

Government of India
Bhabha Atomic Research Centre
Applied Physics Division

Purnima Labs,
Trombay, Mumbai-85

Ref: BARC/APD/PBW/157364

Date: 05/10/2018

To,

Please submit sealed quotation as per attached format on your printed letter head addressing to Head, APD, BARC, Trombay and Mumbai- 400085 for “**AMC for Cosmetic Maintenance (cleanliness/sanitation) and miscellaneous works at EHPPL, BARC, near village – Chincholi, Tehsil – Kalyan**”. The letter head must have GST and PAN number of the firm. The quotation must be sent by post or speed post, so that the quotation reaches this office on or before **25/10/2018 by 16:00Hrs.**

Estimated cost of the work: **Rs. 27, 48,499/-(excluding GST)**

EMD- You should send Demand Draft for **Rs. 54,970/-**(Rupees Fifty Four Thousand Nine Hundred Seventy only) drawn in favour of ‘Accounts Officer, BARC’ along with your quotation as Earnest Money Deposit.

Encl.:

1. Quotation Form
2. Description of work
3. Terms and Conditions

Dr. T. C. Kaushik
Head, APD

**Bhabha Atomic Research Centre
Applied Physics Division**

Quotation Form

NAME OF WORK: Cosmetic Maintenance (cleanliness/sanitation) and miscellaneous works at EHPPL
BARC, near village – Chincholi, Tehsil – Kalyan

Sr. No.	Description of Item	Quantity (No. of operation in a year)	Unit	Rate (Rs.) (per operation)	Amount (Rs.)
1.	Sweeping, mopping and removing cobwebs of the corridors etc. in process buildings, administrative buildings and security buildings etc. Total area: 9750 M² (Once in a day)	312	Operations		
2.	Cleaning of urinals, wash basins, bathrooms, mirrors and removal of chokes of toilet Blocks having total area 625M². (Twice in a day).	624	Operation		
3.	Cleaning of Doors/ Windows/ Ventilators/ Lowers total area of 1430 M² (Once in three months).	4	Operations		
4.	Cleaning the terrace of the building, clearing of chokes from storm water drains and disposal of the litter to the garbage points having total area 3868 M² (Once in four months).	3	Operations		
Total = GST = Total (Including GST) =					

GST No.
PAN No.

Signature of Contractor:
Name of the Contractor:
Address:

**Bhabha Atomic Research Centre
Applied Physics Division**

DESCRIPTION OF WORK:

Cosmetic Maintenance (cleanliness/sanitation) and Miscellaneous works at EHPPL BARC, near village – Chincholi, Tehsil – Kalyan

SPECIAL INSTRUCTIONS TO THE CONTRACTOR

1. The tenderer is requested to visit the site to acquaint himself with the site conditions, working conditions, approaches, availability of materials and other facilities for his labour force before submitting the tender.

2. Location & Scope of Work:

Location EHPPL BARC, near village – Chincholi, Tehsil – Kalyan

Scope of Work: Cosmetic maintenance EHPPL BARC, near village – Chincholi, Tehsil – Kalyan

Item No. 1 : Sweeping & Mopping :- The work includes sweeping , mopping and cobwebs removal in rooms & corridors of all floors, staircases, surrounding walls and all other surface areas adjacent to the floors. All above areas of floor shall be swept with soft broom and then mopped manually using well cleaned moist cotton mops dipped in the suitable water detergent/disinfectant. The mopping to be repeated with ordinary water the mop being squeezed before use, dipped in fresh water for every 20/30 sq.m. area of mopping. Mopping shall be carried in such a way that no marking are seen when the area is dried.

Cleaning of External PCC, collection and disposal of wastes such as papers, polythene, thermocol, cardboards, empty chemical bottles etc. kept outside each door step and at common areas of basement, ground floor first floor and second floor. The sweeping and mopping of floors shall be carried out one time (one operation) per day on all working days. All consumables, including brooms, cleaning cloths etc. shall be supplied by APD, BARC free of cost to the contractor.

Item No. 2 : Cleaning of toilet Blocks :- This work includes cleaning WCs, latrines, urinals, wash basins, bathrooms, mirrors, floors etc., in the toilet blocks including removal of chokes. This work includes cleaning of all glazed tiles of walls with suitable cleaning powders/agent, acid etc. and scrubbed with appropriate brush and cleaning with plain water. All strain shall have to be removed in such a manner that no marks are visible. Removal of chokes in wash basins, urinals, outlet point etc. is also included in the scope of this work. Filling of liquid soap to the dispensers attached with the basin are included in the scope of work without any extra payment. Cleaning of toilet blocks shall have to be carried out twice in a day) on all working days. All consumables like detergent, liquid soap shall be supplied to the contractor free of cost by this department.

