



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

ADDITIONAL SERVICE LEVEL AGREEMENT (ASLA)

(This SLA document is in addition to the GEM SLA terms & condition)

- 1 DESCRIPTION OF WORK / SUPPLIES / SERVICES:** Integrated Facility Management Services in MDL Factory and Residential Premises.
- 2 SCOPE OF WORK:** The Integrated Facility Management Services is categories as per the area of operation:
 - 2.1 In North Yard, South Yard, Alcock Yard, Residential Areas and Area of MDL
 - 2.2 In East YardThe detailed technical scope of work is enclosed herewith as **Annexure-A.**
- 3 Instructions to The Bidders:**
 - 3.1 Before quoting against this Tender, the prospective bidder is requested to go through the Tender Enquiry document (& **Annexures**, if any) thoroughly & carefully. Deviations to the Terms & Conditions of the Tender are highly discouraged. Therefore, any doubts arising in respect of any of the Terms & Conditions stipulated, Qualification Criteria, clarification if any w.r.t. Documentation / Procedural requirements, etc. shall get clarified by the prospective bidder through the Dealing Executive invariably before the submission of the Bid.
 - 3.2 Bidders in their own interest are requested to upload their bids well in advance of tender closing date to avoid the last-minute difficulties in uploading the bids. Request for extension, if at all to be made, shall be forwarded at least 3 working days in advance to the tender closing date / time with proper reasoning. MDL reserves all rights in this regard & decision of MDL shall be binding to the applicant.
 - 3.3 Problems in hardware/software, internet connectivity, system configurations, Browser setting etc., for whatsoever reason shall not be considered for extension of tender closing date and time.
 - 3.4 All bidders are requested to get their technical queries, if any, clarified in advance (3 days in advance to tender closing date) to avoid last minute delay.
- 4 INSPECTION:** User Department.
- 5 ELECTRONIC-REVERSE AUCTION:** Applicable as per GeM terms & conditions
- 6 CONTRACT VALIDITY, WORK SCHEDULE, & MOBILISATION:**
 - 6.1 **Contract Period:** The Contract will be valid for a period of two years excluding mobilization period of 15 days. The contract can be extended further for period of 3 months as per mutually agreed by MDL and contractor at same rate terms and conditions of existing order. However, if the performance of contractor is not satisfactory then contract may be



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terminated within one-month notice period by invoking Risk Purchase clause.

- 6.2 **Mobilization:** The Contractor shall deploy his manpower within 15 (Fifteen) days from the date of placement of Order including arrangement of gate passes as per MDL security guidelines to start the work.
- 6.3 **Hindrance Register:** All hindrances with date of occurrences and removal shall be noted in the Hindrance Register. The Hindrance Register shall be signed by the representative of both MDL as well as Contractor.

7 INTEGRITY PACT (IP): .

- 7.1 The Integrity Pact (IP) essentially envisages the agreement between prospective vendors/bidders and buyers committing the persons / officials of both the parties not to exercise any corrupt influence on any aspect of the contract. Only those vendors/bidders who enter into such an integrity pact with the buyer would be competent to participate in the bid. Therefore, non-acceptance of Integrity Pact by the vendors/bidders shall be the criteria for liable for rejection. The format of Integrity Pact is placed at **Annexure-S** and the same is to be strictly adhered to.
- 7.2 Each page of Integrity pact shall be duly signed by the bidder. Non-submission of Integrity pact by the bidders duly signed on each page along with Technical Bid shall render the bid liable for rejection. Please note that the Bidders not agreeing to accept Integrity Pact or submitting integrity pact with deviation in MDL format shall render the bid liable for rejection. A scanned copy of the Integrity Pact duly signed by bidder, strictly as per the format given at **Annexure-S** is to be uploaded along with the Part-I offer. The original of the Integrity pact is to be submitted to MDL within 7 days of the tender closing date.
- 7.3 In case of successful bidder, a clause will be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the Principal/Buyer to forfeit the same without assigning any reason for imposing sanction for violation of the Integrity Pact. MDL shall not be bound by any printed conditions or provisions in the sellers bid forms or acknowledgement of contract, invoices, packing list and any other documents which impose any conditions at variance with the tender terms/final negotiated & accepted terms
- 7.4 The nominated Independent External Monitor (IEM) will have power to access the entire project document and examine any complaints received by him. The details of nominated IEM from the panel of IEMs are as follows:
Independent External Monitors (IEMs)
Contact Details of IEM at MDL:
1. Shri. M.N. Krishnamurthy, IPS (Retd.)
Email: krishnamurtymn19@gmail.com
(Tenure of appointment: 1st May 2024 to 30th April 2027)



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

2. Shri. Deepak Kashyap, IRTS (Retd.)

E mail: deepakkashyappnd02@gmail.com

(Tenure of appointment: 21st May 2025 to 28th May 2028)

For updated list of IEMs, Kindly visit MDL website www.mazagondock.in

8 EARNEST MONEY DEPOSIT (EMD):

- 8.1 Bidders shall furnish EMD of **Rs.10,00,000/-** (Rupees Ten Lakhs only) against this tender.
- 8.2 EMD shall be submitted by way of NEFT/ Demand Draft / Pay order / Bank Guarantee / Insurance Security Bond / e-Bank Guarantee in favour of Mazagon Dock Shipbuilders Limited, Mumbai from the list of Banks approved by SBI / Canara Bank published on MDL website. Crossed DD / Pay Order issued by Co-operative banks however may be considered to be accepted and the bid would be considered accordingly. Bidders are requested to advise their banker to send EMD directly to commercial department or through SWIFT to dispense with additional step of verification of authenticity of signatories. In case of EMD transmitted through SWIFT, it shall be the responsibility of the bidder that he directs the receiving banker to forward the message duly authenticated to the concerned commercial executive mentioned in the tender. The Bank Guarantee shall be kept valid till validity period of the offer. The original of the scanned copy of EMD (BG) should reach HOD (C)/ Dealing Executive within seven days of the tender closing date.
- 8.3 Refund of EMD in all the cases shall be without interest as stated below:
- i) EMD will be refunded to the technically rejected bidders within 15 days from the date of approval of price bid opening and remaining bidders after placement of order on the successful bidder within 30 days from the date of order placement.
 - ii) In the event of cancellation of tender, the EMD will be refunded /returned to all the bidders.
 - iii) EMD of successful bidders may be converted into performance security or refunded on receipt of performance security B.G. as called for in the contract on the basis of written communication from the Commercial Executive.
 - iv) If the validity of the offer of the firm has expired and if bidder is not willing to extend the validity of offer, the EMD of such bidders to be refunded without linking of the same to the Price Bid Opening but after the approval from CFA.
- 8.4 Bidders should mention EMD details on MDL e-procurement/ Gem portal and also upload the scanned image of document pertaining to EMD remittance / scanned image of EMD-BG/ EMD-DD/ EMD-Pay Order, in Part-I Techno- Commercial e-bid.
- i) In case of BG/ DD/ Pay Order, Details to be entered: BG/ DD/ Pay Order No., date, Value, issuing Banks' name, address, Tel. no., Fax no. & E-mail ID, BG validity expiry date; etc.



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- ii) In case of online remittance of EMD amount, scanned image of **Annexure-K**, duly filled, shall be uploaded in Part-I Techno-commercial e-bid. Further, the bidder should specifically mention the details of company name as well as nature of remittance, tender number/order number etc. in the text/narration fields of Bank's NEFT remittance in order to identify the same.
- 8.5 EMD through payment gateway on MDL website – Kindly refer steps given at **Annexure-K**. Bids without EMD will not be considered. EMD of unsuccessful bidders will be returned after finalization of the tender and shall be interest free.
- 8.6 Following bidders shall be exempted from submission of EMD:
- a) State & Central Government of India departments, Public Sector Undertakings.
 - b) Firms registered with Mazagon Dock Shipbuilders Limited (MDL). To qualify for EMD exemption, firms should necessarily upload VALID copy of the registration certificate, for the items/ services for which the offer/bid is being submitted, issued by MDL in Part-I offer/bid. Firms in the process of obtaining MDL registration will not be considered for EMD exemption.
(Important Note: This tender is floated for MDL's PR-Mat/Service Group: 1402327: HOUSE KEEPING AND CLEANING OF MDL PREMISES). Vendors / Firms who are permanently registered under this group in MDL, only eligible for exemption of EMD. Other vendors that are permanently registered under different group in MDL have to submit EMD as stipulated in tender) *Offer received without EMD who are not registered in above said product/ Service group will be rejected.*
 - c) Firms registered with NSIC under its "Single Point Registration Scheme". (Exemption will apply only to items / service indicated under description of work / supplies / services for which bidders are registered with NSIC). To qualify for EMD exemption, firms should necessarily upload VALID copy of the registration certificate issued by NSIC in Part-I offer / bid. Firms in the process of obtaining NSIC registration will not be considered for EMD exemption.
 - d) Micro and Small Enterprises who are manufacturer or Service Provider and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyam Registration (as validated by Government from time to time) and through uploaded supporting documents.
 - e) Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
 - f) Green Channel Status vendors qualify for EMD exemption. Such firms shall upload valid copy of the Green channel certificate issued by MoD for the items for which the offer is being submitted in Part-I offer/bid. Firms in process of obtaining this certificate will not be considered for EMD exemption.
 - g) The recognised institutes such as VJTI/IIT.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- h) Common/Deemed DPSU registered vendors qualify for EMD exemption. Such firms shall submit valid copy of the registration certificate issued by DPSUs (other than MDL) for the items / services for which the offer is being submitted in Part-I offer/bid. Firms in process of obtaining registration in other DPSUs will not be considered for EMD exemption.
- i) Exemptions as mentioned in Gem GTC are applicable to subject tender.
- j) The original BG/ DD/ Pay Order / Insurance Security Bond must be submitted to the Head of Department (HOD), Outsourcing Department, Sixth Floor, Service Block, North Yard, Mazagon Dock Shipbuilders Ltd., Dockyard Road, Mazagaon, Mumbai-400010 without fail within seven (7) MDL working days from the Tender closing date, in an envelope superscribing the Tender no., Tender date, Tender closing date, Purchase Officer's name & brief description of the services / work tendered. If the original BG is not received by the Purchase Officer at MDL within this duration, the Bid would be considered invalid & rejected accordingly.
- k) MSE bidders having status as "trading" will not be extended the benefits of EMD exemption.

9 BID REJECTION CRITERIA:

9.1 The following conditions / deviations are non-negotiable and therefore bid falling under these conditions/ deviations shall be summarily rejected. Bidders to note that they shall not to be provided any opportunity to rectify these conditions/ deviations post bid opening:

i)	The Bids received after tender closing date and time.
ii)	Bids received without EMD (other than those who are exempted from payment of EMD), as specified in the tender
iii)	Bids/Offer received other than e-Gem portal mode.
iv)	Bidder who are debarred under PPP MII order 2017, GeM, CPPP including tender holiday issued by MDL

9.2 For the following conditions (other than non-negotiable conditions indicated at **9.1**), equal time & opportunity for submission of deficient techno-commercial documents and clarifications shall be given to the bidders. Bidders are required to submit such documents/ clarifications within the duration / date stipulated by MDL, failing which their bids shall be rejected in following cases:

i)	Non-compliance/non-acceptance to any of the terms and conditions of the tender shall render the bid liable for rejection
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9.3 Equal time and opportunity for submission of deficient techno commercial documents and clarification shall be given to the bidders. Bidders are



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

required to submit such documents/ clarifications within the duration / date stipulated by MDL failing which their bids will be rejected.

9.4 Bidders are requested to ensure that only relevant documents complete in all respect as indicated in the tender should be attached with their offer. The first page of every uploaded set of scanned document shall be an index of its contents.

9.5 MDL reserves the right to seek clarification / deficient documents from all the bidders quoted against the tender.

10 QUALIFICATION CRITERIA:

10.1 Technical Pre-Qualification Criteria: -

Bidder's experience of having successfully completed similar works during last 7 years ending till the original tender closing date should be either of the following:

a) Three similar completed works each costing not less than **Rs.1600.00 Lakhs.**

OR

b) Two similar completed works each costing not less than **Rs.2000.00 Lakhs.**

OR

c) One similar completed work costing not less than **Rs.3200.00 Lakhs.**

OR

d) Cumulative similar works/jobs completed within a span of 12 months totaling to not less than **Rs.1000.00 Lakhs.**

Note: (i) Similar completed works referred above means past experience in Providing Integrated Facility Management Services (IFMS) Comprising "House Keeping, Garden Maintenance and Creation in PSUs / Govt. Offices / Corporate Offices / Railways / Industrial Complexes / Residential Township / Shopping Malls / Hospitals / Airports."

(ii) Separate orders for housekeeping and gardening activities are not acceptable. The offer shall be rejected.

10.2 Commercial Pre-Qualification Criteria: -

a) The average annual financial turnover of 'The bidder' during the last three years, ending 31st March 2024 should be at **INR 600.00 Lakhs** as per the annual report (audited balance sheet and profit and loss account) of the period **FY 2022-23, 2023-24, 2024-2025** duly authenticated by a Chartered Accountant/Cost Accountant.

b) Bidders Shop and establishment registration certificate or registration certificate from registrar of firms or certificate of incorporation from



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Registrar of Companies (Not required for permanent registered vendors with MDL) or any other equivalent certificate.

- c) Joint Ventures and Holding Companies: - Credentials of the partners of Joint ventures cannot (repeat cannot) be clubbed for the purpose of compliance of PQC in supply of Goods/Equipment, and each partner must comply with all the PQC criteria independently. However, for the purpose of qualifying the Financial Standing Criteria, the Financial Standing credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.

10.3 Start-ups:

- 10.3.1 Start-ups shall be given 100% relaxation in prior turnover and prior experience subject to meeting of quality & technical specifications.
- 10.3.2 The condition of prior turnover and prior experience is relaxed only for all Start-ups recognised by Department for Promotion of Industry and Internal Trade (DPIIT) subject to meeting of quality & technical specifications.

10.4 MSEs

MSES shall be given 100% relaxation of prior turnover and prior experience subject to meeting of quality and technical specifications.

- 10.5 Right to Verification:** MDL has the right to verify the authenticity of the above documents submitted by the contractors.

- 10.6 Track Record/ Information of past orders shall be listed as per Annexure-M.**

Note 1: Similar type of work/ job is as defined at Tender Enquiry Format (TEF) clause 10.1 above.

Note 2: The bidders need to scan and upload supporting documentary evidence in support of the Qualification Criteria viz. complete Work order/ Purchase order along with scope of work etc., work completion certificate issued by the party for whom the work is done. The Work Order/s not supported by Work Done Certificate/s and vice versa will not be considered for qualification criteria. The concerned HOD or TNC has a right to verify /cause verification of authenticity of the said document whenever felt necessary.

Note 3: The Work Completion Certificate shall contain following details:

- (i) Particulars of the work and contract number and Date;
- (ii) Original Contract Value;
- (iii) Details of Growth of Work / amendments, if any;
- (iv) Date of commencement of the work;
- (v) Date of completion as per original contract agreement;
- (vi) Actual date of completion;
- (vii) Actual completion cost;



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- (viii) Extension of time, if any granted;
- (ix) Defect liability period, if any;
- (x) Any other details as per the requirements.

Note 3: MDL reserves the right to demand for a hardcopy of any of the above documents and any other related documents, if required. Bidders shall comply with the same.

Note 4: The work executed by the bidder for their in-house or capital use will not be considered for the purpose of bidder's experience or completion of similar works.

Note 6: All the qualifying documents indicated in the tender shall be strictly in the name of bidding firm. Qualifying documents submitted in the name of other than bidding firm will not be considered for bidding firm's qualification.

Note 7: Bidder is required to submit information in the form of the table (**Annexure-M**) for the orders, which qualify them as per the above criteria, as the information in the tabular form shall hasten the technical scrutiny.

11 VALIDITY PERIOD:

Bids/ Offers shall have a validity period of **120** days from the tender closing date.

12 PRE -BID CONFERENCE: Not applicable to this tender.

13 ON-LINE SUBMISSION OF BIDS IN TWO-BID SYSTEM:

On-line Offer (e-bid) must be uploaded in two parts, Part-I Techno-commercial bid & Part-II price bid as appearing online:

Part- I: Online Techno-commercial bid will be opened on the tender opening date/extended opening date shall contain the following.

13.1 Common Documents:

13.1.1 Scanned image of proof of EMD submitted shall be uploaded at Part-I bid.

13.1.2 Bidder should also upload scanned copies of Tender Inquiry Acceptance Format, General Condition of Contract acceptance format in the Prescribed Formats attached herewith (**Annexures D & F**); duly stamped, signed & filled 'Accepted OR Not Accepted' as applicable for each of the clause. Normally deviations to the tender terms are discouraged. However, if the bidder has any deviations, the same should be filled in above formats (**Annexures D & F**), mentioning the deviation against the relevant Tender clause no., failing which it will be construed that all clauses of Tender inquiry, GCC appearing against the tender are understood by you and are fully acceptable to you. In the event bidder has no deviations, he should submit following forms mentioning 'Accepted'. Any deviations mentioned elsewhere in the offer other than in said Forms will not be considered.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- 13.1.3 Copy of blank rate sheet (**Annexure B**) clearly indicating 'Quoted/ Not-Quoted' as applicable against each of the line item, duly stamped & signed, Filled SAC code, GST percentage etc. should also be uploaded.
- 13.1.4 Bidders should upload signed and stamped acceptance of GST Terms and conditions (**Annexure-G**)
- 13.1.5 Bidder should scan and upload Acceptance on firm's letterhead of:
 - 13.1.5.1 Validity of Offer (**TEF Clause No. 11**)
 - 13.1.5.2 Ready to submit Security Deposit (**TEF Clause No. 20**) & to extend the same on MDL request.
- 13.1.6 Bidder should upload scanned copy of tax and duties certificate i.e. GST certificate (all three pages' director's names) for which they are registered.
- 13.1.7 Bidders should upload scanned Copies of work Orders, Work Completion Certificates for the job executed to meet the qualification requirement mentioned at **TEF Clause No. 10.1** above.
- 13.1.8 To meet the qualification requirement at **TEF Clause No. 10.2**, Bidder should upload scanned audited balance sheet with auditors reports and profit & Loss statement along with Part-I: Techno-commercial e-offer.
- 13.1.9 Track Record/ Information of past orders as per **Annexure-M**.
- 13.1.10 **Annexure- H** – Declaration Certificate for Local content.
- 13.1.11 **Annexure- I** - Declaration by bidder for Restrictions under rule 144(xi) of general financial rules GFRs, (2017) on firm's letterhead.
- 13.1.12 Copies of valid Registration or Approval certificates (if any) of the following shall be uploaded on-line:
 - 13.1.12.1 Micro Enterprises.
 - 13.1.12.2 Small Enterprises.
 - 13.1.12.3 ISO Accreditation
- 13.2 In addition to the documents as indicated above, following documents shall be uploaded by bidder.
 - 13.2.1 Bidders registered with MDL should scanned and upload valid Registration Certificate issued by MDL.
 - 13.2.2 Bidders not registered with MDL should scan and upload the following document.
 - 13.2.2.1 RTGS/ NEFT - Mandate Authorization Form (**Annexure-L**).
 - 13.2.2.2 Scanned image of PAN card.
- 13.3 Copy of Certificate issued by DPIIT for Startup.

Note: Bidders in their own interest are requested to upload their bids well in advance of tender closing date to avoid the last minute difficulties in uploading the bids. Problems in hardware/software, internet connectivity, system configurations, Browser setting etc., for whatsoever reason shall not be considered for extension of tender closing date and time.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

13.4 **Part- II (Price Bid):** This should contain only the PRICES for each of the listed items strictly in the prescribed format provided online. Price bid must be enclosed only in the required format as appearing online.

Note: In case of error in the aggregate values, the individual service-wise quoted rates will be considered.

Prices for the tendered services/ Items and applicable Taxes and duties are to be quoted by entering the same online. Timely submission of the e-bids is responsibility of the bidders and no reasons / excuses in this regard will be entertained.

13.5 Opening of Techno-Commercial e-Bid (Part-I): Techno-Commercial e-bid (Part-I) will be opened online on the tender opening date or extended tender opening date or next working day if opening date happens to be holiday declared by MDL.

13.6 Opening of Price e-Bid (Part-II): After completion of Techno-commercial scrutiny, intimation for price e-bid opening will be communicated only to techno-commercially accepted bidders. Bidder (s) to note that such intimation may be given at a short notice by Fax, E-mail or even by telephone only to techno-commercially accepted bidder(s).

14 PRICING & ESCALATION:

14.1 Price shall be firm & fixed during entire contract period. Price escalation is not applicable.

14.2 While quoting Bidder should also indicate GST%, CESS (wherever applicable) as per RATE SHEET. The prices quoted shall remain firm and fixed during the tenure of the contract.

14.3 Bidders should consider all cost such as labor, salaries to be paid as per minimum wages law, transportation, all incidental expenses etc. for entire scope of work.

14.4 MDL shall not be bound by any printed conditions or provisions in the bidder's bid forms or acknowledgement of Order/Contract, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to Order/Contract.

15 MINIMUM WAGES:

15.1 Bidders are advised to quote their lowest price after consideration of all aspects such as minimum wages to be paid to the deployed personnel, transportation, cost of equipments, consumables, service charges & all other incidental expenses.

15.2 In case the quoted prices of a bidder found to be lower than the minimum wages to be paid and all other allied expenses as indicated at para **15.1** above, such bids would be rejected after opening of price bids. **Therefore, the bids without any additional cost over and above the minimum wages prevailing at the time of tender closing date shall be a criterion for rejection.**



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

15.3 At present Remuneration Structure in respect to the Minimum Wages applicable for Sweeping & Cleaning w.e.f. 01.10.2025 to 31.03.2026 to be paid as per Government directives and declared by MDL as under:

Sl.No	Component		Amount in Rs.
1	Basic Pay (Monthly)	A	13,598.00
1.1	VDA (Monthly)	B	7,332.00
1.2	Minimum wages total	C=(A+B)	20,930.00
2	HRA (5% of Basic Pay VDA)	D = (5% of C)	-
2.1	Bonus	E = (8.33% of C)	1,743.47
2.2	Leave Encashment	F= (5.4% of C)	1,130.20
2.3	Gross Total	G = (C+D+E+F)	23,803.69
3	ESIC (If Gross salary is less than 21,000/-)	H = (3.25% of G)	-
3.1	PF (@Max. ceiling Rs. 15000/-)	I=(12% of C)	1,800.00
3.2	PF Admin charges (@Max. ceiling Rs. 15000/-)	J = (0.50% of C)	75.00
3.3	EDLI charges (@Max. ceiling Rs. 15000/-)	K = (0.50% of C)	75.00
3.4	Labour Welfare Fund (Rs. 75 for six months, Rs. 12.5 for one month)	L	12.50
4	Total Gross including Statutory Contributions	M= (G+H+I+J+K+L)	25,766.19
5	Per day rate[Total Gross/26]		991.00

Note:- HRA is not mandatory for wages which are as per Central rates.

15.4 The above stated wages are subject to revision at every six months. MDL shall declare the wage revision at interval of every six months.

15.5 Any increase / decrease in wage revision will paid / reduced for each manday during that period. Work Completion Certifying dept., presently, TS / EY-MTC shall confirm and certified the Number of Mandays consumed in that period and thereafter the differential amount shall be paid or deducted as per wage revision.



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

16 OPTION CLAUSE:

- 16.1 MDL retains the right to increase/decrease the ordered quantity by up to 50 % at any time, till final delivery date (or the extended delivery date of the contract), even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).
- 16.2 The option clause is normally exercised after receipt of 50 (Fifty) per cent quantity but if the delivery period is going to expire and other conditions are fulfilled, it can be exercised even earlier.
- 16.3 For parallel contracts on multiple suppliers are available original tender decision of splitting quantities and differential pricing is not upset or vitiated, Other things being equal, the supplier with the lower rate should first be considered for the option quantity.

17 RANKING OF BIDS & DETERMINATION OF L-1 BIDDERS:

- 17.1 Techno-Commercially Qualified Overall Lowest Bidder as evaluated by GeM will be considered for the placement of order for the entire tender quantity. Bidders have to quote their price, applicable taxes (viz. GST%, CESS etc.) as per rate sheet available on GeM Portal.
- 17.2 Bidder not quoting for all the services tendered & listed in the Rate Sheet are liable for rejection.
- 17.3 Bidders not quoting for any services in the rate sheet / Price Breakup BOQ shall be executed free of cost by them.
- 17.4 If L-1 bidder is Start-up, then Start-up firms are eligible for ordering of 100% of tendered quantity.

18 WORK DONE CERTIFICATE:

- 18.1 On satisfactory completion of work, WDC shall be prepared on monthly basis by the contractor within 02 days from the date of completion of tasks and shall be certified by the concerned OIC of user Department (not below the rank of Chief Manager). The WCC shall accompany the related inspection reports. WDC shall be certified & issued post completion of the individual activities.
- 18.2 Payment shall be as per the quantities certified in WDC.
- 18.3 The WDC shall include cumulative statement of jobs carried out till last WDC. The necessary service entry shall be made in SAP system by the WDC certifying authority & will be submitted to the contractor for further invoicing. The WDC shall bear relevant Service Entry sheet no., PO no. and respective item Sr. No., sub service line item of the PO.
- 18.4 The WDC must clearly mention the scheduled dates for starting & completion/delivery of the jobs as mutually agreed between OIC MDL & contractor and the actual dates of start & completion.
- 18.5 In case of delays, the duration along with numbers of delayed days shall be specified in respective WDCs to invoke LD clause and effect recoveries from sub contractor's invoice.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

18.6 An illustrative format of Work Done Certificate is at **Annexure- J**.

19 TERMS OF PAYMENT:

- 19.1 For online payment on Gem: - Payments for completed work will be made within 15 days of issue of consignee receipt cum-acceptance certificate (CRAC) for Online payment. On-line submission of Invoice unless otherwise specified, Ink Signed Tax Invoice in duplicate with work completion Certificate (WCC)/SAP service entry sheet duly certified by Chief Manager or above of user dept. of MDL. The invoice shall be preferably submitted within four weeks of certification of Work Completion Certificate 'WCC'.
- 19.2 For offline payment: - 1) 100% Payment for completed work will be made through NEFT/RTGS within 15 days on submission of Ink signed Tax Invoice in triplicate to Invoice Receipt Section along with work completion certificate (SAP Service Entry Sheet copy), log sheets etc. duly certified by Chief Manager or above of MDL user section.
- 19.3 LD, Penalty, interest for non-submission of SDBG or retention amount of SDBG if any applicable on vendor, then subject amount would be deductible from payment due on invoices as the case may be as per MDL discretion.
- 19.4 Work completion certificate should confirm that the work is completed in time or in case of delays, the duration be specified in this certificate to invoke LD Clause and effect recoveries from Contractors' invoice.
- 19.5 No advance will be paid in any manner against the Contract.
- 19.6 Alternate MSE vendor payment through TReDS:
- 19.6.1 "In order to address the financial needs of MSME firms, GoI has introduced a platform for facilitating the financing of trade receivables of MSMEs from buyers, through multiple financiers which is termed as Trade Receivables Discounting System (TReDS).
- 19.6.2 At TReDS, auctioning of invoices at competitive and transparent environment is done by financiers based on Buyer's credit profile. MDL, at present, is registered on the "Invoicemart" TReDS platform. Desirous MSME Bidders/Vendors, who want to receive payments through TReDS platform, have to submit the invoice to MDL along with all the necessary requirements as per the PO and the payment terms. Upon receipt and acceptance of the supplied materials/ completion of services and receipt of invoices with the mandated Annexure, after due certification of physical invoices with Annexure by Commercial/Material Dept., Finance Dept. shall upload the invoices on the "Invoicemart" TReDS platform and process the invoices for payment. Post uploading the platform, the financier would be bidding for the invoices and respective MSME vendors would be accepting the bid, so that they can get the disbursement from the Financier.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- 19.6.3 At TReDS, auctioning of invoices at competitive & transparent environment is done by financiers based on Buyer's credit profile. MDL is registered on the "Invoicemart" TReDS platform and M1xchange of M/s. Mynd Solutions Pvt Ltd & with M/s. Receivables Exchange of India Limited (RXIL). MSME bidders desirous to receive payments through TReDS platform may avail the facility if they are already registered on
1. "Invoicemart" TReDS platform or by registering on it. Contact details at "Invoicemart" TReDS platform are as below: 022 6235 7373 and a new mail id service@invoicemart.com.
 2. "M1xchange" TReDS platform or by registering on it.
 3. M/s Receivables Exchange of India Limited (RXIL) platform or by registering on it. Contact details are as follows: - Nodal Officer, 701-702, 7th floor, Supremus, E Wing, I-Think Techno Campus, Kanjurmarg East, Mumbai 400042, Contact no. 022-6903 0000 E-mail: - support@rxil.in, info@rxil.in, support@rxil.in
- 19.7 L.D shall be certified in WCC. In case of delay, duration of delay shall be indicated in WCC.
- 19.8 Work Completion Certificate will be issued by user department within ten days along with SAP entry on completion work.
- 19.9 In case of failure to submit shortfall documents in invoice within 2-3 days, the invoice will be returned to the contractor for rectification.
- 19.10 As per latest GST Rules, from 10th May 2023, Vendors, whose aggregate turnover in any preceding financial year from 2017-2018 onwards, exceeds Rs. 5 Cr as per GST act, will have to issue e-Invoice. In case of failure to submit the E-Invoice/ or the self-declaration (if applicable). Tax invoice should be returned and claim will not be processed.
- 19.11 From 10th May 2023, with the revised MSME definition which is based on turnover, no e-invoice or self-declaration will be required from Micro and Small vendors who have Udyam Registration No, (URN) as their turnover is less than 5 Crs.
- 19.12 Wherever GST is applicable, payment will be released against e-Invoice, or Invoice accompanied with Vendor's Self Declaration that " We do not fall under the category of registered persons notified under Rule 48(4) of the Central GST Rules, 2017 and we are not required to comply with e-Invoicing provisions under GST Act, as our aggregate turnover in any preceding financial year from 2017-18 onwards has not exceeded Rs.5 Crores as per GST act".

20 MODIFICATION: Not Applicable to this tender.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

21 PERFORMANCE SECURITY/SECURITY DEPOSIT(SD)/INSURANCE SURETY BOND (ISB)::

Successful bidder (Contractor) shall submit Security Deposit @ 5% of Order Value (excluding Taxes, Duties, etc.) within 25 days from the date of Order/Contract.

- 21.1 Mode of SD: Performance security may be furnished in the form of NEFT / Demand Draft / Pay order / Bank Guarantee / Insurance Security Bond / e-Bank Guarantee in favour of Mazagon Dock Shipbuilders Limited, Mumbai from the list of Banks approved by SBI / Canara Bank published on MDL website.
- 21.2 In cases where the supplier / contractor has not submitted the PS and already commenced supply / services, MDL can withhold the Performance security from supplier/contractor bills if any. In such case, interest is to be recovered for the period starting from 26th day of transmission / notification of order/contract by any mode and amount involved at the relevant rate of interest notified by MDL.
- 21.3 Performance Security is to be furnished within 25 days after notification of the award of contract and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations if any.
- 21.4 The performance security will be forfeited and credited to MDL's account in the event of a breach of contract by the contractor. It should be refunded to the contractor without interest, after he duly performs and completes the contract in all respects but not later than 60(sixty) days of completion of all such obligations including the warranty under the contract.
- 21.5 No exemption can be granted to any unit including MSME, SSI units and MDL Registered suppliers.
- 21.6 Additional value and extension if any required then MDL shall seek performance security by way of amendment to order.
- 21.7 In case of failure to submit performance security by the supplier within 25 days of transmission / notification of order by any mode, MDL will inform the supplier that his EMD will be forfeited and reserves the right to cancel the order and invoke the risk purchase clause.
- 21.8 In the event of defects due to poor workmanship/service leading to non-performance of the Equipment/Item/service and bidder failure to attend the Guarantee/Warranty defects/satisfactory service within 45 days from date of intimation or as agreed during TNC the performance security shall be forfeited.
- 21.9 If it is established that the contractor has failed to comply with the Guarantee/warranty obligations, the PSBG will be encashed by MDL. MDL's decision in this regard shall be final and binding on the supplier / contractor.
- 21.10 Commercial Executive will monitor validity of performance security vis-à-vis delivery / completion period as per the order. In case delivery / completion is likely to be delayed, Commercial executive will instruct the Supplier to extend validity of performance security till the completion of



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
**Integrated Facility Management Services in MDL Factory and
Residential Premises.**

delivery. Interest shall be levied for delay in submission of amended Performance Security BG after expiry of original Performance Security BG.

22 GUARANTEE: Not Applicable to this tender.

23 TAXES:

- 23.1 GST as per GST Laws shall be payable extra as quoted and agreed.
- 23.2 In case of purchases of goods/services from unregistered dealers under GST Laws, GST will be paid by MDL under reverse charge mechanism.
- 23.3 Benefits from reduction in rate of tax/ITC are required to be passed on to consumer.
- 23.4 Where “applicable GST” has been quoted as extra, Goods and service providers (except un-registered dealers under GST Law) have to submit declaration that they have complied with ‘Anti-profiteering clause’ under GST Law. Such declaration be given in technical bid.
- 23.5 If the vendor is registered under GST, vendor shall mention the HSN code for goods &/or services in their tax invoice, etc. These codes must be in accordance with GST Laws and responsibility of specifying correct HSN codes for goods &/or services is that of the vendor. MDL shall not be responsible for any error in HSN code for goods &/or services specified by supplier / contractor. Supplier /Contractor shall pay penalty and/ or interest imposed on MDL or any loss due to delay in availing ITC by MDL or any loss of ITC to MDL due to errors by vendors at any stage. MDL reserves right to recover any such interest, penalty or loss from any amount due to Supplier /Contractor or otherwise.
- 23.6 In case, MDL is unable to avail ITC, supplier/contractor at their own cost shall rectify the shortcoming in the returns to be filed immediately thereafter. Further, if the ITC is delayed / denied to MDL / reversed subsequently as per GST Laws due to non / delayed receipt of goods and / or services and / or tax invoice or expiry of timelines prescribed in GST Laws for availing ITC, non-payment of taxes or non-filing of returns or any other reason not attributable to MDL, Supplier /Contractor shall pay any loss of amount along with interest and penalty on MDL under GST Laws for the number of days the ITC was delayed. If the short coming is not rectified by supplier/contractor and MDL ends up in reversal of credits and / or payments, supplier /contractor is fully liable for making good all the loss incurred by MDL. MDL reserves right to recover any interest, penalty or loss from any amount due to Supplier /Contractor or otherwise.
- 23.7 If the vendor is registered under GST, the GST registration number (15 digit GSTIN) issued by GOI shall be mandatorily provided by the vendor. Vendor having multiple business verticals within state / at multiple states with separate GST registration numbers shall forward GSTIN of only that vertical which is involved in supply of goods and/or services. MDL GSTIN is 27AAACM8029J1ZA and vendor shall mention the same while invoicing and avoid any data entry error on GST portal.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- 23.8 If the vendor is registered under GST, Vendor shall ensure timely submission of invoice as per the provisions / requirement / timeline promulgated by GOI in relation to GST Law with all required supporting documents to enable MDL to avail input tax credit promptly.
- 23.9 The vendors invoice inter alia should contain GSTIN of vendor, GSTIN of MDL (**i.e. 27AAACM8029J1ZA**), GST tax rate separately, HSN code wise goods or services, place of supply, signature of vendor, etc. Original invoice needs to be submitted to Bill Receipt Centre at MDL gate, and a copy of the invoice should be given to the goods receiving section (GRS).
- 23.10 If the vendor is registered under GST, vendor shall file all applicable returns under GST Laws in the stipulated time & any losses of tax credit to MDL arising due to delay in filing will be recovered from their invoice wherever MDL is eligible to avail tax credit. Any default towards payment of tax and / or uploading of monthly returns by supplier/contractor, MDL retains right to withhold payments towards tax portion until the same is corrected & complied by the supplier/contractor with the requirement of GST along with satisfactory evidence.
- 23.11 The rate sheet enclosed with the tender will indicate the rates to be entered under each head wherever applicable. Bidders must clearly mention the applicable Taxes & Duties. The item-wise rates (i.e. Basic+P&F+F&I) quoted in the Rate Sheet should exclude Taxes & Duties. Bidder should indicate GST rates as applicable separately under each of the head in the same Rate sheet, which will be paid extra based on tax invoice to the extent applicable. The GST will be applicable on total basic rate of each item (i.e. Basic + P&F + F&I).

24 LOADING CRITERIA: Not Applicable

25 FREAK LOW QUOTES:

- 25.1 Bid is considered as Freak Low, If the rates quoted are less than MDL estimates by 40% or so and if the difference in rate between L1 and L2 (i.e. $(L2-L1) * 100 / L1$) is 30% or more with reference to L2. In such cases MDL may seek explanation from bidder regarding workability of prices quoted.
- 25.2 In case after opening of price bid of technically cleared firms, it is noted that L-1 firm has quoted very low rates and indicates to withdraw from the tender then firm may be given tender holiday including intimation to other PSUs.
- 25.3 MDL reserves the right of part-ordering the services.

26 MODIFICATIONS TO THE BID:

Bidder will not be allowed to bid after the closing time is over. Bidder can change the submitted bid any Time till the closing time through e-Gem portal only and the last changed bid will be considered for ranking of the bids.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
**Integrated Facility Management Services in MDL Factory and
Residential Premises.**

27 WORKING ON MDL HOLIDAYS:

Working on MDL Holidays: Request for permission for working on Sunday / holidays if required, should be submitted 3 working days prior to the date of holiday, to Personnel department and Security through concerned User Dept.

28 TERMINATION & RISK PURCHASE:

If the equipment / article / service or any portion thereof be not delivered/ performed by the scheduled delivery date/ period, any stoppage or discontinuation of ordered supply / awarded contract without written consent by Purchaser or not meeting the required quality standards the Purchaser shall be at liberty, without prejudice to the right of the Purchaser to recover Liquidated Damages / penalty as provided for in these conditions or to any other remedy for breach of contract, to terminate the contract either wholly or to the extent of such default. Amounts advanced or part thereof corresponding to the undelivered supply shall be recoverable from the Contractor / Bidder at the prevailing bank rate of interest.

The Purchaser shall also be at liberty to purchase, manufacture or supply from stock or utilize the services as it deems fit, other articles of the same or similar description to make good such default and or in the event of the contract being terminated, the balance of the articles of the remaining to be delivered there under. Any excess over the purchase price, cost of manufacture or value of any articles supplied from the stock, as the case may be, over the contract price shall be recoverable from the Bidder / Contractor.

29 LIQUIDATED DAMAGES/PENALTY:

a) **LIQUIDITY DAMAGES (LD):**

In case of delay in mobilization / delivery, liquidity damages will be applicable as follows: 0.5% per week subject to maximum of 5% of order value of the particular item for which delivery is delayed.

b) **PENALTY CLAUSE:** Penalty shall be as defined in Scope of Work or GeM.

30 MDL will not be responsible for an error in downloading of tender documents from web/GEM portal by the bidders. The Version appearing on MDL website/GEM portal will be considered final and authentic.

31 PARALLEL ORDER: Not applicable to this tender.

32 FREE ISSUE OF MATERIAL: Not Applicable to this tender.

33 NON-DISCLOSURE AGREEMENT: Not Applicable to this tender.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

34 PURCHASE PREFERENCE TO MAKE IN INDIA 2017:

The Government of India has issued revised Public Procurement (Preference to Make in India) order 2017 on 19th July 2024 as part of its policy to encourage “Make in India” and promote manufacturing and production of goods and services in India with a view to enhancing income and employment. Subject to the provisions of this order and to any specific instructions issued by Nodal Ministry or in pursuance of this order, Purchase Preference shall be given to local suppliers in all the procurements undertaken by MDL in the manner specified below.

34.1 Preference to Make in India’ clause shall be applicable to all procurement undertaken at MDL for tenders which covers goods, services or works or their combination.

34.2 Aspects of ‘Preference to Make in India’

“Local content” means the amount of value added in India which shall be the total value of item (goods, Purchase services or works or their combination) under procurement (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value in percent. Different definition of Local Content may be specified by the Nodal Ministry for items assigned to them, which will prevail over above.

Explanatory notes for calculation of local content given above

- i) Imported items sourced locally from resellers / distributors shall be excluded from calculation of local content.
- ii) The license fees / royalties paid / technical charges paid out of India shall be excluded from local content calculation.
- iii) Procurement / Supply of repackaged / refurbished / rebranded imported products as understood commonly shall be treated as reselling of imported products and shall be excluded from calculation of local content. The definition of repackaged / refurbished / rebranded imported products is as follows;

'Refurbishing' means repair or reconditioning of an imported product does not amount to manufacture because no new goods come into existence.

'Repackaging' means repacking of imported goods from bulk pack to smaller packs would not ordinarily amount to manufacture of a new item.

'Rebranding' means relabelling or renaming or change in symbol or logo/makes or corporate image of a company/organization/ firm for an imported product would amount to rebranding.

- iv) To ensure that imported items sourced locally from resellers/distributors are excluded from calculation of local content, the bidder shall provide, the



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

cost of such locally-sourced imported items (Inclusive of taxes) along with break-up on license / royalties paid / technical expertise cost etc. sourced from outside India. For items sold by bidder as reseller, OEM certificate for country of origin to be submitted.

- v) For contracts involving supply of multiple items, weighted average of all items to be taken while calculating the local content.

Note:

- i) The local content can be increased by vendors through partnerships, cooperation with local companies, establishing production units in India or Joint Ventures (JV) with Indian suppliers, increasing the participation of local employees in services and training them.
- ii) Bidders offering imported products will fall under the category on Non-local suppliers and they cannot claim themselves as Class-I local suppliers / Class-II local suppliers by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC / CMC, etc. as local value addition. Hence, bidders offering imported products will be treated as Non-local suppliers. This shall be included in tender for information and clarity to bidders.

- 34.2.1 “Class-I Local Supplier” means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local supplier' under this Order.
- 34.2.2 “Class-II Local Supplier” means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-II local supplier' but less than that prescribed for 'Class-I local supplier' under this Order.
- 34.2.3 “Non-Local Supplier” means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than that prescribed for 'Class-II local supplier' under this Order.
- 34.2.4 “L1” means the lowest tender or lowest bid or lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- 34.2.5 “Margin of Purchase Preference” means the maximum extent to which the price quoted by a “Class-I Local Supplier” may be above the L1 for the purpose of purchase preference. The margin of purchase preference shall be 20% which is to be indicated in tender.

Note:

- Procedure for determination of L1 price for the purpose of deciding eligibility for Purchase Preference shall be stipulated in the tender.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- Price/s of all Class I local supplier/s in a tender is more than 20% of L1's price no purchase preference shall be applicable.
- 34.2.6 "Nodal Ministry" means the Ministry or Department identified pursuant to the said Order in respect of a particular item of goods or services or works.
- 34.2.7 "Procuring entity" means a Ministry or department or attached or subordinate office of or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act Note: Mazagon Dock Shipbuilders Limited (MDL) shall be a procuring entity.
- 34.2.8 "Works" means all works as per Rule 130 of GFR-2017 and will also include "turnkey works", Engineering, Procurement and Construction (EPC) contracts.
- 34.2.9 "Services" includes System Integrator (SI) contracts among other services.
- 34.2.10 **Special treatment for items covered under PLI Scheme**-The manufacturers manufacturing an item under PLI scheme shall be treated as deemed Class II local supplier for that item unless they have minimum local content equal to or higher than that notified for Class-I local supplier for that item, provided the manufacturer has received incentive from the concerned PLI Ministry for the item. The above shall be applicable for the specific time period only, as notified by concerned PLI Ministry.
- 34.3 **Eligibility of Suppliers to bid in a tender:** - Both 'Class-I local supplier' and 'Class-II local supplier' shall be eligible to bid in procurements except when Global tender enquiry has been issued.
- 34.4 **Purchase preference**
 - a) Purchase preference shall be given to only "Class-I Local Supplier" (Class II Local Supplier are not eligible for purchase preference) in procurements undertaken in the manner specified in the succeeding sub-paras:
 - b) The Class-I local suppliers, under PPP-MII Order, participating in any government tender, may or may not be MSEs, as defined under the MSME Act. Similarly, MSEs participating in any government tender, may or may not be Class-I local suppliers. Suppliers may be categorised in following four broad categories for consideration or applicability of purchase preference:

Category	Terminology
Supplier is both MSE & Class-I local supplier	MSE Class-I local supplier



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Category	Terminology
Supplier is MSE but not Class-I local supplier	MSE but non-class-I local supplier
Supplier is not MSE but is Class-I local supplier	Non-MSE but class-I local supplier
Supplier is neither MSE nor Class-I local	Non-MSE non-class-I local supplier

34.4.1 In the procurement of goods or service which are divisible in nature for subject tender, both MSEs as well as Class-I local suppliers are eligible for purchase preference and the Purchase preference shall be accorded as under:

- a) L-1 is "MSE Class-I local supplier": 100% of the tendered quantity shall be awarded to L-1 bidder.
- b) L-1 is "Non-MSE but Class-I local supplier" (Divisible in nature): Purchase preference shall be given to MSEs as per PPP-MSE Order. Balance quantity be awarded to the L-1 bidder.
- c) L-1 is "Non-MSE but Class-I local supplier" (Non- Divisible in nature): Purchase preference shall be given to lowest quoting MSE Class-I local supplier as per PPPMSE Order. If lowest quoting MSE Class-I local supplier does not accept the L-1 rates, the next higher eligible MSE Class-I local supplier is to be given purchase preference and so on. 100% of the tendered quantity shall be awarded to MSE Class-I local supplier accepting L-1 rates. If MSE Class-I local suppliers do not accept L-1 rates, then contract shall be awarded to L-1 bidder.

34.4.2 **Parallel Contracts:** In case of parallel contracts tender also Purchase Preference to MSE & Class I Suppliers shall be applicable and shall be accorded in accordance with para 3B Order Public Procurement (preference to Make in India) Order 2017 dated 19.07.24 or amended thereon.

34.5 **Minimum Local Content**

34.5.1 The 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%. For 'Class-II local supplier', the 'local content' requirement is minimum 20%. However, Nodal Ministry / Department may prescribe only a higher percentage of minimum local content requirement to categorize a supplier as 'Class-I local supplier' / 'Class-II local supplier'. For the items, for which Nodal Ministry / Department has not prescribed higher minimum local content notification under the Order, it shall be 50% and 20% for 'Class-I local supplier' and 'Class-II local supplier' respectively.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- 34.5.2 The Nodal Ministry may keep in view the domestic manufacturing / supply base and assess the available capacity and the extent of local competition while identifying items and prescribing the higher minimum local content or the manner of its calculation, with a view to avoiding cost increase from the operation of this Order. The Nodal Ministry may annually review the local content requirements with a view to increasing it, subject to availability of sufficient local competition with adequate quality.
- 34.5.3 The Nodal Ministry may annually review the local content requirements with a view to increasing it, subject to availability of sufficient local competition with adequate quality.

34.6 Other Pre-Qualification Criteria in tenders

- 34.6.1 Other pre-qualification criteria in terms of turnover, production capabilities and financial strength in the tender shall not result in unreasonable exclusion of “Class-I Local Supplier” / “Class- II Local Supplier”.
- 34.6.2 The pre-qualification criteria in terms of prior experience fixed in the tender shall not require proof of supply in other countries or proof of exports leading to unreasonable exclusion of Local Suppliers.
- 34.7 Specifying foreign certifications / unreasonable technical specifications / brands / models in the bid document is restrictive and discriminatory practice against local suppliers. If foreign certification is required to be stipulated because of non-availability of Indian Standards and / or for any other reason, the same shall be done only after written approval of Secretary of the Department concerned or any other Authority having been designated such power by the Secretary of the Department concerned (Department concerned for MDL is MoD, DDP).

34.8 Declaration / Verification of Local content

- 34.8.1 Tenders shall solicit participating bidders to indicate the percentage of local content (i.e. value added in India) along with the details of location/s where the local value addition is made, in their bids, item wise or tender wise. The indicated local content percentage shall decide categorization of the vendors as “Class-I Local Supplier” / “Class-II Local Supplier” / “Non-local Supplier”. All bidders should declare that the item and service offered meets the minimum local content and indicate its percentage in their offer which shall meet or exceed required local content specified in tender. This declaration is necessary even if Custom Duty Exemption and / or ERV (if applicable) are not being sought. Certification as under is to be submitted mandatorily in technical Offer-Part-I bid.
- 34.8.2 Self-certification by Chief Financial Officer or Other legally responsible person nominated in writing by the Chief Executive or



MAZAGON DOCK SHIPBUILDERS LTD.

OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

Integrated Facility Management Services in MDL Factory and Residential Premises.

- Senior Member / Person with Management Responsibility of Corporation / Partnership / Individual. However, in cases of procurement for value in excess of Rs. 10 Crores, the bidders shall provide a certificate from statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of supplier other than companies) giving the percentage of local content.
- 34.8.3 The bidder shall give self-certification for local content in the quoted item (goods / works / services) at the time of tendering. However, at the time of execution of the project, for all contracts above INR 10 Crore, the contractor / supplier shall submit local content certification duly certified by cost / chartered accountant in practice. For cases where it is not possible to provide certification by Cost / Chartered Accountant at the time of execution of project, the supplier shall be permitted to provide the certificate for local content from Cost / Chartered Accountant after completion of the contract, within time limit acceptable to the procuring entity (30 days of completion). In case the contractor / supplier does not meet the stipulated local content requirement and the category of the supplier changes from Class-I to Class-II/ Non-local or from Class-II to Non-local, a penalty of 10% of the contract value shall be imposed which shall be withheld from the payment due to the bidder. However, contract once awarded shall not be terminated on this account.
- Further, it must be informed to bidders in the tender that once the declaration / certification is committed at tender submission stage, the same cannot be altered subsequently at technical negotiation stage or after award of contract. Doing so would be treated / considered as false declaration by bidder and necessary action shall be initiated of the said Order for debarment.
- 34.8.4 Declared Local Content shall be the basis for categorization of the vendors and tender evaluation. However, MDL reserves the right to undertake detailed examination of declared local content and may call vendor to submit relevant documents.
- 34.8.5 In cases where MDL received the complaint from any vendor or person, along with the fees prescribed below, verification of Declared Local Content shall be carried out by seeking additional info as deemed necessary and the bidders (including unsuccessful bidders) against the tender shall be obliged to furnish the necessary documents. Failing to do so, the vendor may invite penal action as per the provisions of the Order. If MDL possess the capability, then it shall perform the verification. However, if in the opinion of MDL matter needs to be dealt at higher level, then the complaint shall be referred to Nodal Ministry and their fees / expenses / charges applicable as per the Nodal Ministry, if any, shall be borne by the complainant. MDL is authorized to prescribe fees for handling



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- complaints under revised PPP MII Order 2017. The fees for filing a complaint under the order shall be INR 10,000/- per case. The complaint shall be filed to the Chairman, Public Grievance Cell. The fee shall be deposited by complainant in MDL's Account by NEFT.
- 34.8.6 On scrutiny of offer, if all the bidders participating in the tender happen to have either not submitted the declaration certificate or not declared / specified the local content percentage in the declaration certificate or specified local content lower than the minimum local content requirement as per the tender, the subject tender shall be cancelled & matter shall be taken up with Ministry, by the user department, as per the procedure or as amended by MoD / DPIIT / DoE.
- 34.8.7 On opening of the price bids, if it is identified that there is difference in local content declaration made and local content percentage as per price quoted is now not meeting (i.e. lesser than) the specified tender requirement (i.e. only on the quoted price without any loading) then such bidder shall be disqualified and shall not be considered for ranking purpose. The bid would be treated / considered as given false declaration and necessary action for debarment shall be initiated.
- 34.9 **PPP MSE Order 2012**
Purchase Preference under PPP MSE Order 2012 shall prevail over Purchase preference under PPP MII Order 2017 and Purchase preference shall be accorded as per para **34.4**.
- 34.10 **Contract placement:**
- 34.10.1 Among all qualified bids, if L1 is "Class-I Local Supplier" or MSE, the contract for the 60% quantity will be awarded to L1. It shall be ensured that Local Content percentage as declared by the vendor is maintained or increased but not reduced. Remaining quantities are awarded to other bidders who are willing to match rates of L1 in line with purchase preference as per PPP MSE order - 2012 & PPP MII order - 2017 issued and its amendments by Govt. of India.
- 34.10.2 If L1 is other than "Class-I Local Supplier", then first MSEs (L1+15%) eligible for PP under PPP MSE Order 2012 will be invited to match the L1 price and the contract for 60% quantity shall be awarded to such MSE bidder. In case MSE bidders decline to match L1 price, then the "Class I Local Suppliers (L1+20%)" whose price falls within the margin of purchase preference under PPP MII Order 2017 will be invited to match the L1 price in the order of ranking of Class I Local Supplier and the contract for 60% quantity shall be awarded to such "Class-I Local Supplier" who first matches the L1 price. Remaining quantities are awarded to other bidders who are willing to match rates of L1 in line with purchase preference as per PPP MSE order - 2012 & PPP MII order - 2017 issued and its amendments by Govt. of India.
- 34.10.3 In case none of the "Class-I Local Supplier" or MSEs are within the margin of purchase preference or do not agree to match the L1 price



MAZAGON DOCK SHIPBUILDERS LTD.

OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

Integrated Facility Management Services in MDL Factory and Residential Premises.

- or there is no Class I Local Supplier or MSE, the contract for 60% quantity may be awarded to the L1 bidder and remaining quantity to L2, L3, L4 L6 in sequence willing to match rates of L1 bidder.
- 34.10.4 After the contract is awarded and the supplies are completed, the supplier shall provide a “Local content certificate” declaring the actual Local content percentage achieved while executing the contract. In case of failure to provide Local Content Certificate for the executed order within reasonable time, the issue be referred for debarment.
- 34.10.5 Note: In cases of procurement for value in excess of Rs. 10 Crores, the supplier shall provide a Local Content certificate from statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of supplier other than companies) giving the percentage of local content.
- 34.10.6 The supporting documentation towards realization of committed Local Content as per the contract / order terms & conditions shall be maintained for a period of seven years from the date of completion of the contract for audit purpose. Nodal Ministry may constitute committees with internal & external experts for independent verification of self-declarations and auditor’s / accountant’s certificates on random basis and in the case of complaints.
- 34.11 Debarment of bidders / suppliers:**
- 34.11.1 False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of GFR 2017 for which a bidder or its successor can be debarred for up to 2 years as per Rule 151(iii) of GFR 2017 along with such other actions as may be permissible under law.
- 34.11.2 A supplier who has been debarred by any procuring entity for violation of said Order shall not be eligible for preference under said Order for procurement by any other procuring entity for the duration of debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in such a manner that ongoing procurements are not disrupted.

35 PURCHASE PREFERENCE FOR MSEs: Micro and Small Enterprises (MSEs) registered under Udyam Registration or as directed by government are eligible to avail the benefits under the policy. This Policy is meant for procurement of only goods produced and services rendered by MSEs. Traders/Distributors/Sole Agents/Works Contract are excluded from the purview of the policy. Purchase Preference under PPP MSE Order 2012 shall prevail over Purchase preference under PPP MII Order 2017 and Purchase preference shall be accorded as per Para **34.4**.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

36 Restrictions under rule 144(xi) of general financial rules GFRs, (2017)
(Refer Annexure -I)

- 36.1 Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. The competent authority for Purpose of registration under this order shall be registration committee constituted by department for promotion of industry and internal trade. (DPIIT)
- 36.2 Bidder means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical. Person not falling in any of the descriptions or bidders stated hereinbefore, including any agency branch-or office controlled by such person, participating in a procurement process.
- 36.3 Bidder from a country which shares a land border with India for the purpose of this Order means: -
- a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country: or
 - e) An Indian (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- 36.4 The beneficial owner for the purpose of clause no. **36.3** above, will be as under
- 36.4.1 In case of a company or Limited Liability Partnership, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means, Explanation: -
- (A) Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company.
 - (B) "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding of management rights or shareholder's agreements of voting agreements;
- 36.4.2 In case of a partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- 36.4.3 In case of an unincorporated association or body of individuals, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- 36.4.4 Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- 36.4.5 In case of a trust, the identification of beneficial owner (s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership
- 36.5 An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- 36.6 The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

37 Conflict of interest:

A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- 37.1 they have controlling partner (s) in common; or
- 37.2 they receive or have received any direct or indirect subsidy/ financial stake from any of them; or
- 37.3 they have the same legal representative/agent for purposes of this bid; or
- 37.4 they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or
- 37.5 Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ Assemblies from one bidding manufacturer in more than one bid.
- 37.6 In cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorise only one agent/dealer. There can be only one bid from the following:
- 37.7 The principal manufacturer directly or through one Indian agent on his behalf; and
- 37.8 Indian/foreign agent on behalf of only one principal.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

37.9 Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;

37.10 In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.

Note: The undertaking by the bidders for above para (Conflict of Interest among Bidders/ Agents) to be submitted along with Part I bid. (**Annexure - N**)

38 Contractors shall not engage employees of other contractors presently working in MDL & recorded at Security Dept. The contractor can engage such employee if other contractor gives No Objection Certificate for such engagement & cancel the name of such desirous employee from his roll & accordingly convey to Security. The contractor engaging such employee without permission is liable for penalty including termination of contract & forfeiture of Security Deposit. Such penalty can also be imposed if it is observed that supervisors/ Workers deployed by contractor are not on their roll as per statement submitted by him at Security.

39 The contract will be governed by GENERAL CONDITIONS OF CONTRACT (GCC) while executing work. In case of discrepancy, clauses mentioned in Tender, Scope and Rate sheet will override the clauses mentioned in other Annexures including GCC.

40 Procedure for Entry Passes for the Contractor's Employees: - A Detailed procedure is displayed on the website www.mazagondock.in under →Work/Service Contracts

41 PUBLIC GRIEVANCE CELL:

A Public Grievance Cell headed by **Shri R. R Kumar, ED(EY)** has been set up in the Company. Members of public having complaints or grievances are advised to contact him on Wednesday between 10.00 hours and 12.30 hours in his office on 4th Floor, D2 Building, EY or send their complaints / grievances to him in writing for redressal. Contact Telephone No is 23763512.

42 BOOK EXAMINATION CLAUSE (BEC):

In case it is found to the satisfaction of MDL that the Supplier has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the supplier, on a specific request of MDL shall provide necessary information/inspection of the relevant financial documents/information.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

43 SITE VISIT FOR QUOTING:

Prior to submission of your quotation, bidders are requested to visit the site and if any clarification is required bidders may contact Mr. R. Rajesh, CM(TS), Tel no: 022-23764249, email: rrajesh@mazdock.com and Mr. Subhash Thepane, CM(MTC-EY), Tel no: 022-23763681, email: ssthepane@mazdock.com

44 BREACH OF OBLIGATION CLAUSE WITH RESPECT TO BID SUBMITTED:

In case of breach of any obligation mentioned under, the bidder shall be disqualified / debarred from the bidding process for a period of one year from the date of notification,

- 44.1 Bidder has withdrawn / modified / amended /impaired / derogated from the tender during the period of bid validity.
- 44.2 Bidder fails or refuses to execute the contract upon notification of acceptance of bid by the Purchaser during the period of bid validity.

45 MDL reserves the right to consider placement of Order / Contract in part or in full against the tendered quantity or reject any or all bids or to cancel the tender without assigning any reason.

46 In case of the performance of the contractor is not satisfactory, MDL reserves the right to cancel the order.

47 In case of proper on-line filling of Acceptance Formats for Tender Enquiry Form, GCC, it shall be presumed that all our tender terms & conditions are acceptable to you.

48 We look forward to your participation in e-bidding by offering your most competitive and reasonable bid against this tender.

Yours faithfully,
For MAZAGON DOCK SHIPBUILDERS LIMITED

RAJKUMAR DEORI
(022 2376 3337)
raj कुमार@mazdock.com
(OUTSOURCING DEPARTMENT)



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Following documents, references & formats form a part of the tender:

Annexure - A	Scope of work
Annexure - B	Illustrative Rate sheet format.
Annexure - C	Details of remittance to MDL's Bank Account
Annexure - D	(Tender Enquiry Form) TEF Acceptance format
Annexure - E	General Conditions of Contract (GCC)
Annexure - F	Acceptance Format for General Conditions of Contract (GCC) for Services
Annexure - G	GST Terms & Conditions
Annexure - H	Declaration Certificate For Local Content
Annexure - I	Declaration by bidder for Restrictions under rule 144(xi) of general financial rules GFRs, (2017)
Annexure - J	Illustrative format of Work Done Certificate
Annexure - K	MDL Bank Account Details For Remittance Of EMD / SD
Annexure - L	RTGS / NEFT - Mandate Authorization Form
Annexure - M	Format For Information Of Past Orders
Annexure - N	Bidder's undertaking for conflicts of Interest
Annexure - O	Pro-forma Bank Guarantee For EMD
Annexure - P	Pro-forma Bank Guarantee For Performance Security
Annexure - Q	Proforma of Unconditional and Surety Bond for Performance security
Annexure - R	Proforma of Unconditional and Surety Bond for Bid Bond / EMD
Annexure - S	Integrity Pact
Annexure - T	Actual Local Content Certificate
Annexure - U	Minimum Wage Structure

REFERENCES:

Terms & Conditions (Available on MDL Website www.mazagondock.in → Work/Service Contracts or www.mazagondock.in → Procurement → Tenders → Ship Building Outsourcing/ SB OTS STACS Format).

- 1) Official Secrets Act 1923.
- 2) Safety Code for Sub-Contractors.
- 3) Procedure for entry passes.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
**Integrated Facility Management Services in MDL Factory and
Residential Premises.**

Annexure-A

SCOPE OF WORK

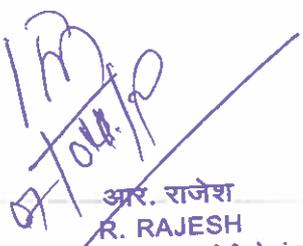
**In North Yard, South Yard, Alcock
Yard, Residential Areas and Area of
MDL**

DESCRIPTION OF WORK

Approximate Area Details of Facility Management Service in MDL Factory & Residential Premises.

