deviations become unavoidable, then they may be stipulated. DFPCL reserve the right to reject such deviations or evaluate the Tenderers containing deviations having financial implication, by adding the cost for such deviations as may be determined by DFPCL).

#### **E-Auction:**

After submission of Stage bid documents. The E Auction will be governed by the Business Rules for Auction as per enclosed pages in Stage I bidding.

Technically acceptable contractors against this tender shall be enlisted in our pre-qualified list of Contractors for Contract worker jobs to be carried out at our K-1 plant. **The Contract would be finalized by Online Auction Procedure.**

The Tenderer who do not fulfill all or any of the conditions laid down in the tender document are liable to be ignored at the sole discretion of DFPCL. DFPCL also reserves the right to reject any/all the offers without assigning any reason thereof.

In case of any Technical queries you may contact our Job Controller Shri Ganesh Suryarao Telephone No.: 022-50684053 For commercial queries you may contact Mr Sunil Bane / Nilesh Lute Tel No 022 50684076 / 50684117

Thanking you,

Yours faithfully,

For  
Deepak Fertilisers And Petrochemicals Corporation Limited  
SMARTCHEM TECHNOLOGIES LIMITED

S. Behera.  
GM (Commercial)

## ANNEXURE I

### 1.0 GENERAL TERMS AND CONDITIONS: -

1. Earnest Money:

- (a) **Earnest Money Deposit of Rs. 1,00,000/- in the form of Bank demand draft to be submitted in favour of “Deepak Fertilisers and Petrochemicals Corporation Ltd,”** drawn on any nationalized bank or any reputed private banks, like IDBI, Axis Bank, etc. to be submitted along with tender document. The Earnest Money Deposit will not carry any interest. Every vendor should follow the minimum wages rate applicable. Anybody quoting less than minimum wages at the time of Auction shall not be qualified for this tender.
- (b) DFPCL reserves the right to accept or reject any or all tenders at its sole discretion without assigning any reason. Late tender will not be accepted / received.
- (c) Canvassing in any connection with the tender in any form is strictly prohibited. Tenders submitted by party who resort to canvassing will be liable for rejection and forfeiting of EMD.
- (d) In case of any unscheduled holiday falling on the prescribed closing or opening day of the tender, the next working day will be treated as scheduled for opening or closing day of the tender.
- (e) The bidders are advised to read carefully all the terms and conditions of the tender document which will form part of the contract. Tenderers are advised to submit their bids strictly on the terms and conditions of the bid document and not to stipulate any deviation.
- (f) If the Tenderer gives any wrong information deliberately to create conditions for acceptance of the tender, the DFPCL/STL reserves the right to reject such tenders without assigning any reason.
- (g) Not more than one tender will be submitted by one Tenderer for the same work.

2. All pages of the tender form and questionnaire must be signed and sealed by Tenderer.

3. Tenderer have to submit details along with documentary evidences for the following:

- 1] Registration/ Incorporation certificate as Proprietary/partnership firm/private ltd or Public ltd Company.
- 2] Registration certificate with PF organization for allotment of PF code number.
- 3] Registration certificate with Goods And Service Tax (GST).
- 4] Allotment letter under ESIC Act
- 5] Registration certificate under Maharashtra Labor Welfare Board.
- 6] Registration certificate for professional Tax.
- 7] Registration certificate with Income Tax Dept for allotment of permanent income tax code number.
- 8] ISO Certification holder: Name of certification: ----- Validity: -----  
-- (Attested Copy to be enclosed)
- 9] Organization Chart: Executive -----, Technical Staff-----  
(Attested Copy to be Enclosed giving the details)
- 10] List of requisite machineries, tools & tackles, equipment. (Attested Copy to be enclosed)
- 11] Audited annual Turn-over: for last three Financial Years.
- 12] List of similar jobs carried out in other company with proofs.
- 13 Client List:

4. DFPCL/STL reserves the right to accept or reject any or all tenders at its sole discretion without assigning any reason.

5. Late tender will not be accepted / received.

6. Canvassing in any connection with the tender in any form is strictly prohibited. Tenders submitted by party who resort to canvassing will be liable for rejection and forfeiting of EMD

7. In case of any unscheduled holiday falling on the prescribed closing or opening day of the tender, the next working day will be treated as scheduled for opening or closing day of the tender as the case may be.

8. The bidders are advised to read carefully all the terms and conditions of the tender document which will form part of the contract. Tenderer are advised to submit their bids strictly on the terms and conditions of the bid document and not to stipulate any deviation.

9. If the Tenderer give wrong information deliberately to create conditions for acceptance of the tender, the DFPCL/STL reserves the right to reject such tenders without assigning any reason.

10. Not more than one tender will be submitted by one Tenderer for the same work.

## **2.0. INSTRUCTIONS FOR SUBMISSION OF TENDER :**

**(i) The Tenderer are advised to visit the site of work to acquaint themselves as to the nature and location of the work, access to the site, the general & local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labour, water, electric power, physical conditions etc. and shall be included on such account while quoting for the tender.**

(ii) Tenderer shall quote in the prescribed format of the tender document. Tenders should be free from overwriting. All corrections should be duly attested by the Tenderer. Tenders should be signed by person/s that are legally authorized to sign on behalf of the person or firm or company tendering and in case of firm / company tender should bear its seal or stamp.

(iii) Tender format should contain columns for amount in Rupees (if any),

(iv) The Tenderer shall not stipulate any additional conditions. Any tender containing such conditions will be summarily rejected. Canvassing in

connection with tenders is strictly prohibited. Tenders submitted by the Tenderers, who resort to canvassing, will be rejected outright.

(v) Submission of a tender will be conclusive evidence to the fact that the Tenderer has fully satisfied himself as to the nature and scope of work to be done, procedures for issue or materials, conditions of contract, local precautions to be ensured, security rules to be followed and all other factors affecting the performance of the contract and the cost thereof.

(vi) It will be obligatory on the part of Tenderer to sign the documents for all the component part on each and every page.

(vii) No Bidder is allowed to bid below the current minimum wages applicable.

**(viii) The rates CTC Should be based on minimum wages applicable for the labour. The rate is fixed during contract period. Any change (increase / decrease) in minimum wages during the contract period will not be payable extra by DFPCL/STL.**

### **3.0 AMENDMENT TO NIT (Notice Inviting Tender)**

At any time prior to the deadline for submission of bids, DFPCL/STL or its nominee or its consultants may for any reason, whether at its own initiative or otherwise or in response to any clarification requested by a prospective Bidder, modify the NIT by amendment. The amendment will be notified in writing to all prospective Bidders who have received the NIT and the amendment will be binding on them.

### **4.0 SUBMISSION OF TENDERS:**

The Bidder shall bear all costs associated with the preparation and submission of Bid and neither the company nor its nominee nor its consultants will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. Any clarification required by prospective bidder shall be furnished in writing soon after its receipt so as to ensure submission of bid on

or before bid closing date. Metric measurement system shall be applied, wherever it is applicable.

#### **5.0 EARNEST MONEY DEOSIT (EMD)**

The amount of Rs. 100,000/- as Earnest Money shall be deposited in the form of **demand draft. The EMD should be in the name of “Deepak Fertilisers and Petrochemicals Corp. Ltd.”** If for any reason the bidder withdraws his bid at any time prior to expiry of the validity period or refuses to execute the work after issue of the Letter of Intent (LOI) / Work Order, the EMD shall be liable to be forfeited. The Earnest money deposited [E.M.D.] by the successful Tenderer's shall be Returned to the bidder after the commencement of the work and on receipt of Bank Guarantee towards security deposit. The tenders without E.M.D. shall be liable for rejection. E.M.D. amount will not carry any interest. E.M.D. of the unsuccessful participated bidders will be refunded at earliest.

#### **6.0 RIGHT OF ACCEPTANCE & REJECTION OF TENDER:**

DFPCL/STL reserves the right to accept at their sole discretion any tender in whole or part or split the work among two or more Contractors or reject any or all Bids without assigning any reason thereof. No claim for compensation etc. whatsoever will be entertained by DFPCL/STL. If a Contractor whose past performance has not been found satisfactory in the opinion of DFPCL/STL, then DFPCL/STL reserves the right to refuse the tender documents or reject the tender while opening or evaluating the tenders. The decision of DFPCL/STL regarding performance evaluation shall be final & binding on the Contractors.

#### **7.0 VALIDITY OF BIDS:**

Bids shall be valid for at least 120 days after the date of price bid opening prescribed by the DFPCL/STL. A bid valid for a shorter period may be rejected at the discretion of DFPCL/STL. In exceptional circumstances, DFPCL/STL

may solicit the bidder's consent to an extension of the period of validity. The request and responses thereto shall be made in writing. The bids shall be suitably extended where it is necessary at the request of DFPCL/STL. Where bidder is unwillingly to extend the validity period, his bid shall be deemed to be invalid and the EMD would be returned to the bidder. No bidder shall be permitted to modify his bid, after commercial bids have been opened unless asked by DFPCL/STL due to change in specifications / scope or otherwise.

**The following are Pre-qualification criteria to be submitted along with Stage I Tender document.**

- [a] Minimum Rs. 30 Lacs Annual Turnover including group companies.
- [b] Compliances of statutory requirement like registration under ESIC Act, PF Act, GST and other statutory compliances to operate/ do business in India.
- [c] Similar work completed during last three (3) years including group companies and details of similar ongoing works.
- [d] List of clients of the Company/Firms.



## **ANNEXURE II**

Special Terms and Conditions:-

### **1. SAFETY ASPECTS:**

1.01 Contractor to provide safety appliances like dust masks, ear plugs, Full body harness, ladder, safety shoes, helmet, hand gloves, safety goggles, PPE, rain gears, Boiler suit/overall made up from cotton cloths etc. to their personnel working inside the Complex at his cost and should adhere to safety codes as given in General Conditions of the contract.