Item No. 3 Cleaning of Cleaning of Doors/ Windows/ Ventilators/ Lowers: - This work includes cleaning of window glasses /glass partitions/ doors/ ventilators and lowers of process buildings, administrative buildings and security buildings etc and other offices mentioned in the location column using safety measures with due care. The materials, liquid soap, dusters etc. will be supplied by APD, BARC free of cost. Four operations are to be carried out throughout the contract period i.e. once in three months. The cleaning materials will be supplied by APD, BARC free of cost. Contractor should provide the safety equipments to his staff working at the height.

Item No. 4 cleaning the terrace of the building

Cleaning the terrace of the building, clearing of chokes from storm water drains and disposal of the litter to the garbage points of process buildings, administrative buildings and security buildings etc. All consumables, including brooms, cleaning cloths etc. shall be supplied by APD, BARC free of cost to the contractor. Three operations are to be carried out throughout the contract period i.e. once in four months Contractor should provide the safety equipments to his staff working at the height.

NOTE

- a. All consumable and cleaning accessories shall be supplied to the contractors free of cost. If any cleaning machineries are necessary, same shall also be arranged by APD, BARC free of cost.
- b. The frequency of sweeping and cleaning of floors, sweeping of terrace/roads etc. toilet units, shall have to be carried out as per tender schedule. However, in case of any unusual occurrence of dirtiness or shabby look in any of unit/areas, same shall be cleaned immediately by the contractor without any extra payment.
- c. Suitable manpower shall be available at the premises continuously for this type of work.
- d. For carrying out work at higher height suitable life insurance shall be obtained for the working personnel.
- e. The waste generated after sweeping, mopping of the rooms, toilet blocks etc. is to be removed from the respective rooms/offices, toilets and disposed to the nearest garbage points. Also left over food after washing tiffins from the washbasins and other articles kept in dustbins should be disposed on the same day.
- f. Miscellaneous works (Road cleaning)
Road cleaning as and when required should be done.

The terms and conditions for the present AMC work are as follows:

1. The materials required for cleaning such as plastic buckets, plastic mugs, phenol, liquid soap, waste cotton, naphthalene balls, brooms, mops, dettol, lifebuoy soap, room fresheners and dusters etc. shall be supplied free of cost by APD, BARC, Mumbai.
2. Contractor shall arrange for tools and equipments required in case if assigned wild vegetation removal work.
3. The contractor shall make provision of suitable uniform with name plate and colour code to the personnel deployed for cosmetic maintenance (cleanliness / sanitation) work to identify their staff by security and departmental personnel.
4. The safety gears like hand gloves (cotton and rubber), hard caps, safety goggles, safety shoes etc. required for the work personnel during miscellaneous work shall be supplied by Contractor.
5. Working days shall be 6 days per week (i.e. from Monday to Saturday) but if there is any emergency, the contractor has to make available the personnel on holidays also.
6. The contractor shall pay the wages to the labours as per the rates framed by Labour Contract Regulation and Evaluation, 1971 Act.
7. The 15 nos. of labours are bound to clean the building area @ 740 m² per person (i.e. total area 11, 100 m²) based on the frequency & priority on every day.
8. Transportation charges to bring labours at EHPPL site which is located around 17 Km from Kalyan Railway Station shall be in the scope of contractor.
9. Contractor shall maintain suitable Muster at EHPPL, Kalyan site for labour attendance.
10. The work shall be done with good workmanship as per relevant specifications for execution of the work.
11. If the contractor engage no persons on any day, then he should send labour during holidays and if doesn't provide where as even during holidays then Rs. 800/- per head per day will be recovered as per penalty from contractor's monthly bill.
12. The contractor shall pay the minimum wages and other mandatory payments to the labourers as prescribed by Government of India from time to time in the presence of representative of EHPPL, officials.
13. The contractor will be responsible for compilation of all laws and other rules/laws of Government of India/ State Government relating to this contract and employment / engagement of labour.
14. The contractor will be allowed to start the work only after receiving the Security Vetting of the firm. The contractor shall obtain **Police Verification Certificate, necessary security passes for his staff**, and shall follow strictly all the security guidelines of the department.

15. All liabilities arising out of accident or death of any personnel while duty shall be borne by the contractor. The contractor shall be solely responsible for any injury to or death of any third person caused due to contractor or its staff's negligence.
16. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Department.
17. The contractor shall not employ any person below the age of 18 years. Only physically and medically fit personnel shall be employed for the duty.
18. The department shall not be under any obligation for providing employment to any of the worker of the contractor during and after the expiry of the contract.
19. The contractor must complete all the operations in time as per the monthly schedule of operation for the all installations covered in it; if the work of any service/operation found to be non-executed to any installations out of the scheduled installations, penalty will be imposed for the non-performance and the decision of imposing penalty is reserved with the Competent Authority which maybe up to 50% of the total value of the operation wise for the month for which bill is submitted.
20. The contractor's sole responsibility will be to ensure that the staff engaged for this job does not stick up to their time schedule say between 9.30 am to 5.30 pm only but they should attend the work if necessary for longer duration.
21. GST as per applicable subject to production of GST registration certificate.
22. The contract can be terminated at any time if the work is not found satisfactory after serving a notice of one week.