INDEX

Sr.No	Annexure	Area Details	Page No
1.	Annexure-I	North Yard	2
2.	Annexure-II	South Yard	7
3.	Annexure-III	Alcock Yard	10
4.	Annexure-IV	General Toilet Blocks	12
5.	Annexure-V	Residential Area	14


अर. राजेश
R. RAJESH
मुख्य प्रबंधक/अनुभाग प्रमुख (तकनीकी सेवार-वाय.यु.सी.)
CHIEF MANAGER / OIC (TECHNICAL SERVICES - YUC)
माझगांव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

NORTH YARD AREA DETAILS**1. DETAILS OF OFFICE BUILDINGS**

Sr. No.	Name of Office Building	Total Area (Sq. M.)
1.	Mazdock House (G+6)	4381
2.	West Block (G+3) + Mezzanine floor	8477
3.	Service Block (G+7) including 03 nos. Porta Cabins on terrace	7125
4.	Service Block Phase-III (G+7)	2484
5.	FOB (G+3)	4766
6.	Reception, CISF & Fire Office	250
7.	Misc. offices under slipway	1341

2. DETAILS OF OFFICE TOILET BLOCKS

Toilet Block Location	No. of Plumbing /Sanitary Unit			
	W.C. Pan	Urinal Pan	Bath	W.B. & C.W.B.
MAZDOCK HOUSE				
Ground Floor (Admin)	2	4	-	1
Transport Toilet Officer & Workers	2	2	-	1
1 st Floor (SB-PSC)	3	5	-	4
2 nd Floor (HR & C-Plg.)	3	3	-	3
3 rd Floor (Finance)	2	4	-	3
4 th Floor (CIT)	4	2	-	3
5 th Floor (CMD/Directors)	4	5	-	4
6 th Floor (Secretarial / Legal)	3	4	-	5
WEST BLOCK				
Ground Floor Toilet (Dispensary)	2	1	-	1
Fire Dept. Toilet	1	-	1	1
Common Stock Store Toilet & GRS	1	-	-	2

Toilet Block Location	No. of Plumbing /Sanitary Unit			
	W.C. Pan	Urinal Pan	Bath	W.B. & C.W.B.
Mezzanine Floor (Cash)	2	7	1	4
1 st Floor (Vig. & CW)	4	2	-	5
Russian Cell & Std. Design Cell.	3	1	-	3
2 nd Floor – Design (Middle)	4	4	-	5
Design North Side	6	4	-	5
3 rd Floor – Design (Middle)	4	3	-	5
Design-North Side	6	4	-	5
SERVICE BLOCK				
1 st floor North side (SR- Comm).	6	5	-	4
2 nd Floor South (C-RPC)	3	3	-	3
North Side (MDC)	6	5	-	5
3 rd Floor South (Recruitment)	6	5	-	5
North Side (Div. Pers)	6	5	-	5
4 th Floor South (Plg. &Comm)	6	5	-	5
North Side (SB. P S C)	6	5	-	5
5 th Floor South (PP & C)	6	5	-	5
North Side (PP & C)	6	5	-	5
6 th Floor South (PP & C)	6	5	-	5
North Side (PP & C)	6	5	-	5
7 th Floor South (WOT)	3	2	-	2
North Side (WOT)	2	3	1	3
FOB Building & surroundings				
Ground floor-B/Sarang Room for launches & boats	1	-	-	1
Ground floor- (SB-L officer)	2	3	-	1
Water cooler Kasara South	-	-	-	1
1 st floor (SB-L)-Officer	5	8	2	5

1/3

Toilet Block Location	No. of Plumbing /Sanitary Unit			
	W.C. Pan	Urinal Pan	Bath	W.B. & C.W.B.
&Workmen				
2 nd floor (SB-WN)Officer & Workmen	6	7	2	8
3 rd floor(SB-H,SB-R & QA Toilet)	3	5	2	2
Toilet near rear stair on 3 rd floor	1	1	-	1
Wash place at west end of RDD	-	-	-	1
Wash place at N. Wall Kasara	-	-	-	1

3. DETAILS OF WORKSHOPS

Sr. No.	Name of Workshop	Total Area (Sq. M.)
1	Pickling Shop	632
2	linen store	634
3	SB Engg Shop	2962
4	Compressor Room near FOB	278
5	Pump Room near FOB	233
6	Fitting Shop	3542
7	SD&D, Gunners Labor, Joiner Shop, Sail loft, launches & boats	3570
8	Sheet Metal, Paint Shop & Paint Store	1354
9	NY Assembly Shop	3075
10	Ship Wright & Outdoor Carpenter	500
11	SB-Pipe Shop	3919
12	Diesel Repair / Auto Shop	1205
13	Foundry – Worker's room & WOT	758
14	SB-Electrical, Inst., Weapon Shop	3192
15	Electric repair shop & FOB shop	1720
16	SB-Maintenance shop	2057
17	NY Power House	1000
18	AC Refrigeration Shop	103
19	TS – Carp., Welder, Painter Shop	300
20	Linen Store	220
21	Rope Store	378
22	Shore Integrated Facility	1000

4. DETAILS OF WORKSHOP TOILET BLOCKS

Shop's Toilet Block Location	No. of Plumbing /Sanitary Unit			
	W.C Pan	Urinal Pan	Bath	W.B. & C.W.B
Platter & Assembly Shop-NY	4	4		4
Paint Shop				3
Sheet Metal Shop				2
SD & D				1
Gunners Labor				2
Joiners Shop		1		2
Outdoor Carpenter				2
Sail Loft				3
Launches & Boats				1
SB-Engineering	6	9		8
Fitting & Machine Shop	12	12		8
SB-Pipe Shop		5		8
Diesel Repair Shop	1			8
Foundry	1	1		4
SB-Electrical	2	3		2
ERS& FOB Shop	2		1	2
SB-Maintenance Shop	-	-	-	1
NY-Powerhouse	1	-	-	3
AC Refrigeration Shop	-	-	-	1
CPT Compressor	-	3	-	2
Linen Stores	-	-	-	1
Rope Stores	-	-	-	1
Paint Stores	1	-	-	5
Titanium Shop Urinal	-	5	1	3

1/m

5. OUTDOOR PREMISES:

Road Location in North Yard	Length (Meters)	Breadth (Meters)	Area in Sq.M.
Main gate to Mazdock house up to EY Wicket gate	157	10	1570
Main gate to Foundry	137	14	1918
Foundry to Alcock Yard gate	142	10	1420
Foundry to RDD west end	106	8	848
West end of RDD to NY Power House to Garage	90	10	900
Road between NY & SY from main gate to East yard gate	287	10	2870
NY Canteen to Maintenance Shop	50	12	600
		TOTAL	10126

North Yard Crane tracks & surroundings	Length (Meters)	Breadth (Meters)	Area in Sq.M.
RDD west end to SB-Engg Dept.	90 x 12 +	60 x 18	2160
Sheet Metal Shop to 60 T Crane track east end	40 x 13 +	218 x 15	3790
SB-Engg to 12 No. LL Crane Track extreme east end	240	17	4080
Road at South of RDD	180 x 10 +	106 x 6	2436
South Wall Kasara from 80T Crane track to paint Shop	221	12	2652
North wall kasara (Alcock Gate to Kasara gate)	255	9	2295
80 Tons crane to Fire Fighting Pump House	14	11	154
		TOTAL	17887

SOUTH YARD AREA DETAILS

1. DETAILS OF OFFICE BUILDING

Sr. No.	Name of Building	Total Area (Sq. M.)
1	Mogul House (G+4)	2275
2	Scindia House (G+3)	1421
3	CISF, CSO Office, Weigh Bridge, YUC Office, Pump House	300
4	Misc. offices under slipway	951

2. DETAILS OF OFFICE BUILDING TOILETS

Toilet Block Location	No. of Plumbing /Sanitary Unit			
	W.C. Pan	Urinal Pan	Bath	W.B. & C.W.B.
MOGUL HOUSE				
Ground Floor Powerhouse	1	-	-	2
2 nd Floor Toilet for Purchase Dept.	5	6	-	4
3 rd Floor Toilet for SQC Dept.	4	5	2	5
4 th Floor Toilet for QA, Disposal	3	2	2	2
5 th Floor Toilet for Sports Club etc.	3	3	2	2
Urinal for Bond Store on 2 nd Floor	1	1	-	1
Scindia Office Building				
Gr. floor (Gents & Ladies toilet)	3	3	-	2
1 st Floor Payroll Toilet	2	2	-	3
East Side Toilet for Ladies	1	-	-	1
2 nd Floor-CISF Toilet (middle)	3	-	1	2
CISF West Side Toilet	1	2	1	1
CISF-East Side Toilet	1	1	1	1
3 rd FI-East Side Toilet -safety	1	1	-	1

3. DETAILS OF WORKSHOPS

Sr. No.	Name of Workshop	Approx. Total Area (Sq. M.)
1	Platter & Assembly Shop	9107
2	Steel Store	1773
3	F1 Shade	507
4	F2 Shade	530
5	Bond store (Gr.+2 Floor)	4767
6	Module Shop	7619
7	Compressor House- 02 Nos.	418
8	Painting & Blasting Chamber (North side of Module Shop)	2000
9	SB-Maintenance Shop	1000
10	New Compressor House, Pump Room, Substation	1000

4. DETAILS OF WORKSHOP TOILETS

SHOP's Toilet Block Location	No. of Plumbing /Sanitary Unit			
	W.C. Pan	Urinal Pan	Bath	W.B. & C.W.B.
Production Shop (SY)	3	6	-	3
Assembly Shop (SY)	-	-	-	2
Steel Store (SY)	-	-	-	1
F1 Shed	-	-	-	2
F2 Shed	-	-	-	1
Bond Store (Gr. Floor)	-	-	-	1
Bond Store (1 st Floor)	-	2	-	1
Bond Store (2 nd Floor)	-	2	-	1
Module Shop	49	40	7	6

5. DETAILS OF OUTDOOR PREMISES:

Road Location in South Yard	Length (Meters)	Breadth (Meters)	Area in Sq.M.
Main Gate up to Steel Store	60	10	600
Main Gate outside surrounding area	30	10	300
Main Gate to Bond Store	75 x 12 +	210 x 7 +	2370
Bond Store to east end of MDD	120	7	840
Back Side Mogul House, surrounding area of P & A Shop	100	10	1000
South Yard-MMP Area approx.: Surrounding area near new wet basin, crane tracks, surrounding area of new shop in MMP area.	-----	-----	8650
		TOTAL	13760

Crane tracks & Barricades	Length (Meters)	Breadth (Meters)	Area in Sq.M.
9 No. LL Crane Track	228	12	2736
10 No. LL Crane Track	228	12	2736
11 No. LL Crane Track	228	19	4332
Metallic and Non-Metallic barricades	Approx. 150 Nos.	-	-
		TOTAL	9804

ALCOCK YARD AREA DETAILS

1. DETAILS OF OFFICE BUILDINGS

Sr. No.	Name of Office Building	Total Area (Sq. M.)
1	Project Office (G+3)	2802

2. DETAILS OF AREA OF WORKSHOP & SHOP OFFICES

Sr. No.	Name of Workshop and Stores	Work shop Area in Sq. M.
1	Welding Training Center	104.00
2	Basic Training Center - 1	158.40
3	Basic training Center - 2 (G + 1)	446.52
4	B. T. C. Class Rooms (G + 1)	646.92
5	Marine Training Center	258.53
6	Petrol Pump Cabin	7.50
7	Auto Shop Office & Store	37.50
8	Auto Shop Garage	160.00
9	Dispensary	12.00
10	Power House	170.00
11	Electrical Workshop	62.47
12	Movable Shed - Near Jetty	1500.00
13	Movable Shed - Opp. Canteen	1000.00
14	Centre of Excellence (near ATS)	400.00
	TOTAL AREA	4963 Sq. M.

3. DETAILS OF BUILDING TOILET BLOCKS

Toilet Block Location	Approx. Floor area in Sq. M.	No. of Plumbing / Sanitary Units			
		W.C. pan	Urinal Pot	Bath	W.B. & C.W.B.
<u>MAIN BUILDING</u> Gr Flr (Security Office)	5.55	1	-	-	1
<u>First Floor (Technical Services)</u>	15.62	2	2	-	2
Gents					
Ladies	7.81	1	-	-	1
<u>Second Floor (NAVY OFFICER)</u>	19.40	3	3	1	3
<u>Third Floor (NAVY OFFICER)</u>		1	1	-	1
Officer	6.03				
Ladies	6.03	1	-	-	1
General	15.88	1	3	1	2
<u>ALCOCK YARD</u>		2	4	1	2
<u>Apprentice Training school</u>	5.56				
Gents	18.94	2	4	1	2
Ladies	16.32	2	-	1	2
TOTAL	117 Sq. M.				

4. DETAILS OF OUTDOOR PREMISES

Road Location in Alcock Yard	Length (Meters)	Breadth (Meters)	Area in Sq.M.
From Gate No. 10 (Inter Yard gate) to Alcock Yard project building (Inside ALY Yard)	115	18	2070
From Gate No. 9 (Main Entrance gate) to Auto shop	197	10	1970
From Gate no.11 (Near Petrol pump) to ALY SSA office	116	9	1044
TOTAL			5084 Sq.M

ANNEXURE IV

DETAILS OF GENERAL TOILET BLOCKS

1. NORTH YARD

Sr. No.	Toilet Block Location	W.C.	Urinal	Bath	Wash Basin	Common Wash Basin	Area in Sq. ft.
1	Near Small Dry Dock (Joiner Shop)	17	15	4	7	2	2340
2	North wall of Kasara Basin (4 toilet blocks)	11	9	2	2	2	780
3	Between New Assembly Shop & Paint Shop	7	7	1	1	1	690
4	In front of Paint Store / Sheet Metal Shop (2 toilet blocks)	4	16		1	2	470
5	North Yard Slipway (Jumbo toilet block & hull/welding office toilet block)	23	27	5	3	3	2750
6	Ground Floor Service Block back side (2 toilet blocks)	6	12		2	1	470
7	Behind CPT Compressor	3	2	1	1		300
8	Mazdock House backside	1	3	2	1		200
9	Fitting Shop Back Side	7	5		2	1	420
10	Portable urinal block- 4nos.		8		4		160
TOTAL		79	104	15	24	12	8580 SQ. FT.
							797 Sq. M

2. MMP AREA

Toilet Block Location	W.C.	Urinal	Bath	Wash Basin	Common Wash Basin	Area in Sq. feet approx.
Behind Module Shop (East end)- Ground Floor & 1 st Floor	40	40	--	8	12	3200 Sq. feet
						297 Sq. m.

3. SOUTH YARD

Toilet Block Location	W.C.	Urinal	Bath	Wash basin	Area in Sq. feet
South yard Main Gate (2 toilet blocks)	6	6	1	0	775
Backside of Moghul House (3 toilet blocks- ground, 1 st & 2 nd floor)	21	11	6	3	2000
Below Moghul House Canteen (East corner- 2 toilet blocks)	4	8	3	3	665
Module Shop	8	14		5	550
TOTAL	39	39	10	11	3990Sq. feet
					371 Sq. m.

4. ALCOCK YARD

Toilet Block Location	W.C.	Urinal	Bath	Wash basin	Area in Sq. Feet
Near Petrol pump	4	3	1	1	72
Near Pile Rack	4	4	1	-	327
Near Movable shed	2	4	-	2	139
TOTAL :	20	14	3	3	538 Sq. Feet
					50 Sq. M.

ANNEXURE V

DETAILS OF RESIDENTIAL AREA

Sr. No.	Name of Residential Building	Total No. of Flats	Approx. Area of each Flat (Sq. M.)
1	Currie House (G+7 Floors)	16 Nos.	217
2	Sarin House (Stilt + 10 Floors)	20 Nos.	163
3	Angre House (Stilt + 18 Floors)	62 Nos. + Guest House on 17 th & 18 th Floor	90
4	P&O Duplex	11 Nos.	199
5	P&O Terrace Boat Deck	21 Nos.	96
6	MDRC Club & Gymnasium	1 No.	800
7	Roads and open area at Dockyard Road Residential premises	--	Approx. 10,000 Sq. M.
8	03 Nos. buildings of G+4 floors at CBD Belapur	60 Nos.	49



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CHIEF MANAGER / OIC (TECHNICAL SERVICES - YUC)

माझगाव डॉक यार्ड निर्माता प्रा. लि.
MAZAGON DOCK SHIPBUILDERS LIMITED

कार्य का वर्णन DESCRIPTION OF WORK

PART - I

Scope of Work, Standard Operating Procedures and Specifications Yard Upkeep Section

INDEX

Sl No	Details	Page No
1.	Brief Introduction	2
2.	Standard Operating Procedure	3
3.	Scope of Work	
	Part-I: Housekeeping Services	21
	Part-2: Garden Maintenance	33
4.	General Requirements for IFMS Services	39
5.	Minimum Manpower and Deductions	42
6.	Facility Manager/ Executives -Qualification/ Exp.	43
7.	Role of Personnel	43
8.	Training	44
9.	Certification of work done	44
10.	Deduction Clause	45

PART - II

Detail Elaboration and SOW of the each listed job of TS-CMS

INDEX

Sl No	Details	Page No
1.	Pest Control Services	1
2.	Trench Cleaning Services	5
3.	Fresh Water Tanks Cleaning Services	6
4.	Providing Liftmen Services	8
5.	Providing Pump Operator Services	9
6.	Providing Carpenter Services	10
7.	Providing Masonry Services	11

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CHIEF MANAGER TECHNICAL SERVICES YUC Temp\p\FINAL IFMS 2026-28\SOW SOP & Specification-YUC-1.docx

माझगांव डॉक शिपबिल्डर्स लिमिटेड

MAZAGON DOCK SHIPBUILDERS LIMITED

MAZAGON DOCK SHIPBUILDERS LTD

FACILITY MANAGEMENT SERVICES (FMS)

1. BRIEF INTRODUCTION

Mazagon Dock Shipbuilders Ltd (MDL) is a Defence Public Sector Undertaking shipyard under the Ministry of Defence. The main activity of MDL is construction of warships and submarines.

MDL is spread in an area of approx. 70 acres' land, situated at Dockyard Road, Mazgaon, Mumbai. Again, the company area is divided into various yards, such as North Yard (NY) = 25 Acres, South Yard (SY) = 12 Acres, SY Annexe = 12 Acres, Alcock Yard (ALY) = 16 Acres and MDL Officers' Residential Colony = 3 Acres, the area measurements mentioned here are approximate and only for reference purpose.

Above yards include Office Buildings, Workshops, Dry Docks, Wet Basin, Crane Tracks in Factory premises and Residential area (Dockyard Road) includes Residential Buildings, Parking Shed, Guest House, MDRC Club & Gymnasium. The residential area at CBD Belapur includes only Residential Buildings and residential open premises.

The following requirements exists only for MDL's Office buildings, Workshops, Open Premises, Crane Tracks, General Toilet Blocks, Canteens at North Yard (NY), South Yard (SY) & Alcock Yard (ALY) and Residential Premises at Dockyard Road & CBD Belapur:

1. Housekeeping services
2. Garden Maintenance & Supply of Garden Materials
3. Pest Control Services
4. Service Trenches Cleaning Services
5. Fresh Water Tank Cleaning Services
6. Operation & Maintenance of Bio Waste Compost Machine
7. Liftmen Services for 19 Nos. Lifts
8. Pump Operator Services in 03 Nos. Shifts

Note: 1. Above requirements does not exist for East Yard (EY) and some workshops/areas in Alcock Yard which are under EY Division, Marine structures like Dry Docks, Slipways, Wet Basin in NY, SY & ALY.

1/13

MAZAGON DOCK SHIPBUILDERS LTD
FACILITY MANAGEMENT SERVICES (FMS)
1/13

2. Standard Operating Procedure (SOP-PART-I) for IFMS Services:

GROOMING

HOUSEKEEPING ATTENDANT (MALE)	HOUSEKEEPING ATTENDANT (FEMALE)
<ul style="list-style-type: none"> • SHORT HAIR CUT • CLEAN SHAVE • CLEAN & PRESSED UNIFORM • NEAT & ODOURLESS SOCKS • POLISHED SHOES • TRIMMED NAILS • TRIMMED MOUSTACHE 	<ul style="list-style-type: none"> • NEATELY COMBED HAIR & • TIED WITH HAIR NET • VERY SMALL BINDI • EAR RINGS • NO FASHIONABLE LIPSTICKS & BANGLES • TRIMMED NAILS • CLEAN & PRESSED UNIFORM • BLACK CANVAS SHOES

IMPORTANCE OF PUNCTUALITY: Successful time management relies on understanding the importance of punctuality. Being on time for duty as well as meeting work deadlines will help prepare for making the work place effective.

IMPORTANCE OF PERSONAL HYGIENE AND MANNERISMS:

- Personal Hygiene, as the name clearly denotes, is the FIRST AND FOREMOST for ONES' PERSONNEL SAFETY. It is to keep ourselves away from bacterial infection. A dirty body is a hotbed for developing germs. Dust, sweat and other secretions, and warmth are all factors which encourage germs to multiply. A shower or both with effective cleansing products should therefore follow any physical activity.
- As these factors contribute to body odour. A daily shower is therefore a must for everyone.
- Oral hygiene is also of prime importance as we are in an industry wherein we have to interact verbally with people around us. Not taking proper mouth care leads to bad breath.
- Manners and etiquette have always been important in gauging the professionalism of a person. Importance of using right language, suiting the company atmosphere and usage of right body language is of paramount importance.

BASIC ETIQUETTE

- Greetings: Good Morning (12am-12pm)/ Good Afternoon (12pm-04pm) Good Evening (04pm-12am)/ Good Night (whenever a person takes your leave after 4pm till 12am).
- How to address a Gentleman/Lady: Sir/Ma'am
- When a service is requested: Agree to do the job with smile.
- When you want to pass by a person: Say Excuse Me Sir/Ma'am.
- When someone is asking you: Always be a good listener, speak up words politely, make eye-to-eye contact, have confidence & courage.
- How to enter into an officer's cabin: Knock the door and say, "May I come in Sir/Ma'am.
- Introduction – Introduce yourself as "I am from Housekeeping, Sir/Madam."

BODY LANGUAGE

- Stand erect with hands at the back while standing in briefing and talking to all the seniors.
- Expression should be friendly, pleasant and natural.
- Always WEAR a SMILE on your face.
- Eagerness to help others
- LISTEN carefully.

- Walk with CONFIDENCE.
- Immediate attention to the customer is a form of respect to which he is entitled. It shows your concern and interest for them.

MOP SWEEPING

Dry Mopping

Equipment: Personal Protective Equipment (PPE), Warning Signs, Mop Sweeper (Dry Mop), Vacuum Cleaner, Dust Pan and Brush, Scraper, Garbage Bag, Wheeled trolley

Method:

For dry floor only:

- Put on your protective equipment (gloves)
- Place warning signs
- Ventilate the area properly
- Collect all littered pieces of garbage with the help of dust pan and brush
- Remove any chewing gum/dirt/stains with scraper
- Sweep the corners first
- Sweep using a continuous stroke (straight), overlapping passes. Ensure mop head is in contact with floor at all times and a leading edge is maintained. Sweep under heavy furniture's, move lighter furniture and replace.
- When sweeping large areas, collect dirt with dust pan several times
- Cover all areas systematically
- When finished, remove soil from the floor with dust pan and brush and clean mop sweeper with hand brush or vacuum cleaner.
- Collect the garbage in garbage bags. Clean equipment, remove the warning sign and close ventilation
- appropriately.

SINGLE SOLUTION MOPPING

Wet Mopping

Equipment: Personal Protective Equipment, warning signs, any single solution mopping (i.e. bucket, wringer and mop), Cleaning agent (Diversy /Ecolab diluted in proper proportion), Abrasive pad

Method:

- Put on your protective equipment.
- Assemble equipment.
- Place warning signs.
- Ventilate the area appropriately.
- Prepare cleaning solution according to manufacturer's instructions, adding detergent to water.
- Apply solution to an area of floor using the mop.
- Mop the corners first and then mop the centre area using figure '8' stroke with each pass overlapping.
- Use abrasive pad to remove stubborn marks.
- Ensure wringer/bucket is behind line of work.
- When wringing out mop, stand in front of wringer and press down firmly.
- Change cleaning solution when dirty.
- Drain the dirty water in WC and flush, dry the wringer/bucket.
- Remove warning sign when the floor has completely dried.
- Always wash the mop and store it head up, so that it can dry.



OFFICE CLEANING including Cabin, Modular Furniture etc.

Equipment: Office Caddy Basket, Duster, Glass duster, Spray bottle with R2/HSC, Garbage bag

Method:

- Pull chairs behind to ensure free movement while cleaning
- Dust monitor, CPU, telephone, keyboard/tray and mouse with duster
- Dust side station head, workstation table, pedestal, chair/legs with duster and R2
- Clean telephone instrument and check the receiver cord (uncurled)
- Replace chair in designated place

CANTEEN TABLES, FLOORING CLEANING

NOTE: Only before and after the eating hours. During eating hours, Canteen Staff / Canteen Sub-Contractor staff will clear and clean the tables.

Equipment: Personal Protective Equipment (Disposable gloves), One Caddy Basket, Applicator with Squeeze, One Squeeze for clearing crumbs, one plain coloured Duster for wiping the corners of the Table, walk behind Mopping & Scrubber Machine, Spray bottle with diluted sanitizing agent, One Plastic (white) Liner inside caddy basket for collecting waste

Method:

- Put on your protective equipment (disposable gloves)
- Arrange the caddy basket with the applicator with squeeze, table squeeze, dusters and spray bottle with diluted sanitizing agent.
- Remove the chairs away from the table so that cleaning becomes easy
- Clear the crumbs with the help of table squeeze into the caddy basket (where the plastic liner has been placed) and spray the cleaning agent.
- Use the applicator to apply the cleaning agent on the table evenly, starting from the corners first and moving towards inside of the table.
- With the help of squeeze, remove the cleaning agent (in a zigzag or horizontal method)
- While using the horizontal method, wipe the squeeze after every use
- Wipe only the corner and border of the table with the plain coloured duster
- Cleaning / scrubbing/ mopping of canteen flooring, cleaning under dining table, chairs etc. using Walk behind scrubbing / mopping machine wherever possible.
- Cleaning /scrubbing/ mopping of canteen kitchen, washbasin, wash-places etc.

GLASS CLEANING

Equipment: Personal Protective Equipment, warning signs, Extension poles, or step ladder, telescopic rods with accessories, Applicator, Squeeze, Glass Cloth, Sponge, Bucket of cleaning agent, Plastic sheets / Floor dusters for covering any carpet area, Glass Scraper, or non-abrasive pad, Plastic sheets or dust covers to protect surfaces if cleaning interior glass

Method:

- Put on your protective equipment
- Place warning signs
- Ventilate the area, as appropriate
- Remove furniture or cover with dust covers if cleaning from inside
- Prepare cleaning solutions as per manufacturer's instructions
- Apply the cleaning agent with the help of applicator starting from top to bottom in a zigzag fashion
- Use the glass scraper to remove any stains or glue mark on it

- Use the squeeze from top corner to the bottom from the sides and then in a zigzag fashion clear the centre of the glass.
- Do not remove or lift the squeeze while drying the glass as it will leave the water marks
- Use the squeeze in horizontal way from side to side (left to right) if it is a small window glass, by wiping the squeeze blade after every use.
- Wipe bottom edge of the pane with the dry glass cloth
- On completion, clean equipment and leave the applicator to dry
- Close the ventilation and return the furniture to its position
- Remove the warning signs

WALL DUSTING

Equipment: Personal Protective Equipment, Warning Signs, Non-abrasive Pad (or a sponge), White cloth (for applying cleaning agent), Wiping cloth white, Plastic sheets or dust covers to protect surfaces, Telescopic rods with accessories.

Method:

- Put on your protective equipment
- Place warning signs
- Ventilate the area, if appropriate
- Remove furniture or cover with dust covers
- Apply the cleaning agent with the white cloth on stains on walls.
- Take the non-abrasive pad (or sponge) and clean the stains on walls.
- Then wipe / remove the dust from the wall.

BOARD ROOM, CONFERENCE, MEETING ROOM, TRAINING ROOM CLEANING

Equipment: Personal Protective Equipment, Warning Signs, Office Caddy Basket, Spray Bottle with diluted cleaning agent (R2 or HSC), Duster, Glass Cloth, Scotch Bright, Mug with diluted R2 or HSC, Dust Pan and Carpet Brush, Garbage bag, Vacuum Machine, Air Freshener

Method:

- Put on your protective equipment
- Enter inside and hang the door knob card (cleaning in progress) outside the main door handle
- Switch on all the lights and ventilate the area
- Remove the chairs away from the table so that cleaning becomes easy
- Clean the electronic equipment on the table (i.e. telephone, computer etc.) with the help of duster
- Clean the table top without disturbing the papers, files etc. placed on top of it and also ensure that the legs of the table are cleaned properly
- Dust the seat and backrest of the chair and wipe the armrest and the legs of the chair with the check duster and R2
- Clean only the unused area of the white board with the help of duster and R2, starting from the frame and corners of the board (if any instructions given then only the written matter has to be cleared)
- Clean all the fixtures, door, door knobs, skirting and switch sockets
- Dust and clean the windows with the help of glass cloth
- Pick up all the garbage such as crumpled papers, etc. from the carpet with the help of the carpet brush and dust pan and put it in the garbage bag in the caddy basket
- Collect all the soiled garbage bags from the dustbins
- Line all the dustbins with fresh garbage bags
- Clean the carpet with the help of vacuum machine and carpet cleaning machine.
- Arrange all chairs back to their position and spray the air freshener



- Switch off all the lights, close all ventilation and remove the sign board from the door knob while closing the door.

RECEPTION, LOBBY AREA CLEANING

Equipment: Personal Protective Equipment, Warning Signs, Check Duster, Glass Cloth, Spray bottle with diluted cleaning agent (R2 or HSC) and D7 (steel polish), Mug with diluted R2 or HSC, Dust Pan with handle and T Brush, Garbage Bag, Vacuum Machine, Air Freshener, Feather Brush, Dry Mop, Wet Mop with wringer trolley

Method:

- Put on your protective equipment
- Place warning signs
- Thoroughly sweep and tidy entrance steps
- Damp wipe all door furniture
- Clean all entrance glazing inside and out
- Empty wall mounted ashtrays if supplied
- Wash down entrance steps
- Thoroughly sweep (with dry mop) and mop the hard floor areas
- Thoroughly vacuum all carpeted areas
- Dust and spray polish reception desks, tables and chairs
- Empty waste bins, reline and dispose of waste at designated collection points
- Clean all vision panels, mirrors and internal glazing
- Clean and polish all steel fittings and door furniture with the appropriate solution, leave smear free
- Flick dust / damp wipe all skirting, remove dust build up from window skills, extinguishers, door frames, window ledges, shelving, light switches etc.
- Spot clean on carpets
- Damp wipe telephones using duster.
- Remove all warning signs when you have finished cleaning
- Clean and dry all equipment and put them back in the storage area

CLEANING OF CORRIDORS, STAIRCASES AND LIFT LANDINGS

Equipment: Personal Protective Equipment, Warning Signs, Dry Mop, Wet Mop, Dust Pan with Handle and T Brush, Glass Cloth, Check Duster, Spray bottle with diluted Cleaning agent R2, D7 (steel polish), Mug with diluted Cleaning agent, Garbage Bag, Vacuum Machine, Air Freshener, Feather Brush

Method:

- Put on your protective equipment
- Place warning signs
- Thoroughly vacuum carpeted areas
- Sweep (dry mop) and mop hard floor areas
- Clean vision panels and glazing to dividers where possible
- Spot clean marks from carpeted areas
- Damp wipe gloss painted surfaces
- Remove dust build-up from skirting, window sills and ledges, fire alarm points, extinguishers, door frames and furniture
- Damp wipe telephones using suitable disinfectant/duster.
- Flick dust overhead fittings
- Thoroughly vacuum all upholstered furniture (if regularly used then, every third day or once in a week)
- For Lifts, clean lift facia and doors with R2 or HSC or steel polish if it is steel
- Clean mirrors, sweep (dry mop) and mop lift car floors

1/11

- Vacuum carpeted floors and clean the door from both inside and outside

CARPET STAIN REMOVAL

Equipment: Clean Terry cloth or white paper towel, Blunt knife or scraper, Cleaning Agent, White sponge, Small hand Brush, Mug for making solution, Nylon scrubber

Method:

- Always get to the stain as quickly as possible, before it sets in your carpet pile
- Always blot the stains rather than scrub them. If you scrub the stain, then you are forcing the stain further into the carpet. Blotting is simple to do and effective. Use clean terry cloths or dry white paper towel. Apply just enough pressure so that the liquid is absorbed. Turn the towel and do it again.
- If the stain is stuck into the carpet pile, you can use a dull knife to scrape some of it out. Insure that you do not push the stain or debris into the carpet more.
- While using cleaning agent, test them on a hidden area of your carpet so that it does not further ruin your carpet.
- Always follow the products instructions when you are using them
- Apply cleaning agent by spraying the solution right on to the carpet stain or you can apply it to a sponge and then apply on the stain. Blot the stain with a clean terry cloth or sponge to remove all of the stain from the carpet pile. Repeat this procedure till the time the stain comes off the carpet on to the towel. Change the towel or cloth so that it remains dry.
- When the stains have been mostly absorbed, place clean paper towels on top of the stain and apply something heavy to it. This will help the product to absorb into the paper towels to dry.

CARPET CLEANING

Equipment: Carpet Brush, Dust Pan, Garbage Bag, Blunt Knife or Blunt Scraper, Vacuum Machine, Carpet cleaning machine

Method:

- Collect all littered pieces (stapler pins, sharp objects, big paper pieces etc.) of garbage with the help of dust pan and carpet brush.
- Remove any sticking object with the help of blunt knife or scraper.
- Use a powerful vacuum cleaner and Carpet cleaning machine.
- Don't vacuum in the same pattern every time. You will pick up more dirt if you vacuum both horizontally and vertically.
- Use attachments to get the corners of the room and under the furniture's cleaned.
- Move the furniture's like sofas, pedestals, tables etc. once a week and vacuum thoroughly underneath it.
- Don't wait until vacuum bags or containers are full. Empty them whenever used on daily basis.

CLEANING / HOUSEKEEPING OF STORES /SHEDS

Equipment: Scrubbing / Mopping Machine, Caddy Basket, Wheeled Trolley, Telescopic rod Duster, Mop Industrial Vacuum Cleaner, Garbage bag

Method:

- Dry Mopping
- Wet Mopping
- Vacuuming of area
- Cleaning of office cabins in stores
- Cleaning of open areas around and between racks, shelves situated in shade
- Cleaning of open areas, around electric panels installed in Power house with taking necessary precautions.



- Water accumulation to be cleared by wet vacuum cleaner
- Cleaning of store consignments/ store area by Vacuum cleaner, telescopic rods.
- Cleaning of Fire Extinguishers kept inside /outside of stores
- Cleaning of toilet /washrooms in stores
- Cleaning of dust, cobwebs etc. on height by telescopic rod up to 20 feet height.
- Cleaning of trenches, gutters etc. inside the shops/sheds to be cleaned as and when required.

CLEANING / HOUSEKEEPING OF WORKSHOPS

Equipment: Scrubbing / Mopping Machine (wherever required), Caddy Basket, Wheeled Trolley, Check duster, Spray bottle with R2/HSC, Mop with adjustable handle (Swivel base with 180 Deg. rotation), Industrial Vacuum Cleaner, Garbage bag

Method:

- DRY MOPPING
- WET MOPPING
- Vacuuming of area
- Cleaning of office cabins in workshops
- Cleaning of toilet /washrooms in workshops
- Cleaning of cobwebs up to 20 feet height.

CLEANING / HOUSEKEEPING OF GENERAL TOILETS

Equipment: Warning signs, Scrubbing / Mopping Machine, Caddy Basket, cleaning agent (Diversy/Ecolab make), Hand Gloves (Orange), W/C Brush, Duster, Glass Cloth, Feather Brush, Mug, Scotch Bright, Nylon Scrubber, Squeeze, Wet Mop Stick, Garbage bag, Toiletries (i.e. Air Freshener, Naphthalene Balls, Taski Urinal Screen), Hand brush

Method:

- Enter inside and hang the door knob card (cleaning in progress) outside the main door handle.
- Ventilate the area appropriately.
- Wear hand gloves and face-mask.
- Check for any maintenance work orders.
- Clear garbage and keep all dust bins near the cleaning materials.
- Flush the W/c and urinals.
- Apply Cleaning agent and scrub the W/C and urinal bowl with the W/C brush and leave it for the detergent to act on it for at least 10mins.
- Clean and scrub washbasins, tiles, dustbins, doors and all steel fixtures with the help of duster from Outside.
- Scrub and squeeze the floor with cleaning agent by machine wherever possible.
- Replenish toiletries.
- Wet mop the floor.
- Close all ventilation ones the floor has dried.
- Remove the door knob card after 5mins.

NOTE:

R6 (Toilet Bowl cleaner) should be used only when there is heavy stains or ones a week

D7 (SS polish) as and when required

CLEANING / HOUSEKEEPING OF OPEN PREMISES

i.e. Internal roads/pathways, paved areas, Crane tracks etc. within the Yard

To be provided by Service Provider:

- Two numbers brand new Ride-on sweeper shall be provided by Service Provider. It will be required at MDL premises Dockyard Road. Fuel, Maintenance and Operator for these Ride-on sweeper Machines shall be provided by Service Provider. The detail specifications of machine are mentioned at Part 1 under "Service Provider scope of supply"
- Wheeled Trolleys
- Garbage Bag
- All types of brooms like Hard Broom, Soft Broom and Broom with long stick etc.
- Pan for lifting rubbish
- All types of brushes like Coir/ Nylon wire cleaning brushes for brushing/cleaning.
- Cherry picker Lift (as & when required by MDL)
- PPEs

Method:

- Put on apron, protective equipment's.
- Leaves, Dirt, Rubbish etc. shall be swept off from roads, pathways and crane tracks etc. on regular basis by Ride-on sweeper at MDL premises. Whereas, ride on sweeper machine provided by Service Provider will be used in residential area at MDL premises twice a day and company premises. Ride on sweeper machine shall cover main road areas like (a) Main Gate to East Yard (b) MMP to Main Gate (Pier Road) (c) Main Gate to Moghul Dry Dock (c) Main Gate to Alcock Yard.
- The Service Provider minimum should provide 2 services in a day at 07:00 to 9:00 Hrs. & 13:00 to 15:00 hrs. and as per instruction by YUC Executives additional services if required for the cleaning of roads. Apart from roads/pathways, cleaning of crane tracks and other open premises should be carried out during remaining period of shifts.

CLEANING / HOUSEKEEPING OF RESIDENTIAL PREMISES

Equipment: Personal Protective Equipment, Ride On Sweeper, Manual sweeper machine, Wheeled Trolleys, Garbage Bag, Hard Broom, Soft Broom, Broom with long stick, Pan for lifting rubbish, Coir/ Nylon wire cleaning brushes, Mop, Bucket, Vacuum cleaner, Jet Spray, Scrubbing / Mopping Machine

Method:

- Put on apron, protective equipment.
- Cleaning of roads, building surroundings, open areas etc. by Ride On Sweeper & Manual Sweeper and Manually.
- Dry mopping/Wet mopping of Lift lobbies, staircases, corridors
- SS polish (R7) of lift cabins
- Cleaning of Walls in lobbies, staircases.
- Collection & Segregation of garbage from individual flats
- Disposal of garbage at MCGM pick up points
- Cleaning of common toilets and Toilets in Currie house flats.
- Dry garbage to be separated in different bins kept for paper, plastic, glass, metal etc. as per instructions.
- Wet garbage collected to be processed through Bio-Waste Compost Machine. For this, 2-3 persons should be trained & deployed for daily activity for making compost as per instructions.
- Cleaning of bird droppings on roads by Jet spray.



DO'S & DON'TS

DO'S

- Dry dusters with hand gloves need to be used to clean any electrical switch plates.
- Use ladder or telescopic rod for cleaning the ceiling.
- Spray bottles used for cleaning agents should be labelled appropriately.
- Cleaning dusters should be carried in a caddy basket.
- All trashes should be carried through service stairs/elevators.
- Dry mops should be used on dry and smooth surfaces.
- Sign board should be displayed while cleaning floor or any other area.
- Housekeeping materials should be kept inside the caddy basket.
- Safety measure needs to be taken while cleaning.
- Speak up words politely.
- Always work in Team.
- Cleaning should be started from the high level, middle level and down to low level.
- Housekeeping materials/equipment should always be kept in stores after its use & it should be maintained clean.

DONT's

- Wet duster should not be used to clean electrical switch plates.
- All ceiling should not be cleaned by standing on work station table/chairs/inverted buckets/crates.
- Do not use unlabelled spray bottle.
- Cleaning duster should not be kept in the pockets.
- All trash or garbage should not be carried through guest stairs/elevators.
- Dry mop should not be used on a wet floor or hard surface.
- Do not block the entire corridor or passage for scrubbing or cleaning.
- Housekeeping material should not be kept on the workstation while cleaning.
- Do not be rude with your co-worker/colleague.
- Do not start cleaning from middle areas or from ground level.
- Housekeeping material/equipment should not be placed in public areas.
- Do not enter the cabins/conference wash rooms etc. without the permission.
- Do not close the door while cleaning a cabin or conference or meeting room.
- Do not wipe screen of the computer with duster (in case of plasma screen i.e. flat screen)

GUIDELINES FOR USAGE OF CLEANING AGENTS

- CLEANING can be described as the removal of unwanted material without damaging the surface to which it adheres.
- As cleaning and hygiene overlaps, it also includes prevention and removal of factors which tend to produce ill health or diminish the quality of life.
- Cleanliness is the absence of dirt, including dust, stains, bad smell, germs and other hazardous material.

SAFETY MEASURES TO BE TAKEN WHILE USING DETERGENTS:

- Avoid direct contact with eyes and skin.
- Do not inhale any cleaning agent/detergent.
- Make sure the detergent/cleaning agent bottles are labelled properly for identification.
- Always use safety equipment like hand gloves, shoes, face mask, etc. while handling detergents/cleaning agents.
- Read instructions before using the cleaning agents to minimize accidents or injuries
- Never try to open cleaning agent's container with your mouth.
- Never mix two detergents. Either they become inactive or they may emit poisonous fumes (depending on their composition).



- Never prepare a dilution and keep it for more than two days. After 2 days it is equivalent to cleaning with water.
- Always follow the manufacturer's dilution ratio. Using less may not give expected results and using more leaves a film on the cleaned surface. In case of floors, it may be a cause of an accident.
- In absence of measuring cup, the best way to measure is to remember that the CAP of a 5ltr can is always 20ml.
- While pouring or making the dilution, always ensure that we place a liner (duster, garbage bag, etc.) on the floor to prevent the detergent from falling on the floor and damaging it.
- If using the cap of the can as a measure, never wash it in the water bucket (which is a usual practice). In case if this is done by mistake; always WIPE the cap before replacing it. This is important because, in case you replace a wet cap, water droplets fall into the detergent can and start diluting the detergent.
- As prevention, wash your hands immediately if you have touched the detergent with bare hands.
- All the heavier items (detergent cans, etc.) should be stored on lower level racks and lighter items (mop refill, scrubbers, etc.) may be stored at higher levels to avoid accidents.
- Follow the FIFO (first in, first out) system while using the material especially detergents to promote usage before they near or reach expiry.

The Service Provider shall provide with (entry challan in MDL) adequate quantity of consumables item and materials required for carrying out Housekeeping activities on Monthly basis. List some of the monthly consumables and quantity of their assumed monthly consumption is as below:

SR. NO.	PARTICULARS	UNIT	Min. Monthly consumption (assumed)
1	AIR FRESHNER ROUND	NOS	250
2	AIR FRESHNER STICK	NOS	250
3	AER POCKET GODREJ	NOS	75
4	BLEACHING POWDER	KG	40
5	BROOM HARD SPECIAL JUMBO	NOS	140
6	BROOM SOFT SPECIAL	NOS	140
7	CAUSTIC SODA	KG	30
8	CHECK DUSTER BLUE	NOS	225
9	CHECK DUSTER RED	NOS	200
10	DETERGENT POWDER	KG	10
11	DRY MOP REFILL	NOS	50
12	GLASS DUSTER BLUE	NOS	125
13	GLASS DUSTER RED	NOS	125
14	NAPHTHALENE BALL	KG	20
15	NYLON SCRUBBER	NOS	50
16	ROOM FRESHNER	NOS	100
17	SANICUBES COLOURED	Packet	30
18	SCOTCH BRITE BIG 6 X4	NOS	150
19	PHENYL 5 LTR	CAN	30
20	TASKI R1	LTR	100
21	TASKI R2	LTR	100

22	TASKI R3	LTR	30
23	TASKI R4	LTR	10
24	TASKI R5	LTR	100
25	TASKI R6	LTR	75
26	D7	LTR	15
27	TASKI SPIRAL	LTR	50
28	TOILET ROLL 200 GM	NOS	500
29	URINAL SCREEN PAD	NOS	300
30	WET MOP REFILL (BLUE)	NOS	110
31	YELLOW SPONGE	NOS	50
32	Multi-Fold Hand Towel Paper (150 pulls per packet)	Packet	50
33	Airwick Automatic Air Freshener Refill (250 ml)	NOS	10
34	FACE MASK	NOS	500
35	HAND GLOVES RUBBER(BLUE)	NOS	200
36	HAND GLOVES RUBBER(ORANGE)	NOS	100
37	PLASTIC BUCKET (MIN 15 LTR)	NOS	20
38	GREEN SCRUBBING PAD(18")	NOS	05
39	FEATHER BRUSH	NOS	50
40	FLOOR WIPER	NOS	50
41	GARBAGE DRUMS	NOS	10
42	KITCHEN WIPER	NOS	20
43	AIR PLUG	NOS	50
44	SAFETY GOGGLE	NOS	25
45	PAINT BRUSH BIG SIZE	NOS	25
46	PALTI PATRA	NOS	25
47	TOILET BRUSH	NOS	75
48	MORI BRUSH	NOS	25
49	SPARY BOTTLE(PURFUME)	NOS	60
50	DUST PAN	NOS	50
51	CARPET BRUSH HARD TYPE	NOS	20
52	HAND BRUSH	NOS	20
53	T-BRUSH	NOS	50
54	INDUSTRIAL HAND GLOVES (LEATHER)	NOS	15
55	PLASTIC MUG	NOS	25
56	CHOKE UP PUMP	NOS	50
57	COBWEB BRUSH	NOS	10
58	DRY MOP FRAME WITH STICK	NOS	50
59	WET MOP CLIP WITH STICK (BLUE)	NOS	200
60	WET MOP CLIP WITH STICK (RED)	NOS	100

Above list of consumables and quantity is only for reference and assumptions. The consumables shall not be limited to above mentioned items and quantities. No separate payment would be made towards supply of consumables and materials. The Service Provider shall provide additional quantity and extra items as per actual site requirements at no additional / separate cost. The Service Provide shall quote all-inclusive rates for Housekeeping Services.

If Service Provider fails to provide minimum above mentioned quantity of consumables, deduction will be applied as per Market rate price per quantity.

In addition to above consumables, Service Provider shall provide (but not limited to) regular Housekeeping materials like PPEs (like Safety Shoes, for all personnel & Helmet for personnel working in Workshops, Drainage Cleaner and scrap yard), Clip Dust Pans, Corner Brush, Thinner, Caddy Basket, Window Washer / Applicator & Wiper, Rain coat, Gum Boot during monsoon session and any other materials required for Housekeeping activities regularly throughout the contract period.

TASKI PRODUCTS FOR REFERENCE:

CLEANING AGENT	USAGE	DILUTION
R1	Bathroom cleaner- Cum-Sanitizer Concentrate (all surfaces in bathroom, WC, urinal, washbasin etc. Safe to use on granite and marble)	Diluted in water Ratio: 1:15 to 20ml or as per requirement
R2	Hygienic Surface Cleaner(Dusting, Mopping, Glass cleaning)	Diluted in water ratio: 1:15 to 20ml for dusting mopping, 1:10 to 15ml for glass cleaning or as per requirement
R3	Glass Cleaning (all types of glass, windows, mirrors, and glass display cases)	Diluted in water Ratio: 1:15to 20ml or as per requirement
R5	Air Freshener	Direct Use
R6	For W/C and Urinal Cleaning	Direct Use
R7 / Spiral	For Hard stains of floor	Diluted in water Ratio: 1:20 to 30ml or as per requirement
TR 101	For Carpet Shampooing	Diluted in water Ratio:1:20 to 30ml or as per requirement
TR 103	For Carpet Spotting	Diluted in water Ratio:1:20 to 30ml or as per requirement
D7	For Steel Polish Only	Direct Use

MATERIAL & USAGE

Room Freshener (Ready to Use)	For Good Fragrance
Odonil Cubes and Sticks	To control the bad smell
EZE Mop Set	For dry sweeping the floor
Wet Mop Set	To mop the floor with water
Wet Mop Refill	Only the mop without rod
Urinal Screen Pad	To control the smell
Naphthalene Balls	To control the smell
Glass Scraper	To remove stains from glass
Scotch Bright	To scrub the wash basin & others
Nylon Scrubber	Used for scrubbing
Dustpan with Handle	To collect the segregated dust
Carpet Brush	To brush the carpet
Carpet Brush (Soft)	To brush the chairs and sofa
Spray Bottles	To spray cleaning agents, freshener

Hand Brush	To scrub the floor with hand
T-Brush (Soft)	To brush the staircase
T-Brush (Hard)	To brush the hard floor
Plastic Mug	To make dilution of cleaning agents
Plastic Bucket	To take water for mopping, etc.
Feather Brush or Static Duster	For dusting
Ceiling Brush	For high level dusting
Sponge (White or Yellow)	For cleaning delicate or light things
Face Mask	To protect from dust
Rubber Hand Gloves	Used while cleaning washroom
Rubber Hand Gloves	Used while dry/wet mopping
Thinner	To remove polish/paint marks
Caddy Basket	To carry housekeeping materials
Floor Squeeze	To squeeze the water from floor
Window Washer / Applicator	Apply cleaning agent to window
Window Wiper	To wipe the applied cleaning agent
Kitchen Squeeze	To squeeze the wash basin counter
W/C Brush	To clean the W/C
Garbage Bag (Small, Medium & Big)	To collect the garbage

Materials to be supplies by Service Provider:

Service Provider shall supply Hand Wash (Dettol or Fem or Lifebuoy only) other brand will not accept & Wall Mount Soap Dispenser as per instruction by TS-YUC Executives. The hand wash should be supply & refill the dispensers regularly as per requirement. The charges for supply would be paid separately at actual as per PO rates.

The Wall Mount Soap Dispenser shall be supplied with Capacity of 500 ml, Material: Durable Plastic and operation with push button.

EQUIPMENTS TO BE SUPPLIED BY Service Provider:

Service Provider to ensure that all brand new equipment/machineries to be deployed at the site for housekeeping activities & it should be in good working condition during entire course of contract period. If, any found unserviceable condition attractive penalty will be deducted on pro data basis.

Sr. No.	Equipment	Uses	Minimum Quantity for Deployment	Penalty for non-deployment / Non-operational equipment (per equipment per month)
1	Ride on sweeper	For cleaning / sweeping on roads	2	Rs. 1,25,000.00
2	Battery Driven Ride On Scrubber Drier	To Scrub & Vacuum the floor simultaneously	1	Rs. 48,000.00
3	Vacuum Cleaner (Dry & Wet) (27 L)	To remove the dust from the carpet and floor	8	Rs. 1000.00

4	Electrically operated Walk Behind Scrubber cum Mopping Machine	To scrub and mop the Floor	6	Rs. 7000.00
5	Carpet Cleaner with Foam Generator Machine	For Shampooing of Carpet & Chairs	1	Rs. 5000.00
6	Manual Sweeper	To sweep outer area	2	Rs. 1000.00
7	High Pressure Jet Machine	To Wash Floors & Tiles	6	Rs. 3500.00
8	Mini Floor Scrubber & Drier	To scrub & clean office floors	4	Rs. 2500.00
9	Single Disc Scrubber	To Polish the Marble Floors	3	Rs. 2500.00
10	Industrial Vacuum Cleaner wet & dry (Tank Capacity: 100 L)	To remove welding pieces, welding rods, small MS pieces etc. from the shops, Ship's units under construction.	3	Rs. 15,000.00
11	Industrial Vacuum Cleaner wet & dry (Tank Capacity: 70 L)	To remove welding pieces, welding rods, small MS pieces etc. from the shops, Ship's units under construction.	5	Rs. 2000
12	Glass Cleaning Kit	To remove dust particles	100	Rs. 20.00
13	Wringer trolley/Cleaning gear trolley	For easy cleaning of areas and better transportation of consumable material	100	Rs. 75.00
14	Wheeled Trolley 240 L	For garbage transportation	100	Rs. 175.00
15	Wheeled Trolley 120 L	For garbage transportation	150	Rs. 150.00
16	Telescopic rods with brush / mop / duster	To clean the areas at height upto 20 feet	35	Rs. 500.00
17	Cherry picker lift	For cleaning glass facade of the buildings / removing wild growth on buildings approaching minimum height of 7 storeyed building (as & when required by TS-YUC Executives.)	1	Rs. 10,000.00 per call
18	Portable Pumps	for Gardening activities	3	Rs. 200.00
19	03/04 Wheeled Trolley (manual operated customised trolley with attached water tank)	For watering of plants/lawns at remote locations	2	Rs. 1000.00
20	Drainage Rodding Machine	For routine cleaning of drainage lines	1	Rs. 2500.00

1/2

21	Drainage Suction cum Water Jet Machine Vehicle	For periodical cleaning / choked up drainage lines (as & when required)	1	Rs. 10,000.00 per call
22	Electric Lawn Mower	For cutting and trimming of jumping grass / lawn	1	Rs. 750.00
23	Petrol operated Saw machine (25" chain size)	Suitable for cutting of medium trees/branches	1	Rs. 2500.00
24	Electric operated Saw machine (18" chain size)	Suitable for cutting of big trees/branches	1	Rs. 750.00
25	Petrol operated Hedge Trimmer (18" blade length)	Suitable for trimming hedges	1	Rs. 1000.00
26	Submersible Sewage Pump	For cleaning drainage chambers/ septic tank, removing stagnant water	1	Rs. 750.00
27	Robotic Auto Vacuum Cleaner	For sweeping, mopping of Hard Floor, Tiles, Wooden, Marble, Carpet etc.	1	Rs. 6000.00
28	Aluminium Ladder(30 Feet Height-Rectangular Type)	To cut tree branches & Cleaning in nominal height.	1	Rs. 200.00
29	Aluminium Ladder (18 Feet Height-Rectangular Type)	To cut tree branches & Cleaning in nominal height.	2	Rs.100.00
30	Electric or Petrol operated Scooter	For internal Movement for FEs & Supervisors.	1	Rs.1000.00

Note: Quantity of equipment given above are minimum requirements to carry out the work at all locations. This list of equipment's covered above are minimum resources. However, Service Provider can deploy machineries more than above mentioned quantity to do the work effectively. Service Provider shall submit Monthly Equipment Operational Report along with Work Done Reports to TS-YUC Executives for verification.

Equipment Storage & Safety: By following these 3 simple rules employees can contribute to a safe, accident free work environment:

- Take Adequate Time: No job should be done in unsafe and hurried manner.
- Correct Unsafe Conditions Immediately.
- Do It Safely the First Time: Every employee must do his/her job in a safe and correct manner.

This is the best way to prevent accidents While Using Machinery:

- Check the condition of the equipment.
- Check the cord for frays or missing insulation, especially near the plug.
- Do not operate the equipment if it needs mechanical attention.
- By operating an equipment which requires a repair, a person increases his/her chances of suffering from slips, falls, strains, burns and electrical shock.
- Equipment, which sparks, smokes or flames should be turn off immediately.
- Equipment's with loose connection or exposed wire should not be used. An appliance should be never unplugged by pulling the cord.

Technical Specification of Equipment / Machineries to be deployed:

Sr. No	Equipment / Machinery	Technical Specification
1	Ride On Sweeper (with one side broom) Diesel Engine Operated	Sweeping Width: Min. 1200 mm (without side broom), Sweeping Width: Min. 1500 mm (with side broom), Sweeping capacity: Min. 16000 Sq. M. per Hour, Hopper Capacity: Min. 450Ltr, Dumping Height: Min. 1400 mm, Overhead guard with laminated safety glass
2	Wet & Dry Vacuum cleaner (27 L)	Air flow: 65-70 L/s, Voltage: 220-240 V, Power: Min. 1300Watts, Vacuum: 20-22 kPa, Tank Capacity: Min.23Ltr, with all accessories.
3	Electrically operated Walk Behind Scrubber cum Mopping Machine	Sweeping Capacity: Min. 1700 Sq. M. / hour, scrubbing width: Min. 400 mm, Vacuum Pressure: Min. 1000 mm of H ₂ O, Power Supply: 230 V, Working Speed: 3.5- 4 km/hr., Fresh Water Tank: Min. 40 L, Dirty Water Tank: Min. 40 L.
4	Carpet Cleaner	Cleaning Capacity: min. 400 Sq. M. /Hr., Cleaning Width: 350-400mm, Fresh Water Tank Capacity: 9 Ltr, Power Supply: 230V
5	Manual Sweeper	Sweeping Width with side broom: Min. 600 mm, Hopper Capacity: Min. 24 Ltr, Sweeping capacity: Min 2300 Sq. M. /Hr.
6	High Pressure Jet Machine	Min. Pressure: 130 bar, Flow Rate: Min. 600 LPH, Power: 3 KW, Motor: Min. 1400rpm
7	Mini Floor Scrubber & Drier	Scrubbing width: Min. 315mm, Scrubbing Capacity: Min. 350 Sq.M./Hr., Brush Speed: Min. 600 rpm, F.W. tank capacity: Min. 1.5 L, Dirty Water Tank: 1.5 Ltr, Power Supply; 230 V, 600 Watts
8	Single Disc Scrubber	Scrubbing Width: min. 400 mm, Brush Speed: Min. 154 rpm, F.W. Tank Capacity: min. 10 L, Power Supply: 230 V, 1100 Watts
9	Battery Driven Ride On Scrubber Drier	Sweeping Capacity: Min. 4800 Sq. M. /Hr., Working Speed: Min. 6 km/hr, Cleaning width: min 800 mm, Suction width: min. 1000 mm, Drive Motor Power: min. 750 Watt, F.W. Tank: min 110 L, collection tank: 110ltr. No. of brushes: 02 nos. The machine has to be for heavy duty application, preferably to operate continuously for min 4-5 hrs. back up. Drive batteries should have minimum capacity of 24V/240Ah. Drive batteries to be charged in normal 230V, 50 Hz input.
10	Industrial Vacuum Cleaner (100 L)	Voltage: 230-240 V, Power: Min. 2200 W, Suction power: Min.26kPa, Tank Capacity: Min. 100 Litres, Airflow: Min. 80Ltr/Sec
11	Industrial Vacuum Cleaner wet & dry (70 L)	Air flow rate: 2 x 53 l/s, Vacuum: min. 21kPa, Container capacity: Min. 70 L, Max. rated input power: Min. 2300 W, Frequency: 50-60 Hz, Voltage: 220-240V, Suction hose: 2.5 meter.
12	Telescopic rods with brush / mop / duster	Telescopic rod 3 pieces (3 x 200 cm)
13	Portable Pumps	1 HP, 230 V along with Hose Pipes
14	03/04 Wheeled Trolley	Manual operated customised trolley with attached water tank
15	Drainage Rodding Machine	Suitable to clear the choke ups due to debris/sludge for depth up to 10 Feet & length 200 feet at least.
16	Drainage Suction cum Water Jet Machine Vehicle	As per actual site requirement, as & when required by MDL.
17	Cherry picker lift / Boom lift	IFMS Co. shall bring cherry picker lift / boom lift if not available with MDL and as instructed by YUC Executives, so as to reach at least 7 storey building facade cleaning.
18	Electric Lawn Mower	2.00 HP / 1.5 KW, 400 mm Blade & 50 Mtrs. Cable along with Lawn Mower, 240 Voltage, Single Phase, Cutting Width: 75 mm

19	Petrol operated Chain Saw machine (25" chain size)	Engine power: 3.9 kw, 5.3 HP, 25 inch guide bar length
20	Electric operated Chain Saw machine (18" chain size)	Power: 1.9 kw, 18 inch blade length, 230 V
21	Petrol operated Hedge Trimmer (18 inch blade length)	Power: 0.75 KW, Blade Length: 45 cm,
22	Submersible Sewage Pump	Power: 2 HP , Single Phase, Discharge Range : 100-600 LPM, Head: 3-14 Mtrs
23	Robotic Auto Vacuum Cleaner with Dry Cleaning, Wet Mop & UV sanitization with Smart Sensing Technology, Smart Dust Tank detection system, Multi Cleaning Mode, Auto Docking etc.	Capacity: 0.5 L, Brush: 04 nos., Suction: Min. 1200 Pa, Battery: Min. 14 V,.
24	Workplace Sanitizing Machine (Battery operated)	Tank Capacity: 6 L, Battery Operated-10Ah L-ion, Effective Range - 3-8m, Atomization Volume- 650ml/min, Chemical-Silver Hydrogen Peroxide
25	Wringer Trolley	Single Bucket, Capacity: 20 Litre
26	Aluminium Ladder	Square / scaffolding / Trolley wheel type and Minimum Height of 32 Ft one number & 12 Ft one number.
27	Electric or Petrol operated Scooter	Brand New OR Not Older than 03 Years (Any Brand)

Standard Operating Procedure (SOP-PART-II) for IFMS Services:

1. Bidders are advised to visit the site and acquaint themselves with all relevant facility requirements prior to bidding. It shall be the bidder's responsibility to take any relevant measurements and assumptions and request any clarification on technical scope within the tender due date. No correspondence or pretexts shall be entertained in this matter in future. The bidder shall visit all the facilities of MDL and clearly understand the scope of work/standard operating procedures and requirements stipulated in the tender. The bidder shall seek clarification, if any, with the respective(s) of EICs-Yard Upkeep Cell(YUC) in Technical Service Department of MDL and submit Vendor Declaration as per Tender Clause.
2. The qualifications and relevant documentation of Managerial staff employed under this contract may be sought by MDL office at any time, A copy of all relevant documents for the same shall be maintained at the premises.
3. The service provider shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the person employed by him for rendering the jobs under the contract, either under the workmen compensation Act or any act in force at the time.
4. The service provider shall be responsible for all injury to persons or damage to the structural and/or decorative part of property which may arise from the operation or neglect of himself or any sub service provider or any of his or sub-service provider's employees, whether such injury or damage arise from carelessness, accident or any other cause whatever in any way connected with execution of this contract. The service provider shall indemnify MDL and hold MDL harmless in respect of all and

any expenses arising from any such injury or damage to person or property as aforesaid and also in respect of any claim made in respect of injury or damage under any act of government or otherwise and also in respect of any award of compensation or damage consequent upon such claim.

5. MDL shall be at liberty and is hereby empowered to deduct the amount of any damage, compensation, cost, charges and expenses arising or occurring from in respect of any such claim or damage from any sum or sums due or to become due to the service provider.
6. If at any time during the period of the contract, it is observed by MDL or by its authorised representative/s that the service rendered by the service provider's personnel are not to the satisfaction of the owner or any terms of the contract violated, MDL reserves the right to terminate the contract with immediate effect.
7. It shall be the responsibility of the service provider to ensure that no unlawful act is done by his person(s) while on duty. In case of loss or damage of the owner's property i.e equipment, furniture, facilities and utilities due to negligence, carelessness or for any other reason attributable to the person(s) deployed by the successful service provider, he will be responsible and shall make good the same else recovery at market rates would be effected from the service provider invoices and the material/item repaired at his cost. The decision of officer in charge (MDL) about the recovery would be final.
8. The service provider shall be solely responsible for setting / resolving any dispute / claim of his/her personnel during the pendency of the contract and no liability shall accrue to MDL under any circumstances even after expiry of the contract.
9. Service provider personnel deployed for carrying out the contractual obligation, while on duty should wear tidy and proper uniform. The service provider will provide at least two sets of uniform per year (pant & shirt or dress whichever applicable) to each of persons deployed by service provider and will be responsible for maintenance of the uniforms. The person deployed is required to be always in uniform while they are on duty and it should be distinguishing & different uniforms for the different categories of the staff under this contract.
 - a. Workers / labour staff
 - b. Supervisor staff
 - c. Facility Executives / Coordinators
 - d. Facility Manager
10. All personnel deployed at site should carry identity badge and wear safety shoes at all times in duty hours & PPE kits while at work.
11. The service provider shall provide at his cost, all necessary protective clothing and equipment to enable his/her /their personnel to carry out their work with complete safety, especially in job those are related to working at height.
12. The successful service provider shall keep daily record of inventory / materials and housekeeping of items / equipment's and store. Successful service provider shall ensure that daily log report of all the jobs carried out and the performance/ inspection report by the persons deployed for the purpose of his contract is maintained at office premises of MDL and the same should be checked and counter signed by the service provider on a monthly basis and produced before the officer in charge of MDL whenever asked to do so. A monthly report of all the jobs carried out during the month should accompany the monthly bill.
13. The stationery required for maintaining the job-records (Inventory and log reports) will be provided by the service provider at no extra cost to MDL. At the end of the contract period, the original records are to be retained at MDL.
14. The contractor shall keep MDL indemnified form and against all personnel and third party claims whatsoever arising out of any commission or omission by contractor or his employees, or representatives as the case may be.



15. The contractor shall give vacant possession of the facilities/premises made available to the contractor by MDL and return all furniture, fixture, equipment and other items made available by MDL in good condition after the contractual period is over or if the contract is terminated earlier. Handing over of the vacant possession of the premises and equipment etc. shall be effected within 07 days of the completion of the period of contract or termination of the contract. If the contractor fails to do so then MDL shall be free to take possession of the premises by opening lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the contractor's bill(s) or security deposit, any item found to be missing at the replacement cost of the material/equipment, furniture etc. given to the contractor by MDL.
16. Organization chart with details of key personnel along with their experience on their payroll.
17. Bidder declaration on visit of the MDL facilities as per tender clause.
18. List of current commitments/orders in hand in respect of facility management as per tender clause format, indicating order value, name of the client and address, completion period. All necessary documents in support of the list viz. work order with detailed scope of work should be provided.
19. List of facility manager and facility executives on bidder's payroll for minimum 02 years as on 01 October 2025 as per tender clause format.
20. The contract may be extended for a period, mutually agreed, at the same rates, terms & condition, if the contractor's services are found satisfactory. The total extended period either in single stage or multiple stages shall, however not exceed one year.
21. The service provider shall deploy his manpower for three days in advance from the start date of the contract to acquaint himself/staff with complete work/system layout and schematics at no extra cost to MDL.
22. The service provider shall deploy his manpower for three days after the date of expiry of the contract to enable the incoming service provider and his staff to acquaint with the complete work and schematics at no extra cost to MDL.
23. The payment against invoices will be made between 15 to 20 days of its receipt in MDL along with all the necessary documents including measurement sheets if requires, SAP generated work completion certificate indication deduction if any duly signed & stamped by EIC, copy(s) of invoices of materials, wherever applicable as per tender clause format etc, be submitted to EICs of TS-YUC & TS-CMS.

3. Scope of Work (SOW)

Part I

Housekeeping Services

1. **Office premises:** Cleaning / Housekeeping of offices, staircases, lobbies, passages, lifts, terrace, toilets, urinals, and wash places in buildings located in the Yards.
Workshops / Stores: Cleaning / Housekeeping of Workshops, Ship Units under Construction/ Stores, Shop offices, toilets/ urinals/ wash places in Workshops located in the Yards.
2. **Open premises:** Cleaning / Housekeeping of Open premises i.e. internal roads / pathways, paved areas, Crane tracks etc. within the Yards.

3. **General Toilet Blocks:** Cleaning / Housekeeping of General Toilet Blocks located in NY, SY, ALY.
4. **Residential premises:** Cleaning / Housekeeping of MDL Residential premises at **Dockyard Road (Mumbai)**.
5. **Residential premises:** Cleaning / Housekeeping of MDL Residential premises at **CBD Belapur (Navi Mumbai)**.
6. **Canteen:** Cleaning / Housekeeping of Canteen in NY, Officer's Mess & Central Kitchen(ALY).
7. **Drainage Cleaning:** Cleaning of Drainages in NY, SY, ALY& Residential Premises.

SCOPE OF SUPPLY:

MDL scope of supply (free of cost):

- 01.MDL may or may not be provide Office Cabin for Help Desk Executive/Facility Manager staff and storage cabin. If, MDL not able to provide the cabins, the contractor will arrange accordingly.
02. Electricity and water for Facility management services from nearest available supply point. Service Provider has to arrange suitable cable /switch board / adequate hose pipe with good condition for connecting electric / water supply.

Service Provider Scope of Supply:

1. Two numbers brand new Ride-on sweeper shall be provided by Service Provider. This new machine shall be procured for MDL purpose exclusively. Fuel, Maintenance and Operator for these Ride-on sweeper Machine shall be in the scope of Service Provider.
2. If Service Provider wish to provide extra Porta cabins for storage of materials and changing room for their staff, the open space will be provided by MDL subject to availability of space. The elevation of porta cabins should be matching to MDL's porta cabins placed in the yard. It will be returnable after completion of order.
3. Service Provider has to make his own arrangement for movement of cleaning material / equipment inside MDL premises.
4. All Material, Equipment, Tools & Tackles required for Housekeeping services.

DETAILED SCOPE OF WORK

-: Section 1: -

➤ Cleaning of Offices, Workshops, Stores, Shop Offices, etc.:

(Areas details of various Offices, Workshops, Stores, Shop Offices, etc. at various yards have been indicated separately at ANNEXURE – I to IV)

Note: Housekeeping Services normally shall be provided from 0700 Hrs. to 1600 Hrs. from Mondays to Saturday, with 1 hr. lunch break normally from 12:00 Hrs to 13:00 Hrs. However, time may be varied from time to time as per requirement by MDL and instruction by TS-YUC Executives. The service provider arranges manpower accordingly as per instruction by TS-YUC Executives. Deep cleaning and weekly services shall be carried out on Saturdays. Manpower to be deployed as per instruction / Rate sheet attached with tender. If some offices/shops are closed on Saturdays, weekly services should be carried out on weekdays in consultation with concerned OICs. However, Service Provider shall provide housekeeping manpower in full on all days i.e Monday to Saturday. As per instruction by TS-YUC executive's manpower to be arrange on Sundays and Holidays.

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Daily Cleaning:

1. Disinfecting the floor areas, common areas including staircase, landings, skirting, dados, shelves and all nooks and corners. Removal of dirt, dust, waste paper, etc. and disposal of the same. These activities are to be carried out daily. Swabbing to be done with approved disinfectants and water. Cleaning and mopping of the staircases shall be carried out daily before the offices open.
2. Disinfecting, cleaning and mopping the floors with water, detergent and disinfectant to completely remove all dirt, stains, etc.
3. For cleaning of floors, passages in shops, canteens, Facility Manager shall ensure sufficient walk behind scrubbing/mopping machines. Most of cleaning work shall be carried out by Machine only and where area is not accessible to the machines, it should be done manually.
4. Cleaning of Units under Construction in workshops in North Yard and South Yard:
5. Dusting & Cleaning of Door Mats.
6. All garbage bins are to be emptied and cleaned including the area around the dust bins.
7. Cleaning activity shall be carried out as per SOP given.

Weekly Cleaning:

1. Window glass cleaning, window sliding /seal cleaning.
2. Heavy vacuuming of mats carpet.
3. Partition and glass cleaning.
4. Floors, tiles and corners scrubbing.
5. Washroom tiles and furniture - detailed cleaning / scrubbing.
6. Cob-web removal, Light fittings and fans, AC indoor unit body.
7. Venetian blinds.
8. Cleaning of offices/shops/ internal walls, partitions & ceilings (up to 20 ft. Height)
9. Cleaning of terrace of every building.