Penalty for violation of Safety norms: Rs 500 for first instance per person, in multiple for next similar violations.

- A. The manpower shall be confirmed physically fit by Factory Medical Officer to carry out assigned job at DFPCL/STL work site. Contractor has to report with manpower to factory medical officer on very first day of his contract or his worker's first day of duty.
- B. No young, minor Child shall be allowed to enter and work at site of DFPCL/STL.
- C. The Contractor shall ensure the safety training of their workman prior to start of the job.
- D. Electrical hand tools, welding machines deployed for the job shall be confirmed for proper earthing. The same shall be inspected by DFPCL/STL Safety Officer and Electrical department
- E. Contractor shall deploy Safety Supervisor for the contracts valuing more than Rs. 1 Crore Per annum.

### **1.02. Safety Training**

1) Contractor has to deploy experienced trained and skilled manpower for the job assigned.

2) Safety training will be given by DFPCL/STL Safety officer to all manpower reported on duty. Contractor's Safety Supervisor shall prepare job safety analysis with the help of the Maintenance Officer for the job to be carried out and the procedure which is going to be used for the job. On the basis of agreed procedure safety training will be given and adequacy of safety PPE's will be checked by Safety Officer.

3) Safety training certificate will be issued to all contractors' workers. Every contractors' workers will maintain safety certificate copy with him for the period of work inside the factory/ work site of DFPCL. The certificate will be valid for a period of six months from date of issue. After the validity is over, contractor and contract worker has to revalidate the certificate by acquiring additional certificate training from the Company.

4) Worker shall be aware of First Aid and using First Aid equipment and emergency procedures and assembly point at site.

### **1.03. Accident Reporting**

1) Safety of the worker/s is essence of the contract.

2) Any unsafe condition noticed by the Contractor/Contractors worker shall be notified to the DFPCL Supervisor and Safety Officer on duty.

3) Any near miss, minor injury, accidents or major injury shall be reported to OHC & Safety Officer in writing by the Contractor within 4 hours, with cause of the incident.

4) First Aid treatment shall be made available at OHC. Any further treatment advised by OHC /Factory medical officer shall be made available by Contractor at ESIC recognized hospital/specialized hospital. It is sole responsibility of Contractor to make available in time the best treatment to its worker at his cost/insurance. DFPCL shall not be responsible for the same.

### **1.04 Safety performance**

1) Every contract shall be vetted for safety performance of previous contract and experience

2) Safety training to workers, proactive performance, availability of safety appliances, Attitude towards safety implementation, rewards to the worker/s will be evaluation parameters.

## **2. Labour law and Safety codes:**

All the matters concerned with labour management shall be as per the Labor laws. Contractor will obtain labour license/s on arrival at site before commencement of the job. The first RA bill shall be released only on submission of the copy of labour license duly attested by DFPCL Administration in the prescribed format. If labour license is not applicable, the Contractor shall obtain a confirmation to this effect from DFPCL/STL Administration.

Contractor will comply with all labour and other statutory laws applicable from time to time. All labour laws, such as Contract Labour (Regulation and Abolition) Act 1970 read with Maharashtra and Central Rules, Employees State Insurance Act with Rules & Regulations, The Maharashtra Workmen's Minimum House Rent Allowance Act, 1983 with Rules 1990, The Payment of Bonus Act, 1965 with Rules 1975, Factories Act with Mah. Rules, The Employees Provident Funds and Miscellaneous Provisions Act, 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Maharashtra Labor Welfare Act, etc. should be adhered to by the contractor and such other rules/ regulations/ laws made applicable from time to time.

The Contractor shall be solely responsible for his employees. And always keep the DFPCL Indemnified from all losses, actions, penalties etc arising out of this Tender/ Contract.

**Safety Code:**

- (a) Contractor shall prepare Job Safety Analysis for daily activities and will get endorsed from DFPCL/STL Safety Manager. Hazard Identification and risk assessment shall be done for each activity and accordingly risk control measures shall be taken to control every risk. Every contract workman at site will be using Safety Helmet, Boiler suit and safety shoes compulsorily. Ear, Eye, Nose and Hand as well as body protection equipment will be used time to time to protect body from each activity.
- (b) Safety Work Permit will be issued by Contract Safety Officer, who will be inspecting all jobs for safety procedures to be followed.

- (c) Safety Training, First Aid Training, shall be imparted to all workers on first day and for five minutes every day at the start of the day.
- (d) No person shall work under the control of liquor. Tobacco chewing or smoking is strictly prohibited at site.
- (e) Housekeeping at site is essence of the contract. Site will be done clean at start and end of the work everyday.
- (f) Every electrical supply shall be taken through closed socket and ELCB, every electrical hand-tool will be having proper earthing arrangement.
- (g) First aid appliances including adequate supply of sterilized dressings and cotton wool shall be kept in a readily accessible place.
- (h) An injured person shall be taken to a public/private hospital without loss of time, in cases where the injury necessitates hospitalization.
- (i) Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.

### **2.01 Deployment of Medically Fit Manpower:**

For the due execution of this Contract, the Contractor shall deploy workers/supervisors who are at all times physically and mentally fit and are not disabled/handicapped and do not suffer from any chronic or contagious disease. It shall be the responsibility of the contractor to ensure that its Workers/Supervisors employed are medically fit. The Contractor shall give a written declaration as regards the fitness of the Workers/Supervisors employed at the time of applying for the Gate Pass. If any employee employed by the Contractor becomes or is declared medically unfit after the issuance of the Gate Pass, the DFPCL/STL shall revoke the Gate Pass.

Failure to comply with this stipulation shall entail penalty as may be decided by the management apart from refusing entry to such Workers/Supervisors of the contractor. The decision of the DFPCL's Medical Officer in this regard shall be final.

### **2.02 MEDICAL EXAMINATION:**

Contractor should ensure that all its Workers/Supervisors deployed at DFPCL/STL sites undergo pre-employment fitness examination. The form No.33 ( Prescribed under Rule 68T & 102) should be filled up for

all its Workers/Supervisors deployed and should be submitted by Him/her to user department .

Contract Workers/Supervisors completing 12 months shall undergo annual medical examination. Such examination must include the following tests:-

- 1) Complete Physical Examination.
- 2) X-Ray chest PA view (Once in Pre-employment then once every three years)
- 3) Complete haemogram (T&D, Hb at minimum)
- 4) One urine examination using Multistix.

All entries pertaining to the periodical examination must be made and maintained in form 32 (Bounded register) prescribed under Rule 68 T & 102.

Form No.32 must be maintained in bounded register & should be submitted to the OCCUPATIONAL HEALTH CENTER for records annually.

### **2.03 UNIFORM:**

The contractor shall provide uniforms to their staff at his cost.

The contractor staff shall wear uniform, Boiler suite, Rainy wear (During monsoon) while working inside plant premises. They shall also wear badge/name plate while they are working at site. All labour laws/regulations shall be strictly followed by contractor as per central/state govt. directives. Before executing the contract agreement, Contractor will ensure with DFPCL/STL P&A dept. that they are maintaining necessary records as required under labour laws.

### **3. Documents required at the time of issuance of gate passes :**

Whenever the Contractor applies for gate passes to his worker/s to enter into DFPCL/STL premises, they have to apply on its letter head as per the format with HR Department, along-with following documents. The application should be recommended by authorised User Dept.

1. Copy of Work Order issued by DFPCL/STL

2. Copy of Temporary or Regular ESIC Card of each worker (under ESIC Act) **or** Employees Compensation Policy (If contract worker drawing wages more than Rs.21000/-, required authentic proof i.e. appointment letter or last month payslip) or Employees Compensation Policy along-with list of employees who is covered under the said WC.
3. In case more than 49 persons are to be engaged, contractor has to apply and obtain Labour License under Contract Labour (R&A) Act from the State Labour authorities.
4. Copy of ESIC Allotment letter under ESIC Act
5. Copy of Registration certificate with PF organization for allotment of PF code number along with previous month ECR copy
6. Copy of Registration certificate under Maharashtra Labor Welfare Board.
7. Copy of Registration certificate for professional Tax.
8. Copy of Register of workmen employed by contractor (Form XIII) – Rule 74
9. Copy of Employment Card (Form XIV) - Rule 76
10. Copy of Application for employment, appointment letter issued by contractor to his workers / Copy identity card.
11. Copy of Insurance coverage act covering DFPCL, as workplace, and for the number of persons to be deployed. The nature of work in the policy should be the same as per the work order issued by DFPCL/STL.
12. Medical Examination and fitness reports in respect of all the contract labours from the designated/specified medical officers.
13. Copy of GST certificate and Copy of Establishment Pan card
14. Copy of Aadhar card of contract employees.

**4. Procedure to be followed by the contractors during the work period.**

Documents / Registers / Challans are to be maintained & original signed copies of the same should be submitted to HR Department for verification on monthly basis on or before 28th of every month( No photocopy will be accepted)

- 1) Wage disbursement: Minimum wages as notified by State Govt. from time to time are required to be paid to the workers.

