

**HSCC-HRM Department**

**e-TENDER FOR Providing housekeeping services including cleaning, maintenance, etc. in  
HSCC Corporate Office located at Plot No. E-6(A) Sector-1 Noida U.P-201301**

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NIT Ref : HSCC/HO/HOUSE KEEPING/2017

Amendment 2

All bidders are being informed that last date for tender submission has been extended to 06.03.2017.

All other terms and conditions of tender will remain unchanged.

**HSCC (INDIA) LIMITED**  
**(A Government of India Enterprises)**  
**E-6(A), Sector-1, Noida (U.P)-201301**

**e-TENDER**

**FOR**

**Providing housekeeping services including cleaning, maintenance, etc. in HSCC Corporate Office located at Plot No. E-6(A), Sector-I, Noida, U.P.-201301”**

**Tender No: - HSCC/HO/HOUSE KEEPING/2017**

**Volume - II**

**BOQ**

**February 2017**



**HSCC (INDIA ) LTD.**  
**(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)**  
**E-6(A), sector-1, NOIDA(U.P) 201301 (India)**

Phone: 0120-2542436-40

Fax: 0120-2542447

**Price Schedule - A**

Providing housekeeping services including cleaning, maintenance, etc. in HSCC Corporate Office located at Plot No. E-6(A), Sector-I, Noida, U.P.-201301

| Item No.<br>1 | Description<br>2 | Unit<br>3 | Qty<br>4 | Rate In Rs ( in Figure)<br>per month<br>5 | Rate in Rs (in Words)<br>6 | Amount<br>(Rs.) per<br>Annum<br>7 |
|---------------|------------------|-----------|----------|---|----------------------------|-----------------------------------|
|---------------|------------------|-----------|----------|---|----------------------------|-----------------------------------|

The tenderer shall quote rates in figures and in words under column 5&6 and extend amount to column 7

|  |  |           |                 |  |  |  |
|--|--|-----------|-----------------|--|--|--|
|  | <p><b>Providing services of cleaning, sweeping, mopping, garbage disposal etc. along with supply of adequate quantities of materials as per specifications below.</b></p> <p>Fresh towels (Bombay Dyeing make in sufficient quantity on daily basis in all toilets and for senior executives. Provision of toilet rolls/ Tissues/C Fold (Wintex) in all toilets.<br/>Liquid Soap /soap Cake (Fem/Homocol or Savlon/ Detol/ Lux International<br/>Glass Cleaning liquids of best make available locally. Naphthalene balls/ urinal balls of best make available locally.<br/>Odonils.<br/>Harpic tabs for cisterns/ Harpic liquids for cleaning. Acid.<br/>Surf/Vim.<br/>Phenyle/ Cleno liquids/R-7 liquids of Hindustan Lever. Diffuser eqpt. And fragrance liquid<br/>Brasso.<br/>Dusters/Pochhas/ Moppers Floor; brushes/ Carpet brushes.<br/>Room freshner/Finit/Baygon<br/>Soft Nariyal brooms<br/>Scrubbing machines/ carpet shampooing machine/ vacume cleaners/external glass panes cleaning devices (telescopic cleaner).<br/>Floor cleaning liquids such as R-1, R-7, spiral and other liquid suitable to floor attached toilets etc.</p> <p><b>along with required manpower and cleaning equipments so as to complete the work as per the list of activities below :</b></p> <p><b>Cleaning of all common areas: -</b></p> | 12 months | 12 (per Months) |  |  |  |
|--|--|-----------|-----------------|--|--|--|

Cleaning of entire area comprising of interior & exterior of office, working places, security guard room, drivers' room, Cafeteria, Mummtly, toilets, electrical rooms, floors, walls, columns, furniture, chairs, tables, dustbins, lifts, staircases and railings, basements, terrace, balconies, parking, driveway, stores, telephone instruments, computers, partitions, mirrors, light fittings (internal & external), grills, diffusers, TV, refrigerator, micro wave oven, water purifier, electrical fittings and fixtures including fan, lights, switch plates, MCB's, computers, printers, UPS, air-conditioners, fans, sanitary wares, washbasin, soap dispensers, pantry, cleaning of aluminium frames, window glasses & Structural glazing from inside, high & low level partition in Hall/ rooms Door glasses, granites, stills, stairwells, lobbies, washbasin, sinks, urinals, etc.

Provide clean white towels(15 \* 2 = 30 ; thirty nos) for senior executives and toilets on daily basis so, as to ensure supply of fresh towels as per specifications

Periodical cleaning of internal drains – at least twice in a months or as and when required.

Periodical cleaning of External drains - at least once in two days or as required.

Cleaning of Sewer line within the premises once in the month or in the event of choking of Pipe line.  
Disposal of garbage from office premises to nearby municipal disposal point.

**Building maintenance:-**

Internal & external pest control services.

Cleaning of all sewage pipelines within office premises.

Cleaning of external faces of all window glasses, structural glazing etc.