➤ **Cleaning of Toilets/urinals /wash places in buildings and workshops (ANNEXURE- I to V):**

Daily Cleaning:

24. Floors & tiled portions of walls, disinfection of MS/stone/brick partitions by washing with water & detergent disinfectant on regular basis.
25. Urinals, water closets, wash basins, etc. shall be thoroughly disinfected with cleaning agent and remove blockages, if any. Urinal Screen Pads shall be provided in each & every urinal pots and it shall be changed every month. There are approx. 450 Nos. Urinal Pots in MDL. Naphthalene balls shall be provided in wash basins and change it as soon as it is sublimed.
26. Mirrors & glasses of doors, windows will have to be wiped with approved glass/ mirror cleaning agents.
27. Sanitary fittings such as flush tanks, towel rods & other fittings are to be wiped with approved cleaning agent.
28. Toilets shall be kept disinfected and hygienic with absolutely no stink. They are to be washed (disinfectant) mopped and wiped three times a day. They should be checked every day.
29. Toilet paper rolls should be provided in the Toilets of office buildings.
30. Cleaning activity shall be carried out as per SOP given.

Weekly Cleaning: (To be carried out on Saturdays)

1. Window glass louvers cleaning
2. Floors, tiles and corners scrubbing.
3. Cob-web removal.
4. Light fitting cleaning.

5. Cleaning of internal walls & ceilings.

➤ **Cleaning of staircases, lobbies, passages and terraces (ANNEXURE - I to V):**

Daily Cleaning:

1. Cleaning and mopping of staircases, lobbies and passages.
2. Removal of trash and dump into garbage enclosure
3. Cleaning of railing
4. Cleaning of lift cabins, lift doors, etc. by approved stainless steel polish.
5. Dusting of Lift cabin carpets.
6. Cleaning activity shall be carried out as per SOP.

Weekly Cleaning: - (To be carried out on Saturdays)

1. Window glass cleaning.
2. Cleaning of terraces.
3. Heavy vacuuming of mats carpet.
4. Light / fans cleaning, Cob-web removal.
5. Floors, tiles and corners scrubbing.

➤ **Cleaning of CNC Machine Tanks / Bed in SY Production Shop:**

1. ADOR & PRO ARC UNDERWATER CNC CUTTING MACHINE

- Total No of Bed: ADOR M/C - 3 BED + PRO ARC M/C- 3 BED
- Estimated frequency of each CNC bed/water tank cleaning: Once in 60 to 75 days or as per instruction by TS-YUC Executive.

Requirement exists for cleaning of Water Tanks of CNC Machine in Production Shop SY. There are a total of 6 water tanks which requires this cleaning. The approximate size of each tank is 11M x 4.5M --- 3 nos. & 12M x 3.5 M ---3 nos.

General Scope of Cleaning:

- 1) Cleaning of these tanks can be done on Saturdays only, preferably in first shift
- 2) One tank to be cleaned in approximate 1 shift.
- 3) Following tools will be required for the cleaning activity:
 - a) Spades
 - b) Crow-bars
 - c) Hammers
 - d) Ghamelas
 - e) Buckets
 - f) Brooms which can be used with water
 - g) Water resistant gloves & shoes for cleaning personnel.
- 4) Job will involve the following activities:
 - a) Removal of Flat bars from the frames using hammers & crow bars. There are a total of 4 to 5 frames per tank.
 - b) Cleaning of these flat bars of the burrs & excess of any scrap accumulated on these flat bars using hammers & crow bars.
 - c) Fixing these flat bars back on to the frame. Fixing same flat bars or new flat bars will be at the discretion of the Shop in charge. However, even if new flat bars are to be fitted, removal of burrs from the old flat bars will be the responsibility of the Service Provider.

1/12

- d) On the water table, below the frames, there is a lot of mud along with small scrap metal pieces mixed with it. The metal pieces are to be segregated and put in metal scrap bins. The mud from the table is to be transferred to mud bins using spades & ghamelas.
- e) Water table is then to be cleaned using plain water.
- f) Sludge boxes equal to the number of frames are to be cleaned. These sludge boxes will be removed with the help of cranes and then will be cleaned of its mud & small metal scrap.
- g) The mud bins are to be transferred to YUC bins in MDL.
- h) The job shall be supervised by well experienced personnel. Service Provider shall ensure that all safety measures are taken care of while carrying out the cleaning. The personnel working shall wear personal protective equipment while carrying out the job.

MDL Scope:

- 1) Providing crane along with required riggers for removal of frames and sludge bins from the water table and after the cleaning is completed by Service Provider, putting them back on the water table.
- 2) Providing separate empty bins for metal scrap & mud to the Service Provider.
- 3) Providing manpower/machines/consumables/gases for fabrication of new frames/cutting of old flat bars in case removal by hammering is extremely difficult. This will be provided only on prior one working day notice to the shop in-charge in writing and strictly on need basis.

2. HANCO AND PRO ARC (Mayur) DRY BED CNC CUTTING MACHINE:

- Total No. of Bed: HANCO M/C – 2 Bed + PRO ARC (Mayur) – 1Bed
- Frequency of each CNC bed cleaning: Once in 60 to 75 days or as per instruction by TS-YUC Executive.

Requirement exists for cleaning of Dry beds of CNC Machine in Production Shop SY. There are 2 beds of Hanco CNC Plate Cutting Machine each having size of 22 M x 3.5 M. There is one bed on Pro arc (Mayur) machine having a bed size of 5.5 M x 3.5 M. Total 3 dry beds.

General Scope of Service Provider:

- 1) Cleaning of these dry beds can be done on Saturdays only, preferably in first shift
- 2) One bed to be cleaned in approximate 1 shift.
- 3) Following tools will be required for the cleaning activity:
 - a) Spades
 - b) Crow-bars
 - c) Hammers
 - d) Ghamelas
 - e) Brooms
 - f) Gloves & shoes for cleaning personnel.
- 4) Job will involve the following activities:
 - a) Removal of Flat bars from the frames using hammers & crow bars.
 - b) Cleaning of these flat bars of the burrs & excess of any scrap accumulated on these flat bars using hammers & crow bars.
 - c) Removal of mud, burrs, slag, small metal scrap from the trays below the flat bars. The metal pieces are to be segregated and put in metal scrap bins. The

1/11

mud/slag/burr from the table is to be transferred to mud bins using spades & ghamelas.

- d) Fixing the flat bars back on to the frame
- e) The mud bins are to be transferred to YUC bins in MDL.
- f) The job shall be supervised by well experienced personnel. Service Provider shall ensure that all safety measures are taken care of while carrying out the cleaning. The personnel working shall wear personal protective equipment while carrying out the job.

MDL Scope:

- 1) Providing separate empty bins for metal scrap & mud. These bins will be provided one day in advance in consultation with shop in-charge. No cranes will be available on the day of cleaning. The Service Provider has to ensure that the bins are available before start of cleaning operation.

-: Section 2: -

- **CLEANING / HOUSEKEEPING OF OPEN PREMISES i.e. INTERNAL ROADS/PATHWAYS, PAVED AREAS, ETC IN MDL YARDS**
(Areas details at various yards have been indicated separately at ANNEXURE - I to IV).

1. Scope of Work is as given below:

Housekeeping Services normally from 0700 HRS to 1600 HRS from Monday to Saturday (Lunch break: 12:00 HRS to 13:00 HRS). However, time may be varied from time to time as per requirement by MDL and instruction by TS-YUC Executives. The service provider arranges manpower accordingly as per instruction by TS-YUC Executives on Saturdays and Holidays.

Service Provider Scope of Supply: Two numbers brand new Ride-on sweeper shall be provided by Service Provider. This new machine shall be procured for MDL purpose exclusively. Old machine will not be acceptable. Fuel, Maintenance and Operator for these Ride-on sweeper Machine shall be provided by Service Provider. Normally working days Monday to Saturday and shift for tentatively 6.30 am to 3.30pm. The service provider arranges manpower accordingly as per instruction by TS-YUC Executives on Sundays and Holidays.

Technical Specifications of Ride-On Sweeper Machine shall be as under:

- Diesel Engine Operated
- Sweeping Width: Min. 1200 mm (without side broom),
- Sweeping Width: Min. 1500 mm (with side broom),
- Sweeping capacity: Min. 16000 Sq. M. per Hour,
- Hopper Capacity: Min. 450Ltr,
- Dumping Height: Min. 1400 mm,
- Overhead guard with laminated safety glass

Payment will be done as per the order on the basis of daily working of this sweeping machine in the Yard.

Detailed Scope of Work is as follows:

- Leaves, Dirt, Rubbish, etc. shall be wiped off from all roads, pathways, crane tracks, etc. on regular basis by **Ride-On Sweeping Machine** and manually where no access for machine is available.

1/10

- Ride on sweeping machine will be used regularly for sweeping all roads, crane tracks and large spaces accessible to it such as (i) Main Gate to EY & MMP road (ii) Main Gate to Moghul Dry Dock road (iii) Mazdock House to ALY Gate no 6 road (iv) Mazagon Dry Dock to NY Assembly Shop road (v) Surrounding of SSA Workshop and (vi) NY & SY Crane Tracks where access is available. This machine will be operated generally in between 06.30 to 0900 HRS and 1300 HRS to 1500 HRS. The mentioned timings are tentative and may change whenever required by TS-YUC/ MDL.
- Ride on sweeping machine of Service Provider shall be used regularly in Residential Area, Roads, Crane Tracks and Open Spaces in yards. Cleaning of Pathways, Crane Track area, Roads or any other Open area shall be cleaned manually where there is no access for sweeping machines. The paved areas and roads shall be kept clean of moss, mud, dust etc. at all times.
- **Cleaning of Compound walls, Boundary walls and Gates** of North Yard, South Yard and Residential Area of Dockyard Road premises shall be carried out as per PO terms & condition. Compound walls considered are: Wall from Mazagon Dock Post office to Main gate, wall from Main gate to southwest corner of MDL colony & west side wall of colony opp. to freeway, wall from Main gate to EY gate and wall from Mazagon Dry Dock to Gate no. 6. Separate manpower has to be arranged by service provider.
- **Glass Façade Cleaning:** The glass façade cleaning of Mazdock House, Service Block, New security complex and MDRC would be required to carry out as per PO terms & condition. As this work involves at height, Cherry picker lift should be used for cleaning by taking necessary safety precautions by the Service Provider. The cherry picker lift for above activity would be provided by MDL. However, if cherry picker lift is not available from MDL, the Service Provider would be instructed to arrange the same from outside. The payment for hiring of cherry picker lift would be made separate as per PO rate. The façade cleaning of building includes Dust removal, cleaning of glasses, facade, canopy etc. Cleaning required to be done from wherever free access for movement of cherry picker lift is feasible. Necessary precautions shall be taken while carrying out above activity, so that it does not damage the MDL property and personnel. Separate manpower has to be arranged by service provider.
- **Cleaning of Fire Shed & Parking Shed:** Fire shed to be cleaned once in six months and parking shed in residential area to be cleaned as per PO terms & condition. While cleaning, Service Provider shall ensure that dirt stains are removed completely and cleaned thoroughly. Contract shall take proper care while carrying out this activity, so that it does not damage MDL property and personnel. The cherry picker lift for above activity would be provided by MDL. Separate manpower has to be arranged by service provider.
- **Washing of Road:** - Main Roads (Mazdock House to ALY Gate No 6, Main Gate to Mogul Dry Dock, New security complex to MMP Jetty road) shall be washed with water jets. Fresh Water Tankers required for this activity shall be arranged by the Service Provider. Service Provider shall provide the services as and when required and payments for carrying out the said activity and Supply of Water Tankers (min. 10,000 Litres) would be made separately at actuals.
- **Removal of debris:** Debris generated by in-house activities (other than Project work/Contractor's work), Soil, Dust collected by Ride-on sweeper, Mud and sludge removed from Drainages etc. is dumped in a designated bin. Service Provider shall remove debris etc. from designated location/bin, with the help of his Dumper / Truck, as and when required. Service Provider shall arrange for Dumper/Truck with Min. Capacity of 16 Cu. M. (6 brass) for loading of debris. For loading of debris, JCB / Loader cum Excavator will be provided by MDL free of cost, Payment for removal of debris per Dumper / Truck would be done on actual basis as per PO rates after removal of debris.
- **Roads Cleaning in all yards except EY:** Cleaning and sweeping of internal roads TWICE A DAY i.e. between 7.10 AM to 9.00 AM and between 13.00 PM to 15.00 PM by manual means and thereafter whenever rubbish / waste papers are scattered to be picked up (touch cleaning and sweeping) to keep the road clean throughout the day. Dumping the collected rubbish/waste materials into nearest respective disposal bins. Dusting & Cleaning of Gates, removal and disposal of dog's excreta, dead rats, cats, birds, dogs etc. as and when found or reported all completed as directed.

1/11

- **Records:** Service Provider shall arrange for generation, maintenance of all records related to quality and quantity of service delivery. The same shall be made available to MDL for certification of the bills and for analysis as and when required.

-: Section 3: -

➤ CLEANING / HOUSEKEEPING OF GENERAL TOILET BLOCKS IN NY, SY & ALY (ANNEXURE-IV)

Scope of Work:

- Floors & tiled portions of wall, MS/stone/brick partitions are to be disinfected by washing with water & detergent disinfectant on regular basis.
- Urinals, water closets, wash basins, etc. shall have to be thoroughly disinfected daily with approved cleaning agent like Diversy/Ecolab or equivalent.
- Urinal Screen Pads shall be placed in every Urinal Pots of all General Toilet Blocks. The same shall be changed monthly.
- Mirrors & glasses of doors, windows will have to be wiped with approved glass/mirror cleaning agents.
- Sanitary fittings such as flush tanks, towel rods & other fittings are to be wiped with suitable cleaning agent.
- Toilets will have to be kept disinfected and hygienic with **absolutely no stink at all times**. Floors are to be washed (disinfected) mopped and wiped. These should be checked every day for any damages, etc. requiring special cleaning or repair. Thorough cleaning & disinfecting shall be carried out four times a day around 07:10,10:00, 13:00 and 15:00 hrs.
- Continuous Manning: - As per YUC Executive's instructions, Service Provider shall provide One/Two attendants throughout the shifts in toilet block at major locations such as Near Small Dry Dock (Joiner Shop), North Yard Slipway (Jumbo Toilet Block), Near South Yard Main Gate, Back side of Moghul House, Behind Module Shop.
- Cleaning times/schedules should be displayed at all toilets Blocks.
- Precautionary signage to be placed by the Service Provider while carrying out the work.

-: Section 4: -

CLEANING and HOUSE KEEPING in Residential Area of MDL at Dockyard Road. (ANNEXURE - V)

Scope of Work: -The Service Provider shall carry out Cleaning and Housekeeping of the following Residential Buildings (excluding Flats internally), Roads and Surrounding of building area at the following locations.

- a) Currie House – G+7 bldg.
- b) Sarin House – Stilt +10 bldg.
- c) Angre House - Stilt +18 bldg.
- d) P and O Terrace – G + 2 bldg.

Working Days & Timings: Housekeeping Services from Sunday to Saturday (i.e. For all 7 days in a week throughout the year.) for Residential Area at Dockyard Road, Mumbai. Tentatively Minimum 20 nos. Housekeeping staff shall be deputed at this location. Shift timing / Manpower to be provide as per instruction by TS-YUC Executives.

Daily Cleaning:

- Cleaning of building surroundings, roads, pavement areas, stairs & passages inside buildings, sweeping & cleaning inside Crèche located in Residential Area.

- Cleaning of inside MDRC Club, Gymnasium and Guest House on 17th& 18th floor of Angre House.
- Collection & Segregation of garbage from individual flats once a day (in morning) and disposal to Municipal collection place, as per the Municipal guidelines prevailing during the contract period. Suitable bins for collection of garbage should be provided by the Service Provider. Service Provider has to train 2-3 persons from their regular Housekeeping staff, for Operation of Bio-Waste Compost Machine located in Residential Area and deploy them as & when required for operation of machine to make compost, as per instructions.
- Cleaning/mopping of stairs of all buildings once a day.
- Removal and disposal of unwanted material from passages, staircases of buildings thrown by resident.
- Removal and disposal of dead animals such as dog, cat, rat, bird, etc. as and when required.
- Cleaning and Housekeeping work shall be carried out in such a way that each and every part of the residential area should be neat and clean throughout the day. Supervisor shall control, supervise and monitor all the Housekeeping activities throughout the day including manpower and also give the feedback / status / report of the same on regular basis.
- Service Provider shall ensure that all the cleaning / housekeeping jobs are attended as per the contract conditions.
- Any work not done properly /satisfactorily shall have to be re-done at free of cost to MDL. If immediate action towards re-doing the job is not taken, MDL shall be at liberty to make necessary deductions from the running bills. MDL's decision in this regard shall be final and binding on the Service Provider.
- Cleaning, sweeping and mopping of vacant flats of residential quarters shall be carried out while taking possession of that flat by the occupants as per instructions TS-YUC Executive.

4. Weekly Cleaning: Cleaning of chajjas, terraces etc. and removal of cobwebs from lift lobbies, staircases, stilt areas, passages, common toilet blocks /bathrooms and water pump rooms, lift machine rooms etc. Passages, floorings shall be scrubbed with scrubbing machine. For cleaning of staircases & bird dropping on the roads, high pressure jet spray with proper brushes shall be used.

5. Cleaning activities specific to Residential area:

- Cleaning of main Roads approaching to all buildings inside residential complex, minimum three to four times daily between 7.00 AM to 9 AM, 11 AM to 12 NOON, 1PM to 2PM to 4PM to 5PM. Ride on sweeper shall be used for roads in Residential area in Morning & Afternoon.
- The timing for work shall be split in the following manner:
- 16 persons shall work from 0700 Hrs. to 1600 Hrs. with 1Hr lunch break.
- 04 persons shall work from 0900 Hrs. to 1800 Hrs. with 1Hr lunch break.
- However, manpower / time as per instruction by TS-YUC Executives shall provide by service provider without fail.
- Service Provider shall also provide services of housekeeping personnel beyond 18:00 Hrs. on per man-hour rate on specific occasions as per instruction by TS-YUC Executives.
- Cleaning of all lift cages & doors of St. Steel by using St. Steel polish Suma Inox D7 of Diversy or equivalent. Cleaning/mopping of lift lobbies and removal of cobwebs in lift lobbies/common passages area if any including cleaning of granite/marbles on the wall, building entrance porch, Gazebo etc. once a day.
- Cleaning of toilet-bathrooms in Currie house flats as per requirement of occupant. (Total flats=16 nos.)
- Cleaning of common toilet Block in P & O Terrace (meant for servants).
- Cleaning / Mopping of Crèche once in a day.
- Removing of bird dropping on brick tiles surrounding garden areas, lamp posts, granites, compound wall etc.
- Cleaning of granite, tiles in building stilt/ ground floor area etc.

-: Section 5: -

CLEANING and HOUSE KEEPING in Residential Area of MDL at CBD Belapur

MDL is having 60 nos. of residential flats in 3 buildings of C6 type in sector 3 at CBD- Belapur, Navi Mumbai.

The Service Provider shall carry out Cleaning and Housekeeping of the common spaces of 3 Buildings (G+4) and Surrounding of buildings at Belapur MDL residential quarters.

WORKING DAYS and TIMINGS:

Housekeeping Services from 7:30 Hrs to 16:30 Hrs from Sunday to Saturday (i.e. for all 7 days in a week throughout the year.). The Service Provider shall also provide services of housekeeping personnel beyond 16:30 Hrs on per man-hour rate on specific occasions as per instruction by nominated Resident officer/ committee. Above shift timings are tentative and may change whenever required by TS-YUC/ MDL.

Daily Activities:

- Cleaning of common spaces of buildings and surroundings & open area to all buildings. Wild growth of bushes, grass should be removed from surrounding area regularly.
- Collecting the garbage from all flats once a day and disposal to NMMC collection place. Suitable bags for collection of garbage should be provided by the Service Provider.
- Cleaning/mopping of stairs of all buildings once a day.
- Removal and disposal of unwanted material from passages, staircases and surrounding of buildings thrown by resident.
- Staircase washing should be done twice a month.
- Cleaning of drainage line, gutter & chamber as and when required to clear the blockages/choke ups.
- Removal and disposal of dead animals such as dog, cat, rat, bird, etc. as and when required.
- Cleaning of chajjas, terraces etc. and removal of cobwebs from staircases, passages.
- Disposal of fallen trees, if any, should be carried out by the Service Provider. No separate payment will be made for this activity.
- Cleaning and Housekeeping work should be carried out in such a way that each and every part of the residential area should be neat and clean throughout the day. Service Provider shall control, supervise and monitor all the Housekeeping activities throughout the day including manpower and also give the feedback / status / report of the same to the nominated resident officer/committee on regular basis. Service Provider shall ensure that all the cleaning / housekeeping jobs are attended as per the contract conditions.
- Any work not done properly /satisfactorily shall have to be re-done free of cost to MDL. If immediate action towards re-doing the job is not taken, MDL shall be at liberty to make necessary deductions from the running bills. MDL's decision in this regard shall be final and binding on the Service Provider.
- Day to day inside housekeeping of flats is not involved as a general case in this contract. However, vacant flats should be cleaned thoroughly during handing/taking over of the flats as per instruction of TS-YUC Executive. No separate payment will be made for this activity.

Trimming of Trees & removal of shrubs, wild growth from external wall of buildings at Belpaur:

- Removal of vegetation/shrubs from external walls/terraces of all three buildings to avoid growth of new shrubs on terraces, building walls and surrounding premises. The activity should be carried out twice in a year.



- Trimming of excess branches of trees surrounding the buildings & disposal of the same should be done by the Service Provider. The activity should be carried out twice in a year. Necessary permission from NMMC should be taken by the Service Provider.

GENERAL REQUIREMENTS:

- **MANPOWER:** The contractor should deploy min. 3 nos. housekeeping persons for housekeeping of MDL's residential quarters at Belapur. Contractor shall ensure that minimum 3 persons are available on duty every day at each locations. Considering weekly off, leave, absenteeism of employees & to maintain physical attendance of 3 persons every day. If absenteeism is more, the contractor should arrange for temporary manpower and ensure that minimum 3 persons are available on duty every day. Contractor shall also maintain the attendance/leave register and shall submit whenever required by MDL.
- **EQUIPMENTS:** The contractor should provide and maintain throughout the contract period following Equipment: Wheeled trolley for collecting/ transporting rubbish- 1 nos. and 50/75 Litre buckets- 4 nos. at each locations. This list of equipment is not exclusive but min. required. Contractor can bring more equipment as per the need & his expertise.
- **MATERIALS:** The Contractor should supply all materials in sufficient quantity required for housekeeping work. Material like soft brooms, hard brooms, brooms with long stick for road sweeping, odopic powder, Good quality phenyl, floor mop, wiper, duster, grass/bush cutting equipment, hand gloves, small buckets, mugs, nylon scrapper, masks, drainage cleaning equipment etc. The quality and quantity of consumables should be to the satisfaction of MDL.
- Contractors performance shall be decided on the basis of the factors like level/quality of cleanliness, regular site visits by the contractor, response of the contractor, quality of work performed, housekeeping, effective work practice, resource and attendance of manpower, quality of material used and overall performance towards the output of the day to day cleanliness.
- In case of any damage to MDL properties, due to negligence or wrong work practices / equipment / consumables by contractor's workmen the cost of making good the same and cost of any loss consequent to the damage will be recovered from the contractor's bill.
- Daily check list shall be maintained by contractor as per the order and it should be submitted to nominated resident officer/committee daily after completion of work. Format for checklist should be changed by contractor as per MDL requirements.
- Safety precautions must be followed while carrying out work on height, buildings, tree trimmings etc.
- Contractor shall provide uniforms for their workmen with company name / logo on it. Contractor shall also provide raincoats during rainy season for them for carry out the work.
- **Gardening Activities:** Contractor shall create / maintain garden and supply potted plants as per requirements/instruction by TS-YUC Executives. at CBD Belapur Quarters. List of gardening materials mentioned in the rate sheet. Payment for supply of material will be made at actual as per accepted rates in the order.
- **Deduction applicable:** The deduction for absenteeism and work not done will be applicable similar to deduction clause mentioned under General Requirements for IFMS Services.

1/12

-: Section 6: -

SCOPE OF THE WORK FOR CLEANING / HOUSEKEEPING OF NORTH YARD CANTEEN & Officers' Mess.

Daily Activities

- The IFMS Service Provider shall deploy Housekeeping Staff at NY Canteen as per instruction by TS-YUC Executives.
- Cleaning, swabbing & mopping of dining halls, floors, kitchens, wash basins, wash areas, wall tiles, bath rooms, of all canteens after breakfast & after lunch on every day from Monday to Saturday & Manpower has to arrange on Sunday & Holiday as per instruction by TS-YUC. Sunday will be observed as weekly off. Deep cleaning, washing and swabbing of the canteens shall be carried out on Saturdays.
- Deep cleaning activities like Dusting & cleaning of the canteen ceilings, walls, windows, wire meshes of windows, glass panes, light fittings, fan canopies, chajjas, other fittings & fixtures, equipment of the canteens shall be done once in a week.
- Canteen should be kept clean and tidy at all times.
- Removal of choke in the kitchen, toilet blocks/bath rooms etc. shall be immediately attended. Necessary manpower and resources shall be in the scope of the Contractor.
- All materials, resources such as cleaning powder, cleaning agents, soft soap, cleaning mops and walk behind scrubber cum mopping machine, vacuum cleaner shall be used in adequate quantities for cleaning to the satisfaction of the canteen authorities.
- Water and storage space for cleaning equipment/materials shall be provided by MDL.
- Stores and other allied areas of the canteens shall also be cleaned on regular basis.

-: Section 7: -

SCOPE OF WORK FOR CLEANING OF STORM WATER DRAINAGES AND SEWAGE DRAINAGES:

- Cleaning of Storm Water Drainage (SWD) line and Sewage drainage lines in all Yards except EY.
- As per instruction by TS-YUC Executives service provider to assistant / personnel should be deployed for day to day work. Material/Equipment e.g. drainage cleaning rod with suitable rodding machine, High Pressure Jet Machine, solid bamboos etc. required for removing choked drainages should be kept available in sufficient quantity for clearing the work immediately.
- Contractor shall clear Septic tanks in the yard by suction machine as & when instructed. Septic tanks are located mainly in 4 (Four) nos. located in North yard and 1 (One) no. located in Alcock Yard. Total approx. size of each tank is 1000-1500 Cu.M. Contractor shall provide Suction & Water Jet machine, as & when required, for cleaning of drainages. Payment for services using Suction & Water Jet Machine would be made as per PO.
- Contractor should ensure that all drainage lines in the premises in all yards except EY, in shops, in and around buildings and in residential premises should be free from any blockages all the time.
- If any choke / blockage found in the drainage line, it should be immediately cleared by the contractor.
- Thoroughly cleaning of storm water drainage and sewage drainage lines in every Six months and also as and when required. Before cleaning of drainage, inspection of chambers, sewer trap chambers and gully trap chambers should be carried out. Machinery like Suction machine, rodding machine, high pressure jet machine, any other latest equipment may be utilized for carrying out the work effectively. After removing of waste/mud by suction machine from septic tank, drainage line, the waste/mud/sewer etc. should be taken out of MDL and disposed of by the contractor. However, mud/soil removed from drainages through regular activities can be dumped in MDL's Mud/Soil Bin. Use of manpower should be minimized and limited to only where mechanically not possible.
- While carrying out the work, Contractor should ensure safety of the working personnel giving them proper safety gears i.e Face mask, gloves. safety shoes and etc..

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- During working, if any damage in the drainage line / chambers is found, it should be immediately brought to the notice by the contractor to concerned user dept.
- If any damage to the drainage line / chambers is done by the contractor while on working, it should be immediately repaired by the contractor from his own cost.
- It is quite possible that some chambers may not be visible due to construction of road, structures etc. In spite of this, the contractor should ensure thorough cleaning of sewage/storm water lines.
- The approximate no. of chambers, Septic tank are as follows:
 1. Approx. No. of Sewage chambers= 300 (in NY, SY, ALY, Residential area)
 2. Approx. No. of Storm water chambers= 100 (in NY, SY, ALY, Residential area)
 3. No. of septic tanks= 4 nos. in NY and 1 no. in ALY
 4. Storm Water Line (Grilled cover) = Approx. 2000 Mtr.

PART 2:

GARDEN MAINTENANCE IN MDL YARDS AND RESIDENTIAL AREA

Scope of Work:

1. Creation of New Gardens: At present, the existing gardens in MDL would be covering an area of approx. 7500 Sq.M. in various locations in the yards. Some of the existing gardens are old and hence would require revamping. In addition to this, certain additional area may also be brought under the garden different locations in the Yards. The additional areas for gardening may be created on the ground, or walls or vertical gardens or on terrace garden. Contractor has to provide manpower and expertise, all tools and tackles, equipment like lawn mowers, sprinklers, etc. required for creation of gardens. All the activities right from preparation of land/soil to plantation and successful growth are part of this activity. Consumables (Red earth, manure, fertilizers, saplings, plants, lawn carpet, trees pesticides, etc.) for creation of gardens will be provided or paid separately by MDL at actual basis. Contractor has to develop the gardens as per instructions of TS-YUC Executives and payment would be made on actual basis.

2. Maintenance of Normal Gardens and Terrace Gardens: This activity includes maintenance of lawns, plants, pots by way of watering, trimming, mowing, weeding, cleaning and providing manure, loosening of soil, spraying of insecticides, putting of Geru on pots etc. Presently, area covered under this contract is approximately 7500 Sq. m. spread over North yard (NY), South Yard (SY), outside the Main Gate (Garden alongside the wall from MDL Main Gate to MDL monument near post Office), Alcock Yard and Residential premises at Dockyard Road & CBD Belapur, South Yard-Annex & SY-Annex parking area. The approx. 2000 Sq. M. Gardens may be created / revamped progressively at various locations in the Yards. In all, max.9500 Sq. M. area of gardening would have to be maintained. The above area may increase/decrease as per the requirements of the company and Contractor will be paid on pro-rata basis every month for the actual area maintained during the month. Salient activities in respect of maintenance of Gardens are listed below. However, it is Contractor's sole responsibility to ensure proper maintenance of gardens.

a) Watering:

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- i. All the garden area shall be watered twice a day making proper adjustments for different environment, site and seasonal conditions.
- ii. Sprinkling of water over the leaves of hedges and border plants shall be done to ensure removal of dust from leaves to give tidy appearance.
- iii. Care should be taken that watering does not expose the plants roots and cause erosion of soil.
- iv. Contractor shall arrange portable pumping unit for speedy & effective watering of the gardens.
- v. Contractor shall bring one mobile water tank fitted on two wheeler or three wheeler trolley for watering on road sides.

b) Weeding, Cleaning and Trimming:

- i. All garden areas shall be kept free of weeds throughout the contract period.
- ii. Rubbish/litter/leaves, etc. shall be removed from garden areas to keep it clean at all the times.
- iii. Contractor shall do proper top dressing, rolling and periodical hand cutting & machine mowing of lawns during maintenance period in order to bring and maintain the lawn in perfect green, thick and springy carpet of turf.
- iv. All the bushy plants, shrubs, etc. in the garden area shall be trimmed and shaped properly.

c) Adding Fertilizer, Manure and Insecticides:

- i. The plants shall be fertilized as and when required to establish vigorous growth and avoid any deficiencies in plant nutrients.
- ii. Spraying insecticides to be done as required for preservation of plants, shrubs, etc.
- iii. Contractor shall provide required fertilizer, insecticides with proper spraying equipment.

d) Loosening of Soil:

- i. Loosening of soil surrounding the plants and trees, wherever deemed necessary.
- ii. Levelling of soil/ground in way of garden as required.

e) Terrace Roof Garden Water Proofing Method of Application:

- Surface Preparation:
 - Prepare the surface thoroughly by cleaning, washing and removing dust, dirt, oil, grease and loose particles.
 - As the existing terrace is old, the substrate must be checked for its soundness. Damaged or hollow portions, sharp edges etc. must be cut and repaired with a polymer-modified mortar using styrene butadiene co-polymer latex liquid.
- Application:
 - Apply one coat of primer composed of acrylic emulsion polymer (diluted with water in the ratio of 2:1) at the rate of 100-110 sqft / litre. Allow it to dry for 2-3 hours.
 - Apply the first waterproof coating at the rate of 2.25 sq. mtrs per litre and allow it to dry before taking up the second coat, the rate of application being the same.
 - Minimum drying time between coats will be 4 to 5 hours.
 - Allow the system to air cure for 7 days minimum.
 - All corners, gaps, joints, protrusions & outlets shall be coated with extra coat.
 - Substrate must be in SSD condition for application of primer.
 - All parapet walls should be covered with waterproof coating. All wall to floor joints must be provided with proper angle fillets prepared with polymer modified mortar using styrene butadiene co-polymer latex liquid.

3. (a) Maintenance of Pots: There are approx. 4250 potted plants exist at different locations in the Yards. These pots shall be maintained by loosening the soil and replanting the plants, cleaning, watering, trimming, putting the fertilizer and giving insecticide treatment as and when required for

the proper growth and nourishment of the plants. Periodic painting with geru/colour shall be done. Some pots shall be kept always ready for temporary decoration as per MDL requirement. Any other allied work as per instruction of YUC Executives should be attended by the Contractor.

(b) Flowery Plants and Indoor Plants on Rentals: The Service Provider shall arrange best quality indoor plants with pots and outdoor flower plants with pots quantity/quality as per instruction by TS-YUC Executives. These plants shall be rotated in every week and maintained throughout the year with seasonal flowers. The indoor plants shall be maintained at CMD's office, Directors cabins, Mazdock House lobby at 5th & Ground floor, Angre house entrance and Guest House Lobby. The outdoor flower plants shall be maintained at Mazdock House Entrance, Fountain area, Currie House Entrance & Main Gate Reception area, Terrace of Curie House etc. These plants will be the property of Service Provider and payment will be made at actuals as rentals as per PO rates. Indicative some plants list of indoor plants with pots and outdoor flowery plants with pots for supply on rental basis is given below:

Flowery Plants: - Adenium, Anthurium, Aster, Balsam, Begonie, Carnation, Celosia, Dahilia, Dianthun, Draceana, Gazania, Geranium, Gerbera, Gloxinia, Kalanchoe, Merigold, Gloxinia, Kalanchoe, Merigold, Petunia, Poincetia, Portulace, Red Allura, Shevanti, Spethiphyllum, Vinca, Zinia, Roses Floribanda pink.

Indoor Plants: - Areca Palms, Croton, Dracaena Sanderiana, Fiji Pan Palm, Palm Nea, The Bella, Raphis Palm, Ravena Palm, Sago Palm Tree, Ficus, Benjamina Monique Lattice, Zamifolia, Aglaonema Silver Queen, Dieffenbachia amonea, Philodendron Black, Philodendron Selloum, Pleomeleangustifolia, Schefflera.

However, in case bidder would like to provide any additional category of plants with pots not covered in the above list on rental basis, the same may be supplied subject to mutual agreement between MDL User Dept. and the Contractor without any additional cost implication to MDL.

4. General Conditions for Gardening activities:

- Supervisors and Workmen deployed by the contractor for creation/maintenance of gardens shall be well conversant with the garden maintenance techniques, periodical and seasonal requirements varying from plant to plant in respect of gardening and also possess knowledge of treatment of soil / use of particular fertilizer/manure for the development of garden, etc.
- The tools & tackles like ladders, drums, trollies, dustbins, sprinklers/spraying equipment's, lawn mowers, electrical/diesel operated saw machine, pipes, shovels, brooms and any other material required for gardening, tree trimming, grass removal etc. needs shall be brought by the Contractor.
- Water points with adequate pressure may not be available at all locations/gardens. Hence, Contractor shall arrange portable pumping unit with vehicle /water tanker for speedy & effective watering of the gardens.
- Water & electricity shall be supplied by MDL free of cost at the nearest available point. However, the necessary pipe fittings & electrical cables shall be in the scope of the contractor.
- Schedule of activities to be carried out daily/weekly/monthly/Seasonally /randomly shall be submitted by the contractor within 15 days from start of the contract.
- The duty hours for gardening shall be normally 0700 Hrs. to 1600 Hrs. from Monday to Saturday. However, duty time varied time to time as per requirement/instruction by TS-YUC Executive.
- Supervisor shall report on progress of the work to TS- YUC on regular basis.
- Contractor shall work on holidays and Sundays, if necessary, as per instructions of the concerned YUC Executive, for which extra payment shall be payable as per the order.
- Contractor shall ensure that at all times, workmen appointed by the Contractor to serve in the premises are physically fit and free from any disease, injury or illness to ensure healthy, hygienic and clean services.



- Contractor shall provide uniforms to all the workmen with the name of their company at the back of the uniform. Service provider shall also provide rain gears and gumboot during the monsoon.

5. Deployment of Manpower:

For maintenance of existing gardens, Contractor shall deploy manpower on daily basis i.e Monday to Saturday, 01 Facility Executive, 35 Gardeners. For maintenance of terrace garden at Currie House, Contractor shall deploy a pair of gardener and labour from the above total manpower. Contractor shall deploy 1 gardener over and above the total strength for every 500 Sq. M. additional garden maintenance as and when created in MDL.

6. Supply of Material:

All supply items shall be brought in MDL through MDL Security and inward entry of the same shall be done by security on material challans. The accepted rates for this shall be for MDL door delivery. The inspection of received items will be carried out by YUC Dept. Payment shall be made by MDL for actual consumptions only. In case of poor quality of materials supplied is not acceptable by MDL, the same should be replaced with required quality material within 5 working days of rejection/intimation by MDL. List of supply materials to be supplied during contract period is as per Rate sheet.

7. (a) Removal of Unwanted Growth of Grass Plants, Bushes, etc in open premises in NY, SY.:

The removal of Unwanted Growth of Grass, Plants, Bushes, etc. shall be carried out at all the compound walls, surrounding of dry docks and open areas in NY, SY and residential premises. This activity shall be carried out two times in a year i.e. approximately once in six months. Any growth between two services shall be attended free of charge by the contractor. Every service shall be commenced within seven days of notice from YUC. Contractor has to bring chemical /pesticide required to stop regrowth. The wastage generated out of this activity shall be properly disposed of into the designated bins.

(b) Removal of grass & wild growth scattered in open premises in Alcock yard (excluding areas under EY):

- Cutting, Removal and Disposal of Grass / Wild growth scattered at Alcock Yard. Bidder should visit the site & get acquainted with the work to be carried out during contract period.
- Grass removal: The grass grown in open areas of the yard is to be plucked and removed. The removal of grass is to be carried out 2 times (July/August & October/ November) in a year as per the instructions of User Department.
- Removal of Wild growth: The Wild growth in the yard are to be cut and removed. Also, the roots are to be removed by digging the soil. The removal of Wild growth is to be carried out 2 times (July & October) in a year as per instructions of User Department.
- Each stage of removal of grass and Wild growth is to be carried out within a span of month.
- Contractor shall supply all safety gears & all tools and tackles to his workmen and ensure that they use appropriate safety gears & precautions while working.

(c) Removal of Wild Growth / Vegetation in All Yards:

Removal of wild growth / vegetation on all buildings in NY, SY, ALY, Residential Area. After removal of vegetation, the roots shall be destroyed by its removal or with the help of acid, to ensure that the

vegetation is not grown again. This activity shall be carried out as and when required with the help of cherry picker lift provided by MDL. The necessary safety precautions shall be taken while carrying out above activity, so that it does not damage the MDL property or personnel. The payment for removal of wild growth / vegetation will be done per wild growth/vegetation/plant removed in a month.

8. Maintenance/Trimming of Trees: There are approximately 400 trees all over MDL yards (NY, SY, ALY & SY-Annex) and residential premises at Dockyard Rd. Maintenance of trees covers trimming of the trees thrice in a year to ensure their proper growth, beautification of the sites and prevent from improper growth of trees near various structures like compound walls, buildings, etc. Required tools and tackles like saw, power saw axe, ladders etc. to work on heights are the responsibility of the Contractor. The accepted rates per tree trimming may also include pesticide and allied treatment for the trees, if so required. Painting of trees by Geru (Brown colour) & White colour should be done once in six months.

Approximate dimensions of three different categories are mentioned below. However, MDL's judgment in this regard will be final and binding on the contractor.

- a) Small Height less than 4 meters, Stem Dia. less than 150 mm.
- b) Medium Height between 4mtr & 8mtr, Stem Dia. between 150 mm & 400 mm.
- c) Big Height more than 8 meters, Stem Dia. more than 400 mm.

It is very important to note that sizes mentioned above are approximate and indicative. For example, a tree more than 4 mtr. height may also be considered as small if its diameter is smaller. As such it is repeated that MDL officer's judgment and decision in this regard shall be final and binding on the contractor.

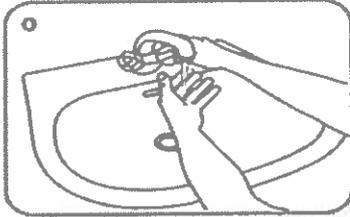
9. Statutory requirements/permissions: Contractor shall obtain all permissions, as & when required, from government agencies viz. MCGM, Tree Authority Department, State Government, etc. for trimming & transportation / disposal of cut trees.

10. Disposal: Disposal of Cut tree / branches shall be done by the Contractor outside MDL premises at his cost and risk following all statutory requirements. Disposal of trees fallen naturally or due to rains/storms etc. is also the responsibility of the contractor as a part of this contract and contractor shall comply with disposal of the same as indicated above following all statutory norms. Payment for trimming of trees and disposal of trimmed trees / fallen trees will be allowed only after disposal as explained above.

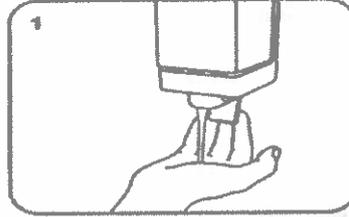
11. Provision of Manpower on Sundays / Holidays: Contractor shall provide manpower on Sundays/ holidays for garden maintenance as per the requirement of YUC Dept. The work will be limited to certain occasions & areas only, which will be intimated in advance. Payment will be made as per man-day basis as per order.

12. Supply of Gardening Material: List of gardening materials mentioned in the rate sheet. Contractor shall supply gardening materials as per the requirement of MDL and instruction by TS-YUC Executive. Payment for supply of material will be made at actual as per accepted rates in the PO.

Steps of Hand Hygiene:



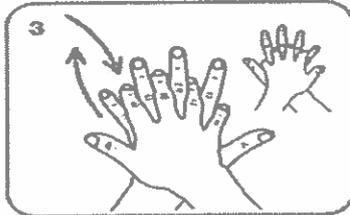
Wet hands with water



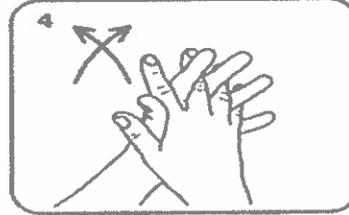
apply enough soap to cover all hand surfaces.



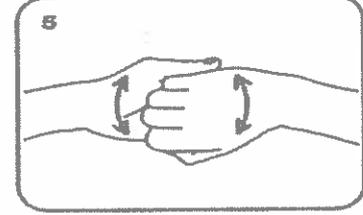
Rub hands palm to palm



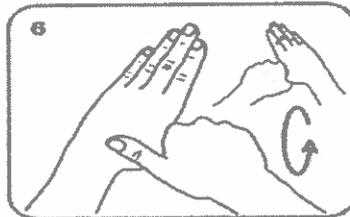
right palm over left dorsum with interlaced fingers and vice versa



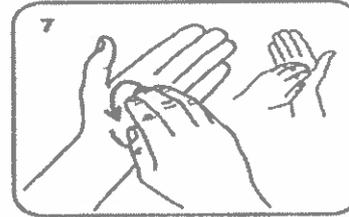
palm to palm with fingers interlaced



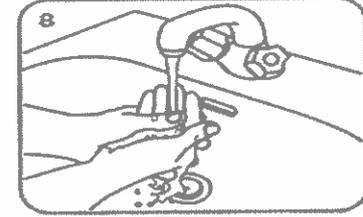
backs of fingers to opposing palms with fingers interlocked



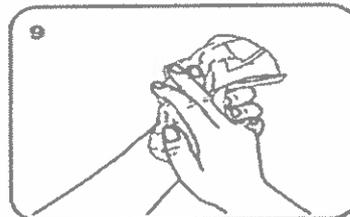
rotational rubbing of left thumb clasped in right palm and vice versa



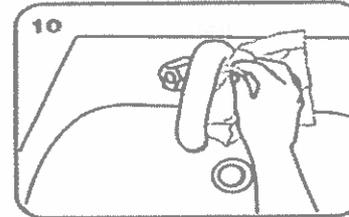
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



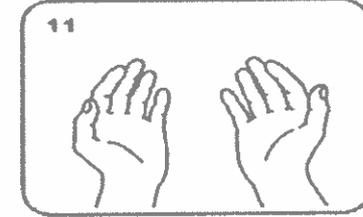
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.



4. General Requirements for FMS Services:

1. Service Provider is required to supply all materials, equipment required for housekeeping works such as Hard broom, soft broom, broom with long stick, coir/wire Nylon cleaning brushes, washing soda, cleaning powder/liquid, phenyl, swivel mops, buckets & other stain removers etc. (any other material required for cleaning) in sufficient quantities. MDL will provide water from the existing water points. Transportation of garbage on regular basis is to be carried out by the Service Provider. Equipment for transporting garbage/waste e.g. trolleys, garbage drums etc. should be provided by the Service Provider. Wheeled new trolleys, Green/Blue colour of reputed brand shall be provided and maintained in good working condition by the Service Provider at all times from beginning to end of the contract. (Trolleys should be of 120 / 240 litre capacity). Damaged trolleys /garbage drums and other non-operational equipment shall be replaced immediately. Service Provider has to provide for empty dust bins in the offices and other indoor premises.

2. **Recording of Movement of Material, Equipment inside MDL premises:** Service Provider to ensure that all movement/supply of material, equipment inside MDL shall be permitted only after making inward entry challan by CISF/MDL Security personnel. Service Provider to keep all such materials, equipment under his custody & care inside MDL premises during the contractual period without any cost implications to MDL. The Service Provider shall submit a copy of challan of every inward material to TS-YUC Executive authority on monthly basis. The materials/equipment may be inspected by TS-YUC Executive executing authority as and when required.

3. For cleaning of floorings, toilets, bathrooms, glasses, etc. Service Provider shall use **Diversy / Ecolab or equivalent products**. For reference, Specifications of Diversy Products are enumerated below as examples:

TASKI R1: Bathroom cleaner cum sanitizer concentrate,
TASKI R2/R3: Glass, mirror, marble cleaner,
TASKI R4 Shine-up,
TASKI R5: Air freshener for Bathrooms,
TASKI R6: urinal, toilet cleaner,
TASKI R7/SPIRAL: For Wet mopping as well as scrubbing with machine on floors.
TASKI Stainless Steel Polish for cleaning of lift's S.S. cabins/doors.
TASKI TR101/103: For Carpet shampooing.

4. **The Hand Wash** is User Based item. Hence, the consumption of Hand Wash / Liquid Soap in toilets / washrooms of all Offices, Workshops & General Toilets cannot be defined. Hence, the rates only for Hand Wash is sought separately and payment will be paid at actual.

5. If not able to supply of Sufficient quantity and quality of material with reputed brand by service provider, appropriate penalty will be applied at the discretion of MDL.

6. **Reporting Mechanism:** The contractor shall deploy minimum 313 Nos. of manpower for activities mentioned in scope of work. The attendance of all manpower shall be recorded in Electronic Bio Metric Punching Machine (except Belapur qtrs. Manpower 03 employees). The IFMS service provider has to arrange minimum 03 nos Electronic Bio Metric Punching machine or MDL may provide Bio Metric Punching Machine from the existing time recording system depending on the availability. The service provider has to arrange the punching machines as per instructions by TS Dept. If, the service provider has arranged system for all their workmen and staff deployed at MDL, Designated place(s) for the same would be allotted by MDL premises. As mentioned above, at least 3 readers shall be provided for attendance recording and to be submitted to TS-YUC/CMS executives after completion

of months for payment purpose, payment will be paid only as per biometric machine report. The IT system like Computers, Printers, cables, etc. shall be arranged by the Service Provider.

A Facility Manager will be stationed at Mazagon Dock Shipbuilders Ltd (MDL), Dockyard Road Office. He must visit all the sites on regular basis, carry out inspection & supervision and ensure that all the IFMS jobs/works are attended as per the contract conditions. Facility Manager shall control and monitor all the IFMS activities including his Executives/Supervisors/Manpower and also give feedback or status of the same to the Executive In-charge of TS-YUC / CMS on daily basis.

7. Helpdesk Management: Facility Management Service provider / Contractor to provide helpdesk services for resolving the problem/complaint on day to day basis. Service provider will be required to manage help desk at MDL wherein the problems will be logged either on telephone, in person or through email, if necessary. Helpdesk will classify such calls and would forward /allocate to the concerned dept. /division's facility supervisor for any concerned operational staff for resolution. This help desk will receive and register the complaint by help desk in a complaint register. Necessary action to be taken for attending the complaint immediately. Once the complaint is attended and cleared by respective attendant, resolution of the problem will be reconfirmed by the help desk executive with the complainant and then closed in the register.

8. Facility Manager shall ensure full strength/attendance of workmen. He shall arrange for substitute man power in case of shortage/absenteeism of existing manpower so as to keep the area neat and clean during the contract period. He shall also maintain the leave register and shall submit whenever required by MDL. Please note that shall arrange/hire extra manpower as a substitute for all the workmen on leave.

9. Facility Management service performance shall be decided on the basis of the factors like regular site visits, response of the Facility Management company, timely delivery, quality of work performed, upkeep, User's requirement, effective work practice, resource and attendance of manpower, quality of material used and overall performance towards the output of the day to day.

10. Any work not done properly shall have to be re-done free of cost to MDL. If, immediate action towards re-work is not taken by service provider, MDL shall be at liberty to make necessary deductions from the running bills. MDL's decision in this regard shall be final and binding on the Facility Management Company.

11. **On Sundays and Holidays**, the work will be limited to certain occasions and areas only which will be informed in advance. For such occasions, adequate work force shall be arranged by Service Provider will be paid at the quoted / agreed rate per man-days as per order.

12. Facility Management company shall ensure that adequate resources i.e. men, machinery, consumables, tools &tackles, etc. deployed for carrying out all the activities on regular basis as per the terms of the Purchase Order.

13. Further, sometimes Housekeeping & Gardening services will be required beyond duty hours. For such occasions, adequate work force shall be arranging by Service Provider will be paid at the quoted / agreed rate per man hour as per order.

14. Contractor shall dispose of any dead animals like rats, cats, dogs, birds immediately.

15. Facility Manager shall plan the manpower requirements in suitable manner so as to meet the contractual obligations as outlined. He shall ensure that jobs are carried out effectively.

16. In case of any damage to MDL properties, the cost of making good the same & cost of any loss consequent to the damage will be recovered from the contractor's bill.

17. Daily check shall be carried out by the Facility Manager and Facility Executives i.e Door Hinges, jet spray, commode seat, flush, door handles, toppers, latches, urinal flush, urinal pots, taps, lamps, wash basins, Hand Wash dispenser etc. Damages/losses and repair needs, if any, should be reported on the same day.

18. Cleaning times/schedules should be displayed at toilets on every floor of every building and entrance of Building / Shop should be displayed contact number of concern Facility Executive/ Supervisor and Facility Manager.

19. Facility Management company shall arrange the required entry passes for their workmen before commencement of work and the same shall be renewed well in time. Necessary documents like Police Clearance Certificate(PCC), PF, ESIC, Payment Slips and others as requested, needs to be submitted to Security and Personnel Dept. for issuing of entry passes. Further, it may be noted that Service Provider to ensure compliance with all statutory labour laws with regard to payment of wages, PF, ESIC, Bonus etc. in respect of their work force & also to ensure digital payment mode to their workmen & staff by ECS, NEFT, RTGS. MDL is not responsible in respect of any non-compliance of such statutory requirements as per labour laws/lapses from Service Provider. Service Provider has to settle any dues & disputes in this regard without any cost implications to MDL.

20. Facility Management Company shall provide uniforms for their workmen with company name / logo on it. The IFMS Service Provider's uniform must be different from MDL Executives & Operatives uniform as well as EY IFMS employees. They shall also provide rain gears during rainy season for outdoor housekeeping personnel to carry out the work, without any cost implication to MDL. Service Provider to ensure that his employees/staff are using i.e wearing uniforms, safety shoe, helmet & etc.. on regular basis.

21. Service Provider shall provide PPEs regularly to Operator & Helper like Safety Goggles, Nose Mask, Ear Plugs, Hand Gloves and Safety Shoes and they shall abide by the Factories/Industrial Safety Rules & Regulations and follow the guidelines of MDL's Health, Safety & Environment Policy. It is responsibility of the Contractor to ensure full compliance with safety and security regulations and all statutory requirements sought by MDL-HR department with respect to labourers employed. The Contractor should supply safety gears to his labourers and ensure that the labourers use appropriate safety gears while working.

22. For security reasons, smartphones are not allowed inside MDL Premises. Hence, employees of service provider shall be allowed only basic feature mobile phone (without camera, internet and data transfer facility) inside MDL Premises. However, if approved by management two smartphones (One for Facility Manager & One for Help desk or Garden Executive) are allowed for official communication to TS-YUC / CMS section.

5. MINIMUM MANPOWER AND DEDUCTIONS:

Minimum Manpower: Proposed tentative schedule of handing over and minimum requirement of manpower from workmen up to Supervisory level is as given below. Further breakup of minimum manpower requirement for sub activities is given in the rate sheet. Service Provider shall arrange manpower accordingly. Service Provider has to deploy minimum manpower for the activities / sub-activities handed over to them. For any reason, if MDL cannot give the activity or sub activity, Service Provider shall reduce the manpower deployment accordingly.

Payments will not be made against such activity or sub activity for that period.

MDL reserves the right to offer the services only upon site conditions and user requirements. PO line items may be increased or decreased as per MDL requirement. MDL does not guarantee to avail services or execute / consume the PO quantity.

Decreasing of activities/sub-activities/PO line items would at the discretion of MDL, so IFMS Service Provider has to abide. One-month prior notice will be given to IFMS Service Provider for the same.

Sr. No.	Description	Location	Minimum Manpower Deployment	Executing & Certifying Dept.
1	Housekeeping	NY, SY, ALY, Resi. Area, (MDL Premises) SY-Annex, New Security Complex & CBD Belapur)	238	Yard Upkeep Cell (YUC)
2	Garden Maintenance Services	NY, SY, ALY, Resi. Area (MDL Premises), SY-Annex & CBD Belapur)	30	Yard Upkeep Cell
3	Liftmen Services	NY, SY, Resi. Area (Dockyard Road)	12	Central Maintenance Services (CMS)
4	Pump Operator Services	NY, SY, Resi. Area (Dockyard Road)	20	Central Maintenance Services (CMS)
5	Carpenter Services	NY, SY, ALY, Resi. Area, (MDL Premises) SY-Annex, New Security Complex & CBD Belapur)	02	Central Maintenance Services (CMS)
6	Mason Services	NY, SY, ALY, Resi. Area, (MDL Premises) SY-Annex, New Security Complex & CBD Belapur)	02	Central Maintenance Services (CMS)
7	Pest Control Services	NY, SY, Resi. Area (Dockyard Road, Vashi & CBD Belapur)	As per requirement	Central Maintenance Services (CMS)
8	Cleaning of Service Trenches	NY, SY	As per requirement	Central Maintenance Services (CMS)
9	Fresh Water Tank Cleaning	NY, SY, Resi. Area (Dockyard Road)	As per requirement	Central Maintenance Services (CMS)

1/10

10	Operation & Maintenance of Bio Waste Compost Machine	Resi. Area (Dockyard Road)	Included in Housekeeping Staff	Yard Upkeep Cell (YUC)
11	Facility Manager		01	
12	Facility Executives		07	
13	Helpdesk		01	
	TOTAL MINIMUM MANPOWER		313	

6. Facility Manager / Facility Executives Qualifications and Experience:

The Service Provide shall provide Facility Manager and Facility Executive as per following qualifications and experience:

Sr. No.	Designation	Minimum Deployment	Min. Qualification Experience
1	Facility Manager	1	Any Graduate with Min. 5 years of experience in field of Facility Management Services.
2	Facility Executives	6	Any Graduate with Min. 2 years of experience in field of Facility Management Services.
3	Facility Executive (Horticulturist)	1	Graduate(Horticulture) or(Agriculture) Min. 2 years of experience with emphasis on Landscape Development, Garden Maintenance, Nursery etc.
4	Help Desk Executive	1	Any Graduate with Min. 1 year of experience in Tele calling / Customer Relation in any Service Industry.
		TOTAL: 09	

The above Facility Manager, Help Desk Executive, Horticulturist and Facility Executives shall have working experience to be consider only after Graduation.

7. Role of Personnel:

Role of Facility Manager:

- Working Days: Monday to Saturday normally Shift Time: 7.00 am to 4.00 pm Shift time may vary time to time as per instruction by TS-YUC Executives.
- Ensure management of all facility management services as per contract.
- Interact & Co-ordinate with User Departments and understand the requirements.
- Ensure sufficient number of manpower at site as per contract at all times.
- Lead a team of Facility Executives, Supervisors & Workmen and allocate job and shifts (wherever applicable).
- Ensure sufficient quantity of equipment, materials and consumables at all times.
- Ensure induction and training of new recruits at site.
- Maintenance of Site records and submission of the same at the end of month for billing purpose.
- Ensure adherence to MDL's Safety, HR & HSE Policies.

Role of Facility Executive:

- Working Days: Monday to Saturday normally Shift Time: 7.00 am to 4.00 pm Shift time may vary time to time as per instruction by TS-YUC Executives.
- Lead a team of supervisors and workmen.
- Ensure good conduct and grooming of all facility management staff every day.
- Allocation of work and shifts to supervisors and workmen.
- Routine round and checking of quality of services.
- Obtain feedback from User Departments and resolve complaints in given time.
- Ensure sufficient quantity of equipment, materials and consumables at all times. Any shortage of manpower, materials or malfunctioning of machineries shall be reported to Facility Manager immediately and to be resolved at the earliest.
- Ensure induction and training of new recruits at site.
- Maintenance of Site records.

Role of Horticulture Executive:

- Working Days: Monday to Saturday normally Shift Time: 7.00 am to 4.00 pm Shift time may vary time to time as per instruction by TS-YUC Executives.
- Lead a team of Supervisor and Gardeners.
- Responsible for overall maintenance of gardens, trees, plants etc.
- Allocation of work to supervisor and gardeners.
- Supervise and Coordinate Horticulture / Landscaping activities.
- Train workers in techniques such as planting, weeding etc. and use of safety measures.
- Ensure sufficient quantity of equipment, materials and consumables at all times. Any shortage of manpower, materials or malfunctioning of machineries shall be reported to Facility Manager immediately and to be resolved at the earliest.
- Maintenance of proper records of Supply Items and daily activities.

Role of Help Desk Executive:

- Working Days: Monday to Saturday. Shift Time: 7.00 am to 4.00 pm Shift time may vary time to time as per instruction by TS-YUC Executives.
- Recording of complaints received on Phone Calls / Emails
- Complaints received to be assigned to concerned Facility Executive.
- To ensure all the complaints are resolved in the given time.
- Feedback to be communicated to User Dept./Complainant for completion of work.
- Good Knowledge of MS-Excel and MS-Word.
- Help Desk shall not leave the desk without any genuine reasons and shall attend all complaints.

8. Training: Regular Training session should be conducted by separate Trainer for facility management service staff, preferable once in a fifteen days. Basic training on safety and health to all the employees of the contractor deployed for this contract shall be carried out by contractor in suitable batches. The Contractor's staff/employee also participate in fire mock drill, if any conducted by MDL on any authority.

9. Certification of Work Done: Daily work done is to be certified by Office/shop/store In-charge. Service Provider shall prepare necessary documents/reports for certification. After completion of a month, contractor shall submit all work done reports to respective dealing Executive (TS-YUC & CMS) as mentioned above for Final Certification (Work Completion Certificates) for payment of bills.



Submission of bills: The YUC & CMS Dept. would issue a monthly Work Completion Certificates (WCC) against the Daily Work Done Reports etc. Service Provider shall submit monthly bills in triplicate copies along with original WCC copies at Bill Receiving Window, at MDL Main Gate from Monday to Friday between 0900 HRS to 1500 HRS.

10. DEDUCTION CLAUSE:

1. If any work is not completed fully and satisfactorily, deduction will be applied on pro-rata basis for % of incomplete/unsatisfactory work.
2. If deployment of Facility Managers /Executives is less than as mentioned in the Order, per day deductions/penalty will be applied as follows:
 - a) Facility Manager: **Rs. 4000/-** per day.
 - b) Facility Executives / Horticulture Executive / Helpdesk Executive: **Rs. 3000/-** per person per day.
 - c) Housekeeper/Gardener/Liftmen/Pump Operator/Carpenter/Mason: **Rs. 1000/-** per person per day

This deduction will be in addition to the deduction, if any, applied on the day against incomplete work as explained above.

The absenteeism or shortfall of manpower shall be discouraged. The deductions are expected to serve as deterrent to ensure that required manpower is always deployed and best quality service is delivered.

3. The deduction for Short Supply of Monthly Consumables for Housekeeping Materials Services shall be applied at Market rate price per quantity. the discretion of MDL, maximum upto 5% of bill amount for Housekeeping Services.

4. Equipment & Machinery: The deduction for short supply of equipment / machineries shall be applicable as per SOP. In case of breakdown of equipment / machineries, the problem shall be resolved within 48 Hrs, else service provider shall replace the equipment. If any equipment is found non-operational for more than 48 hrs., the penalty shall be applicable on pro rata basis as per SOP.

5. Ride-On Sweeper: In case of Non-Operation of the Machine, either in idle condition (except rainy days) or under breakdown, payment for that specific day would not be made. In case of breakdown, the problem shall be attended within 48 Hrs. Otherwise, penalty of Rs. 1,25,000/-per month or pro rata basis for number of days, would be applicable after 48 Hrs, in addition to non-payment applied on those specific days.

6. Service Trench cleaning work should be completed within mutually agreed time frame/ date, otherwise Penalty will be applicable 500 per day of the value of the particular work for not carried out the work as per instructions.

7. Fresh water tank cleaning work should be completed within mutually agreed time frame/ date, otherwise Penalty will be applicable 500 per day of the value of the particular work for not carried out the work as per instructions.

8. Non applicable of deduction for penalty: If majority of manpower is not able to attend work due to unforeseen reasons like Disruption of Public Transport due to Heavy Rains / Flooding / Technical Glitch / Strikes etc., Imposition of Curfew / Lockdown etc. by Government, Natural Calamities. The waiver of deductions towards absenteeism of manpower on such days will be only at the discretion of user department i.e HOD(TS) considering severity of above situations. The payment for such days will be made only as per the actual work done certified by User Departments.

MONTHLY COMPLIANCE STATEMENT

i) On award of work, the Service provider has to submit a monthly compliance statement w.r.t. wages paid, actual labour deployment etc. in a tabulated format duly approved by user department i.e TS-YUC & CMS as on when required basis.

ii) If, the firm have got another contract or already having other contract, if any in MDL, in such case the number of person indicated in P.O shall be exclusive for this contract only and the same cannot work for other contract in MDL. The contractor has to submit declaration statement for the same.

Further, it this regard following to be noted:

(a) Any discrepancies in the submitted form shall entail MDL to initiate necessary action as deemed fit.

(b) MDL reserves the right to cross verify the above statement submitted.

(c) Complaint, if any received from Contractor's employee or any other person on the above, necessary action will be initiated.

CONTRACORS PERFORMANCE

Contractors performance shall be evaluated by MDL on the basis of factors like quality of cleanliness, regular site visits by the contractor, response of the contractor, quality of work performed, housekeeping, effective work practice, resource and attendance of manpower, quality of material used and overall day to day cleanliness performance. If services are found unsatisfactory, MDL reserves the right to initiate necessary action as deemed fit including termination/ foreclosure of the contact.



आर. राजेश
R. RAJESH

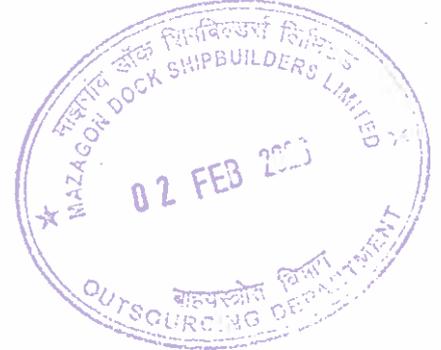
मुख्य प्रबंधक / अनुभाग प्रमुख (तकनीकी सेवाएं-वाय.यु.सी.)
CHIEF MANAGER / OIC (TECHNICAL SERVICES - YUC)
महाराष्ट्र डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

Part-II

Scope of Work of TS-CMS

SOW of TS-CMS Includes Multiple activities to fulfil the daily tasks of Yard and Residential areas of MDL. Various jobs as listed below.

1. Pest Control Services
2. Trench Cleaning Services
3. Fresh Water Tanks Cleaning Services
4. Providing Liftmen Services
5. Providing Pump Operator Services
6. Providing Carpenter Services
7. Providing Masonry Services



Detail Elaboration and SOW of the each listed job:

1. Pest Control Services: Pest Control Treatment at MDL

Scope Of Work

- A) RODENT TREATMENT SERVICE.** The treatment is for the management of rodents i.e. rats, mice, bandicoots at **MDL Factory Premises, office buildings, open spaces, North Yard, South Yard, SY-Annexe & Residential Premises (Dockyard Road & CBD Belapur).**

Rodent Bait:

- For outdoor control, Rodent Boxes to be placed external of the Bldg. or Shops by contractor. Rode bait to be placed inside Rodent box. Contractor must monitor Rodent Boxes Once in Fortnight. Rode bait will NOT be used inside any building or facility.
- For indoor control of rats and mice, Trouble Gum TM, Glue boards along with Rat Trap cages or multi-catch wire traps will be used. The placement of the glue boards or wire traps will be along the walls in all areas, close to doors and other openings into an area from where rats and mice are likely to enter inside the building. Spacing of these devices will be determined on practical feasibility, upon inspection. Frequency: Once in Fortnight to monitor activities on the bait stations and trouble Gum TM Glue boards. Above Services to be carried out TWICE in a MONTH. Dead rodent to be removed & area to be cleaned to avoid obnoxious smell.
- The firm has to ensure that the entire premises is free from rodents. The frequency of rodent treatment is fortnightly (twice a month). If necessary, the firm has to provide additional services free of cost if need arises." The damaged Rodent Boxes to be replaced immediately with new boxes.
- If any need arises to provide additional services as per instruction by TS-CMS Executives, the same should be provided without any additional cost to MDL".

B) MOSQUITO CONTROL SERVICE.