- 2) Monthly wage to all contract labours as per their actual attendance to be paid on or before 7<sup>th</sup> Day of every month in presence of authorized person from DFPCL/STL. Wage slip will be issued to all Contract Labours while disbursement of wages.
- 3) PF is required to be deducted in respect of all the contract labors and deposited with PF authorities by 15<sup>th</sup> Day of the month and receipt of the same to be submitted with DFPCL/STL.
- 4) ESIC is required to be deducted in respect of all the contract labours and deposited with concern authorities by 21<sup>st</sup> day of the month and receipt of the same to be submitted with DFPCL/STL.
- 5) Labour Welfare Fund is required to be deducted in respect of all the contract labours and deposited with concern authorities for the wages of June & December of every year within stipulated time and receipt of the same to be submitted with DFPCL/STL.
- 6) Professional Tax is required to be deducted in respect of all the contract labours and deposited with concern authorities as per act and receipt of the same to be submitted with DFPCL/STL.
- 7) Following records under Contract Labour (R&A) Act & other acts will also be verified by Contract Labour Cell & xerox copy of same to be submitted to DFPCL/STL.
  1. Wage Register in form XVII. (under the C.L Act)
  2. Muster Roll in Form XVI (under the C.L Act)
  3. Register of deductions (under the C.L Act)
  4. Register of Overtime (under the C.L Act)
  5. Register of Fines (under the C.L Act)
  6. Register of advances (under the C.L Act)
  7. Bonus Register in Form C (under the Payment of Bonus Act)
  8. Leave register in form 20 (under the Factories Act)
- 8) Copy of all the work orders (first two pages only applicable only if not submitted earlier) for which clearance certificate is sought for.

9) Copy of Monthly Wage Register.

10) Copy of monthly PF challan along with receipted copy of monthly PF returns i.e. Form 12A.

11) Site wise breakup of PF: If contractor is working for various other companies then the site wise breakup of Monthly PF challan/returns.

12) Copy of Labour License.

13) Inspection report of PF and Labour authority.

Contractor should ensure that, he has complied all statutory compliances as per above said acts for that particular Month before raising wage bill. DFPCL/STL has right to hold the bill for any particular month if the Contractor has not complied with the mandatory statutory compliances.

#### **5. HOUSEKEEPING:**

Contractor shall do housekeeping and shall remove all unwanted materials from the work site immediately after completion of work. Housekeeping shall also be done in between the work to keep the work area clean & tidy. 25% of bill value will be deducted if housekeeping is not done properly.

#### **6. ASSIGNMENT OR SUB-LETTING OF CONTRACT:**

The Contractor shall not assign or sub-let the Contract or any part thereof or allow any person to become interested therein in any manner whatsoever without the previous consent in writing of DFPCL/STL. Any breach of this condition shall entitle DFPCL to take such steps as may be necessary and also terminate Contract. Such termination shall also render the Contractor liable for payment to DFPCL in respect of any loss or damage arising or ensuing from such cancellation. The permitted subletting or work by the Contractor shall not establish any contractual relationship between the sub-contractor and DFPCL/STL and shall not release the Contractor of any responsibility under the Contract.

Agreement on stamp paper (Rs. 100/-) is mandatory. The agreement should not be for manpower supply. It should be Activity based.



## **7. CONTRACTOR TO BE LIABLE FOR ALL THE TAXES ETC.-**

The Contractor shall be liable to pay all the taxes payable as per the statute made applicable from time to time by the concerned authority. DFPCL/STL shall not be responsible for the same.

## **8. INDEMNITY:**

Without prejudice to any other provisions in these conditions, the Contractor shall be bound to keep DFPCL/STL, its Directors, any representative, employees of DFPCL/STL fully indemnified against any action, cost, penalty, damages, claim or proceedings under the provisions of any rules, regulations, bye-laws, notifications, directions or order having the force of law.

The Contractor in contravention of such provisions etc., for the infringement or violation thereof in the course of the execution or completion of the work under the Contract and if, as a result of any such action, claim or proceedings, the Contractor or such representative of the Contractor, as the case may be, adjudged to be liable to any penalties or to pay any penalties or to pay any compensation, such liability, the Contractor and if, DFPCL/STL has to take-over the liability, DFPCL/STL shall deduct all amounts arising out of such liabilities from the Security Deposit of the Contractor or from any other amount due and payable by DFPCL/STL to the Contractor under this Contract or any other Contract and without prejudice to any other legal remedy available to DFPCL/STL.

## **9. Declaration of Tenderers/ Contractors Relation with DFPCL/STL Employee(s):**

Should a Tenderers/ Contractors have a relation or in the case of a firm, one or more of its partners a relation or relations employed in DFPCL/STL or in case of company any of its official or relations employed in DFPCL/STL, the authority inviting tenders shall be informed in writing of the fact at the time of submission of the tender. If so, the name, designation, department and Employee Number of such employees be indicated failing which DFPCL/STL may in its sole discretion reject the tender or rescind the contract. If any ex- employee(s) of DFPCL/STL is/ are employed, with the Tenderers/ Contractors, name, designation, department and employee number of such employee(s) be indicated and if

any ex-employee(s) of DFPCL/STL is/are employed after acceptance of tender, the said particulars shall also be intimated immediately in writing to DFPCL/STL from time to time. If the Tenderer/ Supplier fails to inform the same, DFPCL/STL shall at sole discretion may reject the tender.

The Tenderer/ Contractor shall not be entitled to any claim including any cost, charges, TA/DA expenses or incidentals for the preparation and submission of this tender even if the Management may decide to withdraw the "NITT".

10. Dispute not to hold up works:

The successful Tenderer(s) shall not stop the work in case of any dispute(s) unless further progress of work has been rendered impossible due to non-fulfillment of any reciprocal promise. Unilateral stoppage of work by the Tenderer shall be considered as a breach of contract and DFPCL/STL reserves the right to take such action as it may deem fit keeping its interest as paramount.

11. CONFIDENTIALITY:

Both during the continuance of this Agreement and 1 (one) year after termination of this Agreement, Vendor and/or his employees/ personnel shall keep all information, such as specifications, technical information, business data and other confidential information under this Agreement strictly confidential and shall not disclose it to any third party or Use it for other purpose than to perform its obligations under this Agreement. Tenderer/ Vendor and/or personnel may disclose the information to an employee of Vendor, or a government agency or other regulating authority

But only insofar as this is necessary either to carry out its duties under this Agreement or comply with any existing law, and under intimation to "Company". Where sub clause (b) applies Vendor and/or personnel shall ensure that the person who receives the information keeps it confidential and does not use it for any unauthorized purpose.

12. WAIVER -

The failure of either party to enforce at any time any of the provisions of this agreement shall not be considered to be a waiver of the right of such a party thereafter to enforce each and every provision.

13. ENTIRE AGREEMENT -

This Agreement supersedes all oral and written representations and agreements between the parties, including, but not limited to any earlier agreement relating to the subject matter thereof and/or any other agreement between the parties in relation to the subject matter thereof.

14. Contractor's liability for all taxes as per Govt. Notification.
15. Deduction for non-compliance: If DFPCL/STL job-controller observes non-compliance by the Contractor in complying with provisions of labour statutes and specific Acts relevant to the Contract, DFPCL/STL shall retain double the value of the non-compliance amount taking into consideration interest, penalty and dues. In case DFPCL/STL is forced to pay the dues, along with interest and penalty, due to failure of the Contractor, the DFPCL/STL shall be at liberty to recover such amount or any part thereof by deducting it from the Security Deposit or from any sum due by the DFPCL/STL to the Transporter/ Contractor whether under this Contract or otherwise.

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## **COMMERCIAL TERMS AND CONDITIONS :-**

**1. DFPCL will pay wages based on minimum wages act. Contractor to submit their offer for the service charges per person per day basis which includes Uniform & PPE's.**

2. Mobilization: Within 15 days from the date of receipt of PO/ email confirmation.

3. Invoice & payment: The contractor shall submit on or before the expiry of the 1st week of the following month proforma running bill of the last month in the format provided by DFPCL/STL, in triplicate, to the EIC of the work giving abstract and attached with detailed, duly signed, joint measurement sheet for the various items of work executed during the month. The joint measurement sheet will be submitted to EIC, within two days of completion of job by the contractor.

The contractor shall prepare final running account bill based on the certified measurements and summary sheets and submit the same along with the enclosures mentioned herein to the person designated by the owner. Invoice shall be submitted exactly as per the original work order in line with the line items with actual quantity executed. Additional quantity (other than W/O) shall be claimed only after the issue of amendment to the work order. Also, where the rates are not available but the jobs are executed as per the instructions of EIC, contractor shall submit the invoice only after the issue of amendment to original Work order. Accordingly, payment shall be released in two phases i.e. Based on original WO & based on amendment to original WO.

The Job coordinator shall effect payment within 45 days from the date of receipt of final running account bill provided the same is complete in all respects & duly certified by the engineer- in - charge.

The applicable TDS shall be deducted as per the existing provisions of the law in force.

The number of payments to be made to the contractor shall be restricted to one in each month.

The payment shall be released by RTGS or NEFT with nominal charges per transaction. The contractor should provide requisite details of their bank, Account No. Branch code, etc.

4. Payment Terms: Monthly one Bill to be submitted to job co-ordinator. Payment will be made within 15 days only after the receipt of original bills duly certified by job coordinator & AGM's/ GM's authorization.

5. The payment will be made on due date.

6. The quantity mentioned in the enquiry document is Approximate and may vary. However the contractor will be paid as per the actual execution of the job which is to be certified by our job coordinator.

7. Validity of the contract: Two Year from the date of receipt of PO. The contract may be extended by another 3 months with the same rates if the quantities are not fully utilized. Even after extension of the contract if the quantities are still not fully utilized then the contract will be terminated by DFPCL/STL.