**and as per schedule of work below:**

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <p>Cleaning of office premises on a daily basis including wet mopping and scrubbing. Cleaning Work shall be completed before 0830 hrs everyday.</p> <p>Cleaning of all toilets on hourly basis daily. It shall be responsibility of the contractor to keep the same clean and dry during working hours.</p> <p>Removal and disposal of garbage twice a day.<br/>Kitchen/pantry cleaning twice daily and as and when required.</p> <p>Cleaning of lift cabins daily and polishing as required.<br/>Spraying of Room Fresheners and insecticides, as approved by HSCC, daily.</p> <p>Monthly pest control at office with WHO and Central Insecticide Board of India approved chemicals. This work has to be carried out through specialised personnel / agency approved by HSCC. The contractor is also required to take up fumigation works in basement and staircases monthly. If needed, additional pest control to be done whenever there is a complaint.</p> <p>Sweeping of open area daily and washing the same weekly<br/>Cleaning of basements daily and washing the same monthly<br/>Cleaning of all terraces, balconies, Mummy daily<br/>Water tank cleaning (over head and under ground) once every quarter &amp; chlorination by agency approved by HSCC..</p> <p>Cleaning of marble flooring once in the quarter with approved chemicals and machines in addition to daily cleaning.</p> <p>Garden and potted plants : pruning of plants and tree, cutting, fertilizing, grass cutting etc and cleaning and watering them daily<br/>Routine Operation and providing toilet fresheners, liquid soaps, diffuser eqpts. and fragrance liquid and other cleaning material of approved quality in all toilets.</p> <p>Deep cleaning of all the areas as above shall be carried out on Saturday / holidays. All cleaning materials / equipments to be provided by the Contractor.</p> <p>Cleaning of external faces of window glasses, structural glazing on a fortnight basis.</p> |  |  |  |  |  |
| <b>TOTAL PRICE SCHEDULE A</b>  |  |  |  |  |  |

### Price Schedule - B

Providing housekeeping services including cleaning, maintenance, etc. in HSCC Corporate Office located at Plot No. E-6(A), Sector-I, Noida, U.P.-201301

| Item No.<br>1                 | Description<br>2  | Unit<br>3 | Qty<br>4 | Rate In Rs ( in<br>Figure)<br>5 | Rate in Rs (in Words)<br>6 | Amount (Rs.)<br>7 |
|-------------------------------|---|-----------|----------|---------------------------------|----------------------------|-------------------|
|                               | a) Provding of following indoor and out door decorative ornamental plants and seasonal flowering plants for developing nursery. | 12 months |          |                                 |                            |                   |
|                               | - Arocaria (20)   |           | 20       |                                 |                            |                   |
|                               | - Rabis Palm (20)   |           | 20       |                                 |                            |                   |
|                               | - Areca Palm (10)   |           | 10       |                                 |                            |                   |
|                               | - Bottle Palm (10)  |           | 10       |                                 |                            |                   |
|                               | - Money Plants ( 10)  |           | 10       |                                 |                            |                   |
|                               | - Ficus Indoor (10)   |           | 10       |                                 |                            |                   |
|                               | - Ficus Outdoor (10)  |           | 10       |                                 |                            |                   |
|                               | - Anthurium (5)   |           | 5        |                                 |                            |                   |
|                               | - Christmas tree (5)  |           | 5        |                                 |                            |                   |
|                               | Seasonal flowering plants   |           | 200      |                                 |                            |                   |
|                               | b) Maintenance of lawn and periodical trimming and pruning of plants and cutting of grass.                                      | 12 months |          | 1                               |                            |                   |
|                               | c) Develop and maintain nursery to grow and provide plants for HSCC office use  | 12 months |          | 1                               |                            |                   |
|                               | Entirely all above works to the satisfaction of Officer-in-<br>Charge   | 12 months |          |                                 |                            |                   |
| <b>TOTAL PRICE SCHEDULE B</b> |   |           |          |                                 |                            |                   |

**Price Schedule - C**

Providing housekeeping services including cleaning, maintenance, etc. in HSCC Corporate Office located at Plot No. E-6(A), Sector-I, Noida,  
U.P.-201301

\*The rates may be quoted as per minimum wages act as provided by govt. of Delhi NCT (the rates quoted should be inclusive of all taxes )

**C1**

| S. No.       | Item                           | Nos. | Rate per day per | Rate PM | Rate PA |
|--------------|--------------------------------|------|------------------|---------|---------|
| 1            | Supervisor                     | 1    |                  |         |         |
| 2            | Specialised workers : Waiter   | 1    |                  |         |         |
| 3            | Semi skilled : Maali           | 1    |                  |         |         |
| 4            | Unskilled : Sweepers (minimum) | 8    |                  |         |         |
| <b>TOTAL</b> |                                |      |                  |         |         |

**C2**

| S.No | Item                                    | Nos                               | Unit | Rates per day | Rate for OT per hour |
|------|---|-----------------------------------|------|---------------|----------------------|
| 1    | Unskilled labour (as and when required) | Upto 96 nos.during the 12 months  |      |               |                      |
| 2    | Skilled Labour (as and when required)   | Upto 96 nos. during the 12 months |      |               |                      |

**Price Schedule - A+B+C**

**Providing housekeeping services including cleaning, maintenance, etc. in HSCC  
Corporate Office located at Plot No. E-6(A), Sector-I, Noida, U.P.-201301**

**Name of Bidder**



**Price Schedule - A**

**Price Schedule - B**

**Price Schedule - C**

**TOTAL**