The Mosquito Control Service to be provided in Open Space & Workshops at **MDL Factory Premises, office buildings, open spaces, North Yard, South Yard, SY-Annexe & Residential Premises (Dockyard Road & CBD Belapur).**

Residual Spraying: - Indoor residual spraying is used for vector control in anti-malarial pogroms and, one of the measures employed to prevent halt or retard the spread of drug resistant malaria. Indoor residual spraying to be done in all offices, workshops, staircases

with stagnant water etc. in NY & SY with suitable chemicals to terminate mosquito breeding. In some instances, the under sides of furniture, outside caves and porch may also require treatment. Residual spraying it is defined that application of an insecticide having the property for a long residual effect in some liquid forms, which on drying, leaves a crystalline deposit on the sprayed surface. On coming into contact with the sprayed surfaces mosquitoes are killed by absorbing a lethal dose of insecticide. Mosquito resting-places are the primary sites in the house for treatment. Residual spraying to be done on staircases, corners etc.

Space Spraying (Fogging): Space spraying is defined as the destruction of flying mosquitoes by contact with insecticides. The objective of space spraying is to prevent adult mosquitoes from biting human being. Scope of space spraying includes outdoor space application of adulticides. Outdoor application equipment may be so directed as to permit the spray to enter in to houses and other building, kill resting and flying mosquito's found there.

Space spraying to be done in evening only in open spaces, in shops etc. Fogging should be carried out ONCE in a WEEK during monsoon season (i.e. FOUR times in a Month from June to September) and TWICE in a MONTH for remaining months (October to May). Fumigation is to be done in following areas Open spaces in NY, SY & SY-Annexe, All Shops in NY, SY & SY-Annexe, residential areas.

The machine & pesticide used for FUMIGATION should have following specification: The machine used should be German Make IGEBA - T35 or Equivalent (Heavy Duty). The Tank Capacity (Pesticide + Diesel) should be 4-5 litres. The Pesticide used for Fumigation should be PYRETHRUM (ADULTICIDE) or Equivalent. The mixing proportion of Pesticide with Diesel (solvent) should be 50 ml: 1.0 litre. i.e. 200 ml of Pesticide should be mixed with 4.0 litres of Diesel to generate SMOKE/FOG or gaseous fume. The Capacity of fuel tank (Petrol) to run the machine should be adequate to fumigate the entire Pesticide (200 ml of Pyrethrum or equivalent approved pesticide & 4 litres of Diesel) in a one stretch.

If any need arises to provide additional services, the same should be provided without any cost to MDL". The IFMS Service Provider shall deploy at least 02 Fogging Machine stationed at MDL during the course of contract, for carrying out the work in efficient manner.

- C) HONEYCOMB REMOVAL:** The treatment is for the Honeycomb Removal at **MDL Factory Premises, office buildings, open spaces, North Yard, South Yard, SY-Annexe & Residential Premises (Dockyard Road & CBD Belapur).**

The IFMS Service Provider shall remove Honey Combs from Building Premise, Workshops, Cranes, Trees or wherever found / instructed by CMS Executives. The area shall be vacated before carrying out the activity. Smoke method to be used by firm, preferably without killing of bees. This process to be done after sunset i.e. after 6pm. After making sure that the hive and nearby area is free of bees, remove the hive and dispose it off.

Note: As the activity involves working at height, proper safety precautions shall be taken during the activity by wearing protective clothing while dealing with honey bees, swarms, hives, trapped bees or even supposedly dead bees. Thick sweats, long sleeves, thick gloves and protective headgear should be worn. The work shall be completed within 48 hours after intimation of the complaint.

- D) Cockroaches & Ant treatment:** The treatment is for the Cockroach and Ant Treatment inside **MDL Office buildings, Executive & Non-Executive Canteen, Central Kitchen & Residential Flats (Dockyard Road, Vashi & CBD Belapur).**

This Service is recommended for control of Cockroaches and other house hold pests such as Silverfish, Red & Black Ants. A Gel having micro-dose-baiting technology to provide long-term results to be used and must be safer, clean, odourless, discreet, eco-friendly and highly effective. To control cockroaches, spraying must be done in manholes of drainages in once in a four months in residential area. All flats of Buildings including Passageway and Staircases are to be treated once in every FOUR MONTHS. Firm has to ensure that all flats

are free from Cockroaches and Ants by providing effective Pest Services which are eco-friendly. Firm Should use only approved Pests by Competent Authority. THREE Services are to be provided per Year Per Flat. If any need arises to provide additional services, the same should be provided without any cost to MDL.

E) Bed Bugs Control: The treatment is for the Bed Bug Control inside MDL Residential Flats (Dockyard Road & CBD Belapur).

BED BUG (*Cimexlectularius*) is a cosmopolitan pest that is often found in human habitation. They are mainly active at night and hide in cracks and crevices in walls, beds and furniture and along the folds of mattresses and upholstery during the day. Firm has to make house free from bedbugs. This service shall be provided at infested area as and when required. Execution of treatment, regular monitoring shall be done by firm to keep infected area free from bedbugs during entire contract period. The infected area due to bed bugs shall be taken under control by the firm for 2 years.

F) Termite & White Ant Treatment: Termite Treatment in MDL Factory Premises (Buildings in NY, SY, SY-Annexe & ALY) & Residential Buildings (Dockyard Road & CBD Belapur).

a) Treatment to wall and floor junction: Holes of 12 mm dia 30cms apart will be drilled along the inner junction of wall and floor in the entire ground floor premises. Water based chemical emulsion will be injected under pressure into these holes, to create a barrier against termites. If the building is on stilts, holes shall be drilled along the column sides at ground level.

b) Treatment to soil under floor: On the ground floor; if the cracks are noticed because of construction joints, expansion joints or shrinkages, the soil below floor needs to be treated. Holes of 12mm dia. 30cms apart will be drilled along the cracks only & water based chemical emulsion will be injected.

c) Treatment to wooden fixtures: Holes of 12 mm dia. will be drilled at the base of wooden members such as window frames, door frames inset in the flooring and water based chemical emulsion will be injected. This treatment will be done on floors (except basement/terrace). An oil based chemical will be sprayed on all the wooden infested by termites within the premises.

d) Treatment to termite tubes: Visible and accessible shelter mud tubes will be removed and the infested area treated with water based chemical emulsion. This treatment will be done on all floors.

e) Treatment along the external perimeter of the building: Trenching or drilling holes along the external walls of the building (similar to stage a mentioned above) will be carried out to create a continuous chemical barrier around the building. It will be the responsibility of the firm to maintain all concerned offices free from TERMITE & ANT. Any additional services required is to be carried out by the firm without any additional cost to MDL within the contract period. Pest Control Work & Periodic inspection as per Pest Control Standard guidelines should be carried out.

Inspection: Quality and quantity of work will be checked and inspected by CMS Executive. IFMS Service Providers shall carry out the work as per instruction of CMS Executive.

General Terms & Conditions for Pest Control Services:

- Contractor must visit & understand the area where the work will be carried out viz. in buildings, shops, open area in NY, SY, SY-Annexe, ALY and Residential Areas. Service provider shall visit the site regularly, provide supervision and ensure that all the jobs are attended as per the contract terms & conditions. The firm shall control, supervise and monitor all the activities including manpower and also give the feedback or status of the same to the officer in-charge on regular basis.



- The firm has to ensure that their employees wear uniform with their company logo.
- All services are to be provided as per convenience of office & workshop in charges.
- Contractor's performance shall be decided on the basis of the factors like regular site visits by the contractor, response of the contractor, timely delivery, quality of work performed, upkeep, user's requirement, effective work practice, resource and attendance of manpower, quality of material used and overall performance towards the output/results.
- MDL reserves the right to get the services only upon site conditions and user requirements. MDL does not guarantee to get services or execute / consume the PO quantity. It is entirely in the purview of CMS Executive to execute the services on need basis.
- Any dead animals like rats, cockroaches etc. are to be disposed of by contractor.
- Please note that all chemicals used shall be of approved, high quality of reputed make.
- Damage to floor, skirting, steps, platform, fittings, paintings, polish, etc. should not occur. In case of any damage to MDL properties, the cost of making good the same & cost of any loss consequent to the damage will be recovered from the contractor's bill.
- Checklists and records of the work to be carried out to be maintained by firm in a prescribed format mutually agreed by the firm & MDL. The format mutually agreed should be signed / certified by User Dept. for Building Floors, Shops & Occupant Residents for the work done. For Open area, CMS Executive will certify the work done in the prescribed format.
- Payment will be made as per actual services provided to the entire satisfaction of the User Departments and CMS as applicable.
- Service Provider shall hold valid Licence to stock & use insecticide for commercial pest control operations issued by Agriculture Dept./Govt. Statutory Body.

• **LIST OF BUILDINGS IN NY & SY:**

Mazdock House (G+6), Service Block (G+7), West block (G+3), FOB Building (G+3), Mogul House (G+5), Scindia Building (G+3), Fire Dept., CISF/CSO office, Security Complex(G+3), Central Kitchen

• **LIST OF WORKSHOPS/STORES IN NY, SY & ALY:**

New assembly shop, N.Y. Paint shop, Shweet metal shop, Foundry lockers, SD & D, Joiners shop, gunners labour, sail loft, AC, DRS, SB-Engineering, Fitting & machine shop, SB-Pipe shop, Titanium/pickling shop, SB-SIF, SB- Electrical, Inst, weapon Shop, Electric repair shop & FOB Shop, SB-Maintenance shop, NY-Powerhouse, GRS, Common stock store, linen store, Workers lockers behind fitting shop, MDL Co-op. Credit Society office, Dispensary, Offices under NY slipway. Production shop (SY), P & A Shop (SY), F1, F2 Sheds, Bond store, SY power house, Offices under SY Slipway 1 & 2, Alcock Yard (**Excluding SSA Workshop & EY Production Shop in ALY**)

Buildings in Residential Area (Dockyard Road): Currie House, Sarin House, Angre House, P&O Terrace, MDRC Club & Gymnasium, Aayam Sports Deck.

Buildings in Residential Area (Navi Mumbai): Officers' & CISF Quarters at CBD Belapur.

Note: Penalty for non-effectiveness of pest control for each type of service. If the pest control carried by the vendor/firm is found non effective, the firm will be charged with 5% of the total payment for each services provided by the firm/vendor.

2. Trench Cleaning Services at MDL

- The 14 Nos. of Service Trenches in North Yard and South Yard shall be cleaned once in a Six Month.
- Remove Grates: - The trench covers are to be removed prior to cleaning by mechanical means or manually as required depending on size & weight of grates.
- Electrical Power shall be switched off, if required, for cleaning by the Firm in consultation to CMS-Section / SB-Maintenance Dept. If required, Switches / Junction Boxes etc. fixed on the Trench covers, will be disconnected and reconnected by the Firm in consultation to CMS-Section/ SB-Maintenance.
- Rubbish/Debris removal: -Remove the debris from channel manually with shovels or brushes. The unwanted material removed from channels should be segregated in four parts viz. Wooden. Metal, Rubbish& Debris. It should be disposed in the designated bins in Alcock Yard.
- Re-install Grates: - The trench covers are to be placed in position by the contractor after cleaning, ensuring they are locked in place. The inspection would be carried out by CMS Section. The job will be treated as completed only after Trenches are covered.
- The drain holes for service trenches should be cleaned properly to drain the water into Dry Dock / Wet Basin etc.
- Above method is to be used for internal cleaning of all 14 nos. Service Trenches.
- The dimensions of the trenches are given as under:
SIZES OF TRENCHES TO BE CLEANED IN NY, SY, OF MDL:

Sr. No.	Location	Length (In Meter)	Width (In Meter)	Depth (In Meter)
1	Kasara North wall side	310	0.75	0.75
2	Kasara South wall side	265	0.75	0.75
3	Ritchie Dry Dock North side	220	0.75	0.75
4	NY Slipway (North Side)	105	1.4	0.56
5	NY Slipway (South Side)	105	1.4	0.56
6	North Yard Assembly Shop	100	1.45	1.45
7	SY Slipway No.1 (North Side)	121	1.12	1.12
8	SY Slipway No.2 (South Side)	112	1.12	0.52
9	SY Slipway No.2 (North Side)	132	1.15	0.52
10	SY Slipway No.2 (South Side)	110	1.14	0.52
11	South Yard Assembly Shop - (a)	87	1.9	0.85
12	South Yard Assembly Shop - (b)	90	0.6	0.6
13	Cable Service Trenches in EY	156	1.14	0.75
14	Miscellaneous Trenches	250	0.75	0.75 - 1.00
	Total:- Approx Length 2163 Mtr			

Terms and Conditions:

- Frequency of cleaning: - The interval of cleaning of the service trenches are twice in a year i.e. all the trenches should be cleaned twice in a year. However, the subcontractor will be given instruction to clean the individual trenches as desired by CMS-Section whenever required.



- MDL reserves the right to offer the services only upon site conditions and as per requirements. MDL does not guarantee to offer services or execute / consume the PO quantity.
- All works shall be carried out as per standard engineering and sanitizing practices.
- The grates are heavy and have to be carefully handled by maintenance crews to avoid injuries such as injuries resulting from dropping grates on toes or back injuries resulting from improperly carrying heavy weight.
- Injuries due to improper handling of grates or any other reasons due to negligence of contractors' workmen no compensation will be given by MDL.
- The grates may have to be marked after removal to facilitate their installation in the correct position.
- The trenches covered and uncovered should be identified from the list by you, prior to giving the Offer.
- A trench maintenance & cleaning should be as per schedule given by User / CMS Executive.
- Planning the job should be done well in advance the drain cleaning operation to ensure that when equipment and men arrive at the job site the drain can be cleaned correctly and efficiently. Planning should include visiting and inspecting the site to determine the correct type of equipment needed and the proper cleaning procedures.
- Proper traffic control signage should be used to alert drivers that road maintenance is being performed and to help prevent traffic from interfering with the job.
- It is responsibility of the Contractor to ensure full compliance with safety and security regulations and all statutory requirements with respect to labourers employed. Service provider should supply safety gears to his labourers and ensure that the labourers use appropriate safety gears while working.
- Service provider shall deploy the manpower to clean the Service Trench within 7 days of telephonic/official mail instructions. You will have to depute one Site Supervisor for overseeing the work.
- If the Trench cleaning is not attended within seven days after written instructions given to service provider, the performance rating of contractor may be degraded.
- Since the time for cleaning for trench is very short, the contractor shall deploy adequate numbers of manpower.
- The work for the cleaning the trenches should be carried out on normal working days and Saturday, Sundays and holidays as instructed by User Dept./ TS-CMS Dept.
- Rubbish/Debris removal: - Debris generated during execution of work shall be promptly disposed of in designated bins in Alcock Yard. The job will be treated as completed only after this is done.
- Power: Power, if available and required by the Contractor, may be supplied in single phase or three phases, at a single nearby source free of cost. The contractor shall make his own arrangement for electrical fittings, extension boards, cables/wires, etc. at his own cost.
- Equipment/Machinery: Service provider shall make his own arrangement for all equipment, machinery, tools and tackles etc. required to carry out the job efficiently.
- Service provider will be liable to pay the cost of any fittings or fixtures damaged by their workmen during the execution of work.
- Inspection: - The quality of service inspection will be done by MDL's CMS-TS/ User Dept.
- The payment for the activity will be done only upon satisfactory completion of work.
- Service trench cleaning work should be completed within mutually agreed time frame/ date, otherwise Penalty @ Rs.500/Day of the value of the particular work not carried out as per instructions.

3. Fresh Water Tanks Cleaning Services at MDL

The Overhead and Underground Fresh Water Tanks in North Yard, South Yard, South Yard-Annexe and Residential area (Dockyard Road) shall be cleaned once in a SIX-MONTH.

The following procedure shall be followed for cleaning after emptying the tanks:



OVERHEAD PVC WATER TANKS (SINTEX)

- Clean the inside surfaces of the tank with a water jet using suitable machines, chemicals and long handle scrubbers.
- Flush the tank with clean water again.
- No person shall enter these tanks.
- Tank covers to be closed post cleaning activity.

OVERHEAD STEEL TANKS

- Scrub and clean the inside surfaces of the tank. Remove all loose material and dirt.
- Apply a coat of cement slurry to the inside surfaces of the tank.
- After curing, flush the tank with clean water.
- Paint the external surface of the tank with red oxide primer followed by one coat of light blue enamel paint. This painting has to be done two time in the contract period / as per TS-CMS Executives instruction.

OVERHEAD & UNDERGROUND RCC TANKS

- Scrub and clean inside surfaces of the tank. Remove all loose material and dirt.
- Apply a coat of cement slurry to inside surfaces of the tank.
- After curing, flush the tank with clean water.

General Scope of Work:

- Each Fresh Water Tanks shall be disinfected using a suitable disinfecting agent after cleaning.
- In period of six months, 15 water samples shall be collected from 15 locations decided by CMS officers. Potability Test Certificates for the above collected water samples from BMC/NABL accredited laboratory shall be submitted to CMS Section within 15 days from date of collection of water samples. These certificates (test results) shall be treated as confidential and not leaked to anyone other than CMS Executives. Service provider should arrange new/disinfections bottles for testing of potability/ microbiological testing of water samples.
- The cleaning of the tanks shall be pre-planned and done on weekdays. Wherever required, the cleaning shall be done on yard holidays i.e. Saturday/Sunday/Holiday as instructed by CMS officer.
- Service provider shall provide all the required manpower, equipment (High pressure jet machine, vacuum cleaners, necessary submersible pumps and auxiliary machineries required), safety gears and materials. MDL will provide water and electricity supply only free of cost.
- All the work shall be carried out as per normal Civil Engineering practices.
- The personnel deployed for cleaning must be healthy and free from contagious diseases and hygiene-conscious, as they shall be working with drinking water.
- All the rubbish/debris generated while working and cleaning shall be removed and disposed in designated rubbish bins in the yard.
- The contractor shall deploy the manpower to clean the fresh water tank within 24 hours of telephonic/mail instructions.
- Most of the underground tanks are required to be cleaned within the time span of four to five hours i.e. from 7.30 AM to 12:00 Noon.
- Since the time for cleaning for tanks is very short, the contractor shall use suitable small dewatering pump and adequate no. of manpower to clear the left over water to clean the tank.
- Prior intimation for cleaning of water tanks shall be given to occupants / residents of respective buildings, so that they can store water in advance.
- The supervisor of the contractor has to inform the CMS officer for inspection of the tank after completion of the work for cleaning of fresh water tank.
- Fresh water tank cleaning work should be completed within mutually agreed time frame/ date, otherwise Penalty @ Rs.500/Day of the value of the particular work not carried out as per instructions.



4. Providing Liftmen Services at MDL

Scope of Work for Services of Liftmen:

1. MDL has various types of Office Buildings in Factory Premises having lifts, namely, Mazdock House, West Block, Service Block (North Wing, South Wing & Extension), FOB Building, Bond Store & Mogul House. Also, it has various Residential Buildings in Residential Colony, namely, Currie House, Sarin House, Angre House and Gymnasium. The total number of lifts in buildings is as follows:

Building	Location	No. of Lifts
Mazdock House	NY	02
West Block	NY	02
Service Block (North Wing)	NY	02
Service Block (South Wing)	NY	02
Service Block (Extension)	NY	01
FOB Building	NY	01
Mogul House	SY	01
Bond Store	SY	01
Currie House	Residential Colony	01
Sarin House	Residential Colony	02
Angre House	Residential Colony	03
Gymnasium	Residential Colony	01
	Total	19

2. Above lifts are used heavily and continuously daily by employees, visitors, guests, contractors in Company premises and Residents in residential area.
3. This work includes providing total 12 Nos. Liftmen for the operation of 19 nos. of Lifts at MDL Factory and Residential Premises in different shifts. The shift wise allocation of manpower will be done by TS-CMS Dept.
4. The tentative timings of shifts and location of manpower are as below:

Sr. No.	Description	Manpower Deployment
	Supply of Liftmen in Factory Premises (Monday to Friday)	
1	Supply of Liftmen in Factory Premises - 1 st Shift (0700 to 1600)	4
2	Supply of Liftmen in Factory Premises - 2 nd Shift (1500 to 0000)	2
3	Supply of Liftmen in Factory Premises - General Shift (0900 to 1800)	1
4	Supply of Liftmen in Factory Premises on Saturday(Shift as per requirement)	As per Requirement
	Supply of Liftmen in Residential Premises (All days working)	
1	Supply of Liftmen in Residential Premises - 1st Shift (0700 to 1600)	3
2	Supply of Liftmen in Residential Premises - 2nd Shift (1500 to 0000)	1
3	Supply of Liftmen in Residential Premises - 3rd Shift (2300 to 0800)	1
	Total	12

Above shift timings / location of manpower are tentative and may change whenever required by TS-CMS/ MDL.

5. Liftmen shall check working condition of the lift after reporting on duty every day.
6. Whenever any defects are observed during their working hours, they shall report the same immediately to the MDL Lift In-charge/Executive of TS-CMS Dept.

7. Contractor shall ensure that liftmen is available in lifts at times during their shift hours.
8. In case of Mazdock house and Currie House lifts, Liftmen shall hand over the lifts to other liftman on duty before proceeding for lunch during lunch hours. These lifts shall never be left unattended.
9. Liftmen shall ensure cleanliness and hygiene is maintained with the help of housekeeping staff, throughout their duty hours.
10. Liftmen should help elderly people / disabled people / kids to get inside and outside of lift.
11. Liftmen shall ensure that no movement of material / goods is made through passenger lifts.
12. Contractor shall take all necessary safety measures during the execution of work.
13. Training should be given to all Liftmen to take out the passenger safely from the lift, in case any passenger got trapped inside the lift. He shall immediately report the incident to MDL Lift In-charge/ Executive of TS-CMS Dept/ MDL Fire Dept.
14. In Case of Fire, liftmen shall immediately vacate the lift, switch off the main power supply and report immediately to MDL Fire Dept.

5. Providing Pump Operator Services at MDL

Scope of Work for Pump Operator:

- There are total 14 Nos. of Fresh Water Pump Rooms in MDL, for supplying Fresh Water in NY, SY& Residential area (Dockyard Road).
- Pumping of the fresh water in factory as well as residential area through F. W. Pumps is to be carried out round the clock and also to check there is no overflowing of overhead / underground tanks.
- For carrying out the operation, the contractor shall deploy min. 20 Nos. Pump operators in total of all three shifts on all 365 days in a year. The tentative shift wise deployment of Pump Operator as mentioned below. However, shift timings / location of manpower are tentative and may change whenever required by TS-CMS/ MDL.

Sr. No.	Description	Manpower Deployment
1	Supply of Pump Operators in 1 st Shift (0730 to 1630)	8
2	Supply of Pump Operator Services in 2 nd Shift (1530 to 0030)	7
3	Supply of Pump Operator Services in 3 rd Shift (2330 to 0830)	5
	Total	20

- The Pump Operator should receive Fresh Water from MCGM (MCGM Fresh Water Supply Time is 12.45 pm to 2.50 pm) and fill the underground RCC Tanks and simultaneously water should be lifted to Overhead Tanks for various buildings / workshops in NY, SY & Residential Area for even distribution of water.
- In case of damage caused to the pumps/valves/motors or other installations due to wrong operation or negligence of the operator, the cost of repair/damage shall be borne by the Service Provider.
- Pump Operator and Supervisor shall maintain records of operation time of all pumps and report to be submitted on weekly basis.
- In case of shortage of water supply from MCGM, Pump Operator shall give prior intimation to all residents and plan storage of water well in advance and supply water as per schedule given by CMS Dept. and in such cases any further shortfall in water storage tanks to be compensated with purchase of Water tank within specified limit of maximum 100 No. Tankers of 10000Lit each.
- If in case of any water shortage in MDL water storage tanks, not accounting to water supply shortage from MCGM, such cases will be treated as inefficiency of the Pump operators and any water Tankers called beyond the specific limit of 100No.s will be deducted from the final bill amount.



- Pump operator should ensure effective Pump operations, proper switch ON/OFF of Motor and checking water levels without any wastage of water resulting in overheating of Motors and Electricity wastage.
- Pump Operator shall give prior intimation to all residents of tank cleaning schedule and inform about non availability of water during cleaning activity of water tanks.
- The shift wise allocation of all pump operators and execution of routine work shall be carried out as per instructions of CMS Dept.
- Pump Operator shall immediately report about Leakage of pump/ non-working of pump / abnormal working of pump / leakage or damaged pipelines to CMS.
- Pump Operator / Supervisor should liaison with MCGM for various issues related to Fresh Water Supply.
- Pump Operator shall maintain cleanliness in Pump Room with help of Housekeeping persons.

Roles and Responsibilities of Pump operators.

A pump operator is responsible for the operation, maintenance and control of various pumps in Yard and Residential area of MDL. Their primary role is to ensure the efficient and reliable functioning of Fresh water pump, which are vital for uninterrupted water storage and supply of Fresh water in the entire area.

Pump operators should have a good understanding and should effectively communicate and keep control of daily fresh water in & Out activities and keep control of water wastage unless and until addressed of any other external factors.

Qualification of Pump operators.

- I. **Pump Operator:** ITI with min 2 to 5Years experience.
- II. **Supervisor:** Diploma, Mechanical/Electrical with min 5 to 7Years experience in any local water bodies and ability to understand and solve the issues, if any pertaining to Pumps & Motors electrical or mechanical operations using advanced control.

6. Providing Carpenter Services at MDL

Scope of Work for Carpenter:

All general carpentry works in Yard and Residential area to be provided on daily basis. These works include.

- **Basic Structural frame works and Installation:** Fittings and Installing door frames, window frames and interior and exterior carpentry, installing framing for roofs, walls and floors, as well as building partitions and frameworks.
- **Maintenance and repair:** Repairing and replacing worn-out wooden components of doors, windows and furniture. This can also include repairing other items like Aluminium windows and doors.
- **Hardware and Fixtures:** Installing and repairing hardware like Hinges, locks, handles, door closures and other fittings.
- **Other Materials:** Working with materials other than wood, such as glass panes, laminates and aluminium sections for frames and doors, polishing of wooden items/furniture's.

Qualification of Carpenters.

The carpenter should have a minimum experience of 2 to 5Years in all the above activities and should be ITI in carpentry.

7. Providing Masonry Services at MDL

Scope of Work for Masonry:

Common masonry works include.

- Bricklaying and blockwork for walls, foundations & chimneys.
- Demolition of old masonry, chipping/breaking concrete.
- Stonework, including installation of natural and manufactured stone.
- Repair and restoration of existing masonry structures, such a repointing, plastering and concreting & minor RCC repairs.
- Pouring concrete for footings, slabs, road repair work.
- Cleaning, sealing and waterproofing finished masonry.
- Minor tiling repair works.

Qualification of Mason's.

Should have minimum 3Years in all the above works.


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MAZAGON DOCK SHIPBUILDERS LIMITED



MAZAGON DOCK SHIPBUILDERS LTD.

OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

**Integrated Facility Management Services in MDL Factory and
Residential Premises.**

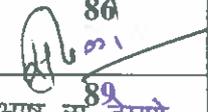
SCOPE OF WORK

In East Yard

SCOPE OF WORK FOR BRC OF IFMS (2026-28) OF EAST YARD

INDEX

Sr. No	Details	Page No
1.	Scope of Work-EY-IFMS-General	2
2.	Standard Operating Procedure	3
3.	Scope of Work	17
	Part-I: Housekeeping Services	17
	Part-2: Garden Maintenance	21
	Part-3: Painting Activities	28
	Part-4: Pest Control	29
	Part-5: Services of Liftmen	37
	Part-6: Cleaning of Fresh Water Tanks	38
	Part-7: Pump operator service for Operation of Fresh Water Management System & Fire Fighting System	40
	Part-8: Rolling shutter Maintenance Services	42
	Part-9: Cleaning of Cranes	43
	Part:10: Sanitizing / disinfection of East Yard and Alcock Yard Premises including Offices, Workshops, Toilets, etc. in view of COVID-19 outbreak	44
4.	General Requirements for IFMS Services Recording and Reporting	50
5.	Minimum Manpower Deputation	53
6.	Qualifications & Experiences	56
7.	Role of Personnel	57
8.	Training	59
9.	Certification of work done	59
10.	Deduction Clause	59
11.	List of Activities and Responsibilities in addition to SOW to be complied	62
12.	Annexures	65
	Annexure-I: Details of Area of EY	65
	Annexure-II: Details of Area and Deployment of Manpower in EY	66
	Annexure-III: Location EY-Office Details	68
	Annexure-IV: Toilet Block Details	72
	Annexure-V: The Area details (approximate) of Pest control in EY	75
	ANNEXURE-VI: Technical specification of Fire Hydrant System	83
	ANNEXURE-VII: General details of Shutters in East Yard & Alcock Yard shutters	86
	ANNEXURE-VIII: General details of Water tank in East Yard & Alcock Yard	89


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1. SCOPE OF WORK

EAST YARD (EY) (IFMS):

1. The IFMS activities are required for the following areas in East Yard and Alcock Yard (partly) of MDL
 - a. Office buildings.
 - b. Workshops
 - c. Drydock
 - d. Deck floor under workshop-C
 - e. Open Premises,
 - f. Roads
 - g. Service lines of water, Air line, Oxygen line
 - h. Crane Tracks
 - i. General Toilet Blocks
 - j. Jetty areas of Alcock Yard and Angre wet basir. (Northsides jetty)
 - k. Pontoons and Porta cabins
 - l. The site office of MDL is situated at Naval Dock (Mumbai).

2. The IFMS activities comprises of following activities
 - a. Housekeeping Services.
 - b. Creation of Gardens, Garden Maintenance & Supply of Garden Materials
 - c. Pest Control Services.
 - d. Service Trenches & storm drainage Cleaning Services as per schedule
 - e. Liftmen Services
 - f. Services of Sanitization activities
 - g. Painting and artistic painting services
 - h. Masonry works
 - i. Pump operator service for Operation of Fresh Water Management System & Fire Fighting System
 - j. Rolling shutter Maintenance Services
 - k. Cleaning of Fresh Water Tanks
 - l. Cleaning of Cranes

The IFMS service provider have to complete the above activities as instructed by EY's Executives on day to day assigned jobs


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Page 2 of 90

2. Standard Operating Procedure (SOP) for IFMS Services:

GROOMING:

Housekeeping Attendant (Male)	Housekeeping Attendant (Female)
<ul style="list-style-type: none">• Short hair cut• Clean shave• Clean & pressed uniform• Neat & odourless socks• Polished shoes• Trimmed nails• Trimmed moustache• Safety shoes	<ul style="list-style-type: none">• Neatly combed hair &• Tied with hair net• Very small Bindi• Ear rings• No fashionable lipsticks & Bangles• Trimmed nails• Clean & pressed uniform• Black canvas shoes

Importance Of Punctuality: Successful time management relies on understanding the importance of punctuality. Being on time for duty as well as meeting work deadlines will help prepare for making the work place effective.

Importance Of Personal Hygiene and Mannerisms:

- Personal Hygiene, as the name clearly denotes, is the **FIRST AND FOREMOST** for **ONES' PERSONNEL SAFETY**. It is to keep ourselves away from bacterial infection. A dirty body is a hotbed for developing germs. Dust, sweat and other secretions, and warmth are all factors which encourage germs to multiply. A shower or both with effective cleansing products should therefore follow any physical activity.
- As these factors contribute to body odour. So, A daily shower is therefore a must for everyone.
- Oral hygiene is also of prime importance as we are in an industry wherein, we have to interact verbally with people around us. Not taking proper mouth care leads to bad breath.
- Manners and etiquette have always been important in gauging the professionalism of a person. Importance of using right language, suiting the company atmosphere and usage of right body language is of paramount importance.

BASIC ETIQUETTE

- Greetings: Good Morning (12am-12pm)/ Good Afternoon (12pm-04pm) Good Evening (04pm-12am)/ Good Night (whenever a person takes your leave after 4pm till 12am).
- How to address a Gentleman/Lady: Sir/Madam
- When a service is requested: Agree to do the job with smile.
- When you want to pass by a person: Say Excuse Me Sir/Ma'am.
- When someone is asking you: Always be a good listener, speak up words politely, make eye-to-eye contact, have confidence & courage.
- How to enter into an officer's cabin: Knock the door and say, "May I come in Sir/Ma'am.
- Introduction – Introduce yourself as "I am from Housekeeping, Sir/Madam."

BODY LANGUAGE

- Stand erect with hands at the back while standing in briefing and talking to all the seniors.
- Expression should be friendly, pleasant and natural.
- Always WEAR a SMILE on your face.
- Eagerness to help others
- LISTEN carefully.
- Walk with CONFIDENCE.


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- Immediate attention to the customer is a form of respect to which he is entitled. It shows your concern and interest for them.

MOP SWEEPING:

Dry Mopping

Equipment: Personal Protective Equipment (PPE), Warning Signs, Mop Sweeper (Dry Mop), Vacuum Cleaner, Dust Pan and Brush, Scraper, Garbage Bag, Wheeled trolley

Method:

For dry floor only:

- Put on your protective equipment (gloves)
- Place warning signs
- Ventilate the area properly
- Collect all littered pieces of garbage with the help of dust pan and brush
- Remove any chewing gum/dirt/stains with scraper
- Sweep the corners first
- Sweep using a continuous stroke (straight or figure 8), overlapping passes. Ensure mop head is in contact with floor at all times and a leading edge is maintained. Sweep under heavy furniture's, move lighter furniture and replace.
- When sweeping large areas, collect dirt with dust pan several times
- Cover all areas systematically
- When finished, remove soil from the floor with dust pan and brush and clean mop sweeper with hand brush or vacuum cleaner.
- Collect the garbage in garbage bags. Clean equipment, remove the warning sign and close ventilation appropriately.

SINGLE SOLUTION MOPPING

Wet Mopping

Equipment: Personal Protective Equipment, warning signs, any single solution mopping (i.e., bucket, wringer and mop), Cleaning agent (Diversy /Ecolab diluted in proper proportion), Abrasive pad

Method:

- Put on your protective equipment.
- Assemble equipment.
- Place warning signs.
- Ventilate the area appropriately.
- Prepare cleaning solution according to manufacturer's instructions, adding detergent to water.
- Apply solution to an area of floor using the mop.
- Mop the corners first and then mop the centre area using figure '8' stroke with each pass overlapping.
- Use abrasive pad to remove stubborn marks.
- Ensure wringer/bucket is behind line of work.
- When wringing out mop, stand in front of wringer and press down firmly.
- Change cleaning solution when dirty.
- Drain the dirty water in WC and flush, dry the wringer/bucket.
- Remove warning sign when the floor has completely dried.


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- Always wash the mop and store it head up, so that it can dry.

OFFICE CLEANING including Cabin, Modular Furniture etc.

Equipment: Office Caddy Basket, Duster, Glass duster, Spray bottle with R2/HSC, Garbage bag

Method:

- Pull chairs behind to ensure free movement while cleaning
- Dust monitor, CPU, telephone, keyboard/tray and mouse with duster
- Dust side station head, workstation table, pedestal, chair/legs with duster and R2
- Clean telephone instrument and check the receiver cord (uncurled)
- Replace chair in designated place

NOTE:

One person clears dustbins before cleaning the workstations. Bottles of water are placed after cleaning the workstations

GLASS CLEANING.

Equipment: Personal Protective Equipment, warning signs, Extension poles, or step ladder, telescopic rods with accessories, Applicator, Squeeze, Glass Cloth, Sponge, Bucket of cleaning agent, Plastic sheets / Floor dusters for covering any carpet area, Glass Scraper, or non-abrasive pad, Plastic sheets or dust covers to protect surfaces if cleaning interior glass

Method:

- Put on your protective equipment
- Place warning signs
- Ventilate the area, as appropriate
- Remove furniture or cover with dust covers if cleaning from inside
- Prepare cleaning solutions as per manufacturer's instructions
- Apply the cleaning agent with the help of applicator starting from top to bottom in a zigzag fashion
- Use the glass scraper to remove any stains or glue mark on it
- Use the squeeze from top corner to the bottom from the sides and then in a zigzag fashion clear the centre of the glass.
- Do not remove or lift the squeeze while drying the glass as it will leave the water marks
- Use the squeeze in horizontal way from side to side (left to right) if it is a small window glass, by wiping the squeeze blade after every use.
- Wipe bottom edge of the pane with the dry glass cloth
- On completion, clean equipment and leave the applicator to dry
- Close the ventilation and return the furniture to its position
- Remove the warning signs

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MAZAGON DOCK SHIPBUILDERS LIMITED Page 5 of 90

WALL DUSTING.

Equipment: Personal Protective Equipment, Warning Signs, Non-abrasive Pad (or a sponge), White cloth (for applying cleaning agent), Wiping cloth white, Plastic sheets or dust covers to protect surfaces, Telescopic rods with accessories.

Method:

- Put on your protective equipment
- Place warning signs
- Ventilate the area, if appropriate
- Remove furniture or cover with dust covers
- Apply the cleaning agent with the white cloth on stains on walls.
- Take the non-abrasive pad (or sponge) and clean the stains on walls.
- Then wipe / remove the dust from the wall.

CONFERENCE, MEETING ROOM & TRAINING ROOM CLEANING

Equipment: Personal Protective Equipment, Warning Signs, Office Caddy Basket, Spray Bottle with diluted cleaning agent (R2 or HSC), Duster, Glass Cloth, Scotch Bright, Mug with diluted R2 or HSC, Dust Pan and Carpet Brush. Garbage bag, Vacuum Machine, Air Freshener

Method:

- Put on your protective equipment
- Enter inside and hang the door knob card (cleaning in progress) outside the main door handle
- Switch on all the lights and ventilate the area
- Remove the chairs away from the table so that cleaning becomes easy
- Clean the electronic equipment on the table (i.e. telephone, computer etc.) with the help of duster
- Clean the table top without disturbing the papers, files etc. placed on top of it and also ensure that the legs of the table are cleaned properly
- Dust the seat and backrest of the chair and wipe the armrest and the legs of the chair with the check duster and R2
- Clean only the unused area of the white board with the help of duster and R2, starting from the frame and corners of the board (if any instructions given then only the written matter has to be cleared)
- Clean all the fixtures, door, door knobs, skirting and switch sockets
- Dust and clean the windows with the help of glass cloth
- Pick up all the garbage such as crumpled papers, etc. from the carpet with the help of the carpet brush and dust pan and put it in the garbage bag in the caddy basket
- Collect all the soiled garbage bags from the dustbins
- Line all the dustbins with fresh garbage bags
- Clean the carpet with the help of vacuum machine and carpet cleaning machine.
- Arrange all chairs back to their position and spray the air freshener
- Switch off all the lights, close all ventilation and remove the sign board from the door knob while closing the door.

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MAZGAON DOCK SHIPBUILDERS LIMITED

CLEANING OF CORRIDORS, STAIRCASES AND LIFT LANDINGS:

Equipment: Personal Protective Equipment, Warning Signs, Dry Mop, Wet Mop, Dust Pan with Handle and T Brush, Glass Cloth, Check Duster, Spray bottle with diluted cleaning agent R2, D7 (steel polish), Mug with diluted cleaning agent, Garbage Bag, Vacuum Machine, Air Freshener, Feather Brush

Method:

- Put on your protective equipment
- Place warning signs
- Thoroughly vacuum carpeted areas
- Sweep (dry mop) and mop hard floor areas
- Clean vision panels and glazing to dividers where possible
- Spot clean marks from carpeted areas
- Damp wipe gloss painted surfaces
- Remove dust build-up from skirting, window sills and ledges, fire alarm points, extinguishers, door frames and furniture
- Damp wipe telephones using suitable disinfectant/duster.
- Flick dust overhead fittings
- Thoroughly vacuum all upholstered furniture (if regularly used then, every third day or once in a week)
- For Lifts, clean lift facia and doors with R2 or HSC or steel polish if it is steel
- Clean mirrors, sweep (dry mop) and mop lift car floors
- Vacuum carpeted floors and clean the door from both inside and outside

CARPET STAIN REMOVAL.

Equipment: Clean Terry cloth or white paper towel, Blunt knife or scraper, Cleaning Agent, White sponge, small hand Brush, Mug for making solution, Nylon scrubber

Method:

- Always get to remove the stain as quickly as possible, before it sets in carpet pile
- Always blot the stains rather than scrub them. If you scrub the stain, then you are forcing the stain further into the carpet. Blotting is simple to do and effective. Use clean terry cloths or dry white paper towel. Apply just enough pressure so that the liquid is absorbed. Turn the towel and do it again.
- If the stain is stuck into the carpet pile, you can use a dull knife to scrape some of it out. Ensure that you do not push the stain or debris into the carpet more.
- While using cleaning agent, test them on a hidden area of your carpet so that it does not further ruin your carpet.
- Always follow the products instructions when you are using them
- Apply cleaning agent by spraying the solution right on to the carpet stain or you can apply it to a sponge and then apply on the stain. Blot the stain with a clean terry cloth or sponge to remove all of the stain from the carpet pile. Repeat this procedure till the time the stain comes off the carpet on to the towel. Change the towel or cloth so that it remains dry.
- When the stains have been mostly absorbed, place clean paper towel on top of the stain and apply something heavy to it. This will help the product to absorb into the paper towels to dry.

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MAZAGON DOCK SHIPBUILDERS
Page 7 of 80

CARPET CLEANING:

Equipment: Carpet Brush, Dust Pan, Garbage Bag, Blunt Knife or Blunt Scraper, Vacuum Machine, Carpet cleaning machine

Method:

- Collect all littered pieces (stapler pins, sharp objects, big paper pieces etc.) of garbage with the help of dust pan and carpet brush.
- Remove any sticking object with the help of blunt knife or scraper.
- Use a powerful vacuum cleaner and Carpet cleaning machine.
- Don't vacuum in the same pattern every time. You will pick up more dirt if you vacuum both horizontally and vertically.
- Use attachments of Vacuum cleaner to get the corners of the room and under the furniture's cleaned.
- Move the furniture's like sofas, pedestals, tables etc. once a week and vacuum thoroughly underneath it.
- Don't wait until vacuum bags or containers are full. Empty them whenever used on daily basis.

CLEANING / HOUSEKEEPING OF STORES /SHEDS

Equipment: Scrubbing / Mopping Machine, Caddy Basket, Wheeled Trolley, Telescopic rod Duster, Mop Industrial Vacuum Cleaner, Garbage bag

Method:

- Dry Mopping
- Wet Mopping
- Vacuuming of area
- Cleaning of office cabins in stores
- Cleaning of open areas around and between racks, shelves situated in shade
- Cleaning of open areas, around electric panels installed in Power house with taking necessary precautions.
- Water accumulation to be cleared by wet vacuum cleaner
- Cleaning of store consignments/ store area by Vacuum cleaner, telescopic rods.
- Cleaning of Fire Extinguishers kept inside /outside of stores
- Cleaning of toilet /washrooms in stores
- Cleaning of dust, cobwebs etc. on height by telescopic rod up to 20 feet height.
- Cleaning of trenches, gutters etc. inside the shops/sheds to be cleaned as and when required.

CLEANING / HOUSEKEEPING OF WORKSHOPS

Equipment: Scrubbing / Mopping Machine (wherever required), Caddy Basket, Wheeled Trolley, Check duster, Spray bottle with R2/HSC, Mop with adjustable handle (Swivel base with 180 Deg. rotation), Industrial Vacuum Cleaner, Garbage bag

Method:

- DRY MOPPING
- WET MOPPING
- Vacuuming of area
- Cleaning of office cabins in workshops
- Cleaning of toilet /washrooms in workshops



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SAATHGANG DOCK SHIPBUILDERS LIMITED

- Cleaning of cobwebs up to 20 feet height.

CLEANING / HOUSEKEEPING OF GENERAL TOILETS

Equipment: Warning signs, Scrubbing / Mopping Machine, Caddy Basket, cleaning agent (Diversy/Ecolab make), Hand Gloves (Orange), W/C Brush, Duster, Glass Cloth, Feather Brush, Mug, Scotch Bright, Nylon Scrubber, Squeeze, Wet Mop Stick, Garbage bag, Toiletries (i.e., Air Freshener, Naphthalene Balls, Taski Urinal Screens), Hand brush.

Method:

- Enter inside and hang the door knob card (cleaning in progress) outside the main door handle.
- Ventilate the area appropriately.
- Wear hand gloves and face-mask.
- Check for any maintenance work orders.
- Clear garbage and keep all dust bins near the cleaning materials.
- Flush the W/c and urinals.
- Apply Cleaning agent and scrub the W/C and urinal bowl with the W/C brush and leave it for the detergent to act on it for at least 10mins.
- Clean and scrub washbasins, tiles, dustbins, doors and all steel fixtures with the help of duster from Outside.
- Scrub and squeeze the floor with cleaning agent by machine wherever possible.
- Replenish toiletries.
- Wet mop the floor.
- Close all ventilation ones the floor has dried.
- Remove the door knob card after 5mins.
- Aroma oils to be dropped into Aroma bubble scented diffuser machines as per requirement.

NOTE:

R6 (Toilet Bowl cleaner) should be used only when there is heavy stains or ones a week and D7 (SS polish) as and when required.

In case during 07.00AM to 1600 PM Hrs, the Stains on Urinal commodes/ Toilet commodes and stinking or foul smell in General Toilets and Executive Toilets if observed. Then high-Quality products to be used by IFMS as suggested by MDL – Executives. The used material is not giving best result the IFMS provider have to use other products high quality products as suggested by MDL-Executives.

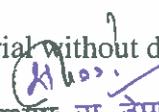
CLEANING / HOUSEKEEPING OF OPEN PREMISES

i.e., Internal roads/pathways, paved areas, Crane tracks etc.

GUIDELINES FOR USAGE OF CLEANING AGENTS

MSDS (Material Safety data sheets) are to be read carefully before using any product. The instructions are to be followed as per MSDS sheets. The copies are to be displayed while at work site. The executive shall fully aware of their usage. Accidentally if the cleaning agents are contacted directly with eyes and skin, the first aid method to be followed as per MSDS of the Cleaning Agent.

- CLEANING can be described as the removal of unwanted material without damaging the surface to which it adheres.
- As cleaning and hygiene overlaps, it also includes prevention and removal of factors which tend to produce ill health or diminish the quality of life.


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- Cleanliness is the absence of dirt, including dust, stains, bad smell, germs and other hazardous material.

SAFETY MEASURES TO BE TAKEN WHILE USING DETERGENTS:

- Avoid direct contact with eyes and skin.
- Do not inhale any cleaning agent/detergent.
- Make sure the detergent/cleaning agent bottles are labelled properly for identification.
- Always use safety equipment like hand gloves, shoes, face mask, etc. while handling detergents/cleaning agents.
- Read instructions before using the cleaning agents to minimize accidents or injuries
- Never try to open cleaning agent's container with your mouth.
- Never mix two detergents. Either they become inactive or they may emit poisonous fumes (depending on their Composition).
- Never prepare a dilution and keep it for more than two days. After 2 days it is equivalent to cleaning with water.
- Always follow the manufacturer's dilution ratio. Using less may not give expected results and using more leaves a film on the cleaned surface. In case of floors, it may be a cause of an accident.
- In absence of measuring cup, the best way to measure is to remember that the CAP of a 5ltr can is always 20ml.
- While pouring or making the dilution, always ensure that we place a liner (duster, garbage bag, etc.) on the floor to prevent the detergent from falling on the floor and damaging it.
- If using the cap of the can as a measure, never wash it in the water bucket (which is a usual practice). In case if this is done by mistake; always wipe the cap before replacing it. This is important because, in case you replace a wet cap, water droplets fall into the detergent can and start diluting the detergent.
- As prevention, wash your hands immediately if you have touched the detergent with bare hands.
- All the heavier items (detergent cans, etc.) should be stored on lower-level racks and lighter items (mop refill, scrubbers, etc.) may be stored at higher levels to avoid accidents.
- Follow the FIFO (first in, first out) system while using the material especially detergents to promote usage before they near or reach expiry.

The Service Provider shall provide adequate quantity of consumables and materials required for carrying out housekeeping activities. List of some of the consumables and quantity of their assumed monthly consumption is as given below:

SR. NO.	PARTICULARS	UNIT	Mi. Monthly consumption (assumed)
1	BLEACHING POWDER	KG	20
2	BROOM HARD SPECIAL JUMBO	NO	50
3	BROOM SOFT SPECIAL	NOS	100
4	CAUSTIC SODA	KG	10
5	CHECK DUSTER BLUE	NOS	30
6	CHECK DUSTER RED	NOS	30
7	DETERGENT POWDER	KG	सुभाष ठेपणे
8	DRY MOP REFILL	NOS	HASH NOS. THEPANE
9	GLASS DUSTER BLUE	NOS	अनुसंधान-पूर्व खड

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10	GLASS DUSTER RED	NOS	30
11	VECTOR -URINAL SCREEN	NOS	200
12	NYLON SCRUBBER	NOS	20
13	SANICUBES COLOURED	Packet	10
14	SCOTCH BRITE BIG 6 X4	NOS	50
15	PHENYL 5 LTR	CAN	10
16	TASKI R1	LTR	25
17	TASKI R2	LTR	40
18	TASKI R3	LTR	20
19	TASKI R5	LTR	40
20	TASKI R6	LTR	50
21	TASKI R7	LTR	10
22	TASKI SPIRAL	LTR	10
23	PHYNOIL	LTR	30
24	TOILET ROLL 200 GM	NOS	20
25	WET MOP REFILL (BLUE)	NOS	60
26	YELLOW SPONGE	NOS	30
27	Airwick Automatic Air Freshener Refill (250 ml)	NOS	100
28	Hand Gloves	NOS	150
29	Drainex	KGS	5
30	Hard duster	Nos	100
31	AIR FRESHNER ROUND	NOS	125
32	AIR FRESHNER STICK	NOS	125
33	AIR POCKET GODREJ	NOS	125
34	Multi-Fold Hand Towel Paper (150 pulls per packet)	Packet	25
35	NAPHTHALENE BALL	KG	10
36	FACE MASK	NOS	200
37	HAND GLOVES RUBBER(BLUE)	NOS	100
38	HAND GLOVES RUBBER(ORANGE)	NOS	500
39	PLASTIC BUCKET (MIN 15 LTR)	NOS	20
40	GREEN SCRUBBING PAD (18")	NOS	05
41	FEATHER BRUSH	NOS	25
42	FLOOR WIPER	NOS	25
43	GARBAGE DRUMS	NOS	05
44	KITCHEN WIPER	NOS	10
45	AIR PLUG	NOS	25
46	SAFETY GOGGLE	NOS	50
47	PAINT BRUSH BIG SIZE	NOS	25
48	PALTI PATRA- Size 6 "	NOS	20
49	TOILET BRUSH	NOS	20
50	MORI BRUSH	NOS	10
51	SPARY BOTTLE (PURFUME)	NOS	50

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 MAZAGON DOCK SHIPBUILDERS LIMITED

52	DUST PAN	NOS	50
53	CARPET BRUSH HARD TYPE	NOS	10
54	HAND BRUSH	NOS	15
55	T-BRUSH	NOS	50
56	INDUSTRIAL HAND GLOVES (LEATHER)	NOS	15
57	PLASTIC MUG	NOS	25 (Quarterly)
58	CHOCK UP PUMP	NOS	25 (Quarterly)
59	COBWEB BRUSH	NOS	10(Quarterly)
60	DRY MOP FRAME WITH STICK	NOS	25 (Quarterly)
61	WET MOP CLIP WITH STICK (BLUE)	NOS	100(Quarterly)
62	WET MOP CLIP WITH STICK (RED)	NOS	50(Quarterly)

- Above list of consumables and quantity is only for reference and assumptions. The consumables shall not be limited to above mentioned items and quantities. No separate payment would be made towards supply of consumables and materials. The Service Provider shall provide additional quantity and extra items as per actual site requirements at no additional / separate cost. The Service Provide shall quote all-inclusive rates for Housekeeping Services.
- If Service Provider fails to provide minimum above-mentioned quantity of consumables, deduction will be applied as per Deduction Clause.
- In addition to above consumables, Service Provider shall provide (but not limited to) regular housekeeping materials like Plastic Mug & Buckets, Choke Up Pumps, Cob Web Brush, Scrub Pads, Dry Mops Frame with Stick, Wet Mop Clip with Stick, Feather Brush, Floor Wiper, Garbage Bins/Drums, Kitchen Wiper, PPEs (like Safety Shoes, Hand Gloves, Face Mask, Ear Plug, Safety Goggles for all personnel and Leather G
- Gloves & Helmet for personnel working in Workshops and scrap yard, Paint Brush, Putty Knife (Palti Patra), Toilet Brush, Mori Brush, Clip Dust Pans, Spray Bottles, Dust Pans, Corner Brush, Carpet Brush, Thinner, Caddy Basket, Window Washer / Applicator & Wiper, and any other materials required for housekeeping activities regularly throughout the contract period.

TASKI PRODUCTS FOR REFERENCE:

CLEANING AGENT	USAGE	DILUTION
R1	Bathroom cleaner- Cum-Sanitizer Concentrate (all surfaces in bathroom, WC, urinal, washbasin etc. Safe to use on granite and marble)	Diluted in water Ratio: 1:15 to 20ml or as per requirement
R2	Hygienic Surface Cleaner (Dusting, Mopping, Glass cleaning)	Diluted in water ratio: 1:15 to 20ml for dusting mopping, 1:10 to 15ml for glass cleaning or as per requirements.

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R3	Glass Cleaning (all types of glass, windows, mirrors, and glass display cases)	Diluted in water Ratio: 1:15 to 20ml or as per requirement
R5	Air Freshener	Direct Use
R6	For W/C and Urinal Cleaning	Direct Use
R7 / Spiral	For Hard stains of floor	Diluted in water Ratio: 1:20 to 30ml or as per requirement
TR 101	For Carpet Shampooing	Diluted in water Ratio: 1:20 to 30ml or as per requirement
TR 103	For Carpet Spotting	Diluted in water Ratio: 1:20 to 30ml or as per requirement
D7	For Steel Polish Only	Direct Use

MATERIAL & USAGE:

Room Freshener (Ready to Use)	For Good Fragrance
Odonil Cubes and Sticks	To control the bad smell in WC and urinal area
EZE Mop Set	For dry sweeping the floor
Wet Mop Set	To mop the floor with water
Wet Mop Refill	Only the mop without rod
Urinal Screen Pad	To control the smell
Naphthalene Balls	To control the smell
Glass Scraper	To remove stains from glass
Scotch Bright	To scrub the wash basin & others
Nylon Scrubber	Used for scrubbing
Dustpan with Handle	To collect the segregated dust
Carpet Brush	To brush the carpet
Carpet Brush (Soft)	To brush the chairs and sofa
Spray Bottles	To spray cleaning agents, freshener
Hand Brush	To scrub the floor with hand
T-Brush (Soft)	To brush the staircase
T-Brush (Hard)	To brush the hard floor
Plastic Mug	To make dilution of cleaning agents
Plastic Bucket	To take water for mopping, etc.
Feather Brush or Static Duster	For dusting
Ceiling Brush	For high level dusting
Sponge (White or Yellow)	For cleaning delicate or light things
Face Mask	To protect from dust
Rubber Hand Gloves	Used while cleaning washroom
Rubber Hand Gloves	Used while dry/wet mopping
Thinner	To remove polish/paint marks
Caddy Basket	To carry housekeeping materials
Floor Squeeze	To squeeze the water from floor
Window Washer / Applicator	Apply cleaning agent to window
Window Wiper	To wipe the applied cleaning agent
Kitchen Squeeze	To squeeze the wash basin counter
W/C Brush	To clean the W/C
Garbage Bag (Small, Medium & Big)	To collect the garbage

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Materials to be supplies by Service Provider:

The Wall Mount Soap Dispenser of warranty of 2 years shall be supplied with Capacity of 500 ml, and operation with push button by IFMS service provider. In addition to this the vendor has supply spray bottles for the leg operated hand sanitiser machines as and when required in EY. No charges will be paid by MDL during the contract.

However, Services Provider shall supply Hand wash (equivalent to Dettol, Fem, Lifebuoy and Diversey) The hand wash should be supply & refill the dispensers regularly as per requirement. The charges for supply would be paid separately at actual as per PO rates in the BOQ.

Material is to be supplied as per BOQ with quoted rates shall be high quality standard (make to be approved) such that while using not harmful to humans in any case.

Services Provider to ensure that all brand-new equipment/machineries to be deployed at the site for housekeeping activities & it should be in good working condition during entire course of contract period.

Sr. No.	Equipment	Uses	Minimum Required Quantity	Penalty for non-deployment / Non-operational equipment (per equipment per month)
1	Battery Driven Ride on Scrubber	To Scrub & Vacuum the floor simultaneously	2	Rs. 8,000.00
2	Carpet Cleaner with Foam Generator Machine	For Shampooing of Carpet & Chairs	1	Rs. 5000.00
3	Manual Sweeper	To sweep outer area	2	Rs. 1000.00
4	High Pressure Jet Machine	To Wash Floors & Tiles	3	Rs. 3500.00
5	Single Disc Scrubber	To Polish the Marble Floors	1	Rs. 2500.00
6	Industrial Vacuum Cleaner wet & dry (Tank Capacity: 70 L)	To remove welding pieces, welding rods, small MS pieces etc. from the shops, Ship's units under construction.	2	Rs. 2000.00
7	Glass Cleaning Kit	To remove dust particles	20	Rs. 20.00
8	Wringer trolley/ Cleaning gear trolley	For easy cleaning of areas and better transportation of consumable material	30	Rs. 100.00
9	Wheeled Trolley 240L	For garbage transportation	20	Rs. 200.00
10	Wheeled Trolley 120L	For garbage transportation	20	Rs. 150.00
11	Telescopic rods with brush / mop / duster	To clean the areas at height up to 20 feet	10	Rs. 500.00

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MAZAGON DOCK SHIPBUILDERS LIMITED

12	Portable submersible Pumps /Monoblock of 1.5 HP	for Gardening activities	5	Rs. 200.00
13	03/04 Wheeled Trolley (manual operated customised trolley with attached water tank)	For watering of plants/lawns at remote locations	2	Rs. 1000.00
14	Drainage Rodding Machine	For routine cleaning of drainage lines	1	Rs.2500.00
15	Vacuum Cleaner (Dry & Wet) (27 L)	To remove the dust from the carpet and floor	5	Rs.1000.00
16	Electrically operated Walk Behind Scrubber cum Mopping Machine	To scrub and mop the Floor	3	Rs.7000.00
17	Aluminium Ladder (20 Feet Height-Rectangular Type)/ (Trolley type)	To cut tree branches & Cleaning in nominal height.	2	Rs. 200.00
18	Aluminium Ladder (10 Feet Height-Rectangular Type)/ (Trolley type)	To cut tree branches & Cleaning in nominal height.	2	Rs.100.00
19	Battery operated platform truck (Jumbo)	For material Movement	1	Rs.5000.00

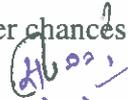
Note: Quantity of equipment given above are minimum requirements to carry out the work at all locations. This list of equipment's covered above are minimum resources. However, Service Provider can deploy machineries more than above mentioned quantity to do the work effectively. **Service Provider shall submit Monthly Equipment Operational Report to MTC-EY Executives for verification.**

Equipment Storage & Safety: By following these 3 simple rules employees can contribute to a safe, accident-free work environment:

- Take Adequate Time: No job should be done in unsafe and hurried manner.
- Correct Unsafe Conditions Immediately.
- Do It Safely the First Time: Every employee must do his/her job in a safe and correct manner.

This is the best way to prevent accidents While Using Machinery:

- Check the condition of the equipment.
- Check the cord for frays or missing insulation, especially near the plug.
- Do not operate the equipment if it needs mechanical attention.
- By operating an equipment which requires a repair, a person increases his/her chances of suffering from slips, falls, strains, burns and electrical shock.
- Equipment, which sparks, smokes or flames should be turn off immediately.
- Equipment's with loose connection or exposed wire should not be used. An appliance should be never unplugged by pulling the cord.


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Technical Specification of Equipment / Machineries to be deployed:

Sr No	Equipment / Machinery	Technical Specification
1	Battery Driven Ride on Scrubber Drier	Sweeping Capacity: 4800 Sq. M. /Hr., Working Speed: min. 6 km/hr., cleaning width: min 800 mm, Suction width: min. 1100 mm, Drive Motor Power: min. 750 Watt, F.W. Tank: min 120 L, collection tank: 120 litre. No. of brushes: 02 nos. The machine has to be for heavy duty application, preferably to operate continuously for min 4-5 hrs. back up. Drive batteries should have minimum capacity of 24V/320Ah. Drive batteries to be charged in normal 230V, 50 Hz input.
2	Carpet Cleaner with foam generator machine	Cleaning Capacity: min. 400 Sq. M. /Hr., Cleaning Width: 350-400mm, Fresh Water Tank Capacity: 9 Litre, Power Supply: 230V
3	Manual Sweeper	Sweeping Width with side broom: Min. 600 mm, Hopper Capacity: 40 Litre, Sweeping capacity: Min 2500 Sq. M. /Hr.
4	High Pressure Jet Machine	Max Pressure: 130 bar, Flow Rate: 630 LPH, Power: 3 KW, Motor: 1400 rpm
5	Single Disc Scrubber	Scrubbing Width: min. 400 mm, Brush Speed: Min 165 rpm, F.W. Tank Capacity: min. 10 L, Power Supply: 230 V, 1300 Watts
6	Industrial Vacuum Cleaner wet & dry (70L)	Air flow rate: 2 x 53 l/s, Vacuum: 225 mbar/ 22.5 kPa, Container capacity: 70 L, Max. rated input power: 2300 W, Frequency: 50-60 Hz, Voltage: 220-240V, Suction hose: 2.5 m
7	Wringer Trolley	Single Bucket, Capacity: 20 Litre
8	Electrically operated Walk Behind Scrubber cum Mopping Machine	Sweeping Capacity: Min. 1700 Sq. M. / hour, scrubbing width: Min. 400 mm, Vacuum Pressure: Min. 1000 mm of H2O, Power Supply: 230 V, Working Speed: 3.5- 4 km/hr., Fresh Water Tank: Min. 40 L, Dirty Water Tank: Min. 40 L.
9	Telescopic rods with brush / mop / duster	Telescopic rod 3 pieces (3 x 200 cm)
10	Portable Pumps	1.5 HP 230 V along with Pipes
11	03/04 Wheeled Trolley	Manual operated customised trolley with attached water tank
12	Drainage Rodding Machine	Suitable to clear the choke ups due to debris/sludge for depth up to 10 Feet & length 200 feet at least.
13	Safety gears	All PPE viz helmet, safety shoes, including safety goggles and gloves are to be provided to person working.
14	Workplace Sanitizing Machine (Battery operated)	Tank Capacity: 6 L, Battery Operated-10Ah L-ion, Effective Range - 3-8m, Atomization Volume- 650ml/min, Chemical-Silver Hydrogen Peroxide
15	Safety Belt	Branded (with calibrated) for working at height
16	Battery operated platform truck (Jumbo)	2 Ton capacity battery operated platform truck for material movement.
17	Vacuum Cleaner (Dry & Wet) (27 L)	Air flow: 65-70 L/s, Voltage: 220-240 V, Power: Min. 1300Watts, Vacuum: 20-22 kPa, Tank Capacity: Min. 23Ltr, with all accessories.

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CHIEF MANAGER (MTC, EY) Page 16 of 90

महागांव डॉक शिपबिल्डर्स लिमिटेड

MALAGON DOCK SHIPBUILDERS LIMITED

3. Scope of Work (SOW)

Part I

HOUSEKEEPING SERVICES

1. **Office premises:** Cleaning / Housekeeping of offices, staircases, lobbies, passages, lifts, terrace, toilets, urinals, and wash places in buildings located in the Yards.
Workshops / Stores: Cleaning / Housekeeping of Workshops, Ship Units under Construction/ Stores, Shop offices, toilets/ urinals/ wash places in Workshops located in the Yards.
2. **Open premises:** Cleaning / Housekeeping of Open premises i.e., internal roads / pathways, paved areas, Crane tracks etc. within the East Yard Yards and Alcock yard which includes both jetties of Angre wet basin and Submarine launch facility jetty.
3. **General Toilet Blocks Drainage cleaning:** Cleaning / Housekeeping of General Toilet Blocks located in above said premises of MDL's site office at Naval dockyard (Mumbai)

SCOPE OF SUPPLY:

MDL scope of supply (free of cost):

1. One no Cherry pickers, hydra, cranes and fork lift as and when required basis.
2. 01 No. Office Cabin for Executive/ staff
3. Electricity and water for Facility management services from nearest available supply point except water for washing of roads. Service Provider has to arrange suitable cable /switchboard for connecting electric supply.

Service Provider Scope of Supply:

1. Service Provider intend to provide extra Porta cabins for storage of materials and changing room for their staff, the open space will be provided by MDL subject to availability of space. The elevation of porta cabins should be matching to MDL's porta cabins placed in the yard
2. Service Provider has to make his own arrangement for movement of cleaning material / equipment inside MDL premises. Three wheel or 4-wheel towing cart or rickshaw to be arranged by them
3. All Material, Equipment, Tools & Tackles required for IFMS services.

DETAILED SCOPE OF WORK

-: Section 1: -

➤ **Cleaning of Offices, Workshops, Stores, Shop Offices, etc.:**

(Areas details of various Offices, Workshops, Stores, Shop Offices, etc. at various yards have been indicated separately at ANNEXURE – I to V)

Note: Housekeeping Services normally shall be provided from 0700 Hrs. to 1600 Hrs. from Mondays to Saturdays, with 1 hr. lunch break from 11:30 Hrs to 12:30 Hrs. Deep cleaning and weekly services shall be carried out on Saturdays. Manpower to be deployed as per Rate sheet attached with tender. If some offices/shops are closed on Saturdays, weekly services should be

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MAZAGON DOCK SHIPBUILDERS LIMITED

carried out on weekdays in consultation with concerned OICs. However, Service Provider shall provide housekeeping manpower in full on all days including Saturdays.

Daily Cleaning:

1. Disinfecting the floor areas, common areas including staircase, landings, skirting, dados, shelves and all nooks and corners. Removal of dirt, dust, waste paper, etc. and disposal of the same. These activities are to be carried out daily. Swabbing to be done with approved disinfectants and water. Cleaning and mopping of the staircases shall be carried out daily before the offices open.
2. Disinfecting, cleaning and mopping the floors with water, detergent and disinfectant to completely remove all dirt, stains, etc.
3. For cleaning of floors, passages in shops, canteens, Facility Manager shall ensure sufficient mopping machines. Most of cleaning work shall be carried out by Machine only and where area is not accessible to the machines, it should be done manually.
4. Cleaning of Units under Construction in workshops in EY and ALCOCKYARD.
5. Dusting & Cleaning of Door Mats.
6. All garbage bins are to be emptied and cleaned including the area around the dust bins.
7. Welding slag or dust to be removed by backpacked vacuum cleaners,
8. Cleaning activity shall be carried out as per SOP given.