8. Conditional Offer: Conditional offers will not be accepted under any circumstances.

9. Taxes and Duties: Taxes and duties will be paid by DFPCL/STL as per government notifications

**10. Security Deposit :**

In the event of contract, the Contractor shall be required to submit security deposit of 10% of contract value for the faithful execution of contract, within 10 days from date of issue of LOI/PO. The security deposit can be furnished by way of a Irrevocable Bank Guarantee from any Nationalized or reputed private bank. The Bank Guarantee must be valid till expiry of the contract plus claim period of three months. No charges are reimbursable for getting Bank Guarantee. Contractor has the option to deposit Security Deposit in the form of Demand Draft, payable at Taloja. The security deposit will be forfeited in case of failure terms & conditions. No interest shall be payable on Security Deposit. No interest shall be payable by us for the sum deposited as a Security Deposit and it will be returned to you at the time of termination / expiry of the contract after making recovery, if any, along with full and final settlement.

The Security Deposit must be valid till completion of the contract in all aspects. No charges are reimbursable for getting Bank Guarantee.

**11. Relationship :**

Each party understands that they are independent entities and not in partnership and this contract does not make it, its/ his employees,

associates or agents, the legal representatives of the other party for any purpose whatsoever. Either party has no express or implied right or authority to assume or to undertake any obligation in respect of and on behalf of or in the name of the other party or to bind the other party in any manner in respect of any transaction.

**12 Supervision :**

A competent supervisor(s) of Contractor shall be available or visit time to time at work site at the time of actual work to understand the requirement of DFPCL from time to time and/or instructions. Contractor's representatives and workers shall follow at all time the instructions given by the concerned department/authorities.

**13.FORCE MAJEURE CONDITION:**

The term force Majeure as employed herein shall mean acts of God, War, Revolt, Terrorist Act, Accident, Fire, Flood, Pandemic, Disease and Acts and Regulations of respective Governments of the two parties. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 72 hours, the full particulars and satisfactory evidence support of his claim. Time for purpose of the relative obligations suspended by the force majeure shall then stand extended by the period of delay, which is directly caused by force majeure event.

**14. Jurisdiction:**

The Courts at Panvel, India only shall have Jurisdiction to deal with and decide any legal matter whatsoever arising out of this Tender order.

**15. Arbitration:**

All disputes or differences whatsoever arising, between the parties out of or relating to the supply or effect of this order or the breach thereof shall be referred to Sole Arbitration to be nominated by DFPCL and the Contractor mutually. If the Contractor inspite of giving opportunity fails to appoint Sole Arbitrator then, DFPCL shall in accordance with Arbitration and Conciliation Act, 1996 appoint Sole Arbitrator which

shall be acceptable to the Contractor. Arbitration sitting shall be in a place as chosen by arbitrator and the proceedings shall be conducted in English. The award passed in pursuance thereof shall be binding on the parties. The cost of arbitration shall be equally shared.

**16. Termination:**

- A. The contract can be terminated by either party i.e. DFPCL/STL or the Contractor, after giving three (3) months notice to the other party, extendable by mutual agreement till such time, DFPCL/STL finds alternate arrangements. However, DFPCL/STL reserves the right to terminate the contract without giving any notice in case of the contractor commits breach of any of the terms of the contract. DFPCL's/STL'S decision in such a situation shall be final and binding on the contractor without any objection or resistance.
- B. On termination of the contract, the contractor will hand over all the equipments/furniture/article etc. supplied by DFPCL/STL in good working condition back to DFPCL/STL except normal wear and tear.
- C. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of housekeeping, DFPCL/STL reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements. The contractor shall continue till such time DFPCL/STL finds alternative arrangement.

17. In the event of contract not being considered, we reserve our right to extend the expiry date by not more than 3 months for smooth handover. There should not be any breach of any rules and / or regulations or any violation of the terms and conditions once the order will be finalized and during the complete tenure of contract. In case any breach / violation / misconduct observed, then DFPCL/STL will impose appropriate penalty on the vendor / contractor. The same will be deducted from the monthly bills of the Vendor / Contractor. This will culminate in cancellation of the complete purchase / work order without any further notice, which will be at the risk and cost of the vendor / contractor. Any loss and / or damage to the Plant and / or machinery or any property belonging to DFPCL/STL or its contractors due to the negligence / mistake on part of any manpower employed by the contractor will be dealt with seriously and

will culminate in recovering from your monthly bills. It will be the sole discretion of DFPCL/STL to decide on penalty for any misconduct / negligence / violation / breach of the terms, conditions, statutory rules, safety rules as mentioned in the tender / purchase / work order.

**Insurances :**

Contractor shall obtain and keep valid, at all times adequate insurance cover for its personnel, material and equipment, against all losses and liabilities whether at common law or under any statute relating to workers Compensation or Employer's Liability in the jurisdiction in which the Services are performed, from any accident or injury to any person employed by it in connection with the Services and shall ensure that all its workers, staff, employees and representatives labor are similarly insured in respect of their employees including claim against third party liability.

Job Controller – Mr. Ganesh Suryarao of DFPCL/STL shall be the job controller or any other person appointed by the Company from time to time.

The rates quoted by the suppliers shall remain firm till the completion of contract period and also during extended period if any. No escalation on any other ground shall be allowed.

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**(On Contractor's letterhead)**

**DETAILS OF BLACKLISTING / DISQUALIFICATION / FORFEITURE OF B.G. / S.D.**

1) Whether your Firm/Company is blacklisted by DFPCL or any other Public Sector / Govt. / Quasi-Govt Organisation / any other client : **Yes / No**. If yes please mention details.

2) Whether your Contract was terminated before expiry of Contract period or Security Deposit / E.M.D forfeited by our Company or any other Public Sector/Govt./Quasi Govt Organization / Any other client : **Yes / No**. If yes please mention details.

3) Whether Proprietor/Partner/Director (as applicable) has been prosecuted by any judicial court for any criminal breach of trust : **Yes / No**. If yes please mention details.

(Signature of the Contractor & Seal)

**GENERAL INFORMATION :**

1. Name & address of the Tenderers Firm / Company :

\_\_\_\_\_

2. Office Telephone No. : \_\_\_\_\_

3. Office Fax No. : \_\_\_\_\_

4. Year of Establishment : \_\_\_\_\_

5. Constitution of the Firm : Proprietorship/Partnership/Pvt.Ltd./ Pub  
Ltd.Co./Co-operative .

6. Name, Address of Partner / Directors : \_\_\_\_\_

7. Name of contact person : \_\_\_\_\_

8. Telephone no. of contact person: Office \_\_\_\_\_

Residence \_\_\_\_\_ Mobile \_\_\_\_\_

9.Name & Designation of Authorised Signatory :

\_\_\_\_\_

10. Details of sister concerns

a) Name & Address:

b) Activities engaged in by Sister Concern:

c) Names, Addresses & Telephone Nos. of Proprietors/Directors/Partners of  
Sister concerns.

(Signature of the Contractor & Seal)

**INFRASTRUCTURE / RESOURCES :**

1. Total number of resources employed : \_\_\_\_\_

2. No. of branch offices : \_\_\_\_\_ (details of address, Telephone No., Fax No. etc.)

3. No. of FMS Contracts engaged in Mumbai with Avg value of Contract: \_\_\_\_\_

**DECLARATION OF CONTRACTORS RELATIONS WITH DFPCL EMPLOYEES:**  
Should a contractor(s) have a relation or in the case of a firm, one or more of its partners a relation or relations employed in DFPCL or in case of company any of its official or relations employed in DFPCL, the authority inviting tenders shall be informed in writing of the fact at the time of submission of the tender. If so, the name, designation, department and Employee Number of such employees be indicated failing which DFPCL may in its sole discretion reject the tender or rescind the contract. If any ex-employee(s) of DFPCL is/are employed, with the contractor(s), name, designation, department and employee number of such employee(s) is indicated and if any ex-employee(s) of DFPCL is/are employed after acceptance of tender, the said particulars shall also be intimated immediately in writing to DFPCL from time to time.

(Signature of the Contractor & Seal)

## SCOPE OF ACTIVITIES FOR HOUSEKEEPING - DFPCCL

**DEEPAK FERTILISER AND PETROCHEMICALS CORPORATION LTD., PLANT K1, TALOJA**, required well trained and skilled manpower, empowered with the latest technology and machines for cleaning / sweeping / sanitation & Housekeeping activities etc. of the Office premises, Control Rooms, Substations, Road, etc. located as given below. The prime objective of cleaning and housekeeping services is to maintain the entire office, control room, toilets & roads in a very neat and clean condition to ensure a hygienic and congenial work environment.

The tenderers are invited to quote their rate as per the scope of work. There would be mainly 2 categories i.e. **Janitor team for washroom cleaning & Janitor team for General cleaning. Dress code should be different for both the teams.** Office Rooms / Cabins, Conference halls, Stores, Control Rooms, Workshops, etc. Toilet Blocks **Approximate Area in Nos. 34, Nos. of Cabins, Room, passage & surrounding area 204 Nos. & Open Area – Roads (Housekeeping Area: Annexure).**

Sr. No.	Type of Area	Total No of staff for DFPCCL	Frequency of cleaning per shift 24*7
1	Manpower cost for washroom/toilets cleaning (CTC should be as per minimum wages)	7	4 – 5 times
2	Manpower cost for General housekeeping (CTC should be as per minimum wages)	9	1-2 times
3	Supervisors (CTC should be as per minimum wages)	1	
4	Material & Consumables	As per Annx. Below	
5	Tools & Equipment's	As per Annx. Below	

**NOTE: THE AREA ARE MAY INCREASE OR DECREASE DURING THE TENURE OF THE CONTRACT**

### FORMAT FOR QUOTATION:

**Housekeeping / Toilet cleaning** services should be provided round the clock on all days from Monday to Sunday in two shifts, so that all areas are neat and clean all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8:00am in rooms where work will start at 9:00am. Housekeeping staff must do following activities:

### **BROAD DETAILS OF SCOPE OF WORK:**

Daily cleaning of washrooms - WC, Mirror, Tiles, Tap & fixtures , Daily cleaning of common area - Sweeping/Dry & Wet mop/ Dusting, Daily cleaning of all offices - Dusting, Mopping & sanitizing, Daily cleaning of all common area, reception, lobby, etc., Daily sweeping of common road - Sweeping & Garbage collection, Daily cleaning of substation - Sweeping/Dry & Wet mop/ Dusting, Daily dusting of all area, Daily removal of disposable & waste, Daily cleaning of staircase & railings, Daily filled up checklist, Daily on job training, Weekly cleaning - Removal of cobwebs, Weekly cleaning - Chair & Sofa cleaning, Weekly cleaning - Washroom deep cleaning, Weekly cleaning - Washing of all dustbins, Weekly cleaning - Glass door & window cleaning, Weekly cleaning - Steel polishing, Fortnightly - Furniture polishing, Fortnightly - Floor scrubbing & polishing, Fortnightly - Offices deep cleaning, Handling of Equipment's, Machines & Chemicals, Extended service whenever require

- Daily road cleaning.
- Waste bins to be thoroughly washed and dried. Wash & clean mirror with detergent solution.
- Dusting and cleaning of conference/cabin tables and chairs.
- Cleaning, sweeping moping and wiping of floors, staircase on daily basis including Saturdays or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting / cleaning / moping work before 9.00 AM.
- Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry /wet cloth, feather brush and duster.
- Lifting, carrying and disposing the dead bird's, animals, rats, insect, etc. if found in and around the office building & plant.
- Removal of beehives and cobwebs from the office building and its premises.
- Removal of paper, garbage and packing material from all floors/ rooms / pantry etc.
- Cleaning of washrooms, washbasins, sanitary fittings and floors with dry & wet mops.
- The vendor must deploy adult and competent labor only. Employment of child labor will lead to the termination of the contract. The successful vendor shall engage only such workers, whose antecedents have been thoroughly verified.
- Proper registers / records for the jobs carried out on daily, weekly, fortnightly basis will be maintained by the Supervisor of the vendor and will be countersigned by the company officer-in-charge at regular intervals and finally at the end of each month.

### **SCOPE OF HOUSEKEEPING IN OFFICE, PLANT BLDG., CONTROL ROOMS, ROADS, ETC.:**

ACTIVITIES TO BE CARRIED OUT DAILY	ACTIVITIES TO BE CARRIED OUT WEEKLY	ACTIVITIES TO BE CARRIED OUT FORTNIGHTLY BASIS
<ul style="list-style-type: none"> <li>• Main Gate, Reception and lobbies to be mopped twice in a day or as and when required.</li> <li>• Cleaning of Reception door and main entrance glass door and frames on both sides.</li> <li>• Cleaning of corridors staircases and common area with phenol in the morning and as and when required with plain water continuously.</li> <li>• Cleaning of office working areas, Control Rooms removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry / wet duster and or with suitable cleaning agent. Moping of floors with standard chemicals.</li> <li>• Collection of wastepaper from rooms, wastepaper, baskets, lobbies and putting in bags at the specified &amp; allotted location.</li> <li>• To clean glass panes on doors, windows &amp; partitions with soap / cleaning agent.</li> <li>• Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.</li> <li>• Cleaning / removal of any type of stains of ink etc. from the building premises and staircases.</li> <li>• Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Deep cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets / rooms, corridors with standard chemicals, automatic mopper / scrubbing machine to be used at least once in a week.</li> <li>• Cleaning of the doors.</li> <li>• Dusting and cleaning of the Windows &amp; Verticals.</li> <li>• Vacuum cleaning of Carpets.</li> <li>• Scrubbing of stairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Dusting of false ceiling etc. with soft broom and cloth.</li> <li>• Washing and cleaning of driveways, parking areas and roads</li> <li>• All toilets' floors and other areas, as may be directed by Officer In charge, shall be cleaned with floor scrubbing machine.</li> <li>• Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.</li> </ul>

**Housekeeping Monitoring and Control Mechanism:**

- The contractor must provide Supervisory support to get maximum output from the house keeping force provided to the company.
- The following monitoring mechanism will be adopted by the contractor:

1. **Toilets, Office Control Room Checklist:** This is to be attached/displayed on the back of the door. It is to be filled up by the Contractor supervisor on duty daily.
2. **Management/Housekeeping Services Requirements/ Complaints Report:** - This is to be filled up by the management and administrative staff of the Contractor who receive/observe the complaints/requirements for any of the Services. All suggestions, complaints related to services or staff deployed by the contractor will be registered at site and reported to In-charge Officer of Company. The contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

**DOCUMENTS TO BE MAINTAINED (Formats of below reports shall be finalized in consultation with the User)**

<b>DOCUMENTS ON SITE</b>	
<b>SR.NO</b>	<b>ITEMS</b>
1	Duty Roaster
2	Attendance register
3	HK Logbook
4	Toilet & office cleaning checklist
5	Daily Planner
6	Weekly Planner
7	Deep cleaning schedule
8	Fortnightly cleaning
9	Training calendar & documentation
10	Code of conduct
11	Complaint Register
12	Equipment checklist
13	HK Material Inventory Report
14	Cleaning process handouts
15	Chemical usage handouts
16	Equipment usage handouts
17	Compliance Record of each employee

**PROVIDING WORKFORCE**

- The vendor shall, however, survey the area. The vendor must employ adult and skilled labor only. Employment of child labor will lead to the termination of the contract. The vendor shall ensure that all the workforce deployed wear uniform, Safety shoes and helmet while on duty.
- During the working hours, the Housekeeping supervision will be carried out by the Contractor.
- No overtime shall be paid to the Contractor.

## STAFF SELECTION CRITERIA

- Should have experience in HK department.
- Should be interviewed by client.
- Should have a copy of documents with us.
- Staff should adhere uniform policy.
- Staff should maintain personal hygiene.
- No earrings, hand badge, etc
- Area officer/ Operation manager should be available as per requirement.

## UNIFORM TO BE MAINTAINED

Uniform & PPE		
SR. NO.	ITEM	QUNT REQ
1	Uniform for general & washroom Janitor	2 pair each
2	Safety shoes & Gumboot	2 pair each
3	Cap	1 pair each
4	Name Badge & ID card	2 pair each
5	PPE KIT (Goggle, Ear bud, Helmet)	1 no

## SUPPLY OF TOOLS / TACKLES / EQUIPMENT:

The contractor shall arrange at his expenses all necessary tools / tackles / equipment required for performing the work which should, include mops, plastic buckets, drums with closed lids, telescopic & ordinary ladders of sufficient height, industrial scrubbing machine, Vacuum Cleaners.

HK EQUIPMENT LIST		
SR.NO	ITEMS	REQUIREMENT
1	JET SPRAY MACHINE	2 NOS MUST BE AVAILABLE ON SITE
2	DRY & WET VACCUM MACHINE	2 NOS MUST BE AVAILABLE ON SITE
3	GHAMELA	5 NOS MUST BE AVAILABLE ON SITE
4	FAWADA	5 NOS MUST BE AVAILABLE ON SITE
5	SIGN BOARD - WORK IN PROGRESS	5 NOS MUST BE AVAILABLE ON SITE
6	SIGN BOARD - WET FLOOR	5 NOS MUST BE AVAILABLE ON SITE
7	CADDY	10 NOS - EVERY STATION MUST HAVE CADDY
8	SINGLE DISK MACHINE	2 NOS MUST BE AVAILABLE ON SITE
9	FLOOR SCRUBBING/POLISHING MACHINE	2 NOS MUST BE AVAILABLE ON SITE
10	TWO BUCKET WRINGER TROLLEY	3 NOS MUST BE AVAILABLE ON SITE
11	LADDER	2 NOS MUST BE AVAILABLE ON SITE

## SUPPLY OF MATERIAL AND CONSUMABLES:



The Chemicals, material & consumable shall be arranged by the contractor. The material being used by the contractor would be of superior quality / standard and of prominent brands, like Ecolab, Johnson Taski R1, R2, etc. or equivalent standard after discussion and finalization with Officer-In-Charge. Minimum stock should be available with HK department all the time.

<b>HK MATERIAL LIST- ON MONTHLY BASIS</b>			
<b>SR. NO.</b>	<b>ITEM</b>	<b>Unit</b>	<b>QUNT REQ</b>
1	TASKI R1	ltr	15
2	TASKI R2	ltr	15
3	TASKI R3	ltr	5
4	TASKI R4	ltr	5
5	TASKI R5	ltr	15
6	TASKI R6	ltr	20
7	TASKI R20	ltr	5
8	TASKI 101	ltr	3
9	TASKI 103	ltr	3
10	SUMA INOX D7	ltr	5
11	LIQUID HAND SOAP- Dettol or Savlon	ltr	35
12	ACID	ltr	15
13	AIR FRESHNER CONCORD	nos	5
14	BLEACHING POWDER 1KG	KG	15
15	NYLON SCRUBBER	nos	15
16	YELLOW SPONGE	nos	15
17	SCOTCH BRITE	nos	15
18	ODONIL TOILET 50GM	nos	25
19	NAPHTHALINE BALL	KG	5
20	SANI CUBE 500GM	KG	5
21	TISSUE ROLL	nos	2500
22	GARBAGE BAGS, BLACK COLOUR- 19" X 21"	KG	15
23	GARBAGE BAGS, BLACK COLOUR- 38" X 44"		
24	WET MOP REFILL FLAT	nos	10
25	WET MOP SET FLAT BLUE	nos	10
26	WET MOP SET ROUND	nos	15
27	WET MOP SET REFILL	nos	15
28	DRY MOP SET	nos	15
29	DRY MOP REFILL	nos	15
30	DRY MOP ROD	nos	10
31	COBWEB BRUSH WITH RELISCOPIE ROD 12"	nos	5
32	CARPET BRUSH	nos	5
33	FEATHER BRUSH	nos	10
34	FLOOR SCRUBBING PAD, COLOUR WHITE SIZE :17" (BOX OF 5 PADS) WHITE	nos	3
35	FLOOR SCRUBBING PAD, COLOUR RED SIZE :17" (BOX OF 5 PADS) RED	nos	3
36	FLOOR SCRUBBING PAD, COLOUR BLACK SIZE :17" (BOX OF 5 PADS) BLACK	nos	3
37	FLOOR BURNISHING PAD, SIZE : 20	nos	3
38	FLOOR WIPER	nos	10