Weekly Cleaning:

1. Window glass cleaning, window sliding /seal cleaning.
2. Heavy vacuuming of mats carpet.
3. Partition and glass cleaning.
4. Cleaning of terrace of every building.
5. Floors, tiles and corners scrubbing.
6. Washroom tiles and furniture - detailed cleaning / scrubbing.
7. Cob-web removal, Light fittings and fans, AC indoor unit body.
8. Venetian blinds.
9. Cleaning of offices/shops/ internal walls, partitions & ceilings (up to 20 ft. Height)

-: Section 2: -

➤ **Cleaning of Toilets/urinals /wash places in buildings and workshops (ANNEXURE- I to V):**

Daily Cleaning:

1. Floors & tiled portions of walls, disinfection of MS/stone/brick partitions by washing with water & detergent disinfectant on regular basis.
2. Urinals, water closets, wash basins, etc. shall be thoroughly disinfected with cleaning agent and remove blockages, if any. Urinal Screen Pads shall be provided in each & every urinal pots and it shall be changed every month. The detailed list of Urinal Pots pertaining to East Yard is given in this. The Naphthalene balls shall be provided in wash basins and change it as soon as it is sublimed.
3. Mirrors & glasses of doors, windows will have to be wiped with approved glass/ mirror cleaning agents.
4. Sanitary fittings such as flush tanks, towel rods & other fittings are to be wiped with approved cleaning agent.
5. Toilets shall be kept disinfected and hygienic with absolutely no stink. They are to be washed (disinfectant) mopped and wiped three times a day. They should be checked every day.
6. Toilet paper rolls should be provided in the Toilets of office buildings.

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7. Cleaning activity shall be carried out as per SOP given.

Weekly Cleaning: (To be carried out on Saturdays).

1. Window glass louvers cleaning.
2. Light fitting cleaning.
3. Removal Foot Stains etc on Floors, tiles and corners scrubbing.
4. Cob-web removal.
5. Cleaning of internal walls & ceilings.

➤ **Cleaning of staircases, lobbies, passages and terraces (ANNEXURE – I to V):**

Daily Cleaning:

1. Cleaning and mopping of staircases, lobbies and passages.
2. Removal of trash and dump into garbage enclosure
3. Cleaning of railing
4. Cleaning of lift cabins, lift doors, etc. by approved stainless steel polish.
5. Dusting of Lift cabin carpets.
6. Cleaning activity shall be carried out as per SOP.

Weekly Cleaning: - It is to be carried out on Saturdays.

1. Window glass cleaning
2. Cleaning of terraces
3. Heavy vacuuming of mats carpet.
4. Light / fans cleaning, Cob-web removal.
5. Floors, tiles and corners scrubbing.

-: Section 3: -

➤ **CLEANING / HOUSEKEEPING OF GENERAL TOILET BLOCKS (ANNEXURE-IV)**

Scope of Work:

- Floors & tiled portions of wall, MS/stone/brick partitions are to be disinfected by washing with water & detergent disinfectant on regular basis.
- Urinals, water closets, wash basins, etc. shall have to be thoroughly disinfected daily with approved cleaning agent like Diversy/Ecolab or equivalent.
- Urinal Screen Pads shall be placed in every Urinal Pots of all General Toilet Blocks. The same shall be changed monthly.
- Mirrors & glasses of doors, windows will have to be wiped with approved glass/mirror cleaning agents.
- Sanitary fittings such as flush tanks, towel rods & other fittings are to be wiped with suitable cleaning agent.
- Toilets will have to be kept disinfected and hygienic with **absolutely no stink at all times**. Floors are to be washed (disinfected) mopped and wiped. These should be checked every day for any damages, etc. requiring special cleaning or repair. Thorough cleaning & disinfecting shall be carried out four times a day around 07:00, 10:00, 13:00 and 15:00 hrs.
- Continuous Manning: - As per EY-MTC Executive's instructions, Service Provider shall provide One/Two attendants throughout the shifts (i.e., 0700 Hrs. to 16:00 Hrs.) per toilet block at major locations such as in CAS, C-shop, A-shop, 1st floor & behind Reclamation building, and Jetty of SSA workshop and at Commercial –EY. If required may called in 2nd shifts also.
- Cleaning times/schedules should be displayed at all toilets Blocks.
- Precautionary signage to be placed by the Service Provider while carrying out the work.

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माझगांव डॉक शिपबिल्डर्स लिमिटेड

MAZAGON DOCK SHIPBUILDERS LIMITED

Section :4

> SCOPE OF WORK FOR CLEANING OF STORM WATER DRAINAGES AND SEWAGE DRAINAGES:

- Cleaning of Storm Water Drainage (SWD) line and Sewage drainage lines in the Yard.
- Four nos. of drainage assistant / personnel should be deployed for day-to-day work in the given housekeeping manpower. Material/Equipment e.g., drainage cleaning rod with suitable rodding machine, High Pressure Jet Machine, solid bamboos etc. required for removing choked drainages should be kept available in sufficient quantity for clearing the work immediately.
- Contractor shall clear Septic tanks in the yard by suction machine, minimum twice in a year or as & when instructed. IFMS Service provider shall provide Suction & Water Jet machine, as & when required, for cleaning of drainages. Payment for services using Suction & Water Jet Machine would be made separately after its successful completion.
- Contractor should ensure that all drainage lines in the premises in the yard, in shops, in and around buildings and should be free from any blockages all the time.
- If any choke / blockage found in the drainage line, it should be immediately cleared by the contractor.
- Thoroughly cleaning of storm water drainage and sewage drainage lines in every Six months and also as and when required. Before cleaning of drainage, inspection of chambers, sewer trap chambers and gully trap chambers should be carried out. Machinery like Suction machine, rodding machine, high pressure jet machine, any other latest equipment may be utilized for carrying out the work effectively. After removing of waste/mud by suction machine from septic tank, drainage line, the waste/mud/sewer etc. should be taken out of MDL and disposed of by the contractor. However, mud/soil removed from drainages through regular activities can be dumped in MDL's Mud/Soil Bin. Use of manpower should be minimized and limited to only where mechanically not possible.
- While carrying out the work, Contractor should ensure safety of the working personnel giving them proper safety gears.
- During working, if any damage in the drainage line / chambers is found, it should be immediately brought to the notice by the contractor to concerned user dept.
- If any damage to the drainage line / chambers is done by the contractor while on working, it should be immediately repaired by the contractor from his own cost.
- It is quite possible that some chambers may not be visible due to construction of road, structures etc. In-spite of this, the contractor should ensure thorough cleaning of sewage/storm water lines.
- The approximate no. of chambers, Septic tank are as follows:
 1. Approx. No. of Sewage chambers=38
 2. Approx. No. of Storm water chambers= 46
 3. No. of septic tanks= 3 nos.
 4. Storm Water Line (Grilled cover) = 238Approx. Mtr.

Sr. no	Location	Chamber (1)	Chamber (2)	Chamber (3)	Chamber (4)	Chamber (5)	Chamber (6)	Chamber (7)	Chamber (8)	Total length (In MT.)
1	D2 and C=shop (distance between chambers)	14	2	16	7	8				47


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2	Reclamati on building	0.3	1	0.66						1.96
3	Gen toilets	5	5							10
4	D1to NSB	20	8	19						47
5	D shop	6	0.3							6.3
6	MMP	18	13	6	6	8	7			58
7	SSA	4.5	3							7.5
8	SSA south side	0.5	0.5	1.5.	1	1	1	11	7	22
9	SSA restroom	4	1	1	3	3	20	15		47
10	Jetty	4	4	5	0.3	5	1			19.3
										266.1

Sewage Line Chambers in EY:

The measurements are approximately, IFMS service provider shall measure and quote accordingly. After getting contract if the area is differed from its measurement in the bid, shall not claim any extra amount.

PART 2:

GARDEN MAINTENANCE

Scope of Work:

1. Creation of New Gardens: At present, the existing gardens in MDL would be covering an area of approx. 130 Sq. Meter in various locations in the yards. Some of the existing gardens are old and hence would require revamping. In addition to this, certain additional area may also be brought under the gardens at different locations in the Yards. The additional areas for gardening may be created on the ground, or walls or as vertical gardens or on terrace. Contractor has to provide manpower and expertise, all tools and tackles, equipment like lawn mowers, sprinklers, etc. required for creation of gardens. All the activities right from preparation of land/soil to plantation and successful growth are part of this activity. Consumables (Red earth, manure, fertilizers, saplings, plants, lawn carpet, trees pesticides, etc.) for creation of gardens will be provided or paid separately by MDL at actual basis. Contractor has to develop the gardens as per instructions of MDL and payment would be made on actual basis.

2. Maintenance of Normal Gardens and Terrace Gardens: This activity includes maintenance of lawns, plants, pots by way of watering, trimming, mowing, weeding, cleaning and providing manure, loosening of soil, spraying of insecticides, holograms (MDL or East yard) etc. Presently, area covered under this contract is approximately 200 Sq. m. spread over EY and Alcock Yard. The approx. 130 Sq. M. Gardens may be created / revamped progressively at various locations. In all, max. 200 Sq. M. area of gardening would have to be maintained. The above area may increase/decrease as per the requirements of the company and Contractor will be paid on pro-rata basis every month for the actual area maintained during the month. Salient activities in respect of maintenance of Gardens are listed below. However, it is Contractor's sole responsibility to ensure proper maintenance of gardens.

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MARATHI DOCK SHIPBUILDERS LIMITED

a) Watering:

- i. All the garden area shall be watered twice a day making proper adjustments for different environment, site and seasonal conditions.
- ii. Sprinkling of water over the leaves of hedges and border plants shall be done to ensure removal of dust from leaves to give tidy appearance.
- iii. Care should be taken that watering does not expose the plants roots and cause erosion of soil.
- iv. Contractor shall arrange portable pumping unit for speedy & effective watering of the gardens.
- v. Contractor shall bring one mobile water tank fitted on two-wheeler or three-wheeler trolley for watering on road sides.

b) Weeding, Cleaning and Trimming:

- i. All garden areas shall be kept free of weeds throughout the contract period.
- ii. Rubbish/litter/leaves, etc. shall be removed from garden areas to keep it clean at all the times.
- iii. Contractor shall do proper top dressing, rolling and periodical hand cutting & machine mowing of lawns during maintenance period in order to bring and maintain the lawn in perfect green, thick and springy carpet of turf.
- iv. All the bushy plants, shrubs, etc. in the garden area shall be trimmed and shaped properly.

c) Loosening of Soil:

- i. Loosening of soil surrounding the plants and trees, wherever deemed necessary.
- ii. Levelling of soil/ground in way of garden as required.

3. (a) Maintenance of Pots: There are approx. **650 potted** plants exist at different locations in the Yards. These pots shall be maintained by loosening the soil and replanting the plants, cleaning, watering, trimming, putting the fertilizer and giving insecticide treatment as and when required for the proper growth and nourishment of the plants. Periodic painting with geru/colour shall be done. Some pots shall be kept always ready for temporary decoration as per MDL requirement. Payment shall be made by MDL on pro-rata basis for number of pots maintained by the Contractor during the month. Any other allied work as per instruction of EY-MTC Executive should be attended by the Contractor.

However, in case bidder would like to provide any additional category of plants with pots not covered in the above list on rental basis, the same may be supplied subject to mutual agreement between MDL User Dept. and the Contractor without any additional cost implication to MDL.

4. General Conditions for Gardening activities:

- Supervisors and Workmen deployed by the contractor for creation/maintenance of gardens shall be well conversant with the garden maintenance techniques, periodical and seasonal requirements varying from plant to plant in respect of gardening and also possess knowledge of treatment of soil / use of particular fertilizer/manure for the development of garden, etc.
- The tools & tackles like ladders, drums, trollies, dustbins, sprinklers/spraying equipment's, lawn mowers, pipes, shovels, brooms and any other material required for gardening, tree trimming, grass removal etc. needs shall be brought by the Contractor.
- Water points with adequate pressure may not be available at all locations/gardens. Hence, Contractor shall arrange portable pumping unit with vehicle /water tanker for speedy & effective watering of the gardens.


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- Water & electricity shall be supplied by MDL free of cost at the nearest available point. However, the necessary pipe fittings & electrical cables shall be in the scope of the contractor.
- Schedule of activities to be carried out daily/weekly/monthly/Seasonally /randomly shall be submitted by the contractor within 15 days from start of the contract.
- Activities should be carried out as per schedule finalized by MDL (EY-MTC). Payments will be made by MDL based on the actual quantity of work done.
- The duty hours for gardening shall be 0700 Hrs. to 1600 Hrs. from Monday to Saturday.
- Supervisor shall report on progress of the work to EY-MTC on regular basis.
- Contractor shall work on holidays and Sundays, if necessary, as per instructions of the concerned EY-MTC Executive, for which extra payment shall be payable as per the order.
- Contractor shall ensure that at all times, workmen appointed by the Contractor to serve in the premises are physically fit and free from any disease, injury or illness to ensure healthy, hygienic and clean services.
- Contractor shall provide uniforms to all the workmen with the name of their company at the back of the uniform. Contractor shall also provide rain gears during the monsoon.

5. Deployment of Manpower:

For maintenance of existing gardens, Contractor shall deploy on daily basis, 4 Nos. Gardeners. For maintenance of terrace garden at D1 building, Contractor shall deploy a pair of gardener and labour from the above total manpower.

6. Supply of Material:

The supply of material or equipment or machineries as per specifications mentioned in this SOW. If specifications are not matched with supplied material by IFMS vendor, the material shall be returned to the vendor. The Inward challans which are endorsed MDL's security to preserved till the completion of work order to withdrawn from MDL. If challans are not available, the material or equipment will not allowed to out from MDL.

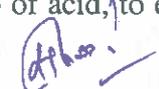
7. (a) Removal of Unwanted Growth of Grass Plants, Bushes, Etc in open premises in EY and SSA surrounding area includes Jetty

The removal of Unwanted Growth of Grass, Plants, Bushes, etc. shall be carried out at all the compound walls, buildings, surrounding of dry docks and open areas of EY and Old Alcock yard workshops and. This activity shall be carried out two times in a year i.e., approximately once in six months. Any growth between two services shall be attended free of charge by the contractor. Every service shall be commenced within seven days of notice from EY-MTC. Contractor has to bring chemical /pesticide/Acid/ required to stop regrowth. The wastage generated out of this activity shall be properly disposed of into the designated bins.

(b) Removal of Wild Growth / Vegetation/ Maintenance/Trimming of Trees: (EY and Alcock Yard)

Removal of wild growth / vegetation on all buildings in EY and Alcock Yard. After removal of vegetation, the roots shall be destroyed by its removal or with the help of acid, to ensure that the vegetation is not grown again.

This activity shall be carried out as and when required with the help of Cherry Picker lift provided by MDL. The necessary safety precautions shall be taken while carrying out above


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activity, so that it does not damage the MDL property or personnel. The payment for removal of wild growth / vegetation will be done per wild growth/vegetation/plant removed in a month.

8. Statutory requirements/permissions: Contractor shall obtain all permissions, as & when required, from government agencies viz. MCGM, Tree Authority Department, State Government, etc. for trimming & transportation / disposal of cut trees.

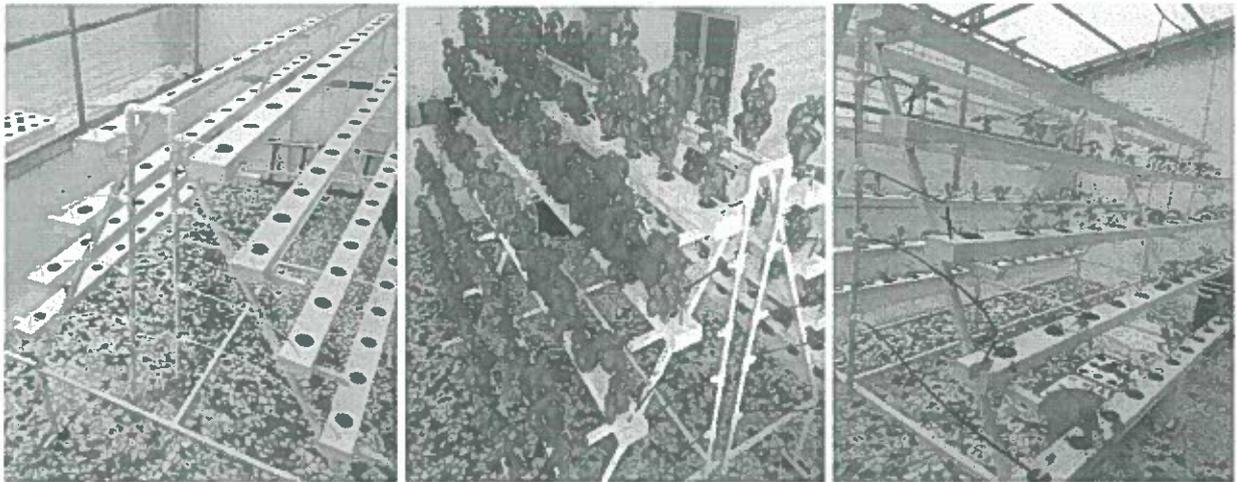
9. Disposal: Disposal of Cut tree / branches shall be done by the Contractor outside MDL premises at his cost and risk following all statutory requirements. Disposal of trees fallen naturally or due to rains/storms etc. is also the responsibility of the contractor as a part of this contract and contractor shall comply with disposal of the same as indicated above following all statutory norms. Payment for trimming of trees and disposal of trimmed trees / fallen trees will be allowed only after disposal as explained above.

10. Provision of Manpower on Sundays / Holidays: Contractor shall provide manpower on Sundays/ holidays for garden maintenance as per the requirement of EY-MTC Dept. The work will be limited to certain occasions & areas only, which will be intimated in advance. Payment will be made as per man-day basis as per order.

11. Supply of Gardening Material: List of gardening materials mentioned in the rate sheet. Contractor shall supply gardening materials as per the requirement of EY and ALCOCKYARD and may be required at South warf of Boats at Naval Dock yard MDL. Payment for supply of material will be made at actual as per accepted rates in the order.

Note: The plants (in BOQ) height minimum 1 feet (as height is measured from top edge of the Pot from soil) wherever height is not mentioned. While doing vertical gardens there will not gap observed between pots such that plants are to be covered that to appear pattern or design.

12.A frame Hydroponic System



Features

- Double layered NFT channels to maintain water temperature and reduce evaporation.
- Openable lid for easy cleaning and maintenance.
- MS powder coated frame with modular design.

Operating condition

- Balcony, Patio or Garden. Under Poly house or shade net or transparent sheet with partially shaded sunlight.
- Away from rain is better.
- Maintain water temperature below 28°
- Maintain pH levels between 5.5- 6.5.

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माझगांव डॉक शिपबिल्डर्स लिमिटेड

- Level adjustment legs for maintaining uniform water level.
- Provision to add movable rollers.

- Atmospheric temperature max. 35° C and Humidity max. 70 % for good results.

12. Recommended plants

- Green Leafy: Lettuces, Spinach, Amaranth, Coriander, Cabbage, Bok choy, Parsley, Celery, Kale
- Herbs: Basil, Chives, Mint, cilantro, dill, oregano, rosemary, thyme, Sage, stevia, pepper mint, lemon balm.
- Indoor plants: Devil's Ivy, Arrowhead plant, Philodendron, Peace Lily, Female Dragon, Dumb Cane/Leopard Lily, Chinese Evergreen, Spider Plant

Specification

Sr No	Particulars	Number of plants (No's)	Size LxWxH (feet)	Energy Consumption (Unit/month)	Production (Kg/Month)	Plant spacing
1	A frame Hydroponic System	224, 7 Levels	10x6.5 x7.5	25	35	7.5 Inch

Note:

GST additional at 12%. Delivery charges additional.

Energy consumption mentioned above is maximum. Production quantity may vary depends on type and variety of vegetable.

Scope of Supply: NFT channels, supporting structure, Net pots, inlet and outlet plumbing, Reservoir, Submersible pump, Nutrients, Coco pith disc, Nursery Tray.

ANNEXURE			
Sr No.	Item	Description	UOM
1	NFT Channels	100x 75 mm or 100x55 mm uPVC, Openable	PCS
2	End caps	100x 75 mm or 100x55 mm uPVC material	PCS
3	Net Pots	2 inch or 3-inch, PP material	PCS
4	Inlet Plumbing	1/2 Inch uPVC	SET
5	Outlet Plumbing	¾ Inch uPVC	SET
6	Pump	Submersible 35 W	PCS
7	Tank	50/100/200Ltrs	PCS
8	Supporting structure	MS Powder coated. Modular	SET
9	Fasteners	HDG M8	PCS
10	Height adjustment legs	SS, M10	PCS
11	Nursery Tray	104 model	Set
12	Consumables	uPVC Solvent, 100 ml	PCS
		Teflon Tape	PCS
		Cable tie	PCS
13	Nutrients	Tri part , 500 g each, Master Blend	SET
14	Coco pith Disc	30 mm, Jiffy brand, 100 PCS	PCS
15	Clay Balls	Size: 8-15 mm, 5 Litres	SET

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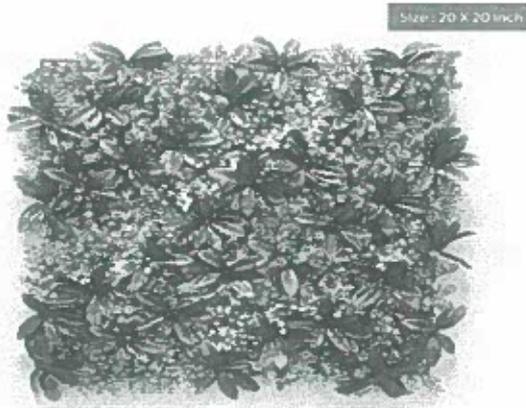
CHIEF MANAGER Page 25 of 90

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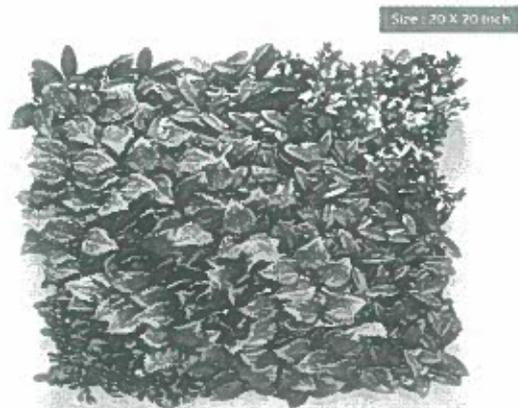
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13. Artificial Garden and their pattern for reference:

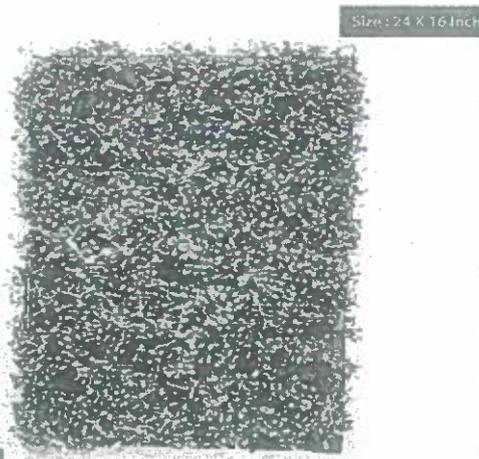
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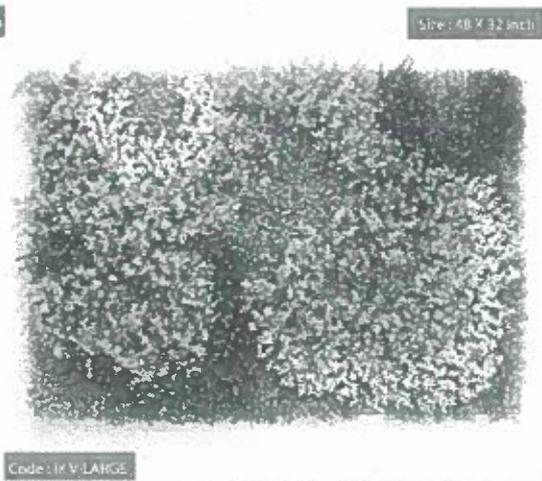
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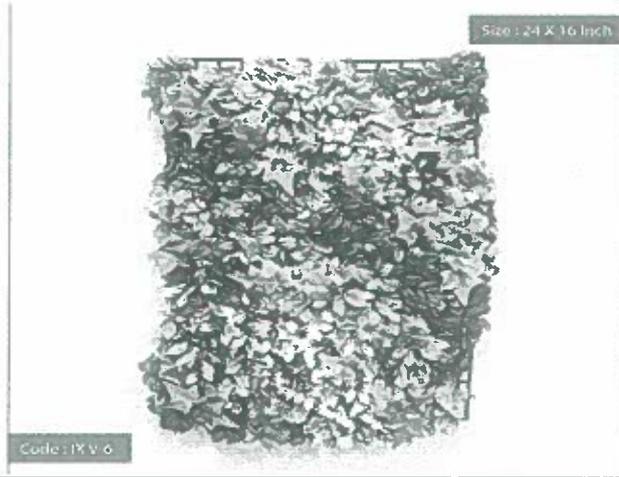
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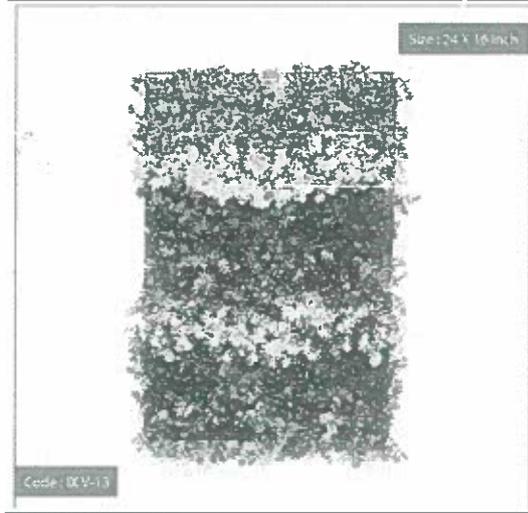
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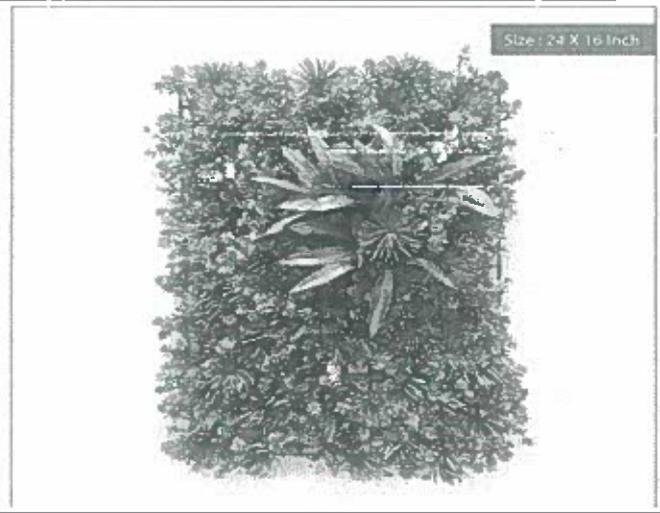
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The above patterns under reference shall be quoted as per BOQ given in this tender.

Specifications:

- UV resistant
- Eco-friendly
- Virgin plastic
- Warrant and Guarantee of colour -3 years
- The thickness of the plastic
- Antibacterial
- Thickness 50mm of each leaf or flowers


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Page 27 of 90

PART 3

PAINTING ACTIVITIES:

Scope of work:

VVIP's visits East Yard, as planned by higher authorities, hence it is required to keep East Yard ready for VVIP's visit. Accordingly, IFMS entire housekeeping manpower shall carry out as and when required painting activities as per instructions of MDL Executive. If work demands the entire IFMS team shall execute as and when allotted to this job.

The spray painting is preferred in night shift, so incumbent should be able to do in night shifts.

The following activities to be performed by painters and associated team of IFMS.

1. Wood polishing
2. Metal painting
3. Floor Painting
4. Interior painting
5. Exterior painting
6. Polishing and finishing of any material
7. Peeling.
8. Chipping
9. Applying and levelling of wall putty POP or equivalent material
10. Applying of primers (Zi chromite epoxy red oxide)
11. Painting of distemper
12. Spray painting
13. Metallic painting
14. Letter writing along cursive letter writing (able to write French letters)
15. Texture painting
16. Associated activities before and after painting like mixing of paints and scrapping of paint material.

Qualifications of Painters: Painter should have minimum 3 years of in hand experience.

The IFMS service provider shall supply High skilled painters-3 no's during this contract.

The painting services to be done in areas of EY and Alcock yard for Building and structural surface areas as and when required in Naval Dock or Mumbai wherever MDL site is established in Mumbai. And also, as per instructions of MDL executives.



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CHIEF MANAGER (MTC-EY) Page 28 of 90

भारतीय नौक शिपबिल्डर्स लिमिटेड

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PART 4

PEST CONTROL

Pest Control Treatment at EY and Alcock Yard MDL

SCOPE OF WORK

- i. **RODENT TREATMENT SERVICE.** The treatment is for the management of rodents i.e., rats, mice, bandicoots at MDL Factory Premises in EY, and Alcock Yard

Rodent Bait:

- For outdoor control, Roda Boxes to be placed external of the bldg. or Shops by contractor. Rode bait to be placed inside Roda box. Contractor must monitor Roda Boxes Once in Fortnight. Rode bait will NOT be used inside any building or facility.
- For indoor control of rats and mice, Trubble Gum™ Glue boards or multi-catch wire traps will be used. The placement of the glue boards or wire traps will be along the walls in all areas, close to doors and other openings into an area from where rats and mice are likely to enter inside the building. Spacing of these devices will be determined on practical feasibility, upon inspection. Frequency: Once in Fortnight to monitor activities on the bait stations and Trubble Gum™ Glue boards. Above Services to be carried out TWICE in a MONTH. Dead rodent to be removed & area to be cleaned to avoid obnoxious smell.
- The firm has to ensure that the entire premises is free from rodents. The frequency of rodent treatment is fortnightly (twice a month). If necessary, the firm has to provide additional services free of cost if need arises." The damaged Roda Boxes to be replaced immediately with new boxes.
- If any need arises to provide additional services, the same should be provided without any cost to MDL "

ii. **MOSQUITO CONTROL SERVICE.**

The Mosquito Control Service to be provided in Open Space & Workshops at MDL Factory Premises in EY and Alcock Yard.

Residual Spraying: - Indoor residual spraying is used for vector control in anti-malarial pogroms and, one of the measures employed to prevent halt or retard the spread of drug resistant malaria. Indoor residual spraying to be done in all offices, workshops, staircases with stagnant water etc. in East Yard and Alcock Yard with suitable chemicals to terminate mosquito breeding. In some instances, the under sides of furniture, outside caves and porch may also require treatment. Residual spraying it is defined that application of an insecticide having the property for a long residual effect in some liquid forms, which on drying, leaves a crystalline deposit on the sprayed surface. On coming into contact with the sprayed surfaces mosquitoes are killed by absorbing a lethal dose of insecticide. Mosquito resting-places are the primary sites in the house for treatment. Residual spraying to be done on staircases, corners etc.

Space Spraying (Fogging): Space spraying is defined as the dispersal of flying mosquitoes by contact with insecticides. The objective of space spraying is to prevent mosquitoes from

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CHIEF MANAGER (MTC-EY)

माझगांव डॉक शिपविल्डर्स लिमिटेड

Page 29 of 90

biting human being. Scope of space spraying includes outdoor space application of adulticides. Outdoor application equipment may be so directed as to permit the spray to enter in to houses and other building, kill resting and flying mosquitos found there.

Space spraying to be done in evening only in open spaces, in shops etc. Fogging should be carried out ONCE in a WEEK during monsoon season (i.e., FOUR times in a Month from June to September) and TWICE in a MONTH for remaining months (October to May). Fumigation is to be done in following areas Open spaces in EY and Alcock Yard.

The machine & pesticide used for FUMIGATION should have following specification:

The machine used should be German Make IGEBA - T35 or Equivalent (Heavy Duty).

The Tank Capacity (Pesticide + Diesel) should be 4-5 litres.

The Pesticide used for Fumigation should be PYRETHRUM (ADULTICIDE) or Equivalent.

The mixing proportion of Pesticide with Diesel (solvent) should be 50 ml: 1.0 litre. i.e., 200 ml of Pesticide should be mixed with 4.0 litres of Diesel to generate SMOKE/FOG or gaseous fume.

The Capacity of fuel tank (Petrol) to run the machine should be adequate to fumigate the entire Pesticide (200 ml of Pyrethrum or equivalent approved pesticide & 4 litres of Diesel) in a one stretch.

If any need arises to provide additional services, the same should be provided without any cost to MDL ".

The IFMS Service Provider shall deploy **at least 02 no. Fogging Machine** stationed at MDL during the course of contract, for carrying out the work in efficient manner.

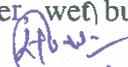
iii. HONEYCOMB REMOVAL:

The IFMS Service Provider shall remove Honey Combs from Building Premise, Workshops, Cranes, Trees or wherever found / instructed by EY-MTC Executives. The area shall be vacated before carrying out the activity. Smoke method to be used by firm, preferably without killing of bees. This process to be done after sunset i.e., after 6pm. After making sure that the hive and nearby area is free of bees, remove the hive and dispose it off.

Note: As the activity involves working at height, proper safety precautions shall be taken during the activity by wearing protective clothing while dealing with honey bees, swarms, hives, trapped bees or even supposedly dead bees. Thick sweats, long sleeves, thick gloves and protective headgear should be worn. The work shall be completed within 48 hours after intimation of the complaint.

iv. Cockroaches & Ant treatment:

The treatment is for the Cockroach and Ant Treatment inside East Yard and Alcock yard. This Service is recommended for control of Cockroaches and other house hold pests such as Fruit Silverfish, Red & Black Ants., etc A Gel having micro-dose-baiting technology to provide long-term results to be used and must be safer, clean, odourless, discreet, eco-friendly and highly effective. To control cockroaches, spraying must be done in manholes of drainages in once in four months. All flats of Buildings including Passageway and Staircases are to be treated once in every FOUR MONTHS. Firm has to ensure that all floors are free from Cockroaches and Ants by providing effective Pest Services which are eco-friendly. Firm Should use only approved Pests by Competent Authority. THREE Services are to be provided per Year Per Floor. If any need arises to provide additional services, the same should be provided without any cost to MDL. The solution of pest control in organic to prevent the wood borer, weevil, termite bird netting mosquito janthunashak disinfectant services are required.


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v. Bed Bugs Control: The treatment is for the Bed Bug Control inside East Yard of MDL

BED BUG (*Cimex lectularius*) is a cosmopolitan pest that is often found in human habitation. They are mainly active at night and hide in cracks and crevices in walls, beds and furniture and along the folds of mattresses and upholstery during the day. Firm has to make house free from bedbugs. This service shall be provided at infested area as and when required. Execution of treatment, regular monitoring shall be done by firm to keep infected area free from bedbugs during entire contract period. The infected area due to bed bugs shall be taken under control by the firm for 1 year.

vi. Termite treatment by Spraying:

ANTI TERMITE TREATMENT-BYSPRAY METHOD –One exhaustive treatment once in 2months by Spraying Oil based chemical to the doors, wooden windows, wooden partition walls, wooden cupboards, Furniture, in areas listed in SOW.

No of services for 2 years are 24.

D) Termite & White Ant Treatment: Termite Treatment in MDL Factory Premises (Buildings in East Yard and Alcock yard)

- a) Treatment to wall and floor junction: Holes of 12 mm dia. And 30 cm apart will be drilled along the inner junction of wall and floor in the entire ground floor premises. Water based chemical emulsion will be injected under pressure into these holes, to create a barrier against termites. If the building is on stilts, holes shall be drilled along the column sides at ground level.
- b) Treatment to soil under floor: On the ground floor; if the cracks are noticed because of construction joints, expansion joints or shrinkages, the soil below floor needs to be treated. Holes of 12mm dia. 30cms apart will be drilled along the cracks only & water based chemical emulsion will be injected.
- c) Treatment to wooden fixtures: Holes of 12 mm dia. will be drilled at the base of wooden members such as window frames, door frames inset in the flooring and water based chemical emulsion will be injected. This treatment will be done on floors (except basement/terrace). An oil-based chemical will be sprayed on all the wooden infested by termites within the premises.
- d) Treatment to termite tubes: Visible and accessible shelter mud tubes will be removed and the infested area treated with water based chemical emulsion. This treatment will be done on all floors.
- e) Treatment along the external perimeter of the building: Trenching or drilling holes along the external walls of the building (similar to stage a mentioned above) will be carried out to create a continuous chemical barrier around the building. It will be the responsibility of the firm to maintain all concerned offices free from TERMITE & ANT. Any additional services required is to be carried out by the firm without any additional cost to MDL within the contract period. Pest Control Work & Periodic inspection as per Pest Control Standard guidelines should be carried out.

Inspection: Quality and quantity of work will be checked and inspected by EY-MTC Executive. IFMS Service Providers shall carry out the work as per instruction of EY-MTC Executive.

General Terms & Conditions for Pest Control Services (EY and Alcockyard):

- Contractor must visit & understand the area where the work will be carried out viz. in buildings, shops, open areas. Contractor shall visit the site regularly, provide supervision and ensure that all the jobs are attended as per the contract terms & conditions. The firm shall control, supervise and

monitor all the activities including manpower and also give the feedback or status of the same to the officer in-charge on regular basis.

- Firm shall depute at least 3 nos. pest control specialist as per pest control scope & schedule having pest control experience.
- Firm shall depute separate manpower excluding housekeeping manpower.
- The firm has to ensure that their employees wear uniform with their company logo.
- All services are to be provided as per convenience of office & workshop in charges.
- Contractor's performance shall be decided on the basis of the factors like regular site visits by the contractor, response of the contractor, timely delivery, quality of work performed, upkeep, user's requirement, effective work practice, resource and attendance of manpower, quality of material used and overall performance towards the output/results.
- MDL reserves the right to get the services only upon site conditions and user requirements. MDL does not guarantee to get services or execute / consume the PO quantity. It is entirely in the purview of EY-MTC to execute the services on need basis.
- Any dead animals like rats, cockroaches etc. are to be disposed of by contractor.
- Please note that all chemicals used shall be of approved, high quality of reputed make as approved by MDL
- Damage to floor, skirting, steps, platform, fittings, paintings, polish, etc. should not occur. In case of any damage to MDL properties, the cost of making good the same & cost of any loss consequent to the damage will be recovered from the contractor's bill.
- Checklists and records of the work to be carried out to be maintained by firm in a prescribed format mutually agreed by the firm & MDL. The format mutually agreed should be signed / certified by User Dept. for Building Floors and shops for the work done. For Open area, EY-MTC Executive will certify the work done in the prescribed format.
- Service Provider shall hold valid Licence to stock & use insecticide for commercial pest control operations issued by Agriculture Dept./Govt. Statutory Body and to be submitted to MTC-EY dept.

• **LIST OF BUILDINGS IN EY and Alcock yard:**

D1 (G+6 floors) D2 (G+4 floors) Reclamation building(G+6), NSB (G+7 floors) SIF and terraces of each building and CISF rooms
SSA (4 floors) and Worker locker room building (3 floors) Old power housebuilding adjacent to SSA and worker locker building in Old Alcock yard.

LIST OF SHOPS IN EY:

A-shop, B-shop C-shop and D-shop, CAS and MMP, SSA and Old Alcock yard Shops and Submarine launch facility area and Drydock in C-shop.

	AMC for 2 Years	
Sr.No.	Activity/Period	Activity area
1	Anti-Termite Treatment - By Spray Method Once in a Month Area per service= 39285 Sq. Mtr.	As per detailed list 

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CHIEF MANAGER (MTC-EY) Page 32 of 90
माझगांव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

2	Anti-Termite Treatment - By Drill Method Once in a Six Months Area per service= 21945 Sq. Mtr.	As per detailed list
3	Rodent Control: Twice in a Month Area per service= 54805 Sq. Mtr.	As per detailed list
4	Mosquito Control - Spray: Once in a week (June to Sept) Once in 15 days (Oct to May) Area per service= 58555 Sq. Mtr.	As per detailed list
5	Mosquito Control - Fogging: Once in a week (June to Sept) Once in 15 days (Oct to May) Area per service= 43115 Sq. Mtr.	As per detailed list
6	Cockroach Treatment: One time in a Month Area per service= 24235 Sq. Mtr.	As per detailed list
7	Bed Bugs Control Once in a Month (for 6 porta cabins) Area per service= 180 Sq. Mtr.	As per detailed list

Sr.No.	Location	Approximate Area (Sq.M)
1	Work Shop A	1330
2	Work Shop B	2950
3	Work Shop C (Including Power House)	2050
4	Work Shop C (Dry Dock & Pontoon)	1360
5	Underground W/s C Basement	950
6	Eng. Work Shop	360
7	Work Shop D & Back Side	800
8	Worker Changing Room (Ground & 1st Floor) & Back Side	200
9	Pontoon	1250
10	CAS Shop	2500
11	CAS Shop South Side (all 16 rooms)	320
12	CAS Shop North Side (all 16 rooms)	320
13	Store Complex Building	5700
14	Alcock Yard Workshop	6000
15	Detail Shop	1490
16	Alcock Yard New SSA WORKSHOP	9900
17	Alcock Yard New SSA Office Building (SSA office South Side & North Side)	2650
18	Alcock Yard New Rest Room	750

SUBHASH S. THEPANE

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड) Page 33 of 90
CHIEF MANAGER (MTC-EY)

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19	Kasara Basin	1500
20	Pipe Shop EY (Old & New Pipe Shop)	4400
20	Surrounding of Mughal Dry Dock	2000
22	D1 Bldg. (G+5 Floor)	1500
23	D2 Bldg. (G+ 4 Floor)	1200
24	Reclamation Building (G+7 floor)	3000
25	New Store Building (1st Floor to terrace Floor - SIF)	1530
26	Porta Cabin at Mughal Dry Dock, Richy Dry Dock, Wet Basin: Approx. 85 nos. X 30 Sq. Mtr	2500
27	Wet Basin North Side area	800
28	AC work Shop	50
29	Pump Room	20
30	Hydraulic Clean Room	170

List of Certificate / Documents required to be submitted by bidder in technical part

Maintaining the Standards by using chemicals certified by only following bodies.

1. **WHOPES (World Health Organization Pesticide Evaluation scheme), CIB (Central Insecticide board and BIS (bureau of Indian Standards.)**
2. License to stock and use insecticide for commercial pest control operations
3. All PPE are to be provided person working for the said job.
4. Adequate methods and protection to be employed during pest control treatment in confined space. MDL shall not be responsible for any ILL effect due to contact with pest control products.
5. Site visit is mandatory.
6. If any complain after completion of the job then the firm has to redo the job without any cost implication and delay in the time.

a) ANTI TERMITE TREATMENT

1.1 ANTI TERMITE TREATMENT - BY SPRAY METHOD – 24 TIMES

One exhaustive treatment once in Two Month by spraying oil-based chemical to the doors, wooden windows, wooden partition walls, wooden cup boards, Furniture, in areas listed below.

1.2 ANTI TERMITE TREATMENT -BY DRILL METHOD 4 TIMES

Anti-termite Treatment every Six months is to create a layer of chemically treated soil in immediate contact with the foundation and floor structure of the building which kills or repels termites forming chemical barrier impervious to termite entry.

Drilling 12mm hole, at the junction of wall and floor 30 cm apart in the entire area and injecting the water base emulsion till refusal, thereafter sealing holes with proper sealing material in areas listed in Annexure 1 and 2. Injecting the water base chemical emulsion in to the cracks developed due to construction / expansion *जसा खेपणे*

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 CHIEF MANAGER (MTC-EY)

2 RODENT CONTROL – 48 TIMES

- a) Rodent treatment control by open baiting method with bait material. Treatment be given at an interval of once in TWO MONTHS to the following areas:
- b) Treatment to be carried out in areas listed in Annexure 1 and 2.
- c) Mouse traps to be used with bait whenever required in the areas indicated above.
- d) Dead rodent to be removed, area to be cleaned and phenol to be sprayed to avoid obnoxious smell.
- e) Rodent prevention control method to be employed by contractor.

3 MOSQUITO CONTROL - 96TIMES

- a) Insecticides to be sprayed in area listed in Annexure 1.
- b) Spraying will be carried out Three times in 7 DAYS.
- c) Areas inside workshops / around the workshops (as given below) with stagnant water to be treated by spraying / spreading with suitable chemicals to terminate mosquito breeding.

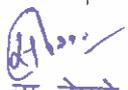
FOGGING – 96 TIMES

- a) Once in a week (i.e., 7 DAYS).
- b) Fogging to be done in following areas listed below. The machine & pesticide used for FUMIGATION should have following specification:
 - The machine used should be German Make IGEBA - T35 or Equivalent (Heavy Duty).
 - The Tank Capacity (Pesticide + Diesel) should be 4-5 litres.
 - The Pesticide used for Fumigation should be PYRETHRUM (ADULTICIDE) or Equivalent.
 - The mixing proportion of Pesticide with Diesel (solvent) should be 50 ml: 1.0 litre. i.e., 200 ml of Pesticide should be mixed with 4.0 litres of Diesel to generate SMOKE/FOG or gaseous fume.
 - The Capacity of fuel tank (Petrol) to run the machine should be adequate to fumigate the entire

4 COCKROACH TREATMENT - 24 TIMES

One exhaustive treatment every month, highly effective, micro dosage gel based baiting technology and judicious use of odourless water base residual spray treatment” to control wide range of other insect pests such as red ants, black ants bedbugs, spiders, silver fish and any flying insects in areas listed below.

5. Bed bugs treatment to be attended 24 times for two months as and when required


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Chemical details

ANNEXURE – A

Target Pests	Formulation	Active Ingredient	Dosage
Termite	Suspension Concentrate (SC)	Imida 30.5% SC	2.1 per ltr.
Termite / Wood Borer			
Cockroach, Bedbugs, Red ants, Black ants, Silver Fish, Spiders	Suspension Concentrate (SC)	Deltamethrin 2.5%	10ml / Ltr. Water
Cockroach, Bedbugs	Emulsifiable Concentrate (EC)	Propoxur 20%	25ml / Ltr. Water
Cockroach	Gel Bait	Fipronil 0.05%	Ready to Use
Rat	Cake	Bromodiolone 0.005%	Ready to Use
Rat	Glue Trap		Ready to Use
Rat	Metal Boxes	Exterior @ 30-45 ft. Interval	
Mosquito (Fogging)	2% Extract	Pyrethrum	50 ml / per ltr Diesel
Mosquito	82.5% EC	Fenthion 82.5%EC	5 ml / Ltr. Water
Mosquito	Suspension Concentrate (SC)	Deltamethrin 2.5%	10ml / Ltr. Water

Note: above details of chemical and dosages are for reference purpose only. In case any of the above chemical is not permitted for use by **statutory authority** the substitute is to be used similar dosages should also be as per permit requirement.

Bidder should clearly specify the chemical and dosages in their technical bid

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**PART 5:
PROVIDING SERVICES OF LIFTMEN**

Scope of Work for Services of Liftmen:

Building	Location	No. of Lifts
D1	EY	02
D2	EY	02
Reclamation building	EY	02
NSB	EY	01
SSA	ALCOCK	02
WORKER LOCKER	ALCOCK	01
	Total	10

2. Above lifts are used heavily and continuously daily by employees, visitors, guests, contractors in Company premises.
3. This work includes providing total 3 Nos. Liftmen for the operation of 10 nos. of Lifts at MDL Factory and shift wise allocation of manpower will be done by EY-MTC Dept.
4. The tentative timings of shifts are as below:

Sr. No.	Description	Manpower Deployment
	Supply of Liftmen in Factory Premises in EY and Alcock Yard (Monday to Saturday)	
1	Supply of Liftmen in Factory Premises – Shift timings (0700 to 1600)	2
2	Supply of Liftmen in Factory Premises - 2nd Shift (0830 to 1800)	1
	Total	3

Above shift timings are tentative and may change whenever required by MDL.

- a. Liftmen shall check working condition of the lift after reporting on duty every day.
- b. Whenever any defects are observed during their working hours, they shall report the same immediately to the MDL Lift In-charge/ Executive of EY-MTC Dept.
- c. Contractor shall ensure that liftmen is available at lift area at times during their shift hours.
- d. Liftmen shall ensure cleanliness and hygiene is maintained with the help of housekeeping staff, throughout their duty hours.
- e. Liftmen shall ensure that no movement of material / goods is made through passenger lifts.
- f. Contractor shall take all necessary safety measures during the execution of work.
- g. Training should be given to all Liftmen to take out the passenger safely from the lift, in case any passenger got trapped inside the lift. He shall immediately report the incident to MDL Lift In-charge/ Executive of EY-MTC Dept/ MDL Fire Dept.
- h. In Case of Fire, liftmen shall immediately vacate the lift, switch off the main power supply and report immediately to MDL Fire Dept.
- i. If the lift is in breakdown the display board shall be put on each floor.
- j. Daily preliminary checks to be done before start of lift for passenger usage by Lift man. Daily maintenance activities to be taken

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The incumbent shall be able to do IFMS activities also during in duty hours

मुख्य मॅनेजर (एय्.एम.टी.सी. डिव्हिजन)

CHIEF MANAGER (MTC-EY) Page 37 of 90

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Part-6

CLEANING OF FRESH WATER TANKS

The Overhead and Underground Fresh Water Tanks in East Yard **shall be cleaned once in a SIX-MONTH.**

The following procedure shall be followed for cleaning after emptying the tanks:

OVERHEAD PVC WATER TANKS (SINTEX)

- Clean the inside surfaces of the tank with a water jet using suitable machines, chemicals and long handle scrubbers.
- Flush the tank with clean water again.
- No person shall enter these tanks.

OVERHEAD STEEL TANKS

- Scrub and clean the inside surfaces of the tank. Remove all loose material and dirt.
- After curing, flush the tank with clean water.
- Paint the external surface of the tank with red oxide primer followed by one coat of light blue enamel paint. This painting has to be done two time in the contract period / as per MTC EY Executives instruction.

OVERHEAD & UNDERGROUND RCC TANKS

- Scrub and clean inside surfaces of the tank. Remove all loose material and dirt.
- Apply a coat of cement slurry to inside surfaces of the tank.
- After curing, flush the tank with clean water.

General Scope of Work:

- Each Fresh Water Tanks shall be disinfected using a suitable disinfecting agent after cleaning.
- In period of six months, water samples shall be collected from main locations decided by MTC EY officers. Portability Test Certificates for the above collected water samples from govt. laboratory / govt. authorized laboratory shall be submitted to MTC EY Dept within 15 days from date of collection of water samples. These certificates (test results) shall be treated as confidential and not leaked to anyone other than MTC -EY Executives. Service provider should arrange new/disinfections bottles for testing of portability/ microbiological testing of water samples.
- The cleaning of the tanks shall be pre-planned and done on weekdays. Wherever required, the cleaning shall be done on yard holidays i.e., Saturday/Sunday/Holiday as instructed by MTC-EY officer.
- Service provider shall utilize existing housekeeping manpower and provide all the required equipment (High pressure jet machine, vacuum cleaners, necessary submersible pumps and auxiliary machineries required), safety gears and materials. MDL will provide water and electricity supply only free of cost.
- All the work shall be carried out as per normal Civil Engineering practices.
- The personnel deployed for cleaning must be healthy and free from contagious diseases and hygiene-conscious, as they shall be working with drinking water.
- All the rubbish/debris generated while working and cleaning shall be removed and disposed in designated rubbish bins in the yard.

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माझगांव डॉक शिपबिल्डर्स लिमिटेड Page 38 of 90

MAZAGON DOCK SHIPBUILDERS LIMITED

- Most of the underground tanks are required to be cleaned within the time span of four to five hours i.e., from 7.30 AM to 12.30 PM.
- Since the time for cleaning for tanks is very short, the contractor shall use suitable small dewatering pump and adequate no. of manpower to clear the left-over water to clean the tank.
- Prior intimation for cleaning of water tanks shall be given to occupants / residents of respective buildings, so that they can store water in advance.
- The supervisor of the contractor has to inform the MTC-EY officer for inspection of the tank after completion of the work for cleaning of fresh water tank.
- Fresh water tank cleaning work should be completed within mutually agreed time frame/ date.
- For details of Water tank refer Annexure VIII.



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माझगांव डॉक शिपबिल्डर्स लिमिटेड Page 39 of 90

MAZGAON DOCK SHIPBUILDERS LIMITED

Part-7

PUMP OPERATOR FOR OPERATION OF FRESH WATER MANAGEMENT SYSTEM & FIRE FIGHTING SYSTEM

Technical details

1) WATER MANAGEMENT SYSTEM

Day to day operation of pumps to ensure the availability of fresh water in all the buildings and workshops of East Yard and Alcock Yard.

2) FIRE FIGHTING SYSTEM:

This system consists of Main pump, Jockey pump, Diesel engine pump, control panels, battery & battery charger, various valves, M.S. hydrant piping ring, shop hydrant ring, hose reels & wet risers, sprinkler etc. The deployed operators should operate the firefighting system in East yard and Alcock Yard.

3) DRY-DOCK:

Dry-dock has three pumps and caisson gate. Drydock level has to maintain by dewatering leakage water from caisson gate. Regular monitoring of caisson gate and operation of caisson gate and drydock pumps at the time of docking and undocking. For smooth production activities dry-dock has to maintain dry always.

Technical specification of Pump & Fire Hydrant System at Annexure VI

Scope of Work

1. Firm should deploy 2 operators in each shift (i.e. in three shift in East Yard and in two shifts in Alcock Yard) round the clock i.e., 24 x 7 in all working days including Saturdays, Sundays & all Public holidays. i.e., on daily basis to monitor & carry out routine operating and maintenance activities (essential services duty), firm should arrange required off reliever.
2. Operators must have certification course of ITI/NCVT in millwright /pipe fitter/plumbing/ fitter /fire & safety. Documents of same to be submitted at the time of their deployment at site.
3. Operators should have minimum of 2 years of hands-on experience in operating and maintenance of relevant fields such as firefighting systems and Water management systems
4. For carrying out the operation, the contractor shall deploy min. 10 Nos. Pump operators in total of all three shifts on all 365 days in a year. The tentative shift wise deployment of Pump Operator as mentioned below. However, shift timings / location of manpower is tentative and may change whenever required by MTC-EY/ MDL.

Sr. No.	Description	Manpower Deployment
1	Supply of Operators for Services in 1 st Shift (0730 to 1630)	4
2	Supply of Operator for Services in 2 nd Shift (1530 to 0030)	4
3	Supply of Operator for Services in 3 rd Shift (2330 to 0800)	2
	SUBHASH S. THEPANE मुख्य प्रबंधक (अनुसंधान एवं विकास) CHIEF MANAGER (MTC-EY)	10

General:

- a. Supervision of personnel provided by the Contractor shall be his responsibility. The Contractor shall ensure the quality of job performed by his personnel and in case of any complaint; the Contractor shall have to replace the concerned personnel.
- b. As far as possible, the contractor will engage same manpower for the job defined in the work-scope so that there is continuity of work and the job quality does not suffer.
- c. Pumping of the fresh water in factory as well as building area through F. W. Pumps is to be carried out round the clock and also to check there is no overflowing of overhead / underground tanks.
- d. The Pump Operator should receive Fresh Water from MCGM (MCGM Fresh Water Supply Time is 12.45 pm to 2.50 pm) and fill the underground RCC Tanks and simultaneously water should be lifted to Overhead Tanks for various buildings / workshops in East Yard & Alcock Yard for even distribution of water.
- e. In case of damage caused to the pumps/valves/motors or other installations due to wrong operation or negligence of the operator, the cost of repair/damage shall be borne by the Service Provider
- f. Pump Operator and Supervisor shall maintain records of operation time of all pumps.
- g. In case of shortage of water supply from MCGM, Pump Operator shall give prior intimation to all residents and plan storage of water well in advance and supply water as per schedule given by MTC-EY Dept.
- h. Pump Operator shall give prior intimation to MTC-EY of tank cleaning schedule and inform about non availability of water during cleaning activity of water tanks.
- i. The shift wise allocation of all pump operators and execution of routine work shall be carried out as per instructions of MTC-EY Dept.
- j. Pump Operator shall immediately report about Leakage of pump/ non-working of pump / abnormal working of pump / leakage or damaged pipelines to MTC-EY.
- k. Pump Operator / Supervisor should liaison with MCGM for various issues related to Fresh Water Supply.
- l. Pump Operator shall maintain cleanliness in Pump Room with help of housekeeping persons.


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Part-8

ROLLING SHUTTER MAINTENANCE SERVICES

A) SCOPE OF WORK

1. Check the condition of each and every moving/non-moving part of each rolling shutter for trouble free and proper functioning of rolling shutters. Any part of rolling shutter (inclusive of reduction gear box) demanding alignment, replacement, rectification must be aligned/replaced/rectified and also lubricated as required as per instruction of user depts. Contractor shall report to officer of Maintenance department or user dept. daily prior to undertaking the services of rolling shutter. Contractor has to arrange his own welding machine, welding rods, gas cutter, ladders etc; MDL will not provide any materials and machinery.
 2. All moving/friction point of the rolling shutters must be lubricated properly. All materials like lubricants, grease to be supplied by contractor. MDL will not provide any materials.
 3. Only MS parts of all rolling shutters will have to be painted during servicing with red oxide and silver/ Aluminum paint two or more coats to give even shade by scraping old paint completely. The painting to be carried out only on MS Shutters. All materials like red oxide, Silver/Aluminum paints, brush, thinner, roller, cotton to be supplied by contractor. MDL will not provide any materials.
 4. The defective and worn-out spares should be replaced on fixed rate during contractual period. Contractor shall have to attend any breakdown call given by User Dept immediately.
 5. Replacement of worn-out part and any type of alignments should be carried out in consultation with MTC EY /user dept. Contractor shall obtain authorization slip in duplicate, mentioning the items to be replaced prior to replacement of the spares.
 6. For existing shutters during maintenance painting should not be carried out to GI strips as accumulation of paints due to repeated painting during maintenance leads to problem in free movement of shutters strips. However, on need basis, as instructed by EIC, painting may be carried out for which separate payment will be made.
 7. Any essential equipment handed over by MDL for execution of the contract will again be handed over to MDL or restored at the place from where the equipment was collected. Cost of any such equipment/materials not returned by contractor will be recovered from the contractor.
 8. Tools/gauges like spanners, pillars, screwdrivers, painting brushes, cotton waste etc. are under Contractor's scope of supply.
 9. A draft format for servicing of rolling shutters will be provided by user dept. for keeping records of Services carried out and this format should be signed by both User Dept officers and contractor representative after completion of the servicing. Contractor should keep record of servicing of each of the rolling shutters date-wise for preventive maintenance of shutters at various locations in the Yards and should be countersigned by MDL executive.
- B) Liquidated Damages or Penalty: Contractor shall attend breakdown complaint on same day or within next day. Delay beyond 48 hrs. shall attract a penalty of Rs. 100 per day. Non attending of breakdown compliance/calls reported via-e-mail/telephone will be treated as late delivery (LD) & Penalty for the same will be applicable.

General details of Shutters in East Yard & Alcock Yard shutters at Annexure.


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Part-9

CLEANING OF CRANES

Subject: Cleaning of Cranes in Submarine Division

The scope covers cleaning of all crane areas, including EOT cranes, jib cranes, LL Crane and their surrounding operational zones located in various workshops of Submarine Division.

List of Cranes:

Sr. No	Location of Crane	No. of Crane
1	Workshop A	2 EOT Cranes
2	Workshop B	2 EOT Cranes
3	Workshop C	2 EOT Cranes
4	Workshop D & Engineering Shop	2 EOT Cranes
4	Submarine Section Assembly shop	7 (4 EOT Cranes, 3 Semi Goliath Cranes)
5	Cradle Assembly Shop	2 EOT Cranes
6	MMP Wet Basin Jetty North Side	2 Level Luffing Cranes

General Scope

1. Cleaning and maintain crane cabins, walkways, railings, platforms, and crane girders.
2. Remove accumulated dust, oil, and grease from crane structures, panels, and rails.
3. Frequency of cleaning of cranes will be monthly once.
4. Dispose of waste materials, debris, and scrap from the crane area safely.
5. Maintain cleanliness around the crane operating zones, bays, and maintenance pits.

7

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PART-10

SANITIZING / DISINFECTION OF EY AND ALCOCKYARD PREMISES INCLUDING OFFICES, WORKSHOPS, TOILETS, ETC. IN VIEW OF COVID-19 OUTBREAK

Note: - The work of Sanitization is included in this contract considering COVID 19 pandemic. MDL may only avail services considering the COVID 19 situation during the commencement of contract. MDL does not guarantee to avail the services during the course of IFMS contract. The quantity given in the present tender, which MDL may or may not be executed in full or in part. When the need arises, IFMS Service Provider would be given prior intimation of 01 month for commencement of services. After getting vaccination of COVID-19, once prior notice will be given to cease of this activity. The man power may reduce accordingly as per prevailing requirement of MDL.

- The Service Provide shall provide Sanitization Services in Office Buildings, Workshops, Workshop Toilets, General Toilets etc. in EY, Alcock Yard CAS and MMP.
- The Service Provider shall use only "Silver Hydrogen Peroxide" based disinfectant or equivalent disinfectant only, which shall be eco-friendly, odourless, bio degradable, non-hazardous and effective against wide range of microorganisms, germs, bacteria, viruses, spores, fungi, algae and amoeba.
- The disinfectant shall be suitable for use in: -
 - Indoor Areas of Factory Premises like Office Floors, Metal & Wooden Furniture, Electronic & Electrical Equipment, Office Toilets / Washrooms, General/Public Toilets, Portable Urinal Blocks, Pantries, Passages, Corridors, Lobbies, Stairways, Lifts, Glass Doors & Windows, Handrails and similar frequent contact surfaces inside Portable Office Cabins/Containers, Store Cabins/Containers, Locker Rooms, Workshop Offices etc.
- The disinfectant shall be diluted as per manufacturer's instructions or standard industrial practises.
- Before disinfecting any surface, use soap & water to clean the area, then wipe/spray with disinfectant on surface. After using it, make sure to leave it on the surface for a minute to kill pathogens.
- Use caution on marble or granite countertops, as its slight acidity can break down the finish of these surfaces over time. It may also cause discoloration, so test it out on a small spot of a coloured surface before using it on a larger area.
- The sanitization by wiping of equipment / metal surfaces etc. in all above-mentioned Indoor areas should be done daily by the existing housekeeping staff, after office hours or early in the morning before rooms are occupied. After mopping the floors, mop ~~area~~ again using disinfectant after drying the area by existing housekeeping personnel. सुभाष स. ठेपणे

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MH SHIPBUILDERS LIMITED

- **The same** manpower (3nos) as given in BOQ shall be provided by firm for sanitization of common areas (Corridors, passages, lobbies & stairways, railings, building entrances, workshop entrance and similar common passages with high contact surfaces) by spraying disinfectant. Prior to spraying disinfectant daily in common areas, the workers should wear appropriate reusable PPE Kit (including Head Cover, Face shield / Goggles, Triple Layer Mask, Gloves, Coverall / Apron, Rubber / Gum Boots). The same manpower shall be utilised for Pest control activities.,
- The Foot Operated / Touch Free and Automatic Hand Sanitizer Dispensing stations, wherever placed in Factory & shall be refilled by the firm regularly.
- Firm shall use only Reusable PPE Kits. Once the PPE Kit is worn out, then remove & discard PPE kit in disposable bag and wash hands with soap and water.
- The arrangement for washing & maintenance of PPE Kits shall be made by the firm. No separate facilities for the same would be made by MDL, except water for washing.
- The high contact surfaces in lifts shall be sanitized 4 (Four) times in a day.

SOP for Daily Sanitization of General Toilets/ Office Toilets / Workshop Toilets:

- The sanitization of Toilets shall be done 2 times daily by the firm.
- Sanitization workers must use separate set of sanitization equipment for toilets and separate set for sink and commode. They should always wear reusable PPE Kits while sanitization of toilets.
- Areas such as Doors, Handles, Toilet Pot, Commode, Lid, Toilet Floor, washbasin, Showers, Taps & Fittings, Soap Dispensers shall be disinfected daily.
- To prevent cross contamination, discard cleaning material & sanitizing materials in appropriate bags after cleaning and disinfecting.
- Disinfect all cleaning equipment after use and before using in other area.

Personal Protective Equipment (PPE):

- PPE Kit shall consist of Head Cover, Face Shield / Goggles, Triple Layer Mask, Coverall, Rubber / Gum Boots.
- Firm shall use Reusable PPE Kits, which should be removed and discarded after it being worn out. However, Nose Mask shall be disposed of daily after use.
- Hands should be washed with soap and water immediately after each piece of PPE is removed.
- Masks are effective if worn according to instructions and properly fitted.
- Masks should be discarded and changed if they become physically damaged or soaked.

Guidelines for use of mask:

The correct procedure of wearing triple layer mask:

1. Perform hand hygiene
2. Unfold the pleats; make sure that they are facing down.
3. Place over nose, mouth and chin.
4. Fit flexible nosepiece over Nose Bridge.
5. Secure with tie strings (upper string to be tied on top of head above the ears –lower string at the back of the neck.)
6. Ensure there are no gaps on either side of the mask, adjust to fit.
7. Do not let the mask hanging from the neck.
8. Change the mask after six hours or as soon as they become wet.
9. Disposable masks are never to be reused and should be disposed of.
10. While removing the mask great care must be taken not to touch the potentially infected outer surface of the mask
11. To remove mask first untie the string below and then the string above and handle the mask using the upper strings.
12. Disposal of used masks: Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.



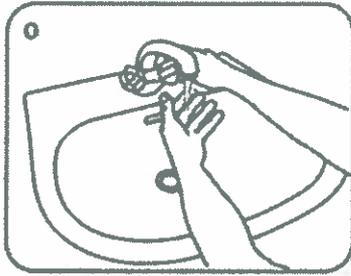
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MAHARASHTRA DOCK SHIPBUILDERS LIMITED

Steps

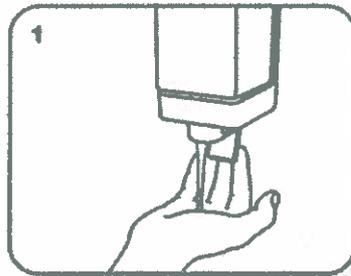
of

Hand

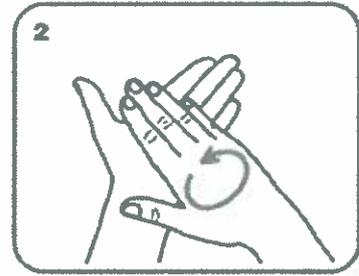
Hygiene:



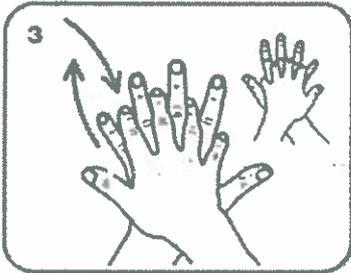
Wet hands with water



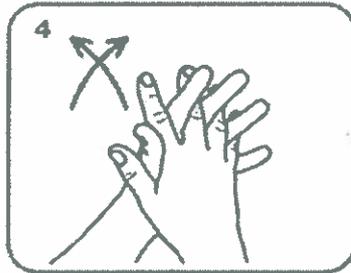
apply enough soap to cover all hand surfaces.