39	TOILET WIPER	nos	10
40	GLASS WIPER	nos	10
41	GREEN DUSTER	nos	15
42	YELLOW DUSTER	nos	15
43	BLUE DUSTER	nos	15
44	RED DUSTER	nos	15
45	WHITE DUSTER	nos	15
46	GALSS DUSTER BLUE	nos	15
47	GLASS DUSTER RED	nos	15
48	FLOOR DUSTER	nos	15
49	PANTRY DUSTER	nos	15
50	GREEN CLOTH (LINT FREE)	nos	15
51	HAND BRUSH	nos	10
52	'T' BRUSH HARD 18" - Wooden	nos	7
53	HARD BROOM	nos	10
54	HARD BROOM WITH ROD (BMC)	nos	5
55	SOFT BROOM BIG	nos	5
56	SPRAY BOTTEL	nos	60
57	TOILET BRUSH HOCKY /ROUND	nos	15
58	CHOCK UP PUMP	nos	5
59	BUCKET (5LTR) PARMAR	nos	10
60	DUST PAN	nos	10
61	SCRAPPER PATRA SMALL	nos	5
62	HAND GLOVES RED	nos	15
63	HAND GLOVES BLUE	nos	15
64	Phynile	litr	15

## LEARNING & DEVELPOMENT

- Daily briefing with documentation.
- Daily on job training with documentation.
- Weekly meeting with Area officer with updated MOM
- Weekly training through training manager with documentation.
- Monthly SLA & Review meeting with top management team with documentation.
- Area officer/ Operation manager should be available as per requirement.

## WASTE DISPOSAL MANAGEMENT:

The vendor will ensure collection, screening / segregation of dry and wet garbage in the earmarked area.

## PREQUALIFICATION CRITERIA

- Only professional vendors in the said area will be considered.
- The Vendor should be ISO Certified.

- The Vendor should have well equipped with all necessary housekeeping machinery.
- The Vendor should have min. 3-5 years Housekeeping experience in Industry.
- Should comply all statutory requirements.
- Should be well versed will recent Techniques & equipment's in housekeeping.
- Should be able to handle Local Matters.
- 

### HOUSEKEEPING AREA : ANNEXURE

DFPCL				
Sr. No.	Locations	No. of Cabins, Room, passage & surrounding area	Toilets	Business Area
1	Admin. Ground Floor	8	1	Common Area
2	CMD Cabin	1	1	Common Area
3	Admin. Ground Floor – Reception	3	2	Common Area
4	Admin. Ground Floor - Conference Hall	2	1	Common Area
5	Admin. Ground Floor - UPS & Exchange Room	2	0	Common Area
6	Admin. First Floor - HR, Admin. & IT	15	1	Common Area
7	Admin. First Floor - Conference Hall	1	0	Common Area
8	Admin. Link Bldg. - First Floor - Project	11	2	Common Area
9	Admin. Link Bldg. - Conference Hall	1	0	Common Area
10	Admin. Link Bldg. - Gr. Floor - Purchase	9	2	Common Area
11	Admin. Link Bldg. - Conference Hall	1	0	Common Area
12	Admin. Link Bldg. Second Floor - Account	11	2	Common Area
13	Admin. Shift Bldg. R&D Lab	9	1	Common Area
14	OHC Building	5	1	Common Area
15	Gr. I Instrument / CES / Mechanical Workshop	7	1	GROUP I
16	Time Office / Visitor Room / Roaster Room	11	3	Common Area
17	Labour Gate	1	0	Common Area
18	Stores	8	2	Common Area
19	Methanol Gate & Despatch	2	1	Group I
20	Methanol Control Room & Mess Room & Substation	2	1	Group I
21	IPA Control Room & Mess Room	2	1	Group I
22	IPA D M Cabin / MCC Room	3	0	Group I
23	IPA Gate & Weigh Bridge	2	1	Group I
24	RGP Gate & Wigh Bridge	2	1	Group I
25	Plant Bldg. : Ground Floor	18	1	Common Area
26	Plant Bldg. : Conference Hall	1	0	Common Area
27	Plant Bldg. : First Floor	16	2	Common Area
28	Plant Bldg. : Conference Hall	1	0	Common Area
29	Plant Bldg. Second Floor	25	2	Common Area
30	CPP Control Room / Boiler / Cent. Elect. / Mech. / Inst. Workshop / STG	6	1	GROUP II
31	Quality Lab Ground Floor	5	1	GROUP II
32	Quality Lab First Floor	5	1	GROUP II

33	C. N. A. Control Room - New & Mess Room	2	1	GROUP II
34	C.N.A. Control Room I, II & Mess Room	1	0	GROUP II
35	IPA MCC of DM Plant	1	0	GROUP I
36	IPA SUBSTATION	2	0	GROUP I
37	Coal fire - STG Room (Ground & First)	2	0	Group III
38				
39	Road			Common Area
	<b>TOTAL</b>	<b>204</b>	<b>34</b>	

### PENALTIES : ANNEXCURE

- PENALTIES:**

The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

Sr. No.	Description of Irregularities	Penalty
1.	If the required workers are less than the minimum required	@ Rs. 200/- per day per person
2.		
3.	If the garbage is not lifted as per defined mode & scheduled	@ Rs. 500/- on each failure occasion
4.	Staff not in Proper grooming, Uniform/ without I Card, etc.	@ Rs. 200/- per worker /day
5.	If it is found that no action is been taken within One hour after the complaint of Un-clean premises and improper housekeeping	@ Rs. 200/- per complaint
6.	10% deduction on management fees if it is found that no action/ response is been initiated by operation team/ top management on the grievances / issues raised by DFPCL/STL.	@ 10% on management fees
7.	Misbehaviour by the housekeeping staff to stakeholder, company employee & visitors.	@ Rs. 500/-per incident
8.	10% deduction on management fees if 100% consumable not available on site	@ 10% on management fees
9.	10% deduction on management fees if equipment's not available on site (AS per the list)	@ 10% on management fees
10.	10% deduction on management fees if manpower is less	@ 10% on management fees

	than 90% for a month.	
11.	Recurring of irregularities given at Sr. No. 1, 2, 3, 4 & 5	Double the penalties amount mentioned in Sr. No. 1 to 5
11.	Absentism of Supervisors without approval	@ Rs 1000.00 per day per person

**Continuously for a period of 15 (fifteen) days, company has the right to purchase the non-available equipment / tools or tackles on the market rates and deduct the cost of same from the contractor's bill in addition to the imposition of applicable penalties.**

**Replacement/ Shuffling of staff in every 8 months is mandatory. Final call will be stay with DFPCL.**

**Staff should be terminated in the case of;**

- Sexual Harassment
- Foul language, arguments with senior staff, stakeholder, colleagues, etc.
- If not adhere Code of Conduct

**MONTHLY REVIEW MEETING IS MANDATORY BEFORE SUBMEETING/PROCESSING MONTHLY INVOICE.**

**Below documentation are mandatory for Monthly Review meeting.**

- Training Record
- Equipment Inventory report
- Consumable & Chemical Inventory report
- Deployment report
- Review of Grievance/ HK issues

## SCOPE OF ACTIVITIES FOR HOUSEKEEPING - STL

**SMARTCHEM TECHNOLOGIES LIMITED, PLANT K1, TALOJA**, required well trained and skilled manpower, empowered with the latest technology and machines for cleaning / sweeping / sanitation & Housekeeping activities etc. of the Office premises, Control Rooms, Substations, Road, etc. located as given below. The prime objective of cleaning and housekeeping services is to maintain the entire office, control room, toilets & roads in a very neat and clean condition to ensure a hygienic and congenial work environment.