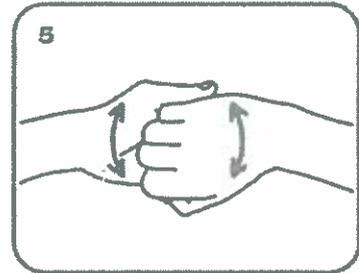
Rub hands palm to palm



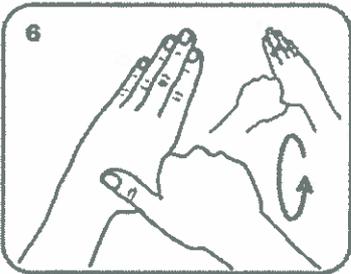
right palm over left dorsum with interlaced fingers and vice versa



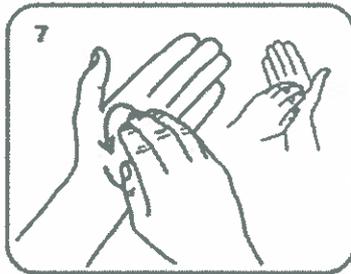
palm to palm with fingers interlaced



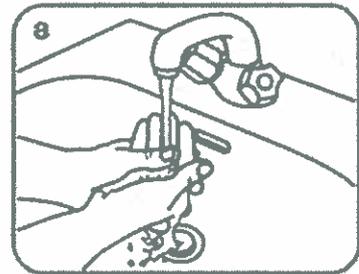
backs of fingers to opposing palms with fingers interlocked



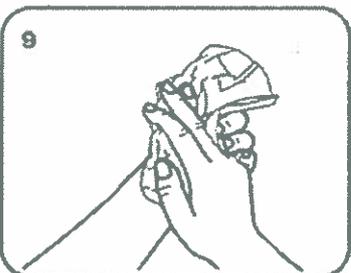
rotational rubbing of left thumb clasped in right palm and vice versa



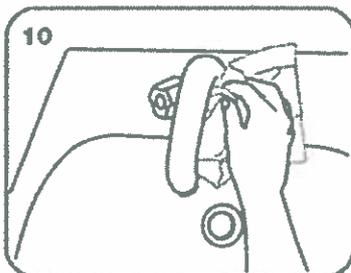
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



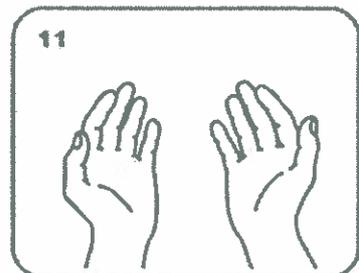
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.


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Briefly, Sanitization/Disinfection activity shall be carried out in following manner: -

Sr. no.	Location	Areas Included	Sanitization Method	Frequency of activity	Remarks
1	Office Buildings	Office floors, Furniture, Equipment, Toilets, Closed Cabins	- Mopping floors with disinfectant after cleaning activities. - Disinfection of furniture & equipment (like Printer, Photocopier, Telephone, TV, Computer, Table Top, Door knobs, handles etc.) - Spraying disinfectants in Toilets	Daily	Work Done Report to be Signed preferably by Building In Charge / Floor In Charge / HOD / HOS / OIC / Or any Executive (in absence of signing authorities)
		Lifts, Lobbies, Staircase, Passage, Corridor, Building entrance, Common areas	Spraying of Disinfectant	Daily (lifts 4 times) or as per schedule	
2	Workshops	Office floors, Locker Rooms, Toilets, Closed Cabins	- Mopping floors with disinfectant after cleaning activities. - Disinfection of furniture & equipment (like Printer, Photocopier, Telephone, TV, Computer, Table Top, Door knobs, handles etc.) - Spraying disinfectants in Toilets	Daily	Work Done Report to be Signed preferably by Workshop In Charge Or any Executive (in absence of signing authorities)
		Shop Floors, Machineries	- Mopping floors with disinfectant - Spraying disinfectant on Shut / Closed Machineries (only upon instructions)	Daily	Workshop In Charge / Shift In Charge to decide whether Machineries to be sanitized and also ensure


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						machineries are shut / closed before sanitization activity (if required) for safety reasons.
3	General Toilets	Floor, Urinal Pot, Wash Basin, Commode, Common areas etc.	- Spraying of Disinfectant	Daily Twice	Work Done Report to be Signed by EY-MTC Executives.	
		Door Handles, Knobs, Taps, Water Jet & other fittings etc.	- Wiping with Disinfectant			

General Terms and Conditions for Sanitization Activities:

1. The sanitisation activity shall be carried out from Monday to Saturday, i.e., Six days in a week. On Sundays also two workmen will be called for sanitisation of Boats. The weekly activities shall be carried out in consultation with concerned Building In Charge / Floor In Charge / HOD / HOS / Workshop In charge etc.
2. The activity for spraying of sanitizer in common areas (like Staircase, Passage, Lobbies, building entrance, workshop entrance), General Toilets, Office Toilets & Workshop Toilets etc. shall be done with 3 nos. of workmen as given in BOQ. The same workmen are also to be catered for pest control activities under guidance of Pest control technicians. However, sanitization by mopping / wiping inside offices, workshops, general toilets, etc. to be done with existing housekeeping manpower.
3. The required manpower is included in the IFMS, materials and consumables shall be supplied by the firm for sanitization activities will be at actual to be paid as per rate sheet.
4. Firm shall supply items & manpower for sanitization activity as mentioned in Rate Sheet / BOQ separately, for which the payment would be made at actual.
5. The documentary records shall be submitted for enabling MDL to issue Work completion certificates along with the inspection reports from Barcode scanners reports of various zones.
6. Any chemicals used for sanitization activities shall not be harmful to human bodies. Any fire hazardous materials shall be used with all safety precautions and containers of the same shall be stored separately at safe locations. Material safety Data sheets are to be maintained and readily available in case accidentally fallen in the eyes or other incidents like gases or fumes are inhaled accidentally.
7. The activities shall be carried out with full safety of firm's manpower, MDL employees, contract labours, staff, and all MDL Properties.
8. The firm shall take necessary steps to ensure that the properties of MDL are not damaged during execution of above work. The firm shall be responsible to such damages & shall

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have to repair / replace / compensate for the entire claims in respect of such damages at its own cost or it will be deducted from firm's bill.

- MDL reserves the right to avail the services in full / partial. MDL does not guarantee consumption of full quantity mentioned in the PO, and may consume as per actual requirement only during the course of contract period.

4. GENERAL REQUIREMENTS FOR IFMS SERVICES:

- Service Provider is required to supply all materials, equipment required for IFMS activities as specified in this bid. MDL will provide water from the existing water points. Transportation of garbage on regular basis is to be carried out by the Service Provider from EY and ALY to main Garbage bin. Equipment for transporting garbage/waste e.g., trolleys, bins etc. should be provided by the Service Provider. Wheeled new trolleys, Green/Blue colour of reputed brand shall be provided and maintained in good working condition by the Service Provider at all times from beginning to end of the contract. (Trolleys should be of 240 litre capacity). The bins are also to be cleaned periodically, Damaged trolleys, Stained bins and other non-operational equipment shall be replaced immediately. Service Provider has to provide approved quality of cotton bags (eco-friendly and recycling government approved) for emptying dust bins in the office's workshops and other indoor premises. The bins in the workshops and offices to be kept separately for food items. These food items are to be kept separately in the main food bin.
- Recording of Movement of Material, Equipment inside MDL premises:** Service Provider to ensure that all movement/supply of material, equipment inside MDL shall be permitted only after making inward entry challan by CISF/MDL Security personnel. Service Provider to keep all such materials, equipment under his custody & care inside MDL premises during the contractual period without any cost implications to MDL. The Service Provider shall submit a copy of challan of every inward material to MDL executing authority on monthly basis. The materials/equipment may be inspected by MDL executing authority as and when required. The returnable Challans are to be preserved till the completion of contract for withdrawal of machinery or equipment from MDL.
- For cleaning of floorings, toilets, bathrooms, glasses, etc. Service Provider shall use **Diversey / Ecolab**. For reference, Specifications of Diversey Products are enumerated below as examples:

TASKI R1: Bathroom cleaner cum sanitizer concentrate,

TASKI R2/R3: Glass, mirror, marble cleaner,

TASKI R4 Shine-up,

TASKI R5: Air freshener for Bathrooms,

TASKI R6: urinal, toilet cleaner,

TASKI R7/SPIRAL: For Wet mopping as well as scrubbing with machine on floors.

TASKI Stainless Steel Polish for cleaning of lift's S.S. cabins/doors.

TASKI TR101/103: For Carpet shampooing.

4. Reporting Mechanism:

The contractor shall deploy minimum manpower as given in the table for activities mentioned in scope of work. The attendance of all manpower shall be recorded in Electronic Bio Metric Punching Machine. Contractor should get his biometric punching machine and install in MDL premise.

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Page 50 of 90

Shift timing will be 0700AM – 1600PM

The attendance report shall be submitted to EY-MTC Dept. at 0830 on daily basis. The workplace is the site i.e., where actual work starts, after punching and changing of dress, they have to report within 15 minutes to their workplace.

The tea time will be 0900-0915 AM. In that Service Provider may arrange tea to their workmen. The person shall leave 5mins before the workplace for punching. While leaving the shift the workmen have to leave workplace before 4 minutes only. However, the time in morning is given as 10 mins for tea time. Overall rest time at site is considered as 15 minutes.

Lunch hour start 1130 to 1230, so they have to leave and come back to the workplace within that time. Any late reporting may attract the time cut of payment.

5. Facility Manager will be stationed at Mazagon Dock Shipbuilders Ltd (MDL), Dockyard Road Office. He must visit all the sites regularly, provide supervision and ensure that all the IFMS jobs are attended as per the contract conditions. Facility Manager shall control and monitor all the FMS activities including his Executives/Supervisors/manpower and also give the feedback or status of the same to the MTC- EY on daily basis.
6. Facility Management Service provider / Contractor to provide helpdesk services for resolving the problem/complaint on day-to-day basis. Service provider will be required to manage help desk at MDL wherein the problems will be logged either on telephone, in person or through email, if necessary. Helpdesk will classify such calls and would forward /allocate to the concerned dept. /division's facility supervisor for any concerned operational staff for resolution. This help desk will receive and register the complaint by help desk in a complaint register. Necessary action to be taken for attending the complaint immediately. Once the complaint is attended and cleared by respective attendant, resolution of the problem will be reconfirmed by the help desk with the complainant and then closed in the register
7. Facility Manager shall ensure full strength/attendance of workmen. He shall arrange for substitute man power in case of shortage/absenteeism of existing manpower so as to keep the area neat and clean during the contract period. He shall also maintain the leave register and shall submit whenever required by MDL.
8. Please note that he shall arrange/hire extra manpower as a substitute for all the workmen on leave. During natural calamities like flood, Covid pandemic situation, disruption of train / road transportation IFMS Service provider shall follow the HR circular of MDL. But essential services people who stays nearby area of 4 Km range have to come on duty.

Terms and conditions:

- I. Facility Management service performance shall be decided on the basis of the factors like regular site visits, response of the Facility Management company, timely delivery, quality of work performed, upkeep, User's requirement, effective work practice, resource and attendance of manpower, Quality of material used and overall performance towards the output of the day to day.
- II. Any work not done properly shall have to be re-done free of cost to MDL. If immediate action towards re-doing the job is not taken, MDL shall be at liberty to make necessary deductions from the running bills. MDL's decision in this regard shall be final and binding on the Facility Management Company.

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MAZAGON DOCK SHIPBUILDERS LIMITED

- III. **On Sundays and Holidays**, the work will be limited to certain occasions and areas only which will be informed in advance. For such occasions, adequate work force shall be arranged for which Service Provider will be paid at the quoted / agreed rate per man-days as per order.
- IV. Facility Management company shall ensure that adequate resources i.e. men, machinery, consumables, tools & tackles, etc. deployed for carrying out all the activities on regular basis as per the terms of the Purchase Order. In order to completed the task are mentioned in the work order, the required tools and tackles to be provided. And
- V. Further, sometimes IFMS services will be required beyond duty hours. For such occasions, adequate work force shall be kept for which Service Provider will be paid at the quoted / agreed rate per man hour as per order. The service provider shall have to pay as per statutory norms of OT to their workmen. During OT the Service provider may arrange snacks and Tea to their workmen but not to load on MDL rates. If the workmen may require to work on more than two shifts to complete the given task. If lady workmen are deputed after 600PM the service provide have to arrange transportation.
- VI. The person who continues more than one shift the lunch to arranged and if continued 3rd shift the lunch and snacks to be arranged by contractor.
- VII. In case of any damage to MDL properties by the vendor, the cost of making good the same & cost of any loss consequent to the damage will be recovered from the contractor's bill.
- VIII. Daily check shall be carried out by the Service Provider for hinges, jet spray, commode seat, flush, door handles, toppers, latches, urinal flush, urinal pots, taps, lamps, wash basins, Hand Wash dispenser etc. Damages/losses and repair needs, if any, should be reported to MDL on the same day. Keeping the issues more than a day attracts penalty which will be deducted from monthly Invoice.
- IX. Cleaning times/schedules should be displayed at toilets on every floor of every building. Full time workmen for the toilets to be available in each general toilet block. Relocation of Toilet workmen without permission attracts penalty.
- X. Contractor shall dispose of any dead animals like rats, cats, dogs, birds immediately.
- XI. Facility Manager shall plan the manpower requirements in suitable manner so as to meet the contractual obligations as outlined. He shall ensure that jobs are carried out effectively.
- XII. In case of any damage to MDL properties, the cost of making good the same & cost of any loss consequent to the damage will be recovered from the contractor's bill.
- XIII. Facility Management company shall arrange the required entry passes for their workmen before commencement of work and the same shall be renewed well in time. Necessary documents like Police Clearance Certificate (PCC), PF, ESIC, Payment Slips and others as requested, needs to be submitted to Security and Personnel Dept. for issuing of entry passes. Further, it may be noted that Service

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MT) Page 52 of 90

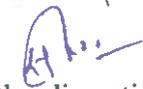
मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

Provider to ensure compliance with all statutory labour laws with regard to payment of wages, PF, ESIC, Bonus and Leave cash etc. in respect of their work force & also to ensure digital payment mode to their workmen & staff by ECS, NEFT, RTGS. MDL is not responsible in respect of any non-compliance of such statutory requirements as per labour laws/lapses from Service Provider. Service Provider has to settle any dues & disputes in this regard without any cost implications to MDL. Every month Service Provider has to submit the document as paid to their work men details of statutory payment after down loading from web site of ESI a& PF.

- XIV. **Facility Management Company shall provide uniforms for their workmen with company name / logo on it.** The IFMS Service Provider's uniform must be different from MDL Executives & Operatives uniform. They shall also provide rain gears during rainy season for outdoor housekeeping personnel to carry out the work, without any cost implication to MDL. And Service Provider to ensure that his employees/staff are using/wearing uniforms on regular basis. The uniforms shall not low quality and not with dark colours, always shall have light colours.
- XV. Service Provider shall provide PPEs regularly to Operator & Helper like Safety Goggles, Nose Mask, Ear Plugs, Hand Gloves and Safety Shoes with helmet in workshops and they shall abide by the Factories/Industrial Safety Rules & Regulations and follow the guidelines of MDL's Health, Safety & Environment Policy. It is responsibility of the Contractor to ensure full compliance with safety and security regulations and all statutory requirements with respect to labourers employed. The Contractor should supply safety gears to his labourers and ensure that the labourers use appropriate safety gears while working. Each safety shoe shall have gel type cushion to avoid calcspar and fatigue.
- XVI. For security reasons, smartphones are not allowed inside MDL Premises. Hence, employees of service provider shall be allowed only basic feature mobile phone (without camera, internet and data transfer facility) inside MDL Premises.

5. MINIMUM MANPOWER DEPUTATION:

- a. **Minimum Manpower:** Proposed tentative schedule of handing over and minimum requirement of manpower from workmen up to Supervisory level is as given below. Further breakup of minimum manpower requirement for sub activities is given in the rate sheet. Service Provider shall arrange manpower accordingly. Service Provider has to deploy minimum manpower for the activities / sub-activities handed over to them. For any reason, if MDL cannot give the activity or sub activity, Service Provider shall reduce the manpower deployment accordingly. Payments will not be made against such activity or sub activity for that period.
- b. **MDL reserves the right to offer the services only upon site conditions and user requirements. MDL does not guarantee to avail services or execute/ consume the PO quantity.**
- c. Decreasing of activities/sub-activities/PO line items would at the discretion of MDL, so IFMS Service Provider has to abide. One-month prior notice will be given to IFMS Service Provider for the same.


SUBHASH S. THEPANE
मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)
CHIEF MANAGER (MTC-EY)

सुभाष स. ठेपणे
महासागर डॉक शिपबिल्डर्स लिमिटेड

Manpower Deputation	No.
1. HSK & cleaning in Workshop 'C' including open area at sea ends of work shop and caisson gate deck, Pontoon area, Dry Dock & Surrounding area including Compressor Room & Power House. (Total no. of persons = 10)	10
2. HSK & cleaning in Workshop 'A' & Surrounding area (Total no. of persons = 3)	3
3. HSK & cleaning in Workshop 'B' & Surrounding area. (Total no. of persons = 5)	5
4. HSK & cleaning in Workshop 'D' Surrounding area including pump rooms. (Total no. of persons = 2)	2
5. HSK & cleaning in Engg. Workshop. (Total no. of persons = 1)	1
6. HSK & cleaning in Pipe shop EY. (Total no. of persons = 5)	5
7. HSK & cleaning in Cradle Assembly Shop (CAS shop) including Offices & Toilet. (Total no. of persons = 3)	3
8. HSK & cleaning in CAS Stores Gr., (MMP I & II) including Office & Toilets (Total no. of persons = 2)	2
9. HSK & cleaning in ALY Workshops E, F, G, H, Press & surrounding area. (Total no. of persons = 3)	3
10. HSK & cleaning in SSA Admin Bldg. North & South wing including toilets, Lift Lobbies, Staircase. (Total no. of persons = 6)	6
11. HSK & cleaning in SSA workshop and surrounding area (STP & chiller plant (Total no. of persons = 8)	8
12. HSK & Cleaning of SSA Rest room Building including toilet block. (Total no. of persons = 3)	3
13. Internal Cleaning of D1 building including offices, toilets, Lift Lobbies & staircases (Total no. of persons =3)	3
14. Internal Cleaning of D2 building including offices, toilets, Lift Lobbies & staircases (Total no. of persons =4)	4
15. Internal Cleaning of Reclamation building including toilets, Lift Lobbies & staircases. (Total no. of persons =5)	5
16. Internal Cleaning of New Stores Building (NSB) including offices, SIF, toilets, Lift Lobbies & staircases. (Total no. of persons = 4)	4
17. Cleaning /Housekeeping of General Toilet blocks- Workshop C Ground & 1st Floor. (Total no. of persons =1)	1
18. Cleaning /Housekeeping of General Toilet blocks -Reclamation bldg. (Gr & 1st floor). (Total no. of persons =1)	1
19. Cleaning /Housekeeping of General Toilet blocks in workshop A (Worker's & Executive's) (Total no. of persons = 1)	1
20. Cleaning /Housekeeping of General Toilet blocks -SSA w/s toilet block (G+1) at jetty side. (Total no-. of persons = 1)	1

सुभाष सी. ठेंपरे
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महात्मा जॉक शिपबिल्डर्स लिमिटेड

DRY DOCK SHIPBUILDERS LIMITED

21. Cleaning & House Keeping of INTERNAL ROADS IN EY. (Total no. of persons = 2)	2
22. Miscellaneous HSK of Porta cabins, jetty cleaning, Moghul Dry Dock cleaning, Pontoons, Portable Toilets at jetties etc . (Total no. of persons = 3)	3
24. Naval Dock/ Mumbai port trust wherever assigned within Mumbai (limits) (Total no of persons=3)	3
	79

Note: IFMS Service Provider will be intimated 30 days in advance prior to handing over the said services. MDL does not guarantee to offer the services on the said dates. The quantity of the said services may increase / decrease depending on actual site conditions / requirements that may arise out of existing contracts.

(2) The service of Sanitization activity is included in this tender considering COVID-19 pandemic. However, the services may not be availed or may be availed in full / partial or the quantities may increase during the course of contract period, considering the situation during that time.

Sr. No.	Description	Minimum Manpower Deployment	Executing & Certificating Dept.
1	Housekeeping Services	79	MTC -EY
2	Garden Maintenance Services	4	MTC -EY
4	Liftmen Services	3	MTC -EY
5	Mason	2	MTC-EY
6	Pest Control Services	3	MTC -EY
7	Preventive Maintenance of Shutters	As per requirement	MTC -EY
8	Painters	3 + (IFMS entire housekeeping manpower shall carry out as and when required painting activities as per instructions of MDL Executive)	MTC -EY
9	Fresh Water Tank Cleaning	IFMS manpower	MTC -EY
10	Pump operators for Operation of Water Management System	10	MTC -EY
11	Facility Manager	01	MTC -EY
12	Facility Executives	06	MTC -EY
13	Helpdesk	01	MTC -EY
	TOTAL MINIMUM MANPOWER	112	


सुभाष स. ठेपणे
SUBHASH S. THEPANE
 मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)
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 माझगांव डॉक शिपबिल्डर्स लिमिटेड Page 55 of 90
MAZAGON DOCK SHIPBUILDERS LIMITED

6. QUALIFICATIONS AND EXPERIENCE:

The Service Provide shall provide Facility Manager and Facility Executive as per following qualifications and experience: MDL will take final interview of the candidates and field test will be given to them. On their hands they have to do housekeeping activities in the test as they will be observed by MDL team. So, Facilitator has to verify the qualification and experience before sending to MDL. If MDL found any bogus experience or purged certificates or misleading the MDL authorities, action will be taken as per STACs of the bid documents

Sr. No	Designation	Min. Qualification Experience
1	Facility Manager.	<p>Any Graduate with min 5 years of experience in field of Facility Management Services</p> <p>Indian University degree from recognised college. The College /University /Institute as approved by UGC and AICTE. (If the candidate's college or institution is not in the list of UGC or AICTE. They are not suitable for this job)</p> <p>The submitted copies of certificates and experience will be verified. If bogus or purged certificates are found as submitted by candidate, the service provider is responsible, then action will be taken as per STACs of MDL of the tender document</p>
2	Agriculturist	<p>Graduate (Horticulture) or (Agriculture) Min. 2 years of experience with emphasis on Landscape Development, Garden Maintenance, Nursery etc.</p> <p>Indian University degree from recognised college. The College /University /Institute as approved by UGC and AICTE. If college is not in the list of UGC or AICTE, they are not suitable for this job.</p> <p>The submitted copies of certificates and experience will be verified. If bogus or purged certificates are found as submitted by candidate, then action will be taken on Service Provider as per STACs of the tender documents.</p>
3	Facility Executive	<p>Any Graduate or Diploma (three years full time) with Min. 2 years of experience in field of Facility Management services.</p> <p>The certificates for qualification from Indian University from recognised college. The College /University /Institute shall be in the list of approved colleges by UGC and AICTE. If college is not in the list of UGC or AICTE. They are not suitable for this job.</p> <p>The submitted copies of certificates and experience will be verified. If bogus or purged certificates are found as submitted by candidate, then action will be taken on Service Provider as per STACs of the tender documents.</p> <p>The experience certificates will be verified and scrutinised</p>
4	Help Desk Executive	Any Graduate with Min. 1 year of experience in Tele calling / Customer Relation in any Service Industry.
5	Pump operator for Operation of Fresh Water Management	<p>Certification course of ITI/NCVT in Millwright/pipe fitter/plumbing/fitter/fire & safety. Documents of same to be submitted at the time of their deployment at site.</p> <p>सुभाष स. ठपणे</p>

SUBHASH S. THEPANE

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MTC-EY) Page 56 of 90

डॉक शिपबिल्डर्स लिमिटेड

CK SHIPBUILDERS LIMITED

	System & Fire Fighting System.	• Operators should have minimum of 2 years of hands-on experience in relevant fields such as firefighting systems and Water management systems
6	Painter	Painter should have minimum 3 years of in hand experience.
7	House Keeping	Respective work experience Age up to 60 Yrs.
8	Mason	Respective work experience
9	Pest control	Pest control specialist

Facility Manager and Executives experience considered only after completion of said qualification.

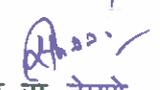
7. ROLES OF PERSONNEL

Role of Facility Manager:

- Working Days: Monday to Saturday. Shift Time: 7.00 am to 4.00 pm.
- Ensure management of all facility management services as per contract.
- Interact & Co-ordinate with User Departments and understand the requirements.
- Ensure adequate manpower at site as per contract at all times.
- Lead a team of Facility Executives, Supervisors & Workmen and allocate job and shifts (wherever applicable).
- Ensure sufficient quantity of equipment, materials and consumables at all times.
- Ensure induction and training of new recruits at site.
- Maintenance of Site records and submission of the same at the end of month for billing purpose.
- Ensure adherence to MDL's Safety & HSE Policies.
- Stay back as per requirement of MDL to complete the given task.
- Maintenance of Safety and HSE related documents pertain this contract.
- Daily report to MTC-EY and take the directives and priorities of Jobs. As per scheduled inspection of shops and buildings, the SMS to be sent MTC-EY officials as that competed areas for ready for inspection by MTC-EY.

Role of Facility Executive:

- Working Days: Monday to Saturday. Shift Time: 7.00 am to 4.00 pm.
- Saturday will be on call basis as per requirement of each department. No LD will be considered on Saturday.
- Lead a team of supervisors and workmen.
- Ensure good conduct and grooming of all facility management staff every day.
- Allocation of work and shifts to supervisors and workmen.
- Routine round and checking of quality of services.
- Obtain feedback from User Departments and resolve complaints in given time.
- Ensure sufficient quantity of equipment, materials and consumables at all times. Any shortage of manpower, materials or malfunctioning of machineries shall be reported to Facility Manager immediately and to be resolved at the earliest.
- Ensure induction and training of new recruits at site.
- Maintenance of Site records.
- Maintenance of Safety and HSE related documents pertain this contract


SUBHASH S. THEPANE
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 माझगांव डॉक शिपबिल्डर्स लिमिटेड
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Role of Agriculture Horticulture Executive:

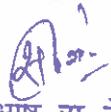
- Working Days: Monday to Saturday. Shift Time: 7.00 am to 4.00 pm.
- Lead a team of Supervisor and Gardeners.
- Responsible for overall maintenance of gardens, trees, plants etc.
- Allocation of work to supervisor and gardeners.
- Supervise and Coordinate Horticulture / Landscaping activities.
- Train workers in techniques such as planting, weeding etc. and use of safety measures.
- Ensure sufficient quantity of equipment, materials and consumables at all times. Any shortage of manpower, materials or malfunctioning of machineries shall be reported to Facility Manager immediately and to be resolved at the earliest.
- Maintenance of proper records of Supply Items and daily activities.

Note: Performance monitoring of execution of Gardening activities. The stringent procedures of MDL-EY will have to be followed in daily activities in gardening. On every day, each and every plant health is very important. In case if found lethargic in taking care of health of each plant. The IFMS service provider have to replace the responsible Gardeners and Agriculturist and Horticulturist without any prejudice.

Role of Help Desk Executive:

- Working Days: Monday to Saturday. Shift Time: 7.00 am to 4.00 pm. Shift time may vary time to time as per instruction by MTC-EY Executives.
- Recording of complaints received on Phone Calls / Emails
- Complaints received to be assigned to concerned Facility Executive.
- To ensure all the complaints are resolved in the given time.
- Feedback to be communicated to User Dept./Complainant for completion of work.
- Good Knowledge of MS-Excel and MS-Word.
- Help Desk shall not leave the desk without any genuine reasons and shall attend all complaints.

Note: If any plant is dead, the penalty will be levied such that equal amount of market rate of plant will be deducted as penalty from monthly Invoice of IFMS service provider. Otherwise same plant length and diameter shall be replaced by IFMS service provider. And also, database of ill-health / diseased plant to be maintained as case sheet of medicines and doses are given time and date to be maintained. The results are also to be noted. There is always case sheet to be hanged to tree or plant of their treatment results.


सुभाष स. ठेपणे

SUBHASH S. THEPANE

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माझगांव डॉक शिपबिल्डर्स लिमिटेड

MAZAGON DOCK SHIPBUILDERS LIMITED Page 58 of 90

8. TRAINING

Regular Training session should be conducted by separate Trainer for facility management service staff, preferable once in a week.

9. CERTIFICATION OF WORK DONE:

Daily work done is to be certified by Office/shop/store In-charge. Service Provider shall prepare necessary documents/ reports for certification and daily attendance records. After completion of a month, contractor shall submit all work done reports with attendance records to respective Executing and certifying Dept. as mentioned above for Final Certification (Work Completion Certificates) and payment of bills.

Submission of bills: EY-MTC would issue a monthly Work Completion Certificates (WCC) against the submitted Daily Attendance Reports, Daily Work Done Reports etc. Service Provider shall submit monthly bills in triplicate copies along with original WCC copies at Bill Receiving Window, at MDL Main Gate from Monday to Friday between 0900 HRS to 1500 HRS.

CORRESPONDANCE /COMMUNICATION:

1. After awarding of contact MDL will do all the communication and correspondence while execution MDL with CMD/COO/CHAIRMAN of the company.

10. LD/ Penalty Clauses:

1. If any work is not completed fully and satisfactorily, deduction will be applied on pro-rata basis for % of incomplete/unsatisfactory work.
2. If deployment of Facility Managers /Executives is less than as mentioned in the Order, per day deductions/penalty will be applied as follows:
 - a) Facility Manager: **Rs. 3000/-** per day.
 - b) Facility Executives / Horticulture Executive / Helpdesk Executive: **Rs. 1500/-** per person per day.
 - c) Housekeeper/Gardener/Liftmen/Kadia/Operator/ Gardner Supervisor: **Rs. 800/-** per person per day
3. This deduction will be in addition to the deduction, if any, applied on the day against incomplete work as explained above.
4. The deduction for Short Supply of Consumables for Housekeeping Services shall be applied at the discretion of MDL, maximum up to 5% of bill amount for Housekeeping Services.
5. The absenteeism or shortfall of manpower shall be discouraged. The deductions are expected to serve as deterrent to ensure that required manpower is always deployed and best quality service is delivered.
6. In order to avoid absenteeism, the IFMS service provider shall appoint extra manpower to ratify the absenteeism to maintain minimum manpower.
7. The absenteeism or shortfall of manpower shall be discouraged. The deductions are expected to serve as deterrent to ensure that required manpower is always deployed and best quality service is delivered.
8. The transportation is interrupted due to heavy rains or due to any reason that will be exempted to levy on penalty. But the people who are staying nearby Company within 4 KM range are not exempted and so that they have to attend the duties.



R. PREM KUMAR NAIK
उप प्रबंधक (अनुरक्षण-पूर्व खंड)
DEPUTY MANAGER (MTC-EY)

सुभाष स. ठेपणे
SUBHASH S. THEPANE
मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)
CHIEF MANAGER (MTC-EY)

9. The IFMS workmen deployed on day-to-day job, if work demands they have to work on OT to complete the given task. The payment will be done as per punching and completion of job. The denying of overtime, by your employee to complete the given task is liable to terminate them from the MDL site. Hence the IFMS service provider has to take acceptance from employee before appointing them. The Firm shall always be helpful to our day-to-day activities of EY-MTC as per contract.
10. Equipment & Machinery: The deduction for short supply of equipment / machineries shall be applicable as per SOP. In case of breakdown of equipment / machineries, the problem shall be resolved within 48 Hrs, else service provider shall replace the equipment. If any equipment is found non-operational for more than 48 hrs., the penalty shall be applicable on pro rata basis as per SOP.
11. Fresh water tank cleaning work should be completed within mutually agreed time frame/ date, otherwise Penalty will be applicable Rs.500 per day of the value of the particular work for not carried out the work as per instructions.
12. Non applicable of deduction for absenteeism: If majority of manpower is not able to attend work due to unforeseen reasons like Disruption of Public Transport due to Heavy Rains / Flooding / Technical Glitch / Strikes etc., Imposition of Curfew / Lockdown etc. by Government, Natural Calamities. The waiver of deductions towards absenteeism of manpower on such days will be only at the discretion of MDL considering severity of above situations. The payment for such days will be made only as per the actual work done certified by User Departments.

Note:

11) Noncompliance of day-to-day activities as mentioned in this SOW shall attract penalty, such that the responsible persons including workmen, executives and Agriculturist and Manager shall be considered as absent on that day who are deputed or responsible for that job or given task. Accordingly, absenteeism of below manpower strength attract penalty as given in this SOW.

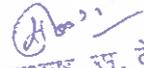
MONTHLY COMPLIANCE STATEMENT

- i) On award of work, the Service provider has to submit a monthly compliance statement w.r.t. wages paid, actual labour deployment etc. in a tabulated format duly approved by MDL as on when required basis.
- ii) If, the firm have got another contract or already having other contract, if any in MDL, in such case the number of persons indicated in P.O shall be exclusive for this contract only and the same cannot work for other contract in MDL. The contractor has to submit declaration statement for the same.

Further, it this regard following to be noted:

- (a) Any discrepancies in the submitted form shall entail MDL to initiate necessary action as deemed fit.
- (b) MDL reserves the right to cross verify the above statement submitted.
- (c) Complaint, if any received from Contractor's employee or any other person on the above, necessary action will be initiated.


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 MAZAGON DOCK SHIPBUILDERS LIMITED

CONTRACTOR'S PERFORMANCE

Contractors' performance shall be evaluated by MDL on the basis of factors like quality of cleanliness, regular site visits by the contractor, response of the contractor, quality of work performed, housekeeping, effective work practice, resource and attendance of manpower, quality of material used and overall day to day cleanliness performance. If services are found unsatisfactory, MDL reserves the right to initiate necessary action as deemed fit including termination/ foreclosure of the contact.



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MAZAGON DOCK SHIPBUILDERS LIMITED

11. List of Activities Duties and responsibilities in addition to SOW to be complied

Sr.no	Day to day activity for compliance
1	Lifting and carrying of dead animals
2	Lifting of animal and birds shit and cleaning
3	Cleaning of Commodes (all types)
4	Cleaning of Urinals (all types)
5	Sweeping
6	Mopping
7	Cleaning
8	Wet and dry mopping
9	Lifting of debris
10	Lifting of mud and sewage
11	Scratching of rust and removing of soil/ mud/ paint and peel off with other solution on all structures or walls
12	All painting activities
13	Painting layer peel off with grinder machine or by any means with Scratch byte Stainless steel.
15	All pest control related activities
16	All sanitising activities
17	All hospitality activities
18	Moving and carrying of all relevant material machineries of above activities
19	Fogging
20	Rust removing
22	Oil removing
23	Gardening activities
24	Land scaping activities
25	Mixing of paints
26	cleaning of paints and brushes and rollers
27	Hacksawing of dry wood cutting
28	Removing of wild growth
29	Mixing of pest control chemical
30	Carrying of Paints
31	Arrangement of vacuum machine along with Pip extractor
32	Fixing of Pumps along with hose pipes
33	Removal of water logging
34	Cleaning and washing of All mats
35	Watering of all vertical gardens
36	Removing of Bird shits and disinfecting of that area
37	Removing and cleaning of spitting/ Stain of Pan/ Gutka.
38	Removing of all type's stains including painting
39	Removal of dust in the entire area
40	Moving and carting of debris in and out lorries as and when required

सुभाष स. ठेपणे

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मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MTC-FY) Page 62 of 90

महागांव डॉक शिपबिल्डर्स लिमिटेड

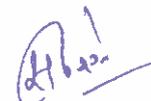
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Sr.no	Day to day activity for compliance
41	Removal of slag, weld, sand blast material fine powder sand or mud and soil as per site conditions
42	Painting on all type of surfaces or any place (Naval Dock Mumbai MDL site office.
43	Cleaning and washing maintaining of all material mentioned in the contract
44	Assisting in material movement by FORLLIFT / Cherry picker/ ESCORT
45	Cleaning of High-rise building windows and wall by using cherry picker
46	Cleaning and sanitising of all Vehicles transportation as placed in MDL premises on call basis.
47	Pouring drainex as per schedule
48	Clearing of all bins Segregating of waste food left out in bins
49	Carrying of water cans / water trolleys for watering of plants
50	Digging and filling of earth / removal of debris /carting of debris
51	Sanitising of All submarines
52	Sanitising of all areas of as per instruction
53	Filling of Sanitising stand stations
54	Associate in VVIP and Ceremonies and functions
55	Decorating of required area with Pots and flowers plants fountains and any means
56	Lift man activities: clean ship and daily check-up of Lift / indication if lift is under breakdown
57	Reorganizing the Flowery or normal plants as per MDL instruction and carting of plants from EY and ALY.
58	Cleaning of PORTA Cabins
59	Removal of Cob webs every day
60	Arranging of flowers in decorative manner in Executive cabins
61	Vacuum dry cleaning of all Mats
62	Wet and Shampoo with special liquid for cleaning of Mats
63	Scrubbing of Departments once in week
64	Cleaning of all Terraces of all building
65	Daily inspection of All areas on hourly basis along with garden area includes staircase washrooms restrooms underneath racks and shops.
66	Assisting MDL in the other activities pertaining to IFMS
67	Chipping and grinding of metals or structure of walls
68	Spray painting or normal painting of any type of paint of any colour on any material as per instruction of MDL
69	Protecting of seeds
70	Germination of seeds
71	Record maintenance of diseased plants
72	Daily checking of each plant
73	Filling with garbage collection with cloth bags
74	Bags are Eco-friendly and recycled as per BMC norms
75	Changing urinal screens
76	Artistic or portrait painting to be done as per the contract

SUBHASH S. THEPANE

CHIEF MANAGER (MTC-EY)

Sr.no	Day to day activity for compliance
77	Daily shining of Lifts (entire area) and lift ducts (on weekly basis)
78	Daily shining of Taps / Nani traps/ Sink outlets /door handles
79	Spraying of Dog repellent on specified areas as per instruction
80	Spraying of Rat repellent or traps repellent on specified areas as per instruction.
81	Removing of drain line choke ups by blowing of compressed air into the Nani traps for removing of choke ups
82	Drying of Wet areas by driers
83	Filling up of Soap dispensers
84	Spraying of repellents
85	Operating of Ride on mopper and sweeper
86	Supply and laying of Naphthalene balls during VVIP visits only
87	Clearing of Heavy bins. If bins are dirty unable remove stain, then new bins are to be brought as and when instructed
88	Air blowing of Shops as per schedule
89	Dry dock cleaning with Ride on mopping cleaners
90	Pontoons cleaning with Jet spray machines
91	Ant dusting and Painting of Scaffolding
92	Air blowing entire shops and also Electrical panels as per schedules.
93	Scaffolding to be made as and when required
94	Height permission to be get from Safety dept as when cleaning activity is carried out more than height of 15 feet. Jhoola with the help of EOT crane or Cherry picker from MDL to be used as and when required for IFMS activities
95	Maintenance of Material safety Data Sheets
96	Road scrubbing with ride on scrubber to remove mud and stains.
97	Continuous cleaning of Welding area areas in shops
98	Removal of Bird shits continuously
99	Removal of Stagnation of water not to breed any type of mosquitoes
100	No stinking smell in Toilets by using best methods.



सुभाष स. ठेपणे

SUBHASH S. THEPANE

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MTC-EY)

माइक्रो डॉक शिपबिल्डर्स लिमिटेड Page 64 of 90

DOCK SHIPBUILDERS LIMITED

12. ANNEXURES

ANNEXURE I: DETAILS OF AREA OF EAST YARD

- 1 The cleaning and housekeeping work to be done at the following locations of East Yard, Alcock Yard (including Machinery space).

Sr.no	LOCATION	AREA (IN SQ. METER)
1	Workshop 'A'	1344
2	Workshop 'B'	2929
3	Workshop 'C'	3780
4	Workshop 'D'	864
5	Engg. Workshop,	420
6	Power House,	26
7	Compressor House, Pump Room	26
8	EY Pipe Shop & New Pipe Shop (in NY)	5625
9	D1. Building.	1570
10	D2. Building	1656
11	Reclamation Bldg.	5061
12	New Stores Complex in MDL, East Yard	2700
13	CAS building	3125
14	New Store in CAS Area (MMP1&2).	7446
15	Porta Cabin / Bunk Houses (11 Nos.). (20ftX10fteach)	75
16	SSA work shop in Alcock	10000
17	SSA Office Building	2578
18	SSA Rest Room	684
19	E shop- Alcock Yard	1750
20	F shop - Alcock yard	1440
21	G & H- Alcock Yard	1990
22	North & South surroundings of above shops in Alcock Yard, worker rest room, compressor room, Office space, tool room & stair case etc.	1440
23	Additional Area including 2000T Press) in Alcock workshops including road and surrounding area	4000
24	MDL site office at naval dock, MWS building and Toilets and Southwarf road and Porta cabins	2500

Note: All the above said measurement of areas is approximate. However actual site will be shown to Vendor or Contractor has to measure and verify, accordingly quote for the same. Any change shall be absorbed by the Vendor in their rate as quoted.

सुभाष स. ठेपणे

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CHIEF MANAGER (MTC-EY)

माझगांव डॉक शिपबिल्डर्स लिमिटेड

MAZGAON DOCK SHIPBUILDERS LIMITED

Annexure II

Details of Area and Deployment of Manpower in East Yard:

Sr. no	Location	Approx. Area -M2 *(tentative) vendor shall measure and quote accordingly	Time Hrs.	Frequency of Activity (per day/week)
1	Workshop "A"	1344	0700 to 1600	Continuous per day
2	Work shop 'B'	2929	0700 to 1600	Continuous per day
3	Workshop 'C' including open area at sea ends of work shop and caisson gate deck. Pontoon area and pontoon dry dock	3780	0700 to 1600	Continuous per day
4	Work shop D	864	0700 to 1600	Continuous per day
5	Engg. Workshop	420	0700 to 1600	Continuous per day
6	Pipe shop-EY (all floors) in NY including office space, rest /locker room and new workshop etc.	5625	0700 to 1600	Continuous per day
7	Cradle Assembly Shop (CAS)	5750	0700 & 1600	Continuous per day
8	CAS stores	2128.8	0700& 1600	Twice per day
9	Tube Mill in ALY 'E' Shop, Bracing and Press shop in ALY 'F' & 'H' Shop Beam shop in ALY 'G' Shop, North & South end surrounding of above shops, compressor room, offices, stair case & tool room	8039.25	0700 to 1600	Continuous per day
10	SSA admin group-Buildings (north and south) including toilets, lift lobbies, staircase	2578	0700 to 1600	Once per day
11	Submarine Assembly (SSA) work Shop and surrounding area in Alcock yard	10537.52	0700 to 1600	Continuous per day

SUBHASH S. THEPANE
मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)
CHIEF MANAGER (MT-EY)

महाराष्ट्र डॉक शिपबिल्डर्स लिमिटेड
Page 66 of 90

MUMBAI DOCK SHIPBUILDERS LIMITED

Sr. no	Location	Approx. Area -M2 *(tentative) vendor shall measure and quote accordingly	Time Hrs.	Frequency of Activity (per day/week)
12	Rest rooms including toilet block behind power house	684	0700 to 1600	Continuous per day
13	Electrical workshop-D1 bldg. 1 st floor	275	0700 to 1600	Continuous per day
	Weapon electronic w/s D1 bldg-4 th floor	275	0700 to 1600	Continuous per day
	D1 bldg-2 nd ,3 rd & 5 th floor	825	0900	Once per day
14	D2 bldg. -1 st ,3 rd & 4 th floor	888	0930	Once per day
	D2 bldg. 2 nd floor	444	0930	Once per day
15	Reclamation bldg-1 st , 2 nd , 3 rd ,4 th ,5 th ,6 th & 7 th floors	4922	0930	Once per day
16	Stores bldg.M1, M2 &M3	478.89	1000	Once per day
	Stores bldg. 1 st ,2 nd & 3 rd floor	1583.92	0800	Once per day
17	SIF & Terrace	780	1400	Once per day
18	Porta cabins-East yard or wherever located	100	0800	Once per day
19	Open areas in and around workshops, buildings and approach road to East yard	3094	0900	Once per day
20	Toilet blocks and bathrooms			
	a) all floors of all office bldg.			
	b) In work shop C, A, pipe shop and Yard. Common toilet at ground floor Reclamation building. Toilet at 4 th floor project office (as directed)	1653.784	0700 to 1600	Continuous per day
21	Cleaning of terrace in D1 bldg., D2 bldg., stores bldg. and Reclamation bldg. including locker room and CISF office terraces.	3120	0700 to 1200	Weekly

सुभाष स. ठेपणे

SUBHASH S. THEPANE

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MTC-EY)

Page 67 of 90

माझगांव डॉक शिपबिल्डर्स लिमिटेड

MAZGAON DOCK SHIPBUILDERS LIMITED

Sr. no	Location	Approx. Area -M2 *(tentative) vendor shall measure and quote accordingly	Time Hrs.	Frequency of Activity (per day/week)
22	ALY additional area	9537.52	0700 & 1500	Twice per day
23	NAVAL DOCK	As per site	0800 to 1700	Continuous per day

Annexure III

LOCATION – EAST YARD

OFFICE DETAILS

Sr. No.	FLOOR	TOTAL FLOOR AREA M2 (EXCLUDING LIFT LOBBY)	NO. OF CABINS (OFFICER'S CABINS + CONFERENCE ROOM + COMPUTER ROOM ETC.)	OTHER ENCLOSURES (STORE + LOCKER ROOMS + CHANGING ROOM + RECORD ROOM ETC)
A	D 1 BUILDING			
L & WN,	I	195	4	1
Out Fitting	II	195	7	1
HULL,	III	195	5	2
L & WN,	IV	195	4	2
MTC	V	195	5	2
B	D 2 BUILDING			
MRLC	I	305	7	1
(STT)	II	305	8	2
SOT	III	305	10	1
Project Adm	IV	305	8	2

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SUBHASH S. THEPANE

मुख्य प्रबंधक (अनुरक्षण-पूर्व पं.) Page 68 of 90

CHIEF MANAGER (MTC-EY)

एक शिपबिल्डर्स लिमिटेड

COCK SHIPBUILDERS LIMITED

Sr. No.	FLOOR	TOTAL FLOOR AREA M2 (EXCLUDING LIFT LOBBY)	NO. OF CABINS (OFFICER'S CABINS + CONFERENCE ROOM + COMPUTER ROOM ETC.)	OTHER ENCLOSURES (STORE + LOCKER ROOMS + CHANGING ROOM + RECORD ROOM ETC)
C RECLAMATION BUILDING				
Workshop	1 st	440	1	-
workshop	2 nd	440	8	2
Engg	3 rd	440	7	1
QC	4 th	440	2	1
Design	5 th	440	5	1
Planning	6 th	440	8	2
D NEW STORES COMPLEX				
	M1	90	1	1
Personnel,	M2	90	2	1
Stores,	1 st	720 (including stores area)	3	2
	M3	90	-	2
Stores,	2 nd	720 + 90 Store & CISF	-	1
Ekalavya Training Centre	3 rd	810 CISF	-	2
	Terrace – SIF cabin	290	-	-
E				
Pipe Shop		5550 M2	3 सुभाष स. ठेपणे SUBHASH S. THEPANE	

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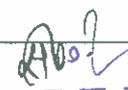
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MAZAGON DOCK SHIPBUILDERS LIMITED

Page 69 of 90

Sr. No.	FLOOR	TOTAL FLOOR AREA M2 (EXCLUDING LIFT LOBBY)	NO. OF CABINS (OFFICER'S CABINS + CONFERENCE ROOM + COMPUTER ROOM ETC.)	OTHER ENCLOSURES (STORE + LOCKER ROOMS + CHANGING ROOM + RECORD ROOM ETC)
	(Gr. & 1 st floor.)			
F	Bunk Houses	4 Nos. approx. 230 M2		
G	Alcock yard -EY production space	500 M2	Includes cabin, QA Annex and other office space	
H	SSA office G+4 building (including stair cases)			
	Ground floor North side	197	0	4
	Ground floor -South side	230	1	6
	First floor-North side	229	3	3
	First floor - South side	330	4	4
	Second floor-North side	157	2	2
	Second floor -South side	220	3	1
	Third floor - North side	190	2	2
	Third floor - South side	266	4	2
	Fourth floor	752	10	3


SUBHASH S. THEPANE
 मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)
 CHIEF MANAGER (MTC-EY)
 Page 70 of 90

Sr. No.	FLOOR	TOTAL FLOOR AREA M2 (EXCLUDING LIFT LOBBY)	NO. OF CABINS (OFFICER'S CABINS + CONFERENCE ROOM + COMPUTER ROOM ETC.)	OTHER ENCLOSURES (STORE + LOCKER ROOMS + CHANGING ROOM + RECORD ROOM ETC)
I	SSA G+3 building (Rest Room)			
	Ground floor	171		
	First floor	171		
	Second floor	171		
	Third floor	171		
	Terrace	171		
	Worker Toilet Block G+1	47		
J	CAS			
	Ground floor (16 Cabins)	640X10 SQFEET		
	1 st floor Mezzanine (16 Cabins)	640 X10 SQ FEET		

Note: All the above said measurement of areas are approximate. There may be variations, however actual site will be shown to Vendor or Contractor have to measure and verify, accordingly quote for the same. Any change vendor has to absorb in the quoted rate.


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SUBHASH S. THEPANE
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 माझगांव डॉक शिपबिल्डर्स लिमिटेड
 MAZAGON DOCK SHIPBUILDERS LIMITED

ANNEXURE-IV

TOILET BLOCK DETAIL:

Sr. no.	LOCATION	W/C Nos.	URINA L Nos.	WASH BASIN Nos.	BATH ROOM Nos.	FLOOR AREA Sq. Ft.
A	RECLAMATION BLDG.					
i	7 th Floor	3	2	2	-	56.00
ii	6 th Floor	4	3	2	1	14.08
3	5 th Floor	3	3	3	1	14.08
iv	4 th Floor	2	3	2	1	4.746
v	3 rd Floor	2	2	3 + 2 Wash Place	1	14.08
vi	2 nd Floor	3	6	1	1	17.78
vii	1 st Floor +	3	6	1	1	17.78
viii	Ground Floor and Ladies toilet in Stores	3	6	1	1	17.78
B	D2 BLDG.					
i	4 th Floor	3	2	3	-	24
ii	3 rd Floor	2	2	1	-	24
iii	2 nd Floor	1	2	2	-	24
iv	1 st Floor	4	2	2	1	24
C	STORE BLDG.					
i	SIF	1	2	1		6.06
ii	3 rd Floor	3	6	5	2	18.35
iii	2 nd Floor	2	2	3	2	26.79
iv	M3	2	2	3	1	14.00
v	1 st Floor	2	4	2	2	26.79
vi	M2	2	3	3	1	14.00
vii	M1	2	2	3	1	14.00
D	D1 BLDG.					
i	5 th Floor	2	2	2	-	11.56
ii	4 th Floor	2	2	1	1	11.56
iii	3 rd Floor	2	2	2	-	11.56
iv	2 nd Floor	2	2	2	-	11.56
v	1 st Floor	2	2	2	-	11.56
vi	Gr. Floor lady's toilet	2	2	2	1	11.56
E	BUNK HOUSE					
i	Bunk House 1	-	-	-	-	250
ii	Bunk House 2	-	2	2	-	250
iii	Bunk House 3	-	-	-	-	250

सुभाष स. ठेपणे

SUBHASH S. THEPANE
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 CHIEF MANAGER (MTC-Page 72 of 90
 माझगांव डॉक शिपविल्डर्स लिमिटेड

Sr. no.	LOCATION	W/C Nos.	URINA L Nos.	WASH BASIN Nos.	BATH ROOM Nos.	FLOOR AREA Sq. Ft.
iv	Bunk House (G+1) (8nos) Each area 450 sq. ft approx.					4000 sq. ft approx.
v	G+1 -Porta cabin 20ftX10ft-each floor-15 nos.					
	Single floor porta cabin - 15ft X10ft ----8nos					
F	WORK SHOPS					
i	Work Shop C Ground Floor	7	5	1 + 2 Wash Place	-	205.00
ii	Work Shop C Mezzanine Floor	5	11	2 + 1 Wash Place	-	231.00
iii	Workshop 'A'	8	6	12 Wash place	4	275
iv	Work shop CAS	6	10	4	2	17.78
G	PIPE SHOP					
i	Mezzanine Floor	4	4	2	2	Open Space 40 Sq. Ft.
ii	Ground Floor	2	3	1 Wash Place	1	Open Space 32 Sq. Ft.
H	SSA OFFICE G+4 building					
i	Ground floor North side	1	1	1	2	As per site
ii	Ground floor -South side	2	0	2 + 1 sink (pantry)	0	-do-
iii	First floor-North side	2	1	3 sinks	0	9.36
iv	First floor -South side	2	2	2 + 1 sink	0	-do-
v	Second floor-North side	2	1	3 sinks	0	9.36
vi	Second floor -South side	2	2	2 + 1 sink	0	-do-
vii	Third floor - North side	2	1	3 sinks	0	9.36
viii	Third floor -South side	3	2	3 + 1 sink	0	-do-
ix	Fourth floor	5	3	6 sinks	0	98.61
I	SSA WORK SHOP G+3 building					
i	Ground floor North side	0	0	0	0	-do-
ii	First floor-North side	0	0	3 + 1 (water trough of 3.0 m)	0	-do-
iii	Second floor-North side	5	10	सुभाष स. ठेपणे SUBHASH S. THEPANE	6 Shower Cubical	-do-

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)
CHIEF MANAGER (MTC-EY)
माझगांव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

Sr. no.	LOCATION	W/C Nos.	URINAL Nos.	WASH BASIN Nos.	BATH ROOM Nos.	FLOOR AREA Sq. Ft.
iv	Third floor – North side	5	10	5	6 Shower Cubical	-do-
v	Terrace	0	0	0	0	-do-
vi	Workers Toilet	3	5	2	6	58.295
vii	Rest room 2 nd floor	5	10	5	6 Shower Cubical	58.295
viii	Ancillary Units lump sum					-do-
J	CAS store complex					
i	Ground floor	3	5	2		As per site
ii	First floor	2	2	1		As per site
iii	Second floor	2	2	1		As per site
K	Naval dock Mumbai					
	MWC building (three times)	5	10	3	2	At site.
	Jetty (continuous)	8	20	9		At site

NOTE (1): Contractor has to maintain the high level of clean ship in W.C. and Urinal, Bath Room areas.

(2): All the above said measurement of areas are approximate.

(3) **Continuous manpower to be deputed for continuous cleaning throughout the shift as per the following table. As & when the floor becomes dirty, contractor has to clean the floor.**

GENERAL TOILET BLOCKS - EAST YARD

Toilet Block Location	W.C.	Urinal	Bath	Wash Basin	Common Wash Basin	Area in Sq. feet
Reclamation Building-Ground Floor	3	6	1	1	-	310
Reclamation Bldg.- 1 st floor	3	6	1	1	-	17.78
Workshop C –Ground floor(operatives)	7	6	-	3	-	205
Workshop C- Mezzanine/1 st floor	5	11	-	3	-	231
Workshop 'A' (Operatives)	8	6	4	2	2	840
Workshop 'A' (Executives)	1	1	-	1	-	80
Pipe shop – Ground floor(operatives)	2	3	1	1	-	32
SSA Rest room 2 nd floor(operatives)	5	10	5	6	-	58.3
Workers toilet at Jetty (SSA workshop)	3	5	6	2	-	58.3
TOTAL:	32	43	18	17	2	1832 Sq. feet

SUBHASH S. THEPANE

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MTC-EY) Page 74 of 90

शेपबिल्डर्स लिमिटेड

SHIPBUILDERS LIMITED

ANNEXURE-V

The Area details (approximate) of Pest control in EY

Sr. No	Location	Approximate Area (in sq. Meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Coc kroach Tre atm ent	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
1	Work Shop A	1344		YES	YES	YES	YES	NO	NO	NO	-
2	Work Shop E	2929		YES	YES	YES	YES	NO	NO	NO	-
3	Work Shop C (Including Power House)	2050		YES	YES	YES	YES	NO	NO	NO	-
4	Work Shop C (Dry Dock & Pontoon)	1360		YES	YES	YES	YES	NO	NO	NO	-
5	Underground W/s C Basement	950		YES	YES	YES	YES	NO	NO	NO	-
6	Egg. Work Shop	360		YES	YES	YES	YES	NO	YES	NO	-
7	Work Shop D & Back Side & Surrounding area.	800		YES	YES	YES	YES	NO	NO	NO	-
8	Worker Changing Room (Ground & 1st Floor) & Back Side	200		YES	YES	YES	NO	YES	YES	NO	-
9	Pontoon	1250		YES	YES	NO	NO	NO	NO	NO	-
10	CAS Shop	2500		YES	YES	YES	YES	NO	NO	NO	-
11	CAS Shop South Side (all 16 rooms)	320		NO	YES	NO	NO	YES	YES	NO	-
12	CAS Shop North Side (all 16 rooms)	320		NO	YES	NO	NO	YES	YES	NO	-


SUBHASH S. THEPANE
 मुख्य प्रबंधक (अनुरक्षण पूर्व खंड)
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 MAZAGON DOCK SHIPBUILDERS LIMITED

Sr. No	Location	Approximate Area (in sq. Meters)	Sub Area (meters)	Mosquito Control		Rodent	Ant- termite Treatment BY		Cocroach Treatment	Bed Bugs control	Area for Bed Bugs
				Fogging	Spray		Spray	Drill			
13	Store Complex Building	5595								NO	-
	Store Complex- Pipe store		395	YES	YES	YES	YES	YES	YES	NO	-
	Store Complex - Ground Floor Hull Store		700	YES	YES	YES	YES	YES	YES	NO	-
	Store Complex - Ground Floor Egg. Store		700	YES	YES	YES	YES	YES	YES	NO	-
	Store Complex 1st Floor Electronic &n Electric Store		1900	NO	YES	YES	NO	YES	YES	NO	-
	Store Complex - 2nd Floor non-AC area		1400	NO	YES	YES	NO	YES	YES	NO	-
	Store Complex - 2nd Floor Combat System AC Area		500	NO	YES	YES	NO	YES	YES	NO	-
14	Alcock Yard Workshop	5700								NO	-
	G' SHOP - Beam Shop- Alcock Yard		1000	YES	YES	YES	YES	NO	NO	NO	-
	E' SHOP- Tube Mill- Alcock Yard		1750	YES	YES	YES	YES	NO	NO	NO	-
	F' SHOP - Bracing		950	YES	YES	YES	YES	NO	NO	NO	-

SUBHASH S. THEPANE

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MTC-EY)

Page 76 of 90

डॉक शिपबिल्डर्स लिमिटेड

DOCK SHIPBUILDERS LIMITED

Sr. No	Location	Approximate Area (in sq. Meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Coc kroach Tre atment	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	Shop- Alcock Yard										
	Hydraulic 2000T Press Shop		600	YES	YES	YES	YES	NO	NO	NO	-
	North & South Surrounding of above 3 Shops in Alcock Yard- Compressor room, Office Space, tool Room & Stair Case		1400	YES	YES	YES	YES	NO	NO	NO	-
15	Detail Shop	1490		YES	YES	YES	YES	NO	NO	NO	-
16	Alcock Yard New SSA workshop & Surroundings	9900		YES	YES	YES	YES	NO	NO	NO	-
17	Alcock Yard New SSA Office Building (SSA office South Side & North Side)	2630								NO	-
	SSA office South Side									NO	-
	SSA w/s office Ground Floor South Side		210	YES	YES	NO	NO	YES	YES	NO	-
	SSA w/s office		335	NO	YES	YES	NO	YES	YES	NO	-

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MTC-EY)

महाराष्ट्र डॉक शिपबिल्डर्स लिमिटेड

MAZAGON DOCK SHIPBUILDERS LIMITED

Sr. No	Location	Approximate Area (in sq. Meters)	Sub Area (meters)	Mosquito Control		Rodent	Ant- termite Treatment BY		Cocroach Treatment	Bed Bugs control	Area for Bed Bugs
				Fogging	Spray		Spray	Drill			
	1st Floor South Side										
	SSA w/s office 2nd Floor South Side		260	NO	YES	YES	NO	YES	YES	NO	-
	SSA w/s office 3rd Floor South Side		280	NO	YES	YES	NO	YES	YES	NO	-
	SSA w/s office 4th Floor		775	NO	YES	YES	NO	YES	YES	NO	-
	SSA office North Side									NO	-
	SSA w/s office Ground floor North Side		150	YES	YES	NO	NO	YES	YES	NO	-
	SSA w/s office 1st Floor North Side		235	NO	YES	YES	NO	YES	YES	NO	-
	SSA w/s office 2nd Floor North Side		185	NO	YES	YES	NO	YES	YES	NO	-
	SSA w/s office 3rd Floor North Side		200	NO	YES	YES	NO	YES	YES	NO	-
18	Alcock Yard New Rest Room	720								NO	-
	Rest Room Ground Floor		180	YES	YES	YES	YES	YES	YES	NO	-
	Rest Room 1st Floor		180	NO	YES	YES	NO	YES	YES	NO	-
	Rest Room 2nd Floor		180	NO	YES	YES	NO	YES	YES	NO	-

मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MTC-EY) Page 78 of 90

महागंध हॉक शिपबिल्डर्स लिमिटेड

MAGANDHOCK SHIPBUILDERS LIMITED

Sr. No	Location	Approximate Area (in sq. Meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Coc kroach Tre atm ent	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	Rest Room 3rd Floor		180	NO	YES	YES	NO	YES	YES	NO	-
19	Kasara Basin	1500		YES	YES	NO	NO	NO	NO	NO	-
20	Pipe Shop EY	4400									
	Old Pipe Shop EY (Ground Floor & 1st floor)		2100	YES	YES	YES	YES	YES	YES	NO	-
	New Pipe Shop EY (Ground Floor & Mezzanine floor)		2300	YES	YES	YES	YES	YES	YES	NO	-
21	Surrounding of Moughal Dry Dock	2000		YES	YES	YES	YES	NO	YES	NO	-
22	D1 Bldg. (G+5 Floor)	1540									
	D1 Bldg. Ground Floor (Mill Wright Work Shop& Lift area)		220	YES	YES	YES	YES	YES	YES	NO	-
	D1 Bldg. 1st Floor		220	NO	YES	YES	NO	YES	YES	NO	-
	D1 Bldg. 2nd Floor		220	NO	YES	YES	NO	YES	YES	NO	-
	D1 Bldg. 3rd Floor		220	NO	YES	YES	NO	YES	YES	NO	-
	D1 Bldg. 4th Floor		220	NO	YES	YES	NO	YES	YES	NO	-
	D1 Bldg. 5th Floor		220	NO	YES	YES	NO	YES	YES	NO	-
	D1 Bldg. 6th Floor		220	NO	YES	YES	NO	YES	YES	NO	-

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मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)

CHIEF MANAGER (MTC-EY)

महागांव डॉक शिपबिल्डर्स लिमिटेड

Sr. No	Location	Approximate Area (in sq. Meters)	Sub Area (meters)	Mosquito Control		Rodent	Ant- termite Treatment BY		Cocroach Treatment	Bed Bugs control	Area for Bed Bugs
				Fogging	Spray		Spray	Drill			
23	D2 bldg. (G+ 4 Floor)	1340									
	D2 bldg. Ground Floor		20	YES	YES	YES	NO	YES	YES	NO	-
	D2 bldg. 1st Floor		330	NO	YES	YES	NO	YES	YES	NO	-
	D2 bldg. 2nd Floor		330	NO	YES	YES	NO	YES	YES	NO	-
	D2 bldg. 3rd Floor		330	NO	YES	YES	NO	YES	YES	NO	-
	D2 bldg. 4th Floor		330	NO	YES	YES	NO	YES	YES	NO	-
24	Reclamation Building (G+7 floor)	3010									
	EY Main Store (Ground Floor- Reclamation Building)		430	YES	YES	YES	YES	YES	YES	NO	-
	Reclamation bldg. 1st Floor		430	NO	YES	YES	NO	YES	YES	NO	-
	Reclamation bldg. 2nd Floor		430	NO	YES	YES	NO	YES	YES	NO	-
	Reclamation bldg. 3rd Floor		430	NO	YES	YES	NO	YES	YES	NO	-
	Reclamation bldg. 4th Floor		430	NO	YES	YES	NO	YES	YES	NO	-
	Reclamation bldg. 5th Floor		430	NO	YES	YES	NO	YES	YES	NO	-

Sr. No	Location	Approximate Area (in sq. Meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Coc kroach Tre atm ent	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	Reclamation bldg. 6th Floor		430	NO	YES	YES	NO	YES	YES	NO	-
	Reclamation bldg. 7th Floor		430	NO	NO	NO	NO	NO	NO	NO	-
25	New Store Building (1st Floor to terrace Floor - SIF)	1800									
	New Store Building Mezzanine - 1st Floor		300	NO	YES	YES	NO	YES	YES	NO	-
	New Store Building Mezzanine - 2nd Floor		300	NO	YES	YES	NO	YES	YES	NO	-
	New Store Building Mezzanine - 3rd Floor		300	NO	YES	YES	NO	YES	YES	NO	-
	New Store Building Mezzanine - M1 Floor		200	NO	YES	YES	NO	YES	YES	NO	-
	New Store Building Mezzanine - M2 Floor		200	NO	YES	YES	NO	YES	YES	NO	-
	New Store Building Mezzanine - TERRACE - SIF Floor		500	YES	YES	YES	NO	YES	YES	NO	-
26	Porta Cabin at Moghal Dry Dock, Richy Dry Dock, Wet Basin: Approx. 50	1500		NO	YES	YES	NO	NO	NO	NO	-


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 CHIEF MANAGER (MTC-EY) Page 81 of 90
 माझगांव डॉक शिपविल्डर्स लिमिटेड
 MAJLGAON DOCK SHIPBUILDERS LIMITED

Sr. No	Location	Approximate Area (in sq. Meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Coc kroach Tre atm ent	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	nos. X 30 Sq. Mtr										
	Porta Cabin at Moghal Dry Dock, Richy Dry Dock, Wet Basin: Approx. 6 nos. X 30 Sq. Mtr	180		NO	NO	NO	NO	NO	NO	Yes	180
27	Wet Basin North Side area	800		YES	YES	YES	YES	NO	NO	NO	-
28	AC work Shop	50		YES	YES	YES	YES	YES	NO	NO	-
29	Pump Room	20		YES	YES	YES	YES	YES	NO	NO	-
30	Hydraulic Clean Room	170		NO	YES	YES	NO	NO	NO	NO	-


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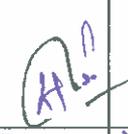
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मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)
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महाराष्ट्र शिपबिल्डर्स लिमिटेड

Page 82 of 90

SHIPBUILDERS LIMITED

ANNEXURE-VI

Technical specification of Fire Hydrant System

Sr. No.	Particulars	Jokey Pump- Alcock Yard	Main Pump - Alcock Yard	Diesel Engine Pump-Alcock Yard
1	Pump Type:	DB-32/26 (Kirloskar)	DB-100/26 (Kirloskar)	CE-80/40 (Kirloskar) Diesel Engine: Kirloskar engine, Model 4R1040T
	Pump no.	13204032855	16223123521	18824130484
	O/A date:	20.12.2014	18.11.2014	26.06.2014
	Suction side:	50 mm	125 mm	125 mm
	Delivery size:	32 mm	100 mm	80mm
	Total head:	70 m	70 m	70m
	Discharge:	11 m ³ /hr	171 m ³ /hr	171 m ³ /hr
	Speed:	2900 rpm	2900 rpm	1800 rpm
	Pump input:	9.2 KW	48 KW	66.2 KW
	NPSHR:	2.0 m	2.8 m	2m
	SP.GR.:	1.00	1.00	1.00
	PUMP EFFICIENCY:	35 %	78 %	75%
	MAT. CONST CODE:	86	86	20
2	4 Nos of Fire pumps in EY: Make: FLOWMORE Model: M5972- 150-100-1460. Type of Pump: Horizontal Split Case Pump. No. of Stages: 2. Lubrication: Water Seal Ring to be provided for lubrication. Stuffing Box Sealing: Gland Packed Bearing: Anti- friction. Lubrication for Bearing: Grease. NPSH r in mtr.: 4.			Note: The full load power at N.T.P condition is 90 BHP at 1800 RPM
	Discharge:	137 m ³ /hr	 सुभाष स. ठेपणे	
	Blow Head:	70 m.	SUBHASH S. THEPANE	

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	Speed:	1450 rpm		
	Suction/Del size:	150 mm X 125 mm		
	Bowl Efficiency at Rated Duty Point:	79 %.		
	Power Absorbed at Rated Duty Point:	33 KW		
	Motor Rating:	55 KW / 4 Pole		
3	2 No's of 180HP Dry-Dock Pump in EY Make: Flow more Stage: One Motor Make: ABB Motor Rating:132KW			
	Pump size:	32H		
	Pump speed:	740RPM		
	Discharge:	2520 m3/hr		
	Bowl Head	12.9 M		
	Bowl Eff.	85%		
4	1 NO 40HP Dry-Dock Pump: Make: GRW Pumps Model: GRVT 4120/1			
	Total Dynamic Head	15 m		
	Discharge	420 m3/hr		

3) Sprinkler System:

- M.S. Pipe from Pump Room to Wet Alarm Valve.
- Wet Alarm Valve with Water Monitor and Gauge.
- Glass Bulb Sprinklers (Pendant type).
- Range Pipe with Main Header.
- Flow Switches.
- Butter Fly Valves.
- Pressure Gauge with isolation cock.
- Drain pipe with Valve.
- Copper armored cable.