The tenderers are invited to quote their rate as per the scope of work. There would be mainly 2 categories i.e. **Janitor team for washroom cleaning & Janitor team for General cleaning. Dress code should be different for both the teams.** Office Rooms / Cabins, Conference halls, Stores, Control Rooms, Workshops, etc. Toilet Blocks **Approximate Area in Nos. 37, Nos. of Cabins, Room, passage & surrounding area 76 Nos. & Open Area – Roads (Housekeeping Area: Annexure)**

Sr. No.	Type of Area	Total No of staff for STL	Frequency of cleaning per shift 24*7
1	Manpower cost for washroom/toilets cleaning (CTC should be as per minimum wages)	7	4 – 5 times
2	Manpower cost for General housekeeping (CTC should be as per minimum wages)	7	1-2 times
3	Supervisors (CTC should be as per minimum wages)	1	
4	Material & Consumables	As per Annx. Below	
5	Tools & Equipment's	As per Annx. Below	

**NOTE: THE AREA ARE MAY INCREASE OR DECREASE DURING THE TENURE OF THE CONTRACT**

**FORMAT FOR QUOTATION:**

**Housekeeping / Toilet cleaning** services should be provided round the clock on all days from Monday to Sunday in two shifts, so that all areas are neat and clean all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8:00am in rooms where work will start at 9:00am. Housekeeping staff must do following activities:

**BROAD DETAILS OF SCOPE OF WORK:**

**Daily cleaning of washrooms - WC, Mirror, Tiles, Tap & fixtures , Daily cleaning of common area - Sweeping/Dry & Wet mop/ Dusting, Daily cleaning of all offices - Dusting, Mopping & sanitizing, Daily cleaning of all common area, reception, lobby, etc., Daily sweeping of common road - Sweeping & Garbage collection, Daily cleaning of substation - Sweeping/Dry & Wet mop/ Dusting, Daily dusting of all area, Daily removal of disposable & waste, Daily cleaning of staircase & railings, Daily filled up checklist, Daily on job training, Weekly cleaning - Removal of cobwebs, Weekly cleaning - Chair & Sofa cleaning, Weekly cleaning - Washroom deep cleaning, Weekly cleaning - Washing of all dustbins, Weekly cleaning - Glass door & window cleaning, Weekly cleaning - Steel polishing, Fortnightly - Furniture polishing, Fortnightly - Floor scrubbing & polishing, Fortnightly - Offices deep cleaning, Handling of Equipment's, Machines & Chemicals, Extended service whenever require**

- Daily road cleaning.
- Waste bins to be thoroughly washed and dried. Wash & clean mirror with detergent solution.
- Dusting and cleaning of conference/cabin tables and chairs.
- Cleaning, sweeping moping and wiping of floors, staircase on daily basis including Saturdays or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting / cleaning / moping work before 9.00 AM.
- Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry /wet cloth, feather brush and duster.
- Lifting, carrying and disposing the dead bird's, animals, rats, insect, etc. if found in and around the office building & plant.
- Removal of beehives and cobwebs from the office building and its premises.
- Removal of paper, garbage and packing material from all floors/ rooms / pantry etc.
- Cleaning of washrooms, washbasins, sanitary fittings and floors with dry & wet mops.

- The vendor must deploy adult and competent labor only. Employment of child labor will lead to the termination of the contract. The successful vendor shall engage only such workers, whose antecedents have been thoroughly verified.
- Proper registers / records for the jobs carried out on daily, weekly, fortnightly basis will be maintained by the Supervisor of the vendor and will be countersigned by the company officer-in-charge at regular intervals and finally at the end of each month.

**SCOPE OF HOUSEKEEPING IN OFFICE, PLANT BLDG., CONTROL ROOMS, ROADS, ETC.:**

ACTIVITIES TO BE CARRIED OUT DAILY	ACTIVITIES TO BE CARRIED OUT WEEKLY	ACTIVITIES TO BE CARRIED OUT FORTNIGHTLY BASIS
<ul style="list-style-type: none"> <li>• Main Gate, Reception and lobbies to be mopped twice in a day or as and when required.</li> <li>• Cleaning of Reception door and main entrance glass door and frames on both sides.</li> <li>• Cleaning of corridors staircases and common area with phenol in the morning and as and when required with plain water continuously.</li> <li>• Cleaning of office working areas, Control Rooms removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry / wet duster and or with suitable cleaning agent. Moping of floors with standard chemicals.</li> <li>• Collection of wastepaper from rooms, wastepaper, baskets, lobbies and putting in bags at the specified &amp; allotted location.</li> <li>• To clean glass panes on doors, windows &amp; partitions with soap / cleaning agent.</li> <li>• Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.</li> <li>• Cleaning / removal of any type of</li> </ul>	<ul style="list-style-type: none"> <li>• Deep cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets / rooms, corridors with standard chemicals, automatic mopper / scrubbing machine to be used at least once in a week.</li> <li>• Cleaning of the doors.</li> <li>• Dusting and cleaning of the Windows &amp; Verticals.</li> <li>• Vacuum cleaning of Carpets.</li> <li>• Scrubbing of stairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Dusting of false ceiling etc. with soft broom and cloth.</li> <li>• Washing and cleaning of driveways, parking areas and roads</li> <li>• All toilets' floors and other areas, as may be directed by Officer In charge, shall be cleaned with floor scrubbing machine.</li> <li>• Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.</li> </ul>



stains of ink etc. from the building premises and staircases. <ul style="list-style-type: none"> <li>• Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.</li> </ul>		
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**Housekeeping Monitoring and Control Mechanism:**

- The contractor must provide Supervisory support to get maximum output from the house keeping force provided to the company.
- The following monitoring mechanism will be adopted by the contractor:
  3. **Toilets, Office Control Room Checklist:** This is to be attached/displayed on the back of the door. It is to be filled up by the Contractor supervisor on duty daily.
  4. **Management/Housekeeping Services Requirements/ Complaints Report:** - This is to be filled up by the management and administrative staff of the Contractor who receive/observe the complaints/requirements for any of the Services. All suggestions, complaints related to services or staff deployed by the contractor will be registered at site and reported to In-charge Officer of Company. The contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

**DOCUMENTS TO BE MAINTAINED (Formats of below reports shall be finalized in consultation with the User)**

DOCUMENTS ON SITE	
SR.NO	ITEMS
1	Duty Roaster
2	Attendance register
3	HK Logbook
4	Toilet & office cleaning checklist
5	Daily Planner
6	Weekly Planner
7	Deep cleaning schedule
8	Fortnightly cleaning
9	Training calendar & documentation
10	Code of conduct
11	Complaint Register
12	Equipment checklist
13	HK Material Inventory report
14	Cleaning process handouts
15	Chemical usage handouts
16	Equipment usage handouts
17	Compliance Record of each employee

### PROVIDING WORKFORCE

- The vendor shall, however, survey the area. The vendor must employ adult and skilled labor only. Employment of child labor will lead to the termination of the contract. The vendor shall ensure that all the workforce deployed wear uniform, Safety shoes and helmet while on duty.
- During the working hours, the Housekeeping supervision will be carried out by the Contractor.
- No overtime shall be paid to the Contractor.

### STAFF SELECTION CRITERIA

- Should have experience in HK department.
- Should be interviewed by client.
- Should have a copy of documents with us.
- Staff should adhere uniform policy.
- Staff should maintain personal hygiene.
- No earrings, hand badge, etc
- Area officer/ Operation manager should be available as per requirement.

### UNIFORM TO BE MAINTAINED

Uniform & PPE		
SR. NO.	ITEM	QUNT REQ
1	Uniform for general & washroom Janitor	2 pair each
2	Safety shoes & Gumboot	2 pair each
3	Cap	1 pair each
4	Name Badge & ID card	2 pair each
5	PPE KIT (Goggle, Ear bud, Helmet)	1 no

### SUPPLY OF TOOLS / TACKLES / EQUIPMENT:

The contractor shall arrange at his expenses all necessary tools / tackles / equipment required for performing the work which should, include mops, plastic buckets, drums with closed lids, telescopic & ordinary ladders of sufficient height, industrial scrubbing machine, Vacuum Cleaners.

HK EQUIPMENT LIST		
SR.NO	ITEMS	REQUIREMENT
1	JET SPRAY MACHINE	2 NOS MUST BE AVAILABLE ON SITE
2	DRY & WET VACCUM MACHINE	2 NOS MUST BE AVAILABLE ON SITE
3	GHAMELA	5 NOS MUST BE AVAILABLE ON SITE
4	FAWADA	5 NOS MUST BE AVAILABLE ON SITE
5	SIGN BOARD - WORK IN PROGRESS	5 NOS MUST BE AVAILABLE ON SITE

6	SIGN BOARD - WET FLOOR	5 NOS MUST BE AVAILABLE ON SITE
7	CADDY	10 NOS - EVERY STATION MUST HAVE CADDY
8	SINGLE DISK MACHINE	2 NOS MUST BE AVAILABLE ON SITE
9	FLOOR SCRUBBING/POLISHING MACHINE	2 NOS MUST BE AVAILABLE ON SITE
10	TWO BUCKET WRINGER TROLLEY	3 NOS MUST BE AVAILABLE ON SITE
11	LADDER	2 NOS MUST BE AVAILABLE ON SITE

**SUPPLY OF MATERIAL AND CONSUMABLES:**

The Chemicals, material & consumable shall be arranged by the contractor. The material being used by the contractor would be of superior quality / standard and of prominent brands, like Ecolab, Johnson Taski R1, R2, etc. or equivalent standard after discussion and finalization with Officer-In-Charge. Minimum stock should be available with HK department all the time.

HK MATERIAL LIST- ON monthly Basis			
SR. NO.	ITEM	Unit	QUNT REQ
1	TASKI R1	ltr	10
2	TASKI R2	ltr	10
3	TASKI R3	ltr	5
4	TASKI R4	ltr	5
5	TASKI R5	ltr	15
6	TASKI R6	ltr	20
7	TASKI R20	ltr	5
8	TASKI 101	ltr	3
9	TASKI 103	ltr	3
10	SUMA INOX D7	ltr	5
11	LIQUID HAND SOAP- DETTOL/SAVLON	ltr	35
12	ACID	ltr	15
13	AIR FRESHNER CONCORD	nos	5
14	BLEACHING POWDER 1KG	KG	15
15	NYLON SCRUBBER	nos	15
16	YELLOW SPONGE	nos	15
17	SCOTCH BRITE	nos	15
18	ODONIL TOILET 50GM	nos	25
19	NAPHTHALINE BALL	KG	5
20	SANI CUBE 500GM	KG	5
21	TISSUE ROLL	nos	2500
22	GARBAGE BAGS, BLACK COLOUR- 19" X 21"	KG	15
23	GARBAGE BAGS, BLACK COLOUR- 38" X 44"		
24	WET MOP REFILL FLAT	nos	10
25	WET MOP SET FLAT BLUE	nos	10
26	WET MOP SET ROUND	nos	15
27	WET MOP SET REFILL	nos	15
28	DRY MOP SET	nos	15
29	DRY MOP REFILL	nos	15

30	DRY MOP ROD	nos	10
31	COBWEB BRUSH WITH RELISCOPIE ROD 12"	nos	5
32	CARPET BRUSH	nos	5
33	FEATHER BRUSH	nos	10
34	FLOOR SCRUBBING PAD, COLOUR WHITE SIZE :17" (BOX OF 5 PADS) WHITE	nos	3
35	FLOOR SCRUBBING PAD, COLOUR RED SIZE :17" (BOX OF 5 PADS) RED	nos	3
36	FLOOR SCRUBBING PAD, COLOUR BLACK SIZE :17" (BOX OF 5 PADS) BLACK	nos	3
37	FLOOR BURNISHING PAD, SIZE : 20	nos	3
38	FLOOR WIPER	nos	10
39	TOILET WIPER	nos	10
40	GLASS WIPER	nos	10
41	GREEN DUSTER	nos	15
42	YELLOW DUSTER	nos	15
43	BLUE DUSTER	nos	15
44	RED DUSTER	nos	15
45	WHITE DUSTER	nos	15
46	GALSS DUSTER BLUE	nos	15
47	GLASS DUSTER RED	nos	15
48	FLOOR DUSTER	nos	15
49	PANTRY DUSTER	nos	15
50	GREEN CLOTH (LINT FREE)	nos	15
51	HAND BRUSH	nos	10
52	'T' BRUSH HARD 18" - Wooden	nos	7
53	HARD BROOM	nos	10
54	HARD BROOM WITH ROD (BMC)	nos	5
55	SOFT BROOM BIG	nos	5
56	SPRAY BOTTEL	nos	60
57	TOILET BRUSH HOCKY /ROUND	nos	15
58	CHOCK UP PUMP	nos	5
59	BUCKET (5LTR) PARMAR	nos	10
60	DUST PAN	nos	10
61	SCRAPPER PATRA SMALL	nos	5
62	HAND GLOVES RED	nos	15
63	HAND GLOVES BLUE	nos	15
64	Phynile	litr	15

## LEARNING & DEVELPOMENT

- Daily briefing with documentation.
- Daily on job training with documentation.
- Weekly meeting with Area officer with updated MOM
- Weekly training through training manager with documentation.
- Monthly SLA & Review meeting with top management team with documentation.
- Area officer/ Operation manager should be available as per requirement.

**WASTE DISPOSAL MANAGEMENT:**

The vendor will ensure collection, screening / segregation of dry and wet garbage in the earmarked area.

**PREQUALIFICATION CRITERIA**

- Only professional vendors in the said area will be considered.
- The Vendor should be ISO Certified.
- The Vendor should have well equipped with all necessary housekeeping machinery.
- The Vendor should have min. 3-5 years Housekeeping experience in Industry.
- Should comply all statutory requirements.
- Should be well versed will recent Techniques & equipment's in housekeeping.
- Should be able to handle Local Matters.

**HOUSEKEEPING AREA: ANNEXCURE**

<b>STL</b>				
<b>Sr. No.</b>	<b>Locations</b>	<b>No. of Cabins, Room, passage &amp; surrounding area</b>	<b>Toilets</b>	<b>Business Area</b>
1	Ammonia Sub Station/ASHU/D M CABIN	6	0	GROUP I
2	Security Changing Room	1	1	COMMON AREA
3	Security Control Office, Union office, Society office	4	2	COMMON AREA
4	Ammonia Control Room & Mess Room	2	1	GROUP I
5	Ammonia Despatch, Gate & Excise Office	3	2	GROUP I
6	Ammonia Unloading	1	1	GROUP I
7	Drivers Parking & Cabin	1	0	GROUP I
8	WNA / Analyzer Room	3	1	GROUP II
9	WNA MCC ROOM / SUBSTATION	1	0	GROUP II
10	ANP Control Room Gr. Floor / UMPS Room	4	2	GROUP II
11	ANP Mess Room	1	0	GROUP II
12	ANP Hall / SUBSTATION	3	2	GROUP II
13	AN LDAN Control Room	5	1	GROUP III
14	TTC HALL	5	2	GROUP II
15	LDAN Bagging Mess Room	1	1	GROUP III
16	ETP CR / LAB /R.O. CR	4	1	GROUP III
17	ANP Bagging / Mess Room	3	0	GROUP III
18	Mathadi Changing Room	1	3	GROUP III
19	NPK Control Room	1	5	GROUP III
20	NPK Instrumentation	1	1	GROUP III
21	NPK Mechanical	1		GROUP III
22	NPK Substation	3	2	GROUP III
23	NPK Mess Room	1	0	GROUP III

24	NPK Despatch	1	0	GROUP III
25	NPK Bagging Control Room	1	1	GROUP III
26	NPK Bagging Mess Room	1	2	GROUP III
27	NPK Bagging Cabins	4	0	GROUP III
28	NPK Bagging Gr. Floor Conference Room	1	0	GROUP III
29	NPK Bagging Mechanical & Instrumentation	1	1	GROUP III
30	NPK Loadmatic Area Cabin	1	0	GROUP III
31	NPK Despatch Gate	1	0	GROUP III
32	100 KV Substation	2	1	GROUP III
33	Coal Fired Weighbridge	1	0	GROUP III
34	Coal Fired Control Room	2	2	GROUP III
35	Coal Fired Electrical Substation	1	0	GROUP III
36	Cycle Parking	0	0	COMMON AREA
37	Union Office / Society Office	2	1	COMMON AREA
38	Coal Fired - Pota Cabin	1	1	GROUP III
39	Road			COMMON AREA
<b>TOTAL</b>		<b>76</b>	<b>37</b>	

### PENALTIES: ANNEXCURE

- PENALTIES:**

The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

Sr. No.	Description of Irregularities	Penalty
12.	If the required workers are less than the minimum required	@ Rs. 200/- per day per person
13.	If the garbage is not lifted as per defined mode & scheduled	@ Rs. 500/- on each failure occasion
14.	Staff not in Proper grooming, Uniform/ without I Card, etc.	@ Rs. 200/- per worker /day
15.	If it is found that no action is been taken within One hour after the complaint of Un-clean premises and improper housekeeping	@ Rs. 200/- per complaint
16.	10% deduction on management fees if it is found that no action/ response is been initiated by operation team/ top management on the grievances / issues raised by DFPCL/STL.	@ 10% on management fees
17.	Misbehaviour by the housekeeping staff to stakeholder, company employee & visitors.	@ Rs. 500/-per incident

18.	10% deduction on management fees if 100% consumable not available on site	@ 10% on management fees
19.	10% deduction on management fees if equipment's not available on site (AS per the list)	@ 10% on management fees
20.	10% deduction on management fees if manpower is less than 90% for a month.	@ 10% on management fees
21.	Recurring of irregularities given at Sr. No. 1, 2, 3, 4 & 5	Double the penalties amount mentioned in Sr. No. 1 to 5
11.	Absentism of Supervisors without approval	@ Rs 1000.00 per day per person

**Continuously for a period of 15 (fifteen) days, company has the right to purchase the non-available equipment / tools or tackles on the market rates and deduct the cost of same from the contractor's bill in addition to the imposition of applicable penalties.**

**Replacement/ Shuffling of staff in every 8 months is mandatory. Final call will be stay with STL.**

**Staff should be terminated in the case of;**

- **Sexual Harassment**
- **Foul language, arguments with senior staff, stakeholder, colleagues, etc.**
- **If not adhere Code of Conduct**

**MONTHLY REVIEW MEETING IS MANDATORY BEFORE SUBMEETING/PROCESSING MONTHLY INVOICE.**

**Below documentation are mandatory for Monthly Review meeting.**

- **Training Record**
- **Equipment Inventory report**
- **Consumable & Chemical Inventory report**
- **Deployment report**
- **Review of Grievance/ HK issues**

**Price Bid format :-**

Sr No.	Short Text	Qty	U/M.	Unit Price	Total
1	FOR – DFPCL Manpower cost for washroom/toilets and General housekeeping cleaning (CTC should be as per minimum wages- Skilled Manpower)	16 Per Day	Man-days		
	For – DFPCL Supervisors (CTC should be as per minimum wages)	1 Per Day	Man -days		
	For – DFPCL Material & Consumables-	1Month	Cost of One Month.		
	For – DFPCL One Time cost for Tools and Tackles (Payable on Monthly Basis)	1	Lumpsum Per year		
2	<b>FOR – STL</b> Manpower cost for washroom/toilets and General housekeeping cleaning (CTC should be as per minimum wages- Skilled Manpower)	14 Per Day	Man-days		
	<b>FOR – STL</b> Supervisors (CTC should be as per minimum wages)	1 Per Day	Man-days		
	<b>FOR-STL</b> Material & Consumables-	1 Month	Cost of One Month.		
	<b>FOR – STL</b> One Time cost for Tools and Tackles (Payable on Monthly Basis)	1	Lumpsum Per year		

Uniform & PPE to be provided by contractor.

1. Separate Salary Structure of Manpower cost with Service charge is required  
( Skilled manpower for General HK + Supervisors)



2. Separate Costing of Material and consumable is required as per list attached for DFPCL/ STL
3. Separate Costing one-time charges of tools and tackles is required as per list for DFPCL/STL.

**VALIDITY:-**

This Contract will be valid for a period of one year from the date of receipt of PO/ Work order/ email confirmation.

However, DFPCL reserves the right to terminate the contract forthwith in case of unsatisfactory services or breach of contract terms on Tenderers part. DFPCL shall also have right to extend the Contract at its own discretion.