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5) Submersible Pumps:

Details of the submersible pumps:

1. 1.5 HP -14No. s
2. 3 HP - 1No. s
3. 10 HP - 2No. s
4. 15 HP - 1No. s
5. 25 HP - 2No. s
6. 50 HP - 2No. s

Details of pumps in East Yard as follows:

Sr.No.	Location	Pump Details	Qty
1	Main Pump House of Fresh Water (East Yard):	Make: KOEL Capacity- 12.5 HP	2
2	D1 Building Pump House (East Yard):	Make: Crompton Capacity-10 HP	4
3	Reclamation building Pump House (East Yard):	Make: Crompton Capacity-10 HP	2
5	NSB Firefighting Pump House (East Yard):	a) Main Pump Make Kirloskar Capacity- 55HP b) Jockey Pump Make Kirloskar Capacity-5 HP	a) 2 b) 2
6	W/s C Firefighting Pump House (East Yard):	a) Main Pump Make: Kirloskar Capacity- 55HP b) Jockey Pump Make Kirloskar Capacity-5 HP	a) 2 b) 2


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ANNEXURE-VII

General details of Shutters in East Yard & Alcock Yard shutters

Sr No	Work centre / Location	Type	HW (in MM)	Area (M ²)
1.	Reclamation Building, East Yard stores - main entrance (near apricot)	Hand	8000 X 6000	48
2.	Reclamation Building East Yard stores - main entrance (near cargo lift)	Hand	6000 X 4000	24
3.	Reclamation bldg. 1st floor (near lift)	Push/Pull	2300 X 2600	5.98
4.	Reclamation bldg. 2 nd floor (near lift)	Push/Pull	2300 X 2600	5.98
5.	Reclamation bldg. 4th floor (near lift)	Push/Pull	2300 X 2600	5.98
6.	Reclamation bldg. 6 th floor (near lift)	Push/Pull	2300 X 2600	5.98
7.	Engineering workshop (main entrance)	Hand /Motor	1000 X 6000	60
8.	Workshop 'C' Compressor house main entrance (Near air receiver towards boundary wall)	Push /Pull	5000 X 4000	20
9.	Workshop 'C' L.T. Room (sub-station)	Push /Pull	5000 X 4000	20
10.	Dry Dock Dry dock pump house	Push /Pull	7000 X 5000	35
11.	Dry dock Firefighting pump (Dry dock)	Push /Pull	6000 X 4000	24
12.	North Yard - Acetylene plant for w/s. 'C' (closed to EY- workshop 'B' at outside)	Push /Pull	2000 X 1500	3
13.	North Yard - Acetylene plant (for workshop 'A' & 'B')	Push /Pull	2000 X 1500	3
14.	North Yard (SSK Pipe Shop)	Hand /Motor	7000 X 5000	35
15.	New Stores Building (D-Shop) South side (Near to boundary wall)	Hand	4000 X 2000	8
16.	New Stores Building (D-Shop) Fire-fighting machinery room (Small)	Push /Pull	2000 X 1500	3
17.	New Stores Building (D-Shop) Fresh water pump room (Small)	Push /Pull	2000 X 1500	3
18.	D-1 Building Gr. Floor (Maint. fitter shop)	SUB मुख्य प्रबंधक (अनुरक्षण-पूर्व खंड)	8000 X 5000	40

19.	Workshop 'A' Main entrance (wicket gate NY side)	Hand /Motor	8000 X 6000	48
20.	Workshop 'A' – East Side (near HT transformer	Hand /Motor	8000 X 6000	48
21.	Workshop 'A' Workshop 'A, B' (LT sub-station)	Push /Pull	6000 X 3000	18
22.	Workshop 'A' Workshop 'A, B' (HT sub-station)	Push /Pull	6000 X 3000	18

Sr No	Work centre / Location	Type	HW (in MM)	Area (M ²)
23.	Workshop 'C' Between Eng. & 'C' shop & (Between Column No. 15 & 16)	Push /Pull	6000 X 3000	18
24.	Workshop 'C' Near portable AC plant cooling tower (Between col. No. 16&17)	Push /Pull	6000 X 3000	18
25.	Workshop 'C' Compressor house (Between column no. 19 & 20)	Push /Pull	5000 X 4000	20
26.	Workshop 'C' (between column no. 20 & 21)	Push /Pull	5000 X 4000	20
27.	Workshop 'C' (HT sub-station	Push /Pull	5000 X 4000	20
28.	Workshop 'C' – Power house (Between column No. 21 & 22)	Push /Pull	5000 X 4000	20
29.	Workshop 'C' Near LT sub-station boundary wall (Between column No. 22 & 23)	Push /Pull	5000 X 4000	20
30.	Workshop 'C' Near sheet metal shop – sea side (Between column no. 23 & 24) small	Push /Pull	2000 X 2500	5
31.	Workshop 'C' Workshop 'C' end (towards sea side Near sheet metal shop)	Push /Pull	5000 X 4000	20
32.	Workshop 'C' Paint Shop (near new P&A shop)	Hand	8000 X 6000	48
33.	New Pipe shop	Hand	6700 X 6500	43.6
34.	New Pipe shop (Assembly)	Hand	6700 X 5500	36.7
35.	Alcock Yard F & G Shop Front No.1	Motor / Hand	8000 X 6500	52
36.	Alcock Yard F & G Shop Front No.2	Motor / Hand	8000 X 6500	52

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37.	Alcock Yard F & G Shop Back Side	Motor Hand	/	6000 X 6500	39
38.	CAS Shop (west side entrance)	Hand		6000 X 4000	24
39.	CAS Shop (west side entrance)	Hand		6000 X 4000	24
40.	CAS Shop (west side entrance)	Hand		6000 X 4000	24
41.	CAS Shop (sea side entrance)	Hand		3000 X 2150	6.45
42.	CAS Shop (hydraulic room)	Hand		2000 X 3000	6
43.	CAS Shop	Motor Hand	/	6500X5500	35.7 5

Summary:

Sr. No	Type of operation	Total no. of Rolling Shutters	Total area of Rolling shutters
1.	Pull Push	23	331.92 M ²
2.	Hand Driven + Chain	12	332.75 M ²
3.	Motor + Hand	08	369.75 M ²
TOTAL		43	1034.42 M²


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 CHIEF MANAGER (MTC-EY)
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 MADRAS DOCK SHIPBUILDERS LIMITED

ANNEXURE-VIII

General details of Water tank in East Yard & Alcock Yard

Sr. No	Tank Description	Capacity (In Litres)	Location
A	RCC Tanks		
1	D1 Building Pump house RCC type size: 19.5x13x6 Capacity:27000 Ltrs	27000	D1 Building Pump House
2	Ind Tank Main pump house RCC type. Size:29.5x20x10 Capacity:150000 Ltrs	150000	Main Pump House
3	Outside of W/S-D RCC type. Size:18x8x9 Capacity:22000 Ltrs	22000	Outside of Workshop D
4	Store Building RCC type size:20x13x10 Capacity:20000 Ltrs	20000	NSB Building (Store Building)
5	Rest room at ALY RCC type size:11.5x11x6 Capacity:27000 Ltrs	17000	Alcock Yard
6	Fire tank SSA RCC type size:53x32x11 Capacity: 200000 Ltrs	200000	Alcock Yard
7	D1 Building RCC type size:14x7x6.5 Capacity 17000 lts	17000	D1 Building
8	D1 Building RCC type size:14x7x6.5 Capacity 17000 lts	17000	D1 Building
9	D2 Building RCC type size:14x8.5x5.5 Capacity 19000 lts	19000	D2 Building
10	D2 Building RCC type size:14x8.5x5.5 Capacity 19000 lts	19000	D2 Building
11	Reclamation Building RCC type size:9.8X4.2X4.2 Capacity 16000 Ltrs	16000	Reclamation Building
12	Reclamation Building RCC type size:9.8X4.2X4.2 Capacity 16000 Ltrs	16000	Reclamation Building
13	Store Building RCC type size:12X5X7 Capacity 12000Ltrs	12000	NSB Building (Store Building)
14	Store Building RCC type size:12X5X7 Capacity 20000Ltrs	20000	NSB Building (Store Building)
B	MS tanks		
15	Pipe shop MS tank size:12x6x6 Capacity 45000 Ltrs	45000	Pipe Shop EY
16	Pipe shop MS tank size:12x6x6 Capacity 15000 Ltrs	15000	Pipe Shop EY
17	D1 building PS-1 MS tank size:20x12x8 Capacity 50000 Ltrs	50000	D1 Building
18	D2 building compressor house PS-2 MS tank size:20x12x8 Capacity 50000 Ltrs	50000	Compressor House EY
C	Sintex Tanks		


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19	Reclamation Building Sintex type size:6HX6.5W Capacity 1500 Ltrs	1500	Reclamation Building
20	Store Building Sintex type size:3x3 Capacity 500 Ltrs	500	NSB Building (Store Building)
21	Rest room Aly sintex type size:6.5hx5w Capacity 3000 Ltrs	3000	Alcock Yard
22	GW (rest room) Rest room Aly sintex type size:6hx6.5w Capacity 5000 Ltrs	5000	Alcock Yard
23	FW (rest room) Rest room Aly sintex type size:6hx6.5w Capacity 5000 Ltrs	5000	Alcock Yard
24	Near fire pump no-1 Aly sintex type size:13.5hx8.3w Capacity 20000 Ltrs	20000	Alcock Yard
25	Near fire pump no-1 Aly sintex type size:13.5hx8.3w Capacity 20000 Ltrs	20000	Alcock Yard
26	Near fire pump no-3 Aly sintex type size:4hx3.5w Capacity 1000 Ltrs	1000	Alcock Yard
27	Near fire pump no-3 Aly sintex type size:4hx3.5w Capacity 1000 Ltrs	1000	Alcock Yard
28	Worker's toilet no-01 Aly sintex type size:5hx4.3w Capacity 2000 Ltrs	2000	Alcock Yard
29	Worker's toilet no-02 Aly sintex type size:5hx4.3w Capacity 2000 Ltrs	2000	Alcock Yard
30	Worker's toilet no-03 Aly sintex type size:5hx4.3w Capacity 2000 Ltrs	2000	Alcock Yard
31	SSA Building tank-01 Sintex type size:4hx3.5w Capacity: 1000 Ltr	1000	Alcock Yard
32	SSA Building tank-02 Sintex type size:4hx3.5w Capacity: 1000 Ltr	1000	Alcock Yard
33	SSA Building tank-03 Sintex type size:4hx3.5w Capacity: 1000 Ltr	1000	Alcock Yard
34	SSA Building tank-04 Sintex type size:4hx3.5w Capacity: 1000 Ltr	1000	Alcock Yard
35	SSA Building tank-05 Sintex type size:5hx4.3w Capacity: 2000 Ltr	2000	Alcock Yard
36	SSA Building tank-06 Sintex type size:5hx4.3w Capacity: 2000 Ltr	2000	Alcock Yard



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 माझगांव डॉक शिपबिल्डर्स लिमिटेड
 MAZAGON DOCK SHIPBUILDERS LIMITED



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-B

Rate Sheet (Illustrative)
Blank Rate sheet

THIS IS AN ILLUSTRATIVE RATE SHEET ONLY. BIDDER HAS TO QUOTE ONLINE AS PER THE PRICE BID FORMAT AVAILABLE ON GEM PORTAL.

Sr. No.	Description of Work	Qty	Unit	Rate per unit	HSN Code	GS T	Total
1	HOUSE KEEPING SERVICES & SUPPLY OF ITEMS						
1.001	HOUSEKEEPING MANPOWER REQUIREMENT IN MDL.	196568	MANDAY				
1.002	MANPOWER REQUIREMENT ON SUNDAY / HOLIDAY	2550	MANDAY				
1.003	MANPOWER REQUIREMENT BEYOND WORKING HOURS	15000	HOURLY				
1.004	SUPPLY OF HAND WASH / LIQUID SOAP MAKE : DETTOL / SAVLON / LIFEBOUY / WIPRO / SANTOOR	16000	LTR				
1.005	SUPPLY OF HAND SANITIZER (ETHYL ALCOHOL 70-95% / ISOPROPYL ALCOHOL 70-95%)	1500	LTR				
1.006	SUPPLY OF WALL MOUNT SOAP DISPENSER	250	NOS				
1.007	CLOSED DUSTBIN WITH PADDLE (MEDIUM) FOR LADIES TOILET	200	NOS				
1.008	OPEN DUSTBIN (MEDIUM) FOR OFFICE USE	950	NOS				
1.009	SYNTHETIC RUBBER MAT/TUFTED CARPET AS PER IS: 5884 (WIDTH-4FT/LENGTH-40FT)	21	NOS				
1.010	WELCOME DOOR MAT SYNTHETIC RUBBER MAT (W-3FT/L-4FT)	175	NOS				
1.011	DOG REPELLENT LIQUID	3	LTR				
1.012	RAT REPELLENT	3	LTR				
1.013	SUPPLY AND FIXING MIRRORS(2FT X 3FT)	45	NOS				
1.014	BUBBLE SCENTED VAPORISER OIL BASE (1000ML) SUPPLY AND INSTALLATION BUBBLE SCENTED VAPORIZER MACHINE ELECTRICAL OPERATED (OIL BASE)(SIZE : 500ML)IN TOILETS / ROOMS FOR AIRFRESHNING. (WITH BASE TO BE FITTED ON THE WALL ALONG WITH CABLE CONNECTION); LOCATION OFFICERS EXECUTIVE CABINS / CARRIDORS/ WASHROOMS	200	NOS				
1.015	REFILL OF OIL SCENT SANDAL AROMA MAGC REFILL OF OIL SCENT SANDAL AROMA MAGC SATCHITHANAND OR EQUIVALENT DIFFUSER VAPORISER OIL OF A HYGIENE PLUS COMPANY OR EQUIVALENT (SIZE 50ML)	820	NOS				
1.016	FOUR WALL DECORATED POLYESTER ARTIFICIAL JAPANESE MAPLE PLANT(150CM)	30	NOS				



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

1.017	ARTIFICIAL VERTICAL GARDENING SUPPLY AND INSTALLATION OF ARTIFICIAL VERTICAL GARDENING AS PER PATTERNS GIVEN IN SCOPE OF WORK (UNDER GARDENING SECTION)	350	SQ.MT				
1.018	WASHING OF MAIN ROADS IN NY,SY	4	AU				
1.019	CLEANING OF COMPOUND WALLS, BOUNDARY WALLS, GATES	12	AU				
1.020	GLASS FAÇADE CLEANING OF MAZDOCK HOUSE BUILDING	8	AU				
1.021	GLASS FAÇADE CLEANING OF SERVICE BLOCK BUILDING	8	AU				
1.022	GLASS FAÇADE CLEANING OF MDRC / GYMNASIUM IN RESI. AREA	8	AU				
1.023	GLASS FAÇADE CLEANING OF NEW SECURITY COMPLEX	8	AU				
1.024	CLEANING OF FIRE SHED	4	AU				
1.025	CLEANING AND WASHING OF PARKING SHED IN RESIDENTIAL AREA	24	AU				
1.026	HIRING OF CHERRY PICKER LIFT	50	DAY				
1.027	HIRING OF LOADER CUM EXCAVATOR (JCB)	50	DAY				
1.028	REMOVAL, TRANSPORTATION AND DISPOSAL OF DEBRIS WITH THE HELP OF DUMPERS	200	AU				
1.029	SUPPLY OF WATER TANKERS (10000 LTRS CAPACITY)	50	NOS				
1.030	CLEANING OF DRAINAGES USING SUCTION CUM WATER JET MACHINE	25	AU				
1.031	WHEELED TROLLY (DUSTBIN) - 120 LTR	150	NOS				
1.032	LAWN CARPET(GRASS)TYPE	1000	SQ.MT				
1.033	SUPPLY OF 16 LITRE TANK CAPACITY (BACKPACKED) HAND OPERATED	3	NOS				
1.034	SUPPLY OF SILVER HYDROGEN PEROXIDE BASE (IN LITRE)	600	LTR				
1.035	JET SPRAY PIPE & NOZZLE FOR TOILETS S.S MATERIAL.	150	NOS				
1.036	SEWAGE SUCTION PUMP MACHINE ONCALL BASIS	20	NOS				
1.037	VIREX II 256	240	LTR				



MAZAGON DOCK SHIPBUILDERS LTD.

OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

Integrated Facility Management Services in MDL Factory and Residential Premises.

1.038	WORK PLACE SANITISING MACHINE THE SANITIZING MACHINE BATTERY OPERATED CORDLESS IS USED FOR FOGGING ALL TYPES OF WATER BASED DISINFECTANT IN CLOSED ROOMS. THIS MACHINE BREAKS THE DISINFECTING LIQUID INTO VERY FINE PARTICLES, WHICH REMAIN SUSPENDED IN THE AIR FOR A LONG TIME AND INCREASES THE CONTACT TIME OF THE DISINFECTANT WITH MICRO-ORGANISMS IN THE AIR. THE SMALL PARTICLE SIZE ALSO ENSURES THAT THERE IS MINIMUM WETTING OF THE SURFACE. THE SANITIZING MACHINE WHEN USED WITH THE RIGHT DISINFECTANT ENSURES PROPER FUMIGATION OF CLOSED SPACES. THE TANK SIZE IS 6 LITERS , EFFECTIVE RANGE- 3-8 METERS, ATOMIZATION VOLUME -650ML/MIN, PARTICLE SIZE -10 MICRONS BATTERY 10AH LE-ION BATTERY CHARGING TIME 3.5 TO 4HOURS BATTERY BACKUP 1 HOUR SUGGESTED CHEMICAL -SILVER HYDROGEN PEROXIDE	1	NOS				
1.039	BERRICADES , SIZE:1850X 1800 H X 440 W MM, PRODUCT WEIGHT EMPTY ; 30 KG , DISPLAY AREA (CENTER DISPLAY): 1500 X 130 MM	50	NOS				
2.000	GARDEN MAINTENANCE ACTIVITIES						
2.001	CREATION OF NEW GARDENS. (RATE TO BE QUOTED PER SQ. M.)	1100	SQ.MT				
2.002	MAINTENANCE OF ALL GARDENS (RATE TO BE QUOTED PER SQ. M. PER MONTH)	243120	SQ.MT				
2.003	MAINTENANCE OF POTTED PLANTS (RATE TO BE QUOTED PER POT PER MONTH)	123600	NOS				
2.004	INDOOR POTTED PLANTS ON RENTAL BASIS (RATE TO BE QUOTED PER POT PER MONTH)	2400	NOS				
2.005	FLOWERY POTTED PLANTS ON RENTAL BASIS (RATE TO BE QUOTED PER POT PER MONTH)	7200	NOS				
2.006	REMOVAL OF UNWANTED GROWTH OF PLANTS, BUSHES, GRASS ETC. FROM WALLS, SURROUNDINGS OF DOCKS, OPEN AREAS ETC. AT NY, SY (RATE TO BE QUOTED PER SERVICE)	8	AU				
2.007	REMOVAL OF GRASS AND WILD GROWTH SCATTERED IN THE OPEN PREMISES OF ALCOCK YARD (EXCLUDING AREAS UNDER EY) (RATE TO BE QUOTED PER SERVICE)	8	AU				
2.008	TRIMMING OF SMALL TREES (RATE TO BE QUOTED PER TREE)	150	NOS				
2.009	TRIMMING OF MEDIUM TREES (RATE TO BE QUOTED PER TREE)	150	NOS				
2.010	TRIMMING OF BIG TREES (RATE TO BE QUOTED PER TREE)	750	NOS				
2.011	DISPOSAL OF FALLEN SMALL TREES (RATE TO BE QUOTED PER TREE)	10	NOS				



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

2.012	DISPOSAL OF FALLEN MEDIUM TREES (RATE TO BE QUOTED PER TREE)	10	NOS				
2.013	DISPOSAL OF FALLEN BIG TREES (RATE TO BE QUOTED PER TREE)	20	NOS				
2.014	REMOVAL OF WILD GROWTH & VEGETATION FROM BUILDINGS OF NY, SY, ALY & RESIDENTIAL BUILDINGS	750	NOS				
3	SUPPLY OF GARDEN MATERIALS						
3.001	UREA	200	KG				
3.002	SUPHALA	150	KG				
3.003	PLASTIC PLATES FOR POTS 6" DIAMETER	250	NOS				
3.004	PLASTIC PLATES FOR POTS 8" DIAMETER	650	NOS				
3.005	PLASTIC PLATES FOR POTS 10" DIAMETER	850	NOS				
3.006	KOREAN LAWN	1600	SQ.MT				
3.007	CERAMIC POTS SMALL 6" UPPER DIAMETER	150	NOS				
3.008	PLASTIC POTS SMALL 8"UPPER DIAMETER	1000	NOS				
3.009	PLASTIC POTS MEDIUM 14"UPPER DIAMETER	530	NOS				
3.010	PLASTIC POTS BIG POTS 18" AND ABOVE UPPER DIAMETER	150	NOS				
3.011	HANGING BASKET	250	NOS				
3.012	RED EARTH	275	CU/M T				
3.013	COWDUNG/BULL MANURE	130	CU/M T				
3.014	COCO PIT	1800	KG				
3.015	GOLDEN MONEY PLANT 0.6 FT	350	NOS				
3.016	PESTICIDE	30	LTR				
3.017	HERBICIDE	20	LTR				
3.018	ORGANIC FERTILIZER	2000	KG				
3.019	PEBBLES ALL COLOURED	2500	KG				
3.020	GRAVELS	500	KG				
3.021	PLASTIC PLATES FOR POTS 12" DIAMETER	300	NOS				
3.022	PLASTIC PLATES FOR POTS 14" DIAMETER	200	NOS				
3.023	PLASTIC PLATES FOR POTS 16" DIAMETER	300	NOS				
3.024	GEODRAINCELL 20 MM	250	SQ.MT				
3.025	GEO TEXTILE - GSM 150	250	SQ.MT				
3.026	COURSE SWEET RIVER SAND	250	KG				
3.027	RANGOON CREEPER 1' TO 1.5'	150	NOS				
3.028	JASMIN SPP.	100	NOS				
3.029	ASPARAGUS 6" TO 12"	200	NOS				
3.030	PORTULACA 6"	100	NOS				
3.031	DAHLIA 6"	100	NOS				
3.032	ZEBRINA PENDULA 6"	100	NOS				
3.033	POTHOS(MONEY PLANT) 6"	1000	NOS				



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

3.034	ALTERNENTHRA 6"-12"	100	NOS				
3.035	BOUGAINVILLEA 2'	200	NOS				
3.036	IXORA SPP 2' TO 3'	250	NOS				
3.037	HELLICONIA SPP 2'	300	NOS				
3.038	JATROPHA 2'	100	NOS				
3.039	PHILODENDRON SPP. 1'	150	NOS				
3.040	AGLONAEMA 2'	500	NOS				
3.041	CHLOROPHYTUM 6"	200	NOS				
3.042	Z Z PLANT 1.5' TO 2'	150	NOS				
3.043	FERN 1'	100	NOS				
3.044	P.SELLOWM 1'	100	NOS				
3.045	SYNGONIUM 12"	1000	NOS				
3.046	SENSAVARIA 6" TO 12"	150	NOS				
3.047	PASPULUM LAWN	2000	SQ.MT				
3.048	TECOMA 1.5' TO 2'	200	NOS				
3.049	LANTANA 6"	200	NOS				
3.050	ADENIUM 2'	100	NOS				
3.051	TABLE PALM 2' TO 3'	100	NOS				
3.052	CROTON 1.5'	150	NOS				
3.053	PHEONIX PALM 4'	50	NOS				
3.054	RATRANI 2'	50	NOS				
3.055	FICUS BLACKEANA 3'	100	NOS				
3.056	PLUMERIA ALBA 4'	50	NOS				
3.057	PISSONIA ALBA 3' TO 4'	50	NOS				
3.058	DRACEANA REFLEXA 2.5' TO 3'	100	NOS				
3.059	DRACEANA GOLD 2'	100	NOS				
3.060	DRACEANA SPP. 2'	200	NOS				
3.061	PENDANUS 1'	300	NOS				
3.062	ROHEO 6"	800	NOS				
3.063	KANHER DWARF 2'	50	NOS				
3.064	ROSE MINIATURE 1'	100	NOS				
3.065	YUCCA 2.5'	200	NOS				
3.066	BUDDHABELLY BAMBOO 3' TO 5'	100	NOS				
3.067	PANDA FICUS 2' TO 2.5'	100	NOS				
3.068	MALPIGHIA 2' TO 2.5'	100	NOS				
3.069	ARECA PALM 4' AND ABOVE	500	NOS				
3.070	FOXTAIL PALM 5' TO 7'	100	NOS				
3.071	DATE PALM 8'	25	NOS				
3.072	MINI IXORA 1' TO 1.5'	200	NOS				
3.073	ROSE 2'	100	NOS				



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

3.074	CHRISTMAS TREE 3'	20	NOS				
3.075	CYPRUS 2' TO 4'	100	NOS				
3.076	ARALIA 1' TO 2'	100	NOS				
3.077	GOLDEN DURANTA	300	NOS				
3.078	JUNRIPER 3' ABOVE	100	NOS				
3.079	CHRYSANTHEMUM 1'	100	NOS				
3.080	VINCA 1'	200	NOS				
3.081	POINSETTIA 1.5' TO 2'	500	NOS				
3.082	BONSAI PLANTS 1'	20	NOS				
3.083	CYCAS PALM 2' TO 2.5'	50	NOS				
3.084	CANNA 1.5' TO 2'	300	NOS				
3.085	LUCKY BAMBOO 1'	50	NOS				
3.086	LILY 1'	200	NOS				
3.087	MINI TAGAR 1.5' TO 2'	200	NOS				
3.088	SPETHYPHYLAM 18" TO 24"	200	NOS				
3.089	PLUMERIA ALBA 4' ABOVE	100	NOS				
3.090	PLUMERIA DWARF 3.5'	50	NOS				
3.091	VARIEGATED FICUS 2' TO 4'	100	NOS				
3.092	ALLUMINIUM PLANT 1.5' TO 2'	100	NOS				
3.093	SUCCULENT PLANTS	50	NOS				
3.094	CACTUS PLANTS	50	NOS				
3.095	HIBISCUS HYBRID AND TROPICAL	200	NOS				
3.096	RAPHIS PALM	50	NOS				
3.097	COLEUS 6"	100	NOS				
3.098	SCHLEPHERA GREEN VARIEGATED 1.5'	100	NOS				
3.099	FRUIT TREES 4'	50	NOS				
3.100	RED SEAL WAX PALM 4 FEET	50	NOS				
3.101	CERAMIC POTS MEDIUM 10"	100	NOS				
3.102	CERAMIC POTS BIG 12"	50	NOS				
3.103	CERAMIC POTS BONSAI POTS	25	NOS				
3.104	ROUND BRASS FLOWER POT 14" DIAMETER	20	NOS				
3.105	FIBER POTS SMALL 9" UPPER DIAMETER	50	NOS				
3.106	FIBRE POTS MEDIUM 16" UPPER DIAMETER	50	NOS				
3.107	FIBER POTS BIG POTS 18" UPPER DIAMETER	50	NOS				
3.108	FIBER POTS RECTANGULAR POTS 1' *3'	50	NOS				
3.109	VERTICAL GARDEN ALONG WITH IRRIGATION SYSTEM	100	SQ.MT				
3.110	ALL INCLUSIVE CHARGES FOR TERRACE GARDEN-WATER PROOFING AS PER SOW	150	SQ.MT				
3.111	CHRISTIANA FICUS 2 FT	200	NOS				



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

3.112	BOUGAINVILLE DWARF 1-2 FT	200	NOS				
3.113	CHINESE EVERGREEN 1 FT	100	NOS				
3.114	CALADIUM 1 FT	50	NOS				
3.115	MUSANDA 1 FT	100	NOS				
3.116	EUPHORBIA 1-1.5 FT	100	NOS				
3.117	LEMONIA 2 FT	100	NOS				
3.118	HIBISCUS	100	NOS				
3.119	PEPEROMIA 0.6 FT	100	NOS				
3.120	CALATHEA 1 FT	50	NOS				
3.121	TABLE BAMBOO 1 FT	50	NOS				
3.122	MOCLUM FICUS 1 FT	100	NOS				
3.123	BRASSIA PLANT 4-5 FT	50	NOS				
3.124	CALATRIA LULRA 4-5 FT	25	NOS				
3.125	WHITE DIFFENBACKIA 1 FT	100	NOS				
3.126	OXAUS 1/2 FT	50	NOS				
3.127	IMPATIONS 1 FT	100	NOS				
3.128	XANTO SOMA 1-2 FT	25	NOS				
3.129	ZARIA 1 FT	25	NOS				
3.130	CURCUMA SESSILLIS 1-2 FT	50	NOS				
3.131	FIBER POTS 24" UPPER DIAMETER	25	NOS				
3.132	ARTIFICIAL FLOWERS 2'	30	NOS				
3.133	ARTIFICIAL FLOWERS 5'	20	NOS				
3.134	FIBER BIG POT 36" UPPER DIAMETER	20	NOS				
3.135	GEO TEXTILE 200 GSM	250	SQ.MT				
3.136	CRINUM LILLY	25	NOS				
3.137	MULTIPIDIA FICUS	25	NOS				
3.138	TIGER CANA	200	NOS				
3.139	BIRD OF PARADISE	100	NOS				
3.140	VARIGATED STACHYPHYTRA	200	NOS				
3.141	GOLDEN TRUMPET PLANT	100	NOS				
3.142	MIRCHUMERI PALM	50	NOS				
3.143	YELLOW PALM	25	NOS				
3.144	INDOOR PALM-1-2 FT	100	NOS				
3.145	FIDDLE LEAF FIG PLANT-4-5 FT	50	NOS				
3.146	CHINA DOYA-2-3 FT	50	NOS				
3.147	CALATHIA-1 FT	100	NOS				
3.148	DRACENA DRAG-2-3 FT	25	NOS				
3.149	VICTORIA-2 FT	100	NOS				
3.150	MALPHIGIA DESINN-14" POT 2-3 FT	25	NOS				
3.151	CALADIUM 1 FT	100	NOS				



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
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3.152	BOGOUNVIA DESINN-3-4 FT	25	NOS				
3.153	VARIGATED THUNBERJIA	100	NOS				
3.154	RED LIPSTIC PLANT	200	NOS				
3.155	TAFGOR 30% EC	5	LTR				
3.156	CONTAF PLUS	5	LTR				
3.157	CEDAAR 41% SL	5	LTR				
3.158	HUMACID	5	LTR				
3.159	G-5 FOLIAR	5	LTR				
3.160	CYTOX 0.25 D.P	5	KG				
3.161	VIPUL BOOSTER	5	LTR				
3.162	BULBS (WHITE) PLANT	50	NOS				
3.163	BURNING KOCHIA WITH COLORS	50	NOS				
3.164	BULBS OF MIXED COLOUR	50	NOS				
3.165	BULBS OF LAVENDER	50	NOS				
3.166	BULBS OF PINK	50	NOS				
3.167	CELOCIA PLANT (SEASONAL)	150	NOS				
3.168	GOMPHRENA (SEASONAL)	150	NOS				
3.169	ZINNIA PLANT (SEASONAL)	150	NOS				
3.170	COCKSCOMB PLANT (SEASONAL)	150	NOS				
3.171	ANANTA PLANT- OUT DOOR PLANT	100	NOS				
3.172	KANCHAN PLANT - OUT DOOR PLANT	100	NOS				
3.173	TIGARR CANNA- OUT DOOR PLANT	100	NOS				
3.174	SADABAHAR PLANT- OUT DOOR PLANT	100	NOS				
3.175	TAGAR PLANT- OUT DOOR PLANT	100	NOS				
3.176	PENTAS PLANT- SEASONAL	50	NOS				
3.177	CROWN OF THORNS PLANT	100	NOS				
3.178	COLEUS PLANT (MIX COLOUR)- FOR VERTICAL GARDEN	300	NOS				
3.179	UMBRELLA PLANT	100	NOS				
3.180	RUBBER PLANT- INDOOR /OUTDOOR PLANT	250	NOS				
3.181	LEMON CYPRESS PLANT	100	NOS				
3.182	PEACE LILY PLANT- INDOOR PLANT	100	NOS				
3.183	POINSETTIA PLANT (SEASONAL)	100	NOS				
3.184	KALANCHOE PLANT (SEASONAL)	100	NOS				
3.185	HIBISCUS PLANT (SEASONAL)	50	NOS				
3.186	PETUNIA PLANT (SEASONAL)	50	NOS				
3.187	MORIGOLD PLANT (SEASONAL)	100	NOS				
3.188	ACALYPHAB PLANT (RED COLOUR)	50	NOS				
3.189	RANGOON (MADHUMALTI)- OUT DOOR PLANT	50	NOS				
3.190	PASSION (KRISHNAKAMAL) - OUT DOOR PLANT	50	NOS				



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

3.191	VERNONIA CREEPER- OUDOOR PLANT	50	NOS				
3.192	ALLAMENDA PLANT- OUT DOOR PLANT	150	NOS				
3.193	JASMIN SP PLANT - OUT DOOR PLANT	50	NOS				
3.194	ASPARAGUS PLANT	50	NOS				
3.195	DIANTHUS PLANT (SEASONAL)	50	NOS				
3.196	PORTULACA PLANT (SEASONAL)	200	NOS				
3.197	SALVIA PLANT (SEASONAL)	50	NOS				
3.198	BALSAM PLANT (SEASONAL)	200	NOS				
3.199	CARNATION PLANT (SEASONAL)	100	NOS				
3.200	TORENIA PLANT (SEASONAL)	100	NOS				
3.201	WEDELIA PLANT	100	NOS				
3.202	ZEBRINA PENDULA PLANT- VERTICAL GARDEN	100	NOS				
3.203	POTHOS (MONEY PLANT)- MIX COLOR- INDOOR / VERTICAL / OUTDOOR PLANT	250	NOS				
3.204	HEMIGRPHIS PLANT - VERTICAL GARDEN	300	NOS				
3.205	BOGUNVILLEA PLANT- MIX COLOR- OUT DOOR PLANT	100	NOS				
3.206	IXORA SP PLANT- MIX COLOR-OUT DOOR PLANT	200	NOS				
3.207	HELICONA SMALL PLANT- OUT DOOR PLANT	100	NOS				
3.208	JATROPHA PLANT	50	NOS				
3.209	COSTUS MEDICINAL PLANT- OUT DOOR PLANT	100	NOS				
3.210	AGLAONEMA RED- INDOOR PLANT- MIX COLOR	100	NOS				
3.211	CHLOROPHYTUM (SPIDER PLANT)- INDOOR PLANT	200	NOS				
3.212	ROSE PLANT- OUT DOOR PLANT	50	NOS				
3.213	ZZ PLANT- INDOOR PLANT - MIX COLOR	100	NOS				
3.214	FERN PLANT	50	NOS				
3.215	CUPHEA PLANT	50	NOS				
3.216	SHEVANTI PLANT (SEASONAL)-	60	NOS				
3.217	RATRANI PLANT	50	NOS				
3.218	FICUS BLACKINA PLANT- OUTDOOR PLANT	100	NOS				
3.219	MINI IXORA PLANT- OUT DOOR PLANT - MIX COLOR	200	NOS				
3.220	PURPLE HEART PLANT- FOR VERTICAL GARDEN	500	NOS				
3.221	PISONIA PLANT	100	NOS				
3.222	DARACAENA REFLEXA PLANT- INDOOR / OUTDOOR PLANT	50	NOS				
3.223	DARACAENA PLANT	20	NOS				
3.224	RHOEO PLANT- FOR VERTICAL GARDEN	400	NOS				
3.225	KANER PLANT	100	NOS				
3.226	MINIATURE ROSE- OUT DOOR PLANT	100	NOS				



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

3.227	XANDU PLANT	100	NOS				
3.228	PHILODENDRON PLANT SPP - INDOOR PLANT	100	NOS				
3.229	SYNGONIUM PLANT- MIX COLOR - FOR VERTICAL GARDEN	600	NOS				
3.230	SNAKE PLANT HEIGHT 1 FEET- INDOOR / OUT DOOR PLANT - MIX COLOR	250	NOS				
3.231	PASPALUM LAWN- INDOOR	100	SQ.MT				
3.232	JUMPING LAWN	100	SQ.MT				
3.233	MONDRA GRASS	50	SQ.MT				
3.234	TECOMA PLANT- OUT DOOR PLANT - MIX COLOR- FLOWER PLANT	100	NOS				
3.235	LANTANA PLANT - OUT DOOR PLANT - MIX COLOR- FLOWER PLANT	150	NOS				
3.236	ADENIUM PLANT- OUT DOOR PLANT - FLOWER PLANT	100	NOS				
3.237	TABLE PALM- INDOOR/ OUT DOOR PLANT	150	NOS				
3.238	CROTON PLANT- OUT DOOR PLANT- MIX COLOR	150	NOS				
3.239	THUNBERGIA PLANT	100	NOS				
3.240	YUCCA PLANT	100	NOS				
3.241	BUDDHA BELLY BAMBOO	100	NOS				
3.242	ARECA PALM- INDOOR / OUT DOOR PLANT - OXIGEN PLANT	250	NOS				
3.243	FICUS PANDA PLANT	100	NOS				
3.244	VERMICOMPOST	3000	KG				
3.245	TAFGOR 30% EC	15	LTR				
3.246	CONTAF PLUS	10	LTR				
3.247	HUMACID	5	LTR				
3.248	CYTOX 0.25 D.P	15	KG				
3.249	VIPUL BOOSTER	15	LTR				
3.250	BAVISTIN	50	KG				
3.251	N:P:K 19:19:19	100	KG				
3.252	ROOTEX	10	KG				
3.253	HERBICIDE	10	LTR				
3.254	REMOVAL OF GRASS AND WILD SCATTER (NO OF SERVICES)	8	NOS				
3.255	REMOVAL OF WILD GROWTH & VAGITAION ON BUILDINGS (NO OF SERVICES)	24	NOS				



MAZAGON DOCK SHIPBUILDERS LTD.

OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

Integrated Facility Management Services in MDL Factory and Residential Premises.

3.256	VERTICAL WALL GARDEN OR GREEN WALL GARDEN OF FRAMEWORK: THE FRAMING SHALL BE MODULAR TYPE AS PER TYPE OF WALL: WALL SURFACE MAY BE IN CURVATURE/IN RECTANGLE/ ELLIPTICAL/ SEMICIRCULAR TYPE. DEPENDS UPON SITE THE FRAMING SHALL BE IN CONTINUOUS, THERE WONT BE ANY OFFSET. SMALL POTS SHALL BE USED AS PREDESIGN IN ORDER TO COVER THE GAPS IN BETWEEN PLANT OF THE POTS.	100	SQ.MT				
3.257	PLASTIC POTS 6" DIAMETER	100	NOS				
3.258	PLASTIC POTS 10" DIAMETER	100	NOS				
3.259	PLASTIC POTS 12" DIAMETER	300	NOS				
3.260	PLASTIC POTS 16" DIAMETER	300	NOS				
3.261	PLASTIC POTS 20" DIAMETER	50	NOS				
3.262	PERFORATED DRAIN PIPE (40MM DIA)	100	FT				
3.263	TOWER GARDEN(4 FEET HEIGHT X 2 FEET DIA)	1	NOS				
3.264	CERAMIC POTS (WHITE COLOR PINE APPLE OR EQUIVALENT PATTERN - (8"DIA AND 1-1.5 FT HEIGHT)	30	NOS				
4	MAINTENNANCE OF BIO WASTE COMPOST MACHINE						
4.001	MAINTENANCE QUARTERLY - 2 YEARS	8	QTR				
	LIST OF SPARE PARTS						
4.002	GEAR BOX: SIZE A:200, RATIO: 10:1	1	NOS				
4.003	CHOPPER ASSEMBLY	1	NOS				
4.004	CHOPPER BLADE (04 NOS.) SET	2	SET				
4.005	BEARING	2	NOS				
4.006	ELCB	1	NOS				
4.007	TOGGLE CLAMP	1	NOS				
4.008	DRIVE PULLEY: A-2, 100 PCD	1	NOS				
4.009	DRIVEN PULLEY: A-2, 100 PCD	1	NOS				
4.010	SIDE SHAFT BUSH (4 HALVES)	2	NOS				
4.011	MATERIAL TROLLEY WHEEL (04 NOS.)	1	SET				
4.012	DRIVE MOTOR: 2 HP, 1440 RPM, 415 VOLTS, 50 HZ, 3 PHASE,	1	NOS				
4.013	CHOPPER MOTOR: 2 HP, 2900 RPM, 415 VOLTS, 50 HZ, 3 PHASE,	1	NOS				
4.014	CHAIN COUPLING	1	NOS				
4.015	V BELT	2	NOS				
4.016	MAIN SHAFT	1	NOS				
4.017	PLOUGH STEAM ASSEMBLY	6	NOS				
4.018	DISCHARGE ASSEMBLY	1	NOS				



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

4.019	FLEXIBLE COUPLING	1	NOS				
4.020	CONTROL PANEL	1	NOS				
4.021	CONTACTOR	2	NOS				
4.022	OVERLOAD RELAY	2	NOS				
4.023	TIMER	1	NOS				
4.024	AMMETER	2	NOS				
4.025	ON / OFF SWITCH	2	NOS				
4.026	BUZZER	1	NOS				
4.027	EMERGENCY STOP	1	NOS				
4.028	ELEMENTS	8	NOS				
4.029	CONNECTOR	22	NOS				
4.030	MCB	1	NOS				
4.031	GEAR/LUBE OIL	3	LTR				
4.032	SAW DUST	100	KG				
4.033	BIO CULTURE	20	KG				
5.000	PEST CONTROL SERVICES						
5.001	ANTI-RODENT TREATMENT SERVICES FOR OPEN SPACES, OFFICE BUILDINGS, SHOPS IN NY, SY, ALY AND OFFICERS' MESS	48	NOS				
5.002	ANTI-RODENT TREATMENT SERVICES FOR RESIDENTIAL AREA (DOCKYARD ROAD)	48	NOS				
5.003	ANTI-RODENT TREATMENT SERVICES FOR RESIDENTIAL AREA (BELAPUR)	48	NOS				
5.004	MOSQUITO MANAGEMENT SERVICES IN OPEN SPACES AND ALL SHOPS IN NY, SY & ALY	64	NOS				
5.005	MOSQUITO MANAGEMENT SERVICES IN RESIDENTIAL AREA (DOCKYARD ROAD)	64	NOS				
5.006	MOSQUITO MANAGEMENT SERVICES IN RESIDENTIAL AREA (BELAPUR)	64	NOS				
5.007	REMOVAL OF HONEYCOMB ON CRANES IN NY, SY, SY-ANNEXE	30	NOS				
5.008	REMOVAL OF HONEYCOMB ON BUILDINGS, SHOPS, TREES ETC. IN NY, SY, ALY & RESIDENTIAL AREAS	20	NOS				
5.009	TERMITE TREATMENT SERVICES IN MAZDOCK HOUSE	9000	SQ.MT				
5.010	TERMITE TREATMENT SERVICES IN NEW SECURITY COMPLEX	3000	SQ.MT				
5.011	TERMITE TREATMENT SERVICES IN FOB BUILDING	9600	SQ.MT				
5.012	TERMITE TREATMENT SERVICES IN WEST BLOCK BUILDING	17000	SQ.MT				



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5.013	TERMITE TREATMENT SERVICES IN SERVICE BLOCK BUILDING	14400	SQ.MT				
5.014	TERMITE TREATMENT SERVICES IN MOGHUL HOUSE	4600	SQ.MT				
5.015	TERMITE TREATMENT SERVICES IN SCINDIA BUILDING	3000	SQ.MT				
5.016	TERMITE TREATMENT SERVICES IN PROJECT OFFICE (TS)BUILDING	2800	SQ.MT				
5.017	TERMITE TREATMENT SERVICES IN ATS(WELDING,BASIC+3,BTC+1,MARINE CENTRE)	1600	SQ.MT				
5.018	TERMITE TREATMENT SERVICES IN RECEPTION OFFICE, CSO OFFICE, CISF OFFICE, FIRE DEPT.	6000	SQ.MT				
5.019	TERMITE TREATMENT SERVICES IN CURRIE HOUSE BUILDING	7600	SQ.MT				
5.020	TERMITE TREATMENT SERVICES IN SARIN HOUSE BUILDING	8200	SQ.MT				
5.021	TERMITE TREATMENT SERVICES IN ANGRE HOUSE BUILDING	14600	SQ.MT				
5.022	TERMITE TREATMENT SERVICES IN P&O TERRACE WITH MDRC (G+2 FLOOR)	16000	SQ.MT				
5.023	TERMITE TREATMENT SERVICES IN VASHI - JN2 & JN4 FLATS	2800	SQ.MT				
5.024	TERMITE TREATMENT SERVICES IN VASHI - F1 FLATS	3000	SQ.MT				
5.025	TERMITE TREATMENT SERVICES IN C-6 TYPE FLATS AT SECTOR-3, CBD BELAPUR	6000	SQ.MT				
5.026	TREATMENT FOR COCKROACHES, ANT IN RESIDENTIAL PREMISES (DOCKYARD ROAD) - CURRIE HOUSE FLATS (GEL & SPRAY)	106	NOS				
5.027	TREATMENT FOR COCKROACHES, ANT IN RESIDENTIAL PREMISES (DOCKYARD ROAD) - SARIN HOUSE FLATS (GEL & SPRAY)	130	NOS				
5.028	TREATMENT FOR COCKROACHES, ANT IN RESIDENTIAL PREMISES (DOCKYARD ROAD) - ANGRE HOUSE FLATS (GEL & SPRAY)	460	NOS				
5.029	TREATMENT FOR COCKROACHES, ANT IN RESIDENTIAL PREMISES (DOCKYARD ROAD) - P&O TERRACE (DUPLIX FLATS) (GEL & SPRAY)	66	NOS				
5.030	TREATMENT FOR COCKROACHES, ANT IN RESIDENTIAL PREMISES (DOCKYARD ROAD) - P&O TERRACE (BOAT DECK FLATS) (GEL & SPRAY)	140	NOS				
5.031	TREATMENT FOR COCKROACHES, ANT IN RESIDENTIAL PREMISES (DOCKYARD ROAD) - MDRC CLUB & GYMNASIUM (GEL & SPRAY)	6	NOS				



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
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5.032	TREATMENT FOR COCKROACH, ANTS-RED & BLACK - EXECUTIVE CANTEEN(GEL & SPRAY)	24	NOS				
5.033	TREATMENT FOR COCKROACH, ANTS-RED & BLACK - CENTRAL KITCHEN ALY (GEL & SPRAY)	24	NOS				
5.034	TREATMENT FOR COCKROACH, ANTS-RED & BLACK - MDL OFFICE BLOCKS (EXCEPT EY) (GEL & SPRAY)	24	NOS				
5.035	TREATMENT FOR COCKROACHES, ANT IN RESIDENTIAL PREMISES (CBD BELAPUR) (GEL & SPRAY)	360	NOS				
5.036	TREATMENT FOR COCKROACHES, ANT IN RESIDENTIAL PREMISES (VASHI) - JN2 TYPE FLATS & JN4 TYPE FLATS (GEL & SPRAY)	162	NOS				
5.037	TREATMENT FOR COCKROACHES, ANT IN RESIDENTIAL PREMISES (VASHI) - F1 TYPE FLATS (GEL & SPRAY)	96	NOS				
5.038	BED BUG TREATMENT IN FLATS OF RESIDENTIAL AREA (DOCKYARD ROAD, VASHI & BELAPUR) (SPRAY)	40	NOS				
5.039	ANTI-RODENT TREATMENT SERVICES FOR OPEN SPACES, OFFICE BUILDINGS, SHOPS IN SY-ANNEX, CENTRAL KITCHEN, DISPENSARY.	48	NOS				
5.040	MOSQUITO MANAGEMENT SERVICES IN OPEN SPACES AND ALL SHOPS IN SY-ANNEXE	64	NOS				
5.041	TREATMENT FOR COCKROACH, ANTS-RED & BLACK - SERVICE BLOCK NON-EXECUTIVE CANTEEN(GEL & SPRAY)	24	NOS				
5.042	MOSQUITO SERVICES (SPRAY & FOGGING) ONCE IN A 15 DAYS(OCT TO MAY) ONCE IN A WEEK (JUNE TO SEPT) THE AREA DETAILS ARE AVAILABLE IN PART.4 OF SOW (EY IFMS) UNDER PEST CONTROL SECTION MOSQUITO SPRAY= 64 TIMES MOUSQUITO FOGGING= 64 TIMES	64	NOS				
5.043	REMOVAL OF HONEY COMB	8	NOS				
5.044	ANTI TERMITE TREATMENT - BY SPRAY METHOD (ONCE IN A MONTHS)	24	NOS				
5.045	ANTI TERMITE TREATMENT - BY DRILL METHOD (ONCE IN A SIX MONTHS)	4	NOS				
5.046	RODENT CONTROL: NO OF SERVICES- ONCE IN A 15 DAYS	48	NOS				
5.047	COCKROCH TREATMENT: (NO OF SERVICES)- ONCE IN A MONTHS	24	NOS				
5.048	BEG BUG TREATMENT - ONCE IN A MONTH (FOR 6 PORTA CABINS)	24	NOS				
6	SERVICE TRENCH CLEANING SERVICES						



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
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6.001	KASARA NORTH WALL SIDE TRENCH CLEANING (WIDTH-0.75M, HEIGHT-0.75M)	1240	M				
6.002	KASARA SOUTH WALL SIDE TRENCH CLEANING (WIDTH-0.75M, HEIGHT-0.75M)	1060	M				
6.003	RITCHIE DRY DOCK NORTH SIDE TRENCH CLEANING (WIDTH-0.75M, HEIGHT-0.75M)	880	M				
6.004	NY SLIPWAY (NORTH SIDE) TRENCH CLEANING (WIDTH-1.40M, HEIGHT-0.56M)	420	M				
6.005	NY SLIPWAY (SOUTH SIDE) TRENCH CLEANING (WIDTH-1.40M, HEIGHT-0.56M)	420	M				
6.006	NORTH YARD ASSEMBLY SHOP TRENCH CLEANING (WIDTH-1.45M, HEIGHT-0.45M)	400	M				
6.007	SY SLIPWAY NO.1 (NORTH SIDE) TRENCH CLEANING (WIDTH-1.12M, HEIGHT-0.52M)	484	M				
6.008	SY SLIPWAY NO.2 (SOUTH SIDE) TRENCH CLEANING (WIDTH-1.12M, HEIGHT-0.52M)	448	M				
6.009	SY SLIPWAY NO.2 (NORTH SIDE) TRENCH CLEANING (WIDTH-1.15M, HEIGHT-0.52M)	528	M				
6.010	SY SLIPWAY NO.2 (SOUTH SIDE) TRENCH CLEANING (WIDTH-1.14M, HEIGHT-0.52M)	440	M				
6.011	SOUTH YARD ASSEMBLY SHOP A TRENCH CLEANING (WIDTH-1.90M, HEIGHT-0.85M)	348	M				
6.012	SOUTH YARD ASSEMBLY SHOP TRENCH CLEANING (WIDTH-0.60M, HEIGHT-0.60M)	360	M				
6.013	CABLE TRENCHES CLEANING IN EY (WIDTH-1.14M, HEIGHT-0.75M)	624	M				
6.014	MISCELLANEOUS TRENCHES CLEANING (WIDTH-0.75M TO 1M, HEIGHT- 0.75M TO 1M)	1000	M				
7	FRESH WATER TANK CLEANING SERVICES						
7.001	POTABILITY TEST OF WATER SAMPLES	98	NOS				
7.002	FIRE STATION NO. 1 (MAZDOCK HOUSE) - UNDERGROUND RCC FRESH WATER TANKS, CAPACITY_30,000 GALLON_ EACH: FIRE STATION NO.1 (MAZDOCK HOUSE), FIRE STATION NO.2 & NEAR CURRIE HOUSE GARDEN. - 256.87 SQ. M.	4	NOS				
7.003	FIRE STATION NO. 2 -UNDERGROUND RCC FRESH WATER TANK, CAPACITY_10,000 GALLONS_ : MAZDOCK HOUSE BACK SIDE, NY. - 225.66 SQ. M.	4	NOS				
7.004	NEAR CURRIE HOUSE GARDEN- UNDERGROUND RCC FRESH WATER TANK, CAPACITY_3000 GALLONS_ NEAR PICKLING SHOP, NY - 377.93 SQ. M.	4	NOS				



MAZAGON DOCK SHIPBUILDERS LTD.

OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

Integrated Facility Management Services in MDL Factory and Residential Premises.

7.005	MAZDOCK HOUSE BACK SIDE, NY - UNDERGROUND RCC FRESH WATER TANK, CAPACITY_15,000 GALLONS_: NEAR RDD PUMP HOUSE FOB, NY. - 72.37 SQ. M.	4	NOS				
7.006	NEAR PICKLING SHOP, NY-UNDERGROUND RCC FRESH WATER TANK, CAPACITY_2650 GALLONS_ : NORTH WALL OF KASARA, NY. - 24.8 SQ. M.	4	NOS				
7.007	NEAR RDD PUMP HOUSE, FOB NY- UNDERGROUND RCC FRESH WATER TANK, CAPACITY_35,800 GALLONS_: SERVICE BLOCK, NY. - 118.91 SQ. M.	4	NOS				
7.008	NORTH WALL OF KASARA, NY- UNDERGROUND RCC FRESH WATER TANK, CAPACITY_6150 GALLONS_ : SARIN HOUSE - 37.35 SQ. M.	4	NOS				
7.009	SERVICE BLOCK, NY -UNDERGROUND RCC FRESH WATER TANK, CAPACITY_10,968 GALLONS_: ANGRE HOUSE - 266.82 SQ. M.	4	NOS				
7.010	SARIN HOUSE- UNDERGROUND RCC FRESH WATER TANKS, CAPACITY_20,000 GALLONS_EACH : MAIN GATE & MOGUL HOUSE, SY- 85.47 SQ. M.	4	NOS				
7.011	ANGRE HOUSE-OVERHEAD SINTEX FRESH WATER TANKS, CAPACITY_1000 GALLONS_EACH: FOB TERRACE, NY. - 321.07 SQ. M.	4	NOS				
7.012	MAIN GATE, SY, SY-ANNEX- OVERHEAD STEEL FRESH WATER TANKS, CAPACITY_3660 GALLONS_EACH: FOB TERRACE, NY - 210.14 SQ. M.	8	NOS				
7.013	MOGUL HOUSE UNDERGROUND RCC FRESH WATER TANK - UNDERGROUND RCC FRESH WATER TANKS: OF SURFACE AREA 1865SQ.FT. - 173.26 SQ. M.	4	NOS				
7.014	FOB TERRACE, NY-OVERHEAD STEEL FRESH WATER TANK, CAPACITY_1470 GALLONS_: FOB COMPLEX, NY - 133.78 SQ. M.	4	NOS				
7.015	FOB TERRACE, NY- OVERHEAD STEEL FRESH WATER TANK, CAPACITY_10,000 GALLONS_:ERS TERRACE, FOB, NY - 95.6 SQ. M.	4	NOS				
7.016	FOB COMPLEX, NY- OVERHEAD SINTEX FRESH WATER TANKS, CAPACITY_400 GALLONS_EACH: KASARA(TWO), SMS(TWO) & SDD (FOUR) IN NY - 15.79 SQ. M.	4	NOS				
7.017	ERS TERRACE, FOB, NY- OVERHEAD SINTEX FRESH WATER TANKS, CAPACITY_300 GALLONS_EACH : FOB COMPLEX(ONE) & NORTH WALL KASARA(TWO) IN NY - 64.10 SQ. M.	4	NOS				



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OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

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7.018	KASARA(TWO), SMS(TWO) & SDD(FOUR) IN NY-OVERHEAD RCC FRESH WATER TANKS, CAPACITY_4520 GALLONS_EACH : SERVICE BLOCK TERRACE, NY - 74.32 SQ. M.	4	NOS				
7.019	FOB COMPLEX(ONE) & NORTH WALL KASARA(TWO)- OVERHEAD RCC FRESH WATER TANKS, CAPACITY_15,000 GALLONS_EACH : WEST BLOCK & MAZDOCK HOUSE,NY	4	NOS				
7.020	SERVICE BLOCK TERRACE, NORTH SIDE-OVERHEAD STEEL FRESH WATER TANKS, CAPACITY_400 GALLONS_EACH: TITANIUM SHOP, NY - 162.76 SQ. M.	4	NOS				
7.021	SERVICE BLOCK TERRACE, SOUTH SIDE-OVERHEAD RCC FRESH WATER TANK, OF SURFACE AREA 1110SQ.FT. - 103.12 SQ. M.	4	NOS				
7.022	WEST BLOCK- OVERHEAD RCC FRESH WATER TANK, CAPACITY_800 GALLONS_: ELECTROPLATING SHOP, NY - 97.18 SQ. M.	4	NOS				
7.023	MAZDOCK HOUSE, NY, OVERHEAD RCC FRESH WATER TANK, OF SURFACE AREA 1709SQ.FT. - 158.77 SQ. M.	4	NOS				
7.024	TITANIUM SHOP, NY- OVERHEAD SINTEX FRESH WATER TANKS, CAPACITY_300 GALLONS_EACH: NEW SLIPWAY, NY - 46.82 SQ. M.	4	NOS				
7.025	ELECTROPLATING SHOP, NY- OVERHEAD STEEL FRESH WATER TANK, CAPACITY_4040 GALLONS_: FIRE STATION NO. 2 NY - 13.94 SQ. M.	4	NOS				
7.026	NEW SLIPWAY, NY OVERHEAD PVC FRESH WATER TANK CAPACITY_8850 GALLONS_EACH: SARIN HOUSE - 16.35 SQ. M.	4	NOS				
7.027	FIRE STATION NO. 2, NY- OVERHEAD STEEL FRESH WATER TANKS CAPACITY_7760 GALLONS_EACH: ANGRE HOUSE - 38.32 SQ. M.	4	NOS				
7.028	SARIN HOUSE- OVERHEAD RCC FRESH WATER TANK CAPACITY_9150 GALLONS_: NEAR FIRE STATION NO.2 IN RESIDENTIAL AREA. - 90.12 SQ. M.	4	NOS				
7.029	ANGRE HOUSE SOUTH SIDE- OVERHEAD RCC FRESH WATER TANKS CAPACITY_4375 GALLONS_EACH : CURRIE HOUSE - 129.74 SQ. M.	4	NOS				
7.030	ANGRE HOUSE NORTH SIDE OVERHEAD RCC FRESH WATER TANKS OF SURFACE AREA 1458SQ.FT. - 135.45 SQ. M.	4	NOS				
7.031	NEAR FIRE STATION NO.2 IN RESIDENTIAL-OVERHEAD STEEL FRESH WATER TANKS CAPACITY_2000 GALLONS_EACH: CURRIE HOUSE- 88.07 SQ. M.	4	NOS				



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OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

Integrated Facility Management Services in MDL Factory and Residential Premises.

7.032	CURRIE HOUSE (NORTH SIDE)- OVERHEAD STEEL FRESH WATER TANK CAPACITY_500 LITER EACH: JOINER SHOP,GUNNER LABOURE, PIPE SHOP & BRASS FOUNDRY IN NY - 126.72 SQ. M.	4	NOS				
7.033	CURRIE HOUSE (SOUTH SIDE)- OVERHEAD STEEL FRESH WATER TANK CAPACITY_1000 LITERS_: ALCOCK GATE TOILET, NY - 65.40 SQ. M.	4	NOS				
7.034	JOINER SHOP, GUNNER LABOUR, PIPE SHOP, BRASS FOUNDRY CAPACITY_2090 GALLONS_: MOGUL HOUSE, SY. - 16.26 SQ. M.	4	NOS				
7.035	ALCOCK GATE TOILET, NY OVERHEAD PVC FRESH WATER TANK CAPACITY_3140 GALLONS_EACH: MOGUL HOUSE. SY - 6.04 SQ. M.	4	NOS				
7.036	MOGUL HOUSE, SY (ABOVE TERRACE)- OVERHEAD STEEL FRESH WATER TANKS CAPACITY_1040 GALLONS_EACH: MOGUL HOUSE SY. - 32.7 SQ. M.	4	NOS				
7.037	MOGUL HOUSE, SY-ANNEXE, SY (ON TERRACE)- OVERHEAD STEEL FRESH WATER TANKS, MOGUL HOUSE (ONE), MAIN GATE(TWO) IN SY CAPACITY_200 GALLONS_EACH: MOGUL HOUSE (ONE), MAIN GATE(TWO) IN SY - 222.97 SQ. M.	5	NOS				
7.038	MOGUL HOUSE, SY-ANNEXE, SY- OVERHEAD STEEL FRESH WATER TANKS CAPACITY_275 GALLONS_EACH: MOGUL HOUSE, 3RD FLOOR FOR W.C. SY - 65.4 SQ. M.	5	NOS				
7.039	MOGUL HOUSE(ONE), MAIN GATE(TWO) IN SY- OVERHEAD SINTEX FRESH WATER TANKS, CAPACITY_200 GALLONS_EACH: NEAR POST OFFICE(ONE) & SLIPWAY 1 TOILET (TWO),SY - 22.3 SQ. M.	4	NOS				
7.040	MOGUL HOUSE, 3RD FLOOR FOR WC, SY- OVERHEAD STEEL FRESH WATER TANK CAPACITY_100 GALLONS - 78.5 SQ. M.	4	NOS				
7.041	NEAR POST OFFICE(ONE) & SLIPWAY 1 TOILET- OVERHEAD PVC FRESH WATER TANK CAPACITY_100 GALLONS - 18.12 SQ. M.	4	NOS				
7.042	MAIN GATE FOR OFFICER'S TOILET, SY OVERHEAD STEEL FRESH WATER TANK CAPACITY_200 GALLONS - 2.14 SQ. M.	4	NOS				
7.043	BEHIND PRODUCTION SHOP TOILET, SY - OVERHEAD, SY-ANNEX PVC FRESH WATER TANK CAPACITY_400 GALLONS - 4.18 SQ. M.	5	NOS				
7.044	ADMIN BUILDING, SY ANNEX OVERHEAD PVC FRESH WATER TANK OF SURFACE AREA 195SQ.FT. - 18.12 SQ. M.	4	NOS				
7.045	ADMIN BUILDING, SY ANNEX OVERHEAD RCC FRESH WATER TANK OF SURFACE AREA 97SQ.FT. - 9.01 SQ. M.	4	NOS				



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OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

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7.046	MODULE SHOP (18 NOS. TANKS ABOVE CASH BUILDING TERRACE) OVERHEAD PVC FRESH WATER TANK OF SURFACE AREA 3780SQ.FT. - 351.17 SQ. M.	4	NOS				
7.047	MODULE SHOP (INSIDE) OVERHEAD PVC FRESH WATER TANK OF SURFACE AREA 140SQ.FT. - 13.01 SQ. M.	4	NOS				
7.048	MODULE SHOP (BACKSIDE TOILET BLOCK NEAR JETTY) OVERHEAD PVC FRESH WATER TANK OF SURFACE AREA 210SQ.FT. - 19.51 SQ. M.	4	NOS				
7.049	MODULE SHOP (BACKSIDE TOILET BLOCK NEAR JETTY) OVERHEAD PVC FRESH WATER TANK OF SURFACE AREA 65SQ.FT. - 6.04 SQ. M.	4	NOS				
7.050	MODULE SHOP (NEAR DA PLANT) UNDERGROUND RCC FRESH WATER TANK OF INTERNAL SURFACE AREA 3884SQ.FT. - 360.83 SQ. M.	4	NOS				
7.051	NEW SECURITY COMPLEX OVERHEAD RCC WATER TANK CAPACITY 3,000 LIT - 4 NOS. & 10,000 LIT - 2 NOS. AREA- 22.89 SQ. M.	4	NOS				
7.052	FRESH WATER TANK NEAR PETROL PUMP - INTERNAL SURFACE AREA 218.32 SQ.M.	4	NOS				
7.053	FRESH WATER TANK MAIN OFFICE BUILDING, MS TANK (4 NOS.) - INTERNAL SURFACE AREA 50.00 SQ.M.	4	NOS				
7.054	FRESH WATER TANK MAIN OFFICE BUILDING, MS TANK - INTERNAL SURFACE AREA 24.47 SQ.M.	4	NOS				
7.055	FRESH WATER TANK NEAR AUTO SHOP, MS TANK - INTERNAL SURFACE AREA 61.72 SQ.M.	4	NOS				
7.056	MISCELLANEOUS TANKS LOCATED AT DIFFERENT SHOPS & OFFICES IN NY , SY, SY-ANNEXE & ALY - 800 SQ. M.	4	NOS				
7.057	EMERGENCY WATER TANKERS OF CAPACITY 10000LITRES EACH	100	NOS				
7.058	D1 BUILDING PUMP HOUSE RCC TYPE SIZE: 19.5X13X6 CAPACITY:27000 LTRS (2 SERVICES PER YEAR)	408	SQ.MT				
7.059	IND TANK MAIN PUMP HOUSE RCC TYPE.SIZE:29.5X20X10 CAPACITY:150000 LTRS (2 SERVICES PER YEAR)	808	SQ.MT				
7.060	OUTSIDE OF W/S-D RCC TYPE.SIZE:18X8X9 CAPACITY:22000 LTRS (2 SERVICES PER YEAR)	292	SQ.MT				
7.061	STORE BUILDING RCC TYPE SIZE:20X13X10 CAPACITY:20000 LTRS (2 SERVICES PER YEAR)	440	SQ.MT				



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OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
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7.062	REST ROOM AT ALY RCC TYPE SIZE:11.5X11X6 CAPACITY:27000 LTRS (2 SERVICES PER YEAR)	196	SQ.MT				
7.063	FIRE TANK SSA RCC RYPE SIZE:53X32X11, CAPACITY: 200000 LTRS (2 SERVICES PER YEAR)	1956	SQ.MT				
7.064	D1 BUILDING RCC TYPE SIZE:14X7X6.5 CAPACITY 17000 LTS (2 SERVICES PER YEAR)	176	SQ.MT				
7.065	D1 BUILDING RCC TYPE SIZE:14X7X6.5 CAPACITY 17000 LTS (2 SERVICES PER YEAR)	176	SQ.MT				
7.066	D2 BUILDING RCC TYPE SIZE:14X8.5X5.5 CAPACITY 19000 LTS (2 SERVICES PER YEAR)	184	SQ.MT				
7.067	D2 BUILDING RCC TYPE SIZE:14X8.5X5.5 CAPACITY 19000 LTS (2 SERVICES PER YEAR)	184	SQ.MT				
7.068	RECLAMATION BUILDING RCC TYPE SIZE:9.8X4.2X4.2 CAPACITY 16000 LTRS (2 SERVICES PER YEAR)	200	SQ.MT				
7.069	RECLAMATION BUILDING RCC TYPE SIZE:9.8X4.2X4.2 CAPACITY 16000 LTRS (2 SERVICES PER YEAR)	200	SQ.MT				
7.070	RECLAMATION BUILDING SINTEXT TYPE SIZE:6HX6.5W CAPACITY 1500 LTRS (2 SERVICES PER YEAR)	80	SQ.MT				
7.071	STORE BUILDING RCC TYPE SIZE:12X5X7 CAPACITY 12000LTRS (2 SERVICES PER YEAR)	112	SQ.MT				
7.072	STORE BUILDING RCC TYPE SIZE:12X5X7 CAPACITY 20000LTRS (2 SERVICES PER YEAR)	220	SQ.MT				
7.073	STORE BUILDING SINTEXT TYPE SIZE:3X3 CAPACITY 500 LTRS (2 SERVICES PER YEAR)	44	SQ.MT				
7.074	PIPE SHOP MS TANK SIZE:12X6X6 CAPACITY 45000 LTRS (2 SERVICES PER YEAR)	116	SQ.MT				
7.075	PIPE SHOP MS TANK SIZE:12X6X6 CAPACITY 15000 LTRS (2 SERVICES PER YEAR)	116	SQ.MT				
7.076	D1 BUILDING PS-1 MS TANK SIZE:20X12X8 CAPACITY 50000 LTRS(2 SERVICES PER YEAR)	368	SQ.MT				



MAZAGON DOCK SHIPBUILDERS LTD.

OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

Integrated Facility Management Services in MDL Factory and Residential Premises.

7.077	D2 BUILDING COMPRESSOR HOUSE PS-2 MS TANK SIZE:20X12X8 CAPACITY 50000 LTRS (2 SERVICES PER YEAR)	368	SQ.MT				
7.078	REST ROOM ALY SINTEX TYPE SIZE:6.5HX5W CAPACITY 3000 LTRS (2 SERVICES PER YEAR)	136	SQ.MT				
7.079	GW (REST ROOM) REST ROOM ALY SINTEX TYPE SIZE:6HX6.5W CAPACITY 5000 LTRS (2 SERVICES PER YEAR)	192	SQ.MT				
7.080	FW (REST ROOM) REST ROOM ALY SINTEX TYPE SIZE:6HX6.5W CAPACITY 5000 LTRS (2 SERVICES PER YEAR)	192	SQ.MT				
7.081	NEAR FIRE PUMP NO-1 ALY SINTEX TYPE SIZE:13.5HX8.3W CAPACITY 20000 LTRS (2 SERVICES PER YEAR)	424	SQ.MT				
7.082	NEAR FIRE PUMP NO-1 ALY SINTEX TYPE SIZE:13.5HX8.3W CAPACITY 20000 LTRS (2 SERVICES PER YEAR)	424	SQ.MT				
7.083	NEAR FIRE PUMP NO-3 ALY SINTEX TYPE SIZE:4HX3.5W CAPACITY 1000 LTRS (2 SERVICES PER YEAR)	64	SQ.MT				
7.084	NEAR FIRE PUMP NO-3 ALY SINTEX TYPE SIZE:4HX3.5W CAPACITY 1000 LTRS (2 SERVICES PER YEAR)	64	SQ.MT				
7.085	WORKERS TOILET NO-01 ALY SINTEX TYPE SIZE:5HX4.3W CAPACITY 2000 LTRS (2 SERVICES PER YEAR)	96	SQ.MT				
7.086	WORKERS TOILET NO-02 ALY SINTEX TYPE SIZE:5HX4.3W CAPACITY 2000 LTRS (2 SERVICES PER YEAR)	96	SQ.MT				
7.087	WORKERS TOILET NO-03 ALY SINTEX TYPE SIZE:5HX4.3W CAPACITY 2000 LTRS (2 SERVICES PER YEAR)	96	SQ.MT				
7.088	SSA BUILDING TANK-01 SINTEX TYPE SIZE:4HX3.5W CAPACITY: 1000 LTR (2 SERVICES PER YEAR)	64	SQ.MT				
7.089	SSA BUILDING TANK-02 SINTEX TYPE SIZE:4HX3.5W CAPACITY: 1000 LTR (2 SERVICES PER YEAR)	64	SQ.MT				
7.090	SSA BUILDING TANK-03 SINTEX TYPE SIZE:4HX3.5W CAPACITY: 1000 LTR (2 SERVICES PER YEAR)	64	SQ.MT				



MAZAGON DOCK SHIPBUILDERS LTD.

OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

Integrated Facility Management Services in MDL Factory and Residential Premises.

7.091	SSA BUILDING TANK-04 SINTEX TYPE SIZE:4HX3.5W CAPACITY: 1000 LTR (2 SERVICES PER YEAR)	64	SQ.MT				
7.092	SSA BUILDING TANK-05 SINTEX TYPE SIZE:5HX4.3W CAPACITY: 2000 LTR (2 SERVICES PER YEAR)	88	SQ.MT				
7.093	SSA BUILDING TANK-06 SINTEX TYPE SIZE:5HX4.3W CAPACITY: 2000 LTR (2 SERVICES PER YEAR)	88	SQ.MT				
7.094	10" WATER PURIFIER PP FILTERS	1000	NOS				
7.095	20" WATER PURIFIER PP FILTERS	300	NOS				
7.096	10" WATER PURIFIER BOWL	100	NOS				
7.097	WATER PURIFIER PIPE R/O WHITE 1/4" IN MTR	180	M				
7.098	WATER PURIFIER PIPE R/O WHITE 3/8" IN MTR	180	M				
8	LIFTMAN SERVICES						
8.001	SUPPLY OF LIFTMEN IN FACTORY PREMISES (MONDAY TO FRIDAY-TS-CMS & MONDAY TO SATURDAY - EY-MTC) (SEMI-SKILLED)	4818	MAND AY				
8.002	SUPPLY OF LIFTMEN IN FACTORY PREMISES ON SATURDAY (SEMI-SKILLED)	210	MAND AY				
8.003	SUPPLY OF LIFTMEN IN FACTORY PREMISES ON SUNDAY (SEMI-SKILLED)	100	MAND AY				
8.004	SUPPLY OF LIFTMEN IN FACTORY PREMISES (MONDAY TO FRIDAY) (SKILLED)	500	MAND AY				
8.005	SUPPLY OF LIFTMEN IN FACTORY PREMISES ON SATURDAY (SKILLED)	104	MAND AY				
8.006	SUPPLY OF LIFTMEN IN RESIDENTIAL PREMISES(ALL DAYS INCLUSIVE SUNDAY/HOLIDAY) (SEMI-SKILLED)	2190	MAND AY				
8.007	SUPPLY OF LIFTMEN IN RESIDENTIAL PREMISES(ALL DAYS INCLUSIVE SUNDAY/HOLIDAY) (SKILLED)	730	MAND AY				
9	PUMP OPERATOR SERVICES						
9.001	SUPPLY OF PUMP OPERATORS (ALL DAYS INCLUSIVE SUNDAY & HOLIDAY) (SEMI- SKILLED)	12450	MAND AY				
9.002	SUPPLY OF PUMP OPERATORS (ALL DAYS INCLUSIVE SUNDAY & HOLIDAY) (SKILLED)	2190	MAND AY				
9.003	PUMP OPERATOR SERVICE FOR OPERATION OF FRESH WATER MANAGEMENT SYSTEM & FIRE FIGHTING SYSTEM (10 NO. OF MANPOWER)	7310	MAND AY				
10	CARPENTER SERVICES						
10.001	SUPPLY OF CARPENTER IN FACTORY & RESIDENTIAL PREMISES (MONDAY TO FRIDAY) (SEMI-SKILLED)	500	MAND AY				



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

10.002	SUPPLY OF CARPENTER IN FACTORY & RESIDENTIAL PREMISES (MONDAY TO FRIDAY) (SKILLED)	500	MAND AY				
11	MASON SERVICES & CIVIL WORK MATERIALS FOR IFMS CONTRACT (2026-28) OF SUBMARINE DIVISION						
11.001	SUPPLY OF MASON IN FACTORY & RESIDENTIAL PREMISES (MONDAY TO FRIDAY) (SEMI-SKILLED)	1708	MAND AY				
11.002	SUPPLY OF MASON IN FACTORY & RESIDENTIAL PREMISES (MONDAY TO FRIDAY) (SKILLED)	500	MAND AY				
11.003	3 LANE CABLE PROTECTORS , VEHICULAR MOVEMENT : THE MATERIAL SHALL BE RUBBER WITH RAMP TYPE , AS THE 3 LINES OF CABLE CAN PASS THROUGH EACH MODULE WITH SIZE : L900X W 500 H 65 MM. EACH GROVE SIZE OF HEIGHT 65 MM CABLE SHALL PASS THROUGH THAT GROVE SUCH THAT THERE WILL NOT ANY LOADING ON THAT CABLE. THE WIDTH SHALL IE AXIAL LENGTH IS 500 MM INCLUDING RAMP ON BOTH SIDES. CAPACITY 90TON AND WEIGHT OF EACH MODULE IS 19KGS.	30	NOS				
11.004	2 LANE CABLE PROTECTORS , VEHICULAR MOVEMENT : THE MATERIAL SHALL BE RUBBER WITH RAMP TYPE , AS THE 2 LINES OF CABLE CAN PASS THROUGH EACH MODULE WITH SIZE : L1000X W 250 H 45 MM. EACH GROVE SIZE OF HEIGHT 65 MM CABLE SHALL PASS THROUGH THAT GROVE SUCH THAT THERE WILL NOT ANY LOADING ON THAT CABLE. THE WIDTH SHALL IE AXIAL LENGTH IS 250 MM INCLUDING RAMP ON BOTH SIDES. CAPACITY 30TON AND WEIGHT OF EACH MODULE IS 9KGS.	30	NOS				
11.005	BRICKES GOOD QUALITY FULL BURN	2000	NOS				
11.006	CEMENT -AMBUJA KAVACH OR EQUIVALENT. EACH 50KG BAG.	400	NOS				
11.007	RIVER SAND - BROWN /YELLOW COLOR 1 BAG OF 50 KG	600	NOS				
11.008	READY MIX PLASTER -ADHITHYA BIRLA OR ULTRA TECH EQUIVALENT PAGE	500	Kilogram				
11.009	RUSTICIDE - SUNANDA CHEM OR KRISHNA CHEM	20	LTR				
11.010	CEBEX 100 FOSROC EQUIVALENT OF SUNANDA	20	Kilogram				
11.011	WASHBASIN OF SIZE LENGTH 22" MAKE KOHLER OR EQUIVALENT CERAMIC	5	NOS				
11.012	VITRIFIED TILES (JOHNSON AND JOHNSON)	50	SQ.MT				
11.013	GREEN MARBLE (20MM)THICK SQ. MTR.	10	SQ.MT				
12	PAINTING ACTIVITY FOR IFMS CONTRACT (2026-28) OF SUBMARINE DIVISION						
12.001	MANPOWER PAINTERS (3 WORKMEN)	1818	Mandays				



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

12.002	ROLLER 9"BRUSH COTTON WITH HANDLE.	400	NOS				
12.003	MASKING OF AREA FOR PLANTS - ROLLPLASTIC 2 INCHWIDTH LENGH 30 METERS	50	NOS				
12.004	SAND PAPER 1 FT * 1 FEET DIFFERENT GRADE MAXIMUM (GRIT 80,120,300)	100	NOS				
12.005	SCOTCH BYTES SS OR EQUIVALENT	100	NOS				
12.006	ROLLER 6 " TYPE WITH HANDLE	500	NOS				
12.007	ROLLER 4 " TYPE WITH HANDLE	500	NOS				
12.008	SUPPLY OF PAINT ENAMEL SYNTHETIC, BUS GREEN GLOSSY	1000	LTR				
12.009	SUPPLY OF PAINT ENAMEL SYNTHETIC,AZURE BLUE GLOSSY	400	LTR				
12.010	SUPPLY OF PAINT ENAMEL SYNTHETIC,GOLDEN YELLOW GLOSSY	300	LTR				
12.011	SUPPLY OF PAINT SILVER ALUMINIUM	500	LTR				
12.012	SUPPLY OF PAINT ENAMEL SYNTHETIC WHITE	600	LTR				
12.013	SUPPLY OF PAINT ENAMEL SYNTHETIC LIGHT GREY	500	LTR				
12.014	SUPPLY OF PAINT ENAMEL SYNTHETIC DARK GREY	300	LTR				
12.015	SUPPLY OF PAINT ENAMEL SYNTHETIC POST OFFICE RED	300	LTR				
12.016	SUPPLY OF PAINT ENAMEL SYNTHETIC SIGNAL RED	300	LTR				
12.017	ARTISTIC PAINTING OF PORTRAITS - SQM	100	SQ.MT				
12.018	ARTISTIC PAINTING OR PORTRAIT PAINTING- SQM ARTISTIC PAINTING OR PORTRAIT PAINTING ON WALL (INNOVATIVE IDEA OR THEME) AS PER THE THEME GIVEN BY MDL, ARTISTIC PAINTING TO BE DONE ON WALLS IN THE YARDS AS THE EXAMPLES ARE GIVEN UNDER PAINTING SECTION OF SCOPE OF WORK. (INCLUDING ALL MATERIAL AND SERVICES) QUOTE RATE PER SQUARE METER	100	SQ.MT				
12.019	THINNER GP ASIAN OR EQUIVALENT	500	LTR				
12.020	TURPENTINE	200	LTR				
12.021	SUPPLY OF PAINT (EPOXY REDOXIDE ZINCHROMITE) READY TO USE IN LITRES	600	LTR				
12.022	WHITE DISTEMPER	1000	KG				
12.023	ASIAN BERGER-GREEN WEATHER COAT SMOOTH CODE7717	400	LTR				
12.024	ASIAN BERGER-WHITE WEATHER COAT SMOOTH	400	LTR				
12.025	YELLO LINE ROLLER 4 " (FUR TYPE-GERMAN MADE)	500	NOS				
13	ROLLING SHUTTER SERVICE FOR IFMS CONTRACT (2026-28) OF SUBMARINE DIVISION						



MAZAGON DOCK SHIPBUILDERS LTD.

OUTSOURCING DEPARTMENT

TWO BID GEM TENDER GEM/2026/B/7260192

Integrated Facility Management Services in MDL Factory and Residential Premises.

13.001	<p>PREVENTATIVE MAINTENANCE/ SERVICING OF SHUTTERS PREVENTIVE MAINTENANCE / SERVICING OF PUSH/PULL TYPE, HAND/ CHAIN TYPE, MOTOR OPERATED TYPE ROLLING SHUTTERS OF ANY SIZE, THOROUGHLY CLEANING, OILING GREASING ALL THE COMPONENTS, ADJUSTING THE TENSION SPRING, INSPECTING/ REPAIRING SHAFT & GEAR UNITS, BEARS, REALIGNING THE CHAIN, ENSURING PROPER LOCKING SYSTEM, INCLUDING ALL WELDING , DRILLING, STRAIGHTENING , GRINDING, LADDERS, TOOLS, TACKLES, WITH ALL CONSUMABLES, SUCH AS LUBRICANTS, KEROSENE, GREASE ETC. AND ALL HARDWARES SUCH AS SCREW, WASHERS, KEYS ETC INSPECTING THE DEFECTIVE PARTS AND REPLACING THE SAME WITH THE PERMISSION OF EIC/USER DEPT AND DEMONSTRATING PROPER FUNCTIONING OF THE SHUTTER AFTER EACH SERVICE, INCLUDING RED OXIDE AND ALUMINIUM PAINTING ONE OR MORE COAT TO GET EVEN SHADE TO MS PARTS BY SCRAPING OLD PAINT IF REQUIRED ALL COMPLETE INCLUDING SCAFFOLDING AS PER DIRECTION OF EIC.. BIENNIAL BRC FOUR TIMES SERVICES= 4 X 1191 SQM= 4764 SQM. NOTE:1. SCAFFOLDING AS PER THE REQUIREMENT TO DO PREVENTIVE AND BREAKDOWN MAINTENANCE INCLUDING REMOVING THE SAME AND CLEARING THE SITE. 2. MEASUREMENT FOR ROLLING SHUTTER WILL BE CLEAR OPENING ONLY EXCLUDING GUIDE, HOOD, SHAFT.</p>	4764	SQ.MT				
13.002	SHUTTER STRIP- 16/18 SWG, 2" WIDE	200	RFT				
13.003	SHUTTER STRIP- 16/18 SWG, 2.5 " WIDE	200	RFT				
13.004	BOTTOM LOCK PLATE,6" WIDE	50	NOS				
13.005	BOTTOM LOCK PLATE,8" WIDE	50	NOS				
13.006	SIDE GUID,3" WIDE	50	NOS				
13.007	SIDE GUID,4" WIDE	50	NOS				
13.008	SIDE GUID,6" WIDE	50	NOS				
13.009	SHUTTER COVER- 18/20 SWG	500	SQ.MT				
13.010	DRUM SHAFT 'C' CLASS 1/4" THK, 2"	30	NOS				
13.011	DRUM SHAFT 'C' CLASS 1/4" THK, 2.5"	30	NOS				
13.012	DRUM SHAFT 'C' CLASS 1/4" THK, 3"	30	NOS				
13.013	DRUM SPRING 3" SWG, 12" COILED LENGTH	40	NOS				
13.014	DRUM SPRING 3" SWG, 20" COILED LENGTH	40	NOS				
13.015	DRUM SPRING 3" SWG, 25" COILED LENGTH	40	NOS				
13.016	DRUM SPRING 3" SWG, 30" COILED LENGTH	40	NOS				
13.017	BEARING WITH RING	50	NOS				



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

13.018	RING ONLY	100	NOS				
13.019	SIDE BRACKET	40	NOS				
13.020	BEVEL GEAR ASSEMBLY	15	NOS				
13.021	REDUCTION GEAR BOX	5	NOS				
13.022	LOCKING ARRANGEMENT SET	30	NOS				
13.023	WORM WHEEL	5	NOS				
13.024	WORM SHAFT	10	NOS				
13.025	MANUAL GEAR BOX	15	NOS				
13.026	MANUAL GEAR BOX CONNECTING PIPE	20	NOS				
13.027	6MM THIK STRIPS FOR DRUM CASE, 6MM THIK X 9.0 INCH WIDTH	50	RFT				
13.028	SHUTTER SIZES ABOVE 42.25SQ.MTR TILL 100 SQ. MTR PROVIDING MOTORIZED ROLLING SHUTTER. 125 MM 19G (1.0MM) GI (JINDAL MAKE) SHUTTER STRIPS, 12G(2.5MM) LOCKING BOTTOM WITH 35*35*4 MM ANGLE OF STURDINESS, 10G(3.00MM) SIDE GUIDE WITH MIN 200MM WIDTH, 12G(2.5MM) BRACKET PLATES, 8" DIA SUSPENTION PIPE SHAFT OF C CLASS (4.5 MM THICKNESS), GI TOP COVER OF 0.80 MM THICKNESS ONLY FOR MOTOR. TWO COAT GRAY/ ZINC PRMER TO MS PARTS AND LIMIT SWITCH	200	SQ.MT				
13.029	MOTOR FOR 42.25SQ.MTR TO 100SQ.MTR OPENING MOTOR FOR 42.25 SQ. MTR TO 100 SQ. MTR. OPENING: SUPPLY AND INSTALLATON OF INDIRECT DRIVE, MOTOR EC 2000 THREE PHASE WITH INBUILT ELECTRO BRAKE, " OPEN, STOP,CLOSE" PUSH BUTTON TO OPERATE THE SHUTTER , CHAIN TO OPERATE THE SHUTTER IN CASE OF POWER FAILUER(2450 NM, 380 V) INCLUDING REMOTE TWO NOS. AND ONE (1 YEAR) WARRANTTEE AGAINST ANY MANUFACTURING DEFECTS FROM DATE OF INSTAL;LTION OF SHUTTER, COMPLETE.	5	NOS				
Total in Figures							

THIS IS AN ILLUSTRATIVE RATE SHEET ONLY. BIDDER HAS TO QUOTE ONLINE AS PER THE PRICE BID FORMAT AVAILBALE ON GEM-PORTAL.

COMPANY'S NAME & ADDRESS:

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

NOTE:

- i) This rate sheet is only for illustration purpose & for the purpose of indicating tax and whether quoted / not quoted, as per TEF (Tender enquiry form).
- ii) Bidder while quoting should consider the all costs such as labour, hike in the minimum wages, transportation, equipment, all incidental expenses, consumables, taxes etc.
- iii) This is an illustrative rate sheet only. Bidder has to quote online as per the price bid format available on e-Gem portal.
- iv) Bidders to quote total lumpsum price in GeM portal. (obtained from Price Breakup BOQ)**
- v) Quantity shown is indicative. However, Payment shall be made as per actual work done.
- vi) An **illustrative example** of blank rate sheet to be uploaded in cover 1 (Part 1 – Technical bid) is given below:

Sr. No.	Description of Work	Qty.	Unit	Rate per unit	HSN Code	GST	Total
1	HOUSE KEEPING SERVICES & SUPPLY OF ITEMS						
1.001	HOUSEKEEPING MANPOWER REQUIREMENT IN MDL.	196568	MANDAY	Please write as Quoted/ Not Quoted	996600	5%	Please write as Quoted/ Not Quoted



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-C

1) MDL'S BANK ACCOUNT DETAILS:

NAME OF BANK A/C HOLDER:	MAZAGON DOCK SHIPBUILDERS LTD
BANK AND BRANCH:	STATE BANK OF INDIA, COMMERCIAL BRANCH, FORT, MUMBAI-400023
BANK ACCOUNT NO:	11079519138
TYPE OF ACCOUNT:	CURRENT.
IFSC CODE:	SBIN0006070
SWIFT CODE:	SBININBB101

2) DETAILS OF REMITTANCE TO MDL'S BANK ACCOUNT:

(To be filled in by the vendors/firms making remittance of funds in MDL'S Bank Account)

Date of Remittance	Name of Firm	Vendor Code	MDL tender/PO. Ref No.	Nature of Remittance viz. EMD/SD etc.	Amount Remitted (Rs.)

Signature of Vendor/Representative

3.SAP Parked Document No: _____ Date: _____

(To be filled in by MDL's Commercial Executive)

Sr. No.2 and 3 above will be filled in by the Vendor and MDL commercial Executive respectively and the form forwarded to Treasury Section for posting of SAP Document to the respective Bank Account.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-D

TEF (TENDER ENQUIRY FORMAT) ACCEPTANCE FORMAT:

To,
MAZAGON DOCK SHIPBUILDERS LIMITED
OUTSOURCING DEPARTMENT.

TEF CLAUSE No.	BIDDER'S REMARK	TEF CLAUSE No.	BIDDER'S REMARK
	ACC. / DEV.		ACC. / DEV.
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	Not Applicable
13		14	
15		16	
17		18	
19		20	Not Applicable
21		22	Not Applicable
23		24	Not Applicable
25		26	
27		28	
29		30	
31	Not Applicable	32	Not Applicable
33	Not Applicable	34	
35		36	
37		38	
39		40	



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

41		42	
43		44	
45		46	
47		48	

COMPANY'S NAME & ADDRESS:

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:

NOTE:

1. Bidders should carefully read the Terms & Conditions of the Tender Enquiry Form (TEF) prior to filling up this acceptance format.
2. This format should be properly filled, signed and bidder shall upload the scanned copy of the same online.
3. Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
4. Bidder(s) to attach Separate Sheet indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and Alternative suggested for any deviations taken by them.
5. Clause numbers shown in the above format also includes the sub-clauses under these clauses.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
**Integrated Facility Management Services in MDL Factory and
Residential Premises.**

Annexure–E

GENERAL CONDITIONS OF CONTRACT (GCC)

The word 'Purchaser' refers to MAZAGON DOCK SHIPBUILDERS LIMITED, (MDL), a Company within the meaning of Companies Act, 2013 and it includes its successors or assignees.

The word 'Bidder' (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) means any legal entity such as firm(s) of Proprietorship / Partnership Firm / Limited Liability Partnership / Private Limited / Limited company / Society registered under Society's Act / Statutory Bodies/ Consortium/ Joint Venture etc. participating in a procurement process.

The word 'Owner' means the person or authority with whom Mazagon Dock Shipbuilders Limited (Purchaser) has contracted to carry out work in relation to which orders are placed

by the Purchaser on the Bidder/Supplier/Contractor under this contract for supply or manufacture of certain items and would include Department of Defense Production, Ministry of Defense, Government of India, the Indian Navy, the Coast Guard and any other specified authority.

Unless otherwise indicated specifically by the bidder / contractor in his bid, it shall be construed as his acceptance of all the conditions mentioned in this GCC.

1. TENETS OF INTERPRETATION

Unless where the context requires otherwise, throughout the contract:

- a) The heading of these conditions shall not affect the interpretation or construction thereof.
- b) Writing or written includes matter either whole or in part, in digital communications, manuscript, typewritten, lithographed, cyclostyled, photographed, or printed under or over signature or seal or digitally acceptable authentication, as the case may be.
- c) Words in the singular include the plural and vice-versa.
- d) Words importing the masculine gender shall be taken to include other genders, and words importing persons shall include any company or association or body of individuals, whether incorporated or not.
- e) Terms and expression not herein defined shall have the meanings assigned to them in the Contract Act, 1872 (as amended) or the Sale of Goods Act, 1930 (as amended) or the General Clauses Act, 1897 (as amended) or of INCOTERMS, (current edition published by the International Chamber of Commerce, Paris) as the case may be.
- f) Any reference to 'Goods' shall be deemed to include the incidental Works/ Services also.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- g) Any generic reference to GCC shall also imply a reference to TEF as well.
- h) In case of conflict, provisions of TEF shall prevail over those in GCC.
- i) Any reference to 'Contract' shall be deemed to include all other documents (inter-alia GCC, TEF).
- j) Any reference to any legal Act, Government Policies or orders shall be deemed to include all amendments to such instruments, from time to time, till date.
- k) Fall Clause shall be expressly applicable in the case of Rate Contract.

2. LANGUAGE OF CONTRACT

Unless otherwise stipulated in TEF, the contract shall be written in the Official Language or English. All correspondence and other contract documents, which the parties exchange, shall also be written/ translated accordingly in that language. For Purchase Manual 5th Edition - Goods & Services - Rev. 0 dtd.07/09/2023 Page 172 of 263 purposes of interpretation of the contract, the English documents/ translation shall prevail.

3. GOVERNING LAWS AND JURISDICTION

3.1 Governing Laws and Jurisdiction

- a) This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of India for the time being in force.
- b) Irrespective of the place of delivery, or the place of performance or the place of payments under the contract, the contract shall be deemed to have been made at the place from which the Purchase Order/Contract/Letter of Intent has been issued. The courts of such a place shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.

3.2 Changes in Laws and Regulations

Unless otherwise stipulated in the contract, if after the last deadline for the bid submission (Techno-commercial), any law, regulation, ordinance, order or bye-law having the force of law is enacted, promulgated, abrogated, or changed in India (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/ or the contract Price, then such Delivery Date and/ or Contract Price shall be correspondingly increased or decreased, to the extent that the contractor has thereby been affected in the performance of any of its obligations under the contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable.

4. CONFIDENTIALITY, SECRECY AND IPR RIGHTS



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

a) IPR Rights

All deliverables, outputs, plans, drawings, specifications, designs, reports, and other documents and software submitted by the contractor under this Contract shall become and remain the property of MDL and subject to laws of copyright and must not be shared with third parties or reproduced, whether in whole or part, without MDL's prior written consent. The contractor shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to MDL, together with a detailed inventory thereof. The contractor may retain a copy of such documents and software but shall not use it for any commercial purpose.

b) Confidentiality

All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of MDL to the contractor, in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of MDL and shall not, without the prior written consent of MDL neither be divulged by the contractor to any third party, nor be used by him for any purpose other than the design, procurement, or other services and work required for the performance of this Contract. If advised by MDL, all copies of all such information in original shall be returned on completion of the contractor's performance and obligations under this contract.

c) Secrecy

If the Contract declares the subject matter of this Contract as coming under the Official Secrets Act, 1923 or if the contract is marked as "Secret", the contractor shall take all reasonable steps necessary to ensure that all persons employed in any connection with the contract, have acknowledged their responsibilities and penalties for violations under the Official Secrets Act and any regulations framed thereunder.

d) Obligations of the contractor

- I. Without MDL's prior written consent, the contractor shall not use the information mentioned above except for the sole purpose of performing this contract.
- II. The contractor shall treat and mark all information as confidential (or Secret – as the case may) and shall not, without the written consent of MDL, divulge to any person other than the person(s) employed by the contractor in the performance of the contract. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for such performance for this contract.
- III. Notwithstanding the above, the contractor may furnish to its holding company or its Subcontractor(s) such documents, data, and other information it receives from MDL to the extent required for performing



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

the contract. In this event, the contractor shall obtain from such holding company/ Subcontractor(s) an undertaking of confidentiality (or secrecy – as the case may be) similar to that imposed on the contractor under the above clauses.

- IV. The obligation of the contractor under sub-clauses above, however, shall not apply to information that:
- (aa) The contractor needs to share with the institution(s) participating in the financing of the contract;
- (ab) now or hereafter is or enters the public domain through no fault of Contractor;
- (ac) can be proven to have been possessed by the contractor at the time of disclosure and which was not previously obtained, directly or indirectly, from MDL; or
- (ad) otherwise lawfully becomes available to the contractor from a third party that has no obligation of confidentiality.
- V. The above provisions shall not in any way modify any undertaking of confidentiality (or Secrecy – as the case may be) given by the contractor before the date of the contract in respect of the contract/ the Tender Document or any part thereof.
- VI. The provisions of this clause shall survive completion or termination for whatever reason of the contract.

5. PERMITS, APPROVALS AND LICENSES

Whenever the supply of Goods and incidental Services requires that the contractor obtain permits, approvals, and licenses from local public authorities, it shall be the contractor's sole responsibility to obtain these and keep these current and valid. Such requirements may include but not be restricted to export licence or environmental clearance if required. If requested by the contractor, MDL shall make its best effort to assist the contractor in complying with such requirements in a timely and expeditious manner, without any dilution of the Contractor's responsibility in this regard.

6. TRANSFER OF TITLE OF GOODS: -Not Applicable

7. EXTENSION OF DELIVERY PERIOD: -Not Applicable

8. DEFAULTS, BREACHES & TERMINATION OF CONTRACT

Termination due to Breach, Default, and Insolvency

(a) **Defaults and Breach of Contract**



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

In case the contractor undergoes insolvency or receivership; neglects or defaults, or expresses inability or disinclination to honour his obligations relating to the performance of the contract or ethical standards or any other obligation that substantively affects MDL's rights and benefits under the contract, it shall be treated as a breach of Contract. Such defaults shall include inter-alia:

(i) **Default in Performance and Obligations**

If the contractor fails to deliver any or all of the Goods or fails to perform any other contractual obligations (including Code of Integrity or obligation to maintain eligibility and Qualifications based on which contract was awarded) within the period stipulated in the contract or within any extension thereof granted by MDL.

(ii) **Insolvency**

If the contractor is wound up or ceases to otherwise trade or is unable to pay its debts as and when they fall due or is otherwise subject to any insolvency procedure.

(iii) If a receiver or similar official is appointed overall or any of the assets of the contractor or a petition is presented for its winding up or it entered into a composition with its creditors;

(b) **Notice for Default**

As soon as a breach of contract is noticed, a show-cause 'Notice of Default' shall be issued to the contractor, giving two weeks' notice, reserving the right to invoke contractual remedies. After such a show-cause notice, all payments to the contractor would be temporarily withheld to safeguard needed recoveries that may become due on invoking contractual remedies.

(c) **Terminations for Default**

(i) **Notice for Termination for Default:** In the event of unsatisfactory resolution of 'Notice of Default' within two weeks of its issue as per sub clause above, MDL if so decided, shall by written Notice of Termination for Default sent to the contractor, terminate the contract in whole or in part, without compensation to the contractor.

(ii) Such termination shall not prejudice or affect the rights and remedies, including under sub-clause below, which have accrued and/ or shall accrue to MDL after that.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

(iii) Unless otherwise instructed by MDL, the contractor shall continue to perform the contract to the extent not terminated. All warranty obligations, if any, shall continue to survive despite the termination.

(d) Contractual Remedies for Breaches/Defaults or Termination for Default

If there is an unsatisfactory resolution within this period, MDL shall take one; or more of the following contractual remedies.

(i) Temporary withhold payments due to the contractor till recoveries due to invocation of other contractual remedies are complete.

(ii) Call back any loaned property or advances of payment, if any, with the levy of interest at the prevailing rate (MIBID - Mumbai Interbank Bid Rate).

(iii) Recover liquidated damages and invoke denial clause for delays.

(iv) Encash and/ or Forfeit performance or other contractual securities.

(v) Prefer claims against insurances, if any.

(vi) Terminate contract for default, fully or partially including its right for Risk and- Cost Procurement as per following sub-clause.

(vii) Risk and Cost Procurement

In addition to termination for default, MDL shall be entitled, and it shall be lawful on his part, to procure Goods same to those terminated, with such terms and conditions and in such manner as it deems fit at the "Risk and Cost" of the contractor. Such 'Risk and Cost Procurement' must be initiated (viz. AIP/PR/Tender) within six months from the termination of Contract. The Contractor shall be liable for any loss which MDL may sustain on that account provided the procurement, or, if there is an agreement to procure, such agreement is made. The Contractor shall not be entitled to any gain on such procurement, and the manner and method of such procurement shall be in the entire discretion of MDL. (Note: deleted being contrary to law). (Note: No contractor would give security after the termination of the contract)

Note: Regarding the Goods which are not readily available in the market and where procurement difficulties are experienced, the period for making risk procurement shall be nine months instead of six months provided above.

(viii) Initiate legal proceedings in a for the recovery of the losses and damages, not addressable by the above means.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

9. CLOSURE OF CONTRACT

The contract shall stand closed upon successful performance of all obligations by the firm, including completion of warranty obligations and final payment. If no claim is received within 03 years from last supplies/services, then no claim shall be entertained thereafter.

10. COMMUNICATION AND LANGUAGE FOR DOCUMENTATION

Any letter, facsimile message, e-mail intimation or notice sent to the Bidder/Supplier/ Contractor at the last known address mentioned in the offer / order shall be deemed to be valid communication for the purpose of the order/contract. Unless stated otherwise by the purchaser, Language for communication and all documentation shall be same, which the Purchaser has used, in the tender enquiry.

11. PRESERVATION AND MAINTENANCE: - Not Applicable

12. FREIGHT AND INSURANCE: - Not Applicable

13. DEMURRAGE: - Not Applicable

14. CANCELLATION OF TENDER (Applicable for Goods and Services)

The Purchaser reserves the right to cancel/withdraw the tender in toto or part and or award the contract / order in full or part without assigning any reason whatsoever and without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for MDL action.

15. PURCHASER'S PROPERTY. (Applicable for Goods and Services)

All property (such as materials, drawings, documents etc.) issued by the Purchaser or any other individual or firm on behalf of the Purchaser in connection with the contract shall remain confidential, being the property of the Purchaser and the Bidder/Supplier/Contractor shall undertake to return all such property so issued and will be responsible for any or all loss thereof and damage thereto resulting from whatever causes and shall reimburse the Purchaser the full amount of loss and damage. On completion of work in any compartment / location of the purchaser's premises, the Bidder/Supplier/Contractor must ensure that the place is left in a reasonably clean state and all scrap is transferred to nearby scrap-bins.

16. REJECTION OF MATERIALS: Not Applicable

17. RECOVERY-ADJUSTMENT PROVISIONS



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Payment made under one order shall not be assigned or adjusted to any other order except to the extent agreed upon in writing by the Purchaser. During the currency of the contract, if any sum of money is payable by the Bidder / Supplier / Contractor the same shall be deducted from any sum then due or thereafter may become due to the Bidder / Supplier / Contractor under the contract or any other contract with the Purchaser.

18. INDEMNIFICATION

The Bidder / Supplier / Contractor, his employees, licenses, agents or Sub-Supplier / Sub-contractor, while on site of the Purchaser for the purpose of this contract, indemnifies the Purchaser against direct damage and/or injury to the property and/or the person of the Purchaser or that of Purchaser's employees, agents, Sub- Contractors / Suppliers occurring and to the extent caused by the negligence of the Bidder / Supplier / Contractor, his employees, licensees, agents or Sub-contractor by making good such damages to the property, or compensating personal injury and the total liability for such damages or injury shall be as mutually discussed and agreed to.

19. TRANSFER OF SUPPLIERS / CONTRACTOR'S RIGHTS

The Bidder / Supplier / Contractor shall not either wholly or partly sell, transfer, assign or otherwise dispose of the rights, liabilities and obligations under the contract between him and the Purchaser without prior consent of the Purchaser in writing.

20. SUBCONTRACT AND RIGHT OF PURCHASER

The Bidder / Supplier / Contractor under no circumstances undertake or subcontract any work / contract from or to any other Sub-contractor without prior written approval of the Competent Authority of Purchaser. In the event it is found that such practice has been indulged in, the contract is liable to be terminated without notice and the Bidder / Supplier / Contractor is debarred all from future tender enquiries / work orders. However, in no circumstances a contractor is permitted to subcontract any part of the contract to the bidders who had quoted for the concerned tender.

21. PATENT RIGHTS

The Bidder / Supplier / Contractor shall hold harmless and keep the Purchaser indemnified against all claims arising as a result of infringement of any patent / copy rights on account of manufacture, sale or use of articles covered by the order.

22. AGENTS/AGENCY COMMISSION

The seller confirms and declares to the buyer that the seller is the original manufacturer or authorized distributor/stockiest of original manufacturer of the goods referred to in this contract and has not engaged any individual or



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommended to the Buyer or any of its functionaries, whether officially or unofficially, to the award of the Contract / Purchase order to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation.

The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this Contract / Purchase order, the Seller will be liable to refund that amount to the Buyer. The seller will also be debarred from participation in any RFQ/Tender for new projects/program with Buyer for a minimum period of five years.

The buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such event be liable to refund all payments made by the buyer in terms of the Contract along with interest at the rate of 2% per annum or 6% whichever is higher above LIBOR (London Inter Bank Offer Rate) (for foreign vendors) and base rate of SBI plus 2% (for Indian Vendors).

The Buyer will also have the right to recover any such amount from any contracts concluded earlier with Buyer.

23. USE OF UNDUE INFLUENCE / CORRUPT PRACTICES

The Bidder / Supplier / Contractor undertakes that he has not used corrupt practices or used any undue influence which is not admissible as per Indian law to obtain contract/order or in doing any business with the purchaser. If found that Bidder / Supplier / Contractor is involved in such wrong practices, then Purchaser is entitled to cancel the contract/s and all or any other contracts and then to recover from the Bidder / Supplier / Contractor the amounts of any loss arising from such contracts' cancellation, including but not limited to imposition of penal damages, forfeiture of Performance security, encashment of the Bank Guarantee and refund of the amounts paid by the Purchaser.

24. IMMUNITY OF GOVERNMENT OF INDIA CLAUSE

It is expressly understood and agreed by and between M/s. (Bidder / Supplier / Contractor) and Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai – 400 010 (MDL) is entering into this Agreement solely on its own behalf and not on the behalf of any person or entity. In particular, it is expressly understood and agreed that the Government of India is not a party



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

to this Agreement and has no liabilities, obligations or rights hereunder. It is expressly understood and agreed that MDL is an independent legal entity with power and authority to enter into contracts solely in its own behalf under the applicable of Laws of India and general principles of Contract Law. The (Bidder / Supplier / Contractor) expressly agrees, acknowledges and understands that MDL is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions and commissions, breaches or other wrongs arising out of the contract. Accordingly, (Bidder / Supplier / Contractor) hereby expressly waives, releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the Government of India arising out of this contract and covenants not to sue Government of India in any manner, claim, cause of action or thing whatsoever arising of or under this Agreement.

25. EXPORT LICENCE

The export licenses that may be required for delivery of the various items/equipment to MDL shall be arranged by the Bidder / Supplier / Contractor from the concerned authorities in their country without any time and cost implications on the Purchaser.

26. BANNED OR DE-LISTED CONTRACTORS / SUPPLIERS

The Bidder / Supplier / Contractor declares that they being Proprietors / Directors / Partners have not been any time individually or collectively blacklisted or banned or de-listed by any Government or quasi Government agencies or PSUs. If a bidder's entities as stated above have been blacklisted or banned or de-listed by any Government or quasi Government agencies or PSUs, this fact must be clearly stated and it may not necessarily be a cause for disqualifying him.

27. DUTY OF PERSONNEL OF SUPPLIER/CONTRACTOR

MDL being a Defence Public Sector Undertaking, Bidder / Supplier / Contractor undertakes that their personnel deployed in connection with the entrusted work will not indulge in any activities other than the duties assigned to them.

28. DISPUTE RESOLUTION MECHANISM AND ARBITRATION

(a) Dispute resolution mechanism(DRM)

- (i) Any dispute/differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations at HoS/HoD level.
- (ii) In case of non-settlement by (i) above, if at any time, before, during or after the contract period any unsettled claim, dispute or difference arose



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

between the parties, upon or in relation to or in connection with or in any way touching or concerning this tender/agreement/order/contract, the same shall be referred to the concerned Functional Director. The Functional Director shall then nominate an Executive of the rank of General Manager whom he thinks fit and competent or a Committee of Executives who/which shall then scrutinize the claims/disputes that have been referred to the concerned functional Director and make efforts for amicable settlements by mutual discussions/negotiations.

(iii) In case no amicable settlement is arrived by (ii) above within a period of three months, then the contractor shall approach Public Grievance Cell and address the disputes as per the provisions made under the relevant clause of the contract.

(iv) In case the issues/disputes do not get settled within a period of six months from the date of submission of the dispute to the Grievance Cell, then the contractor may invoke Arbitration Clause of the contract.

(b) Arbitration (Applicable for Goods and Services)

Unresolved disputes/differences, if any, shall then be settled by Arbitration. The Arbitration proceedings shall be conducted at Mumbai, India, in English Language, under the Arbitration and Conciliation Act, 1996 as amended from time to time and the rules thereunder.

MDL prefers to have arbitration through Institutes such as Indian Council of Arbitration (ICA)/ICA-DR, Mumbai Centre for International Arbitration, International Chamber of Commerce (ICC), Singapore International Arbitration Centre (SIAC) with the mutual consent of the parties.

In case of unresolved difference/dispute between the Purchaser and Supplier, being Central Public Sector Enterprises/Central Govt. departments, the disputes shall be resolved firstly through mutual discussion or through the empowered agencies of the Govt. or through arbitration by reference by either party to the department of Public Enterprises, as per extant guidelines. If disputes/differences remain unresolved/unexecuted, the same shall be referred first to the Cabinet Secretariat and then, if necessary to the PMO.

Any changes to arbitration clause must be vetted by HOD (Legal) before incorporation in contract/PO.

29. JURISDICTION OF COURTS

All contracts shall be deemed to have been wholly made in Mumbai and all claims there under are payable in Mumbai City and it is the distinct condition of the order that no suit or action for the purpose of enforcing any claim in



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

respect of the order shall be instituted in any Court other than that situated in Mumbai City, Maharashtra State, India i.e. courts in Mumbai shall alone have jurisdiction to decide upon any dispute arising out of or in respect of the contract.

30. CONTRACT LABOUR (REGULATION AND ABOLITION) ACT 1970

Contractor / Bidder shall obtain licence under Section 12 and 13 of the Contract Labour (Regulation and Abolition) Act, 1970 and rules made there under and the same should be kept valid at least until the expiry of contract with Purchaser. The registration and Licence under the Contract Labour (Regulation and Abolition) Act 1970 shall be renewed in time every year and if work continues for more than a year, a copy of the Licence is produced as and when demanded by the concerned authorities of Purchaser.

The Contractor / Bidder shall carryout his obligations and duties under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under.

In the event any employee/s of Contractor / Bidder is advised by the concerned Department to deploy their employees for job during weekly-off, Sundays and holidays, the Contractor / Bidder must inform through Concerned Department the name/s of the employee/s in the prescribed format to CISF / Security and to the concerned Divisional Personnel by mentioning specifically 'Compensatory - Off', before 3 days from the date actual payment.

31. MINIMUM WAGES ACT

The Contractor / Bidder shall pay to his employees not less than the minimum wages and allowances applicable to the Engineering Industry as notified from time to time by the Central Government or the State Government whichever is higher under the Minimum Wages Act. Contractor / Bidder shall be responsible for timely payment of wages of all his employees engaged in the Purchaser's Yard, not less than the prescribed minimum wages in each case and without any deductions of any kind, except as specified by Government or permissible under the Payment of Wages Act.

The Contractor / Bidder must settle all the pending dues of the employees i.e. arrears of wages, proportionate leave wages, proportionate bonus payment, etc. Before winding up the site, the Contractor / Bidder shall pay all terminal dues to his employees such as Notice pay, Gratuity, Retrenchment compensation, etc.

32. BONUS ACT

The Contractor / Bidder shall pay to his eligible employees a Statutory Bonus as per 'Payment of Bonus Act' at the rate prescribed by the Statutory Authorities from time to time.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

33. FACTORIES ACT

The Contractor / Bidder shall observe all applicable Rules and Regulations stipulated under Factories Act applicable to contract labour.

The Contractor / Bidder shall maintain a separate register prescribed under the Act and pay Privilege Leave wages to all eligible employees.

On completion of execution of the contract and before winding up, the Contractor / Bidder shall pay proportionate Privilege Leave wages to all eligible employees.

34. EMPLOYEES' PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952

The Contractor / Bidder, where applicable, shall cover his employees deployed in the Purchaser's Yard

(a) under the Employees' Provident Funds and Miscellaneous Act, 1952,

(b) under the Family Pension Scheme, and

(c) under the Employees' Deposit Linked Insurance Scheme and pay the contributions both in respect of his employees and his own. He shall submit all the necessary returns and other particulars periodically as prescribed under the said Act. Contractor / Bidder shall cover from the first day working all his contract labour on MDL jobs by filling requisite returns to concerned Statutory authorities and obtaining Code Numbers / Account Numbers. Contractor / Bidder shall remit employees' and employers' contributions directly to the concerned authorities along with Inspection and Administrative Charges as per relevant provisions of the concerned Acts and Schemes made there under within 15 days from the close of every month. The Contractor / Bidder must submit copies of P. F. dues payment challans, copy of Form No. 12 (A), copy of form No. 6 (A) (Annually) and copies of Muster Roll of their workmen every month to Corporate Personnel Department before renewal of passes for entry into the yard. The Contractor / Bidder must also attend to P. F. Inspections by concerned authorities and submit copy of the Inspection Report.

The Contractor / Bidder through his own P. F. code number shall fill in P. F. / Pension settlement forms of all the employees engaged in Purchaser's Yard, well in advance of last working day and forwards the said settlement forms to the respective P. F. Commissioner's office for settlement. Contractors who are yet to obtain PF code shall apply for Code no s to PF Commissioners Office and furnish copies of the same to Corporate Personnel Department. Purchaser shall recover PF dues from the contractors running bills till such time the PF Code no is obtained.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

The Contractor / Bidder may contact Corporate Personnel Department for the purpose to seek any / all clarification / necessary advice for completion of procedural work such as filling labour challans, E. S. I., P. F. – declaration forms, covering their labour under Group Insurance Policy, etc. An Administrative charge @ Rs. 10/- per employee per month for such consultancy will be recovered from all the contractors from the bills of the respective contracts.

35. EMPLOYEES' STATE INSURANCE ACT

The Contractor / Bidder should also cover all the eligible contract laborers working on MDL jobs, under the Employees' State Insurance Act and Scheme by furnishing necessary returns to appropriate authority and pay both employees' and employers' contributions in respect of these employees to the concerned authorities within 20 days from the close of every month. The contractor shall produce copy of R. D. F. duly acknowledged by ESI local office for confirmation that the workmen are covered under ESI Act and Scheme.

Contractor / Bidder should produce proof of such remittances to Corporate Personnel Department of MDL along with full details of contributions etc. within 25 days from the close of month. He shall also give an undertaking that he will not engage any one on our work who is not duly covered under the said Act and Scheme. The contract employees who are out of coverage of ESI Act and Scheme should be covered under Group Insurance Policy linked with workman compensation Act. Those Bidders / contractors do not have their ESI Code No.; they should submit documentary evidence of application for obtaining ESI Code no to Corporate Personnel Department.

36. SAFETY

The Contractor / Bidder must observe all safety precautions in connection with the work to be performed by him, his agents or laborers. In the event of any accident happening in our yard resulting in loss of lives or otherwise damaging any part of the property, the contractor shall be required to make good the loss to the Company and shall be responsible for all consequences that follow from the loss and / or injuries to the persons involved in such accidents. The standard of safety to be observed in the Company shall be decided by the Executive-in-Charge Safety, or any Executive appointed for the purpose before the commencement of work in the yard. It will be essential for contractor to ascertain the standard precautions which contractor is required to observe in discharging his work as per the standards prevalent in MDL. The decision of MDL in matters concerning Safety shall be final and binding on the contractor.

The Contractor / Bidder shall be required to provide his workmen with Boiler Suits of any suitable colour other than blue or white, with the Name of the



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Contractor in prominent letters on the boiler suits along with personal protection gears like safety shoes, hand gloves etc. workmen of the Contractor / Bidder must wear throughout their working while in the premises of MDL. Contractor's workmen working without safety gears are to be disallowed for work.

37. POLICE VERIFICATION OF EMPLOYEES

Contractor / Bidder shall have to produce and submit to the Chief Security Executive of Purchaser, verification through Mumbai Police of Character and Antecedents of their employees / workers for while working on ships under construction in Purchaser's Yards, for working onboard ships under modernization / refit / repairs at Mumbai ports / Naval Dockyard. Entry passes will not be issued in the absence of Police Verification Report and employees without Police Verification shall not be employed by them in Purchaser's Yard / Mumbai ports / Naval Dockyard and any lapse on the part of Contractor / Bidder shall be viewed seriously as per applicable laws of the land. Employment of any Foreign National during the contract period would be permitted with prior permission of Purchaser.

38. FORCE MAJEURE

If at any time during the execution of the goods / service order, the performance in whole or in part by either Purchaser or and by the Bidder(s) / Supplier(s) / Purchase Manual 5th Edition - Goods & Services - Rev. 0 dtd.07/09/2023 Page 184 of 263 Contractor(s) is / are delayed by any reason of force majeure situations such as acts of civil war, civil commotion, sabotage, hostilities, war, fires, explosions, epidemics, natural calamities like floods, earthquakes, volcanoes, storms, acts of God and laws of respective governments or any other causes beyond the control of either parties, hereinafter referred to as "events", provided notice of the occurrence of such event/s is / are communicated by either party, to the other party within 21 days from the date of occurrence thereof, neither party shall by reason such events be entitled to terminate the contract nor shall either party have any claim for damages against the other in respect of such non-performance and or delay in performance of the contract / order. Executions on either side shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of Purchaser as to whether activities can resume or not, shall be conclusive and final. Occurrence of the events to be certified by Chamber of Commerce / Indian High Commission or Embassies / Government in that Country.

The performance in whole or in part under the captioned tender / contract is prevented or delayed by reason of any such event for a period exceeding sixty days either party may at its option terminate the contract / further



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

processing of the tender. The relative obligations of both the parties remain suspended during the actual period of force majeure.

The Purchaser may extend the delivery schedule as mutually agreed, on receipt of written communication from the Bidder / Supplier / Contractor regarding occurrence of 'Force Majeure' conditions, but not exceeding six months from the scheduled delivery date. If the 'Force Majeure' conditions extend beyond this period, the Purchaser shall have the right to cancel the order without any financial implication to the Purchaser or on terms mutually agreed to.

39. CODE OF INTEGRITY IN PUBLIC PROCUREMENT

Procuring authorities (including indenter) as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:

39.1 Corrupt practice

Making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution.

39.2 Fraudulent practice

Any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract.

39.3 Anti-competitive practice

Any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of MDL, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels.

39.4 Coercive practice

Harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

39.5 Conflict of interest

Participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of MDL who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from MDL with an intent to gain unfair advantage in the procurement process or for personal gain.

39.6 Obstructive practice

Materially impede MDL's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding MDL's rights of audit or access to information.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-F

ACCEPTANCE OF GENERAL CONDITIONS OF CONTRACT (GCC)

To,

Mazagon Dock Shipbuilders Limited

GCC CLAUSE No.	BIDDER'S REMARK	GCC CLAUSE No.	BIDDER'S REMARK
	ACC. / DEV.		ACC. / DEV.
1		2	
3		4	
5		6	Not Applicable
7	Not Applicable	8	
9		10	
11	Not Applicable	12	Not Applicable
13	Not Applicable	14	
15		16	Not Applicable
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39			



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

COMPANY'S NAME & ADDRESS:

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:

NOTE:

1. Bidders should carefully read the GCC prior to filling up this acceptance format (available on MDL Web site).
2. This format should be properly filled, signed and bidder shall upload the scanned copy of the same online
3. Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
4. Bidder(s) to attach Separate Sheet indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and Alternative suggested for any deviations taken by them.
5. Clause numbers shown in the above format also includes the sub-clauses under these clauses.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-G

TERMS RELATED TO TAXES (GST)

1. GST as per GST Laws shall be payable extra as quoted and agreed.
2. In case of purchases of goods/services from unregistered dealers under GST Laws, GST will be paid by MDL under reverse charge mechanism.
3. Benefits from reduction in rate of tax/ITC are required to be passed on to consumer. Where “applicable GST” has been quoted as extra, Goods and service providers (except un-registered dealers under GST Law) have to submit declaration that they have complied with ‘Anti-profiteering clause’ under GST Law. Such declaration be given in technical bid.
4. If the vendor is registered under GST, vendor shall mention the HSN code for goods &/or services in their tax invoice, etc. These codes must be in accordance with GST Laws and responsibility of specifying correct HSN codes for goods &/or services is that of the vendor. MDL shall not be responsible for any error in HSN code for goods &/or services specified by supplier / contractor. Supplier /Contractor shall pay penalty and/ or interest imposed on MDL or any loss due to delay in availing ITC by MDL or any loss of ITC to MDL due to errors by vendors at any stage. MDL reserves right to recover any such interest, penalty or loss from any amount due to Supplier /Contractor or otherwise.
5. In case, MDL is unable to avail ITC, supplier/contractor at their own cost shall rectify the shortcoming in the returns to be filed immediately thereafter. Further, if the ITC is delayed / denied to MDL / reversed subsequently as per GST Laws due to non / delayed receipt of goods and / or services and / or tax invoice or expiry of timelines prescribed in GST Laws for availing ITC, non-payment of taxes or non-filing of returns or any other reason not attributable to MDL, Supplier /Contractor shall pay any loss of amount along with interest and penalty on MDL under GST Laws for the number of days the ITC was delayed. If the short coming is not rectified by supplier/contractor and MDL ends up in reversal of credits and / or payments, supplier /contractor is fully liable for making good all the loss incurred by MDL. MDL reserves right to recover any interest, penalty or loss from any amount due to Supplier /Contractor or otherwise.
6. If the vendor is registered under GST, the GST registration number (15 digit GSTIN) issued by GOI shall be mandatorily provided by the vendor. Vendor having multiple business verticals within state / at multiple states with separate GST registration numbers shall forward GSTIN of only that vertical which is involved in supply of goods and/or services. MDL GSTIN is 27AAACM8029J1ZA and vendor shall mention the same while invoicing and avoid any data entry error on GST Gem portal.
7. If the vendor is registered under GST, Vendor shall ensure timely submission of invoice as per the provisions / requirement / timeline promulgated by GOI in relation to GST Law with all required supporting documents to enable MDL to avail input tax credit promptly. The vendors invoice inter alia should contain GSTIN of vendor, GSTIN of MDL (i.e. 27AAACM8029J1ZA), GST tax



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

- rate separately, HSN code wise goods or services, place of supply, signature of vendor, etc. Original invoice needs to be submitted to Bill Receipt Centre at MDL gate, and a copy of the invoice should be given to the goods receiving section(GRS).
8. If the vendor is registered under GST, vendor shall file all applicable returns under GST Laws in the stipulated time & any losses of tax credit to MDL arising due to delay in filing will be recovered from their invoice wherever MDL is eligible to avail tax credit. Any default towards payment of tax and / or uploading of monthly returns by supplier/contractor, MDL retains right to withhold payments towards tax portion until the same is corrected & complied by the supplier/contractor with the requirement of GST along with satisfactory evidence.
 9. The rate sheet enclosed with the tender will indicate the rates to be entered under each head wherever applicable. Bidders must clearly mention the applicable Taxes & Duties. The item-wise rates (i.e. Basic+P&F+F&I) quoted in the Rate Sheet should exclude Taxes & Duties. Bidder should indicate GST rates as applicable separately under each of the head in the same Rate sheet, which will be paid extra based on tax invoice to the extent applicable. The GST will be applicable on total basic rate of each item (i.e. Basic + P&F + F&I).

COMPANY'S NAME & ADDRESS:

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
 TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-H

DECLARATION CERTIFICATE FOR LOCAL CONTENT

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Local Content & prescribed tender conditions).

THE BIDDERS SHALL PROVIDE THIS CERTIFICATE FROM STATUTORY AUDITOR OR COST AUDITOR OF THE COMPANY (IN CASE OF COMPANIES) OR FROM A PRACTICING COST ACCOUNTANT OR PRACTICING CHARTED ACCOUNTANT (IN RESPECT OF SUPPLIER OTHER THAN COMPANIES) GIVING THE PERCENTAGE OF LOCAL CONTENT.

IN RESPECT OF BID / TENDER No.

ISSUED BY: (Name of Firm):

NB: The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have read and understood the requirement of local content (LC) and same is specified as percentage calculated in accordance with the definition provided at clause 2 of revised Public Procurement (preference to Make in India) Order 2017.

“Local content” as per above order means the amount of value added in India which shall be the total value of items procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value in percent.”



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

(c) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the local content requirements as specified in the tender for 'Class-I Local Supplier' / 'Class-II Local Supplier', and as above.

(d) The local content calculated using the definition given above are as under:

Tender Sr No	Item	Local content calculated as above %	Location of local value addition
	All line items of tender	100%*	Mumbai

***If local content percentage value other than above then write off 100% and write exact value with sign & stamp.**

Attach separate sheet duly signed if space is not sufficient

NB: Local content percentage shall be declared item wise or tender wise strictly as per the terms of the tender.

(e) I accept that the Procurement Authority / Institution / MDL / Nodal Ministry has the right to request that the local content be verified in terms of the requirements of revised Public Procurement (preference to Make in India) Order 2017 dtd 16.09.2020 and I shall furnish the document / information on demand. Failure on my part to furnish the data will be treated as false declaration as per PPP MII Order 2017. In case of contract being awarded, I undertake to retain the relevant documents for 7 years from date of execution.

(f) I understand that the submission of incorrect data, or data that are not verifiable as described in revised Public Procurement (preference to Make in India) Order 2017, may result in the Procurement Authority / Nodal Ministry / MDL imposing any or all of the remedies as provided for in Clause 9 of the Revised Public Procurement (preference to Make in India) Order 2017 dated 16.09.2020

SIGNATURE: _____

DATE: _____

Seal / Stamp of Bidder



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-I

Declaration by bidder for RESTRICTIONS UNDER RULE 144(XI) OF GENERAL FINANCIAL RULES GFRS, (2017) AS PER DIRECTIVES F NO. DPE/7(4)/2017-FIN DTD 24.02.2023 & ORDER NO F.7/10/2021-PPD (1) DTD 23.02.2023

(On bidder's Letter Head)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that our Firm M/s..... is not from such a country and does not have any specified Transfer of Technology (TOT) from such a country or, if from such a country or if having specified TOT from such a country has been registered with the Competent Authority.

I hereby certify that our Firm M/s..... fulfills all requirements in this regard and is eligible to be considered for procurement on GeM. [Where applicable, evidence of valid registration by the Competent Authority shall be attached along with this declaration as per the case]

Note – The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. MDL reserves the right to consider placement of Order / Contract or reject any or all tenders/Orders without assigning any reason.

COMPANY'S NAME & ADDRESS:

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
 TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-J

Format of Work Done Certificate

(WDC to be prepared by the contractor on their letterhead & to be submitted to the certifying authority)

WDC Ref. no. _____

WDC date: _____

MDL Sub-Contract Order no. & date: _____ dated _____.

The following work/s is/are completed to the satisfaction of MDL as per the above mentioned PO and the following is certified for payment.

PO Line item No.	Service No.	Line item work description.	Line item - PO Qty.	Line item Qty. - certified up to previous WDC	Line item Qty. - certified through this WDC	Mutually agreed completion schedule		Actual work done schedule		LD applicable (Yes/No) & if yes, no. of delayed days.	Service Entry Sheet no.	Yard No.
						Start Date	End Date	Start Date	End Date			

Amount claimed up to previous WDC : (exclusive taxes)

Amount claimed under this WDC : (exclusive taxes)

Cumulative amount claimed as on date : (exclusive taxes)

Order value : (exclusive taxes)

From Contractor From MDL

Signature & stamp of Contractor. Signature & stamp of WDC issuing authority.

(Not below the rank of Chief Manager)

Date:

Date



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-K

MDL BANK ACCOUNT DETAILS FOR REMITTANCE OF EMD / SD:

1. Contractors/bidders can use the following links/steps for making online payment of EMD/SD.

a. www.mazagondock.in/onlinepayment.aspx

OR

b. Follow the following steps.

- Go to www.mazagondock.in
- Click on online payment tab available on home page.
- 4 options viz. Career, tender, security, scrap/disposal will be available.
- Click on the respective tab and make the payment online using debit cards, credit cards, net banking, BHIM / UPI etc. after filling the required details.

2. Details to be filled by bidders making online remittance of funds in MDL's bank account:

Date of Remittance	Name of Firm	Vendor Code	MDL tender/PO. Ref No.	Nature of Remittance viz. EMD/SD etc.	Amount Remitted (Rs.)

Signature of Vendor/Representative



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-M

FORMAT FOR INFORMATION OF PAST ORDERS:

Bidders are required to submit information of past orders as per tender clause no.8.

Sr. No.	Order placed by	Order No.	Order date	Description of work	Order value	Start date as per order	Completion date as per order	Actual completion date	Work completion Certificate (WCC) ref. no.	WCC date
1										
2										
3										
4										
5										
6										



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
 TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-N

Bidder's undertaking for conflicts of Interest

I/We(Name).....
in capacity of (Post/Designation).....
For M/s.....
, hereby confirm
 that we have read and understood the tender clauses related to “Conflicts of
 interests for bidders” and confirm that our Firm M/s.....
 is not in
 conflict of interest with other bidders/agents in any way.

COMPANY'S NAME & ADDRESS:

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-O

PROFORMA BANK GUARANTEE FOR EMD

(On Non-Judicial stamp paper of value Rs. 500/-. However, the value of stamp paper to be confirmed from Legal Department, MDL.)

IN CONSIDERATION OF MAZAGON DOCK SHIPBUILDERS LIMITED, a company incorporated under the Companies Act, 1956 and having its registered office at Dockyard Road, Mumbai 400010 (hereinafter referred to as the "the Company" which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) having agreed to accept the Earnest Money Deposit (EMD) of Rs----- (Rupees-----only) in the form of Bank Guarantee from Messers a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at(hereinafter called " the tenderer" which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) for participating in the Tender no.....dated.....(hereinafter called "the tender" which expression shall include any amendments/alterations to "the tender" issued by "the Company") for the supply, delivery at site, installation and commissioning of certain equipment, item/services/civil works etc., We, Bank having office at..... (hereinafter referred to as "the Bank" which expression shall include its successors and assigns) hereby agree to pay to the Company without any demur on first demand an amount not exceeding Rs..... (Rupees.....only) against any loss or damage, costs, charges and expenses caused to or suffered by the Company by reason of non-performance and non-fulfillment or for any breach on the part of the tenderer of any of the terms and conditions of the said tender.

2. We, Bank further agree that the Company shall be sole judge whether the said tenderer has failed to perform or fulfill the said tender in terms thereof or committed breach of any terms and conditions of the tender the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by the Company on account thereof and we waive in the favor of the Company all the rights and defenses to which we as guarantors may be entitled to.

3. We, Bank further agree that the amount demanded by the Company as such shall be final and binding on the Bank as to the Bank 's liability to pay and the amount demanded and the Bank undertake to pay the Company the amount so demanded on first demand and without any demur not withstanding



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

any dispute raised by the tenderer or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this guarantee being absolute and unconditional.

4. We, Bank further agree with the Company that the Company shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said tender/or to extend time of performance by the tenderer from time to time or to postpone for any time to time any of the powers exercisable by the Company against the tenderer and to forbear to enforce any of the terms and conditions relating to the tender and we shall not be relieved from our liability by reason of any such variation or extension being granted to the tenderer or for any forbearance, actor omission on the part of the Company or any indulgence by the Company to the tenderer or by any such matter or things whatsoever which under the law relating to sureties would have the effect of relieving us.

5. We, Bank further undertake not to revoke this guarantee during its currency except with the previous consent of the Company in writing.

6. We, Bank also agree that the Bank's liability under this guarantee shall not be affected by any change in the constitution of the tenderer or dissolution or winding up of the business of the tenderer.

7. Notwithstanding anything contained herein above:

- i) Our liability under this guarantee shall not exceed Rs.....
- ii) This Bank Guarantee shall be valid up to and including; and
- iii) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before (validity + ---weeks from the date of expiry of this guarantee).

8. This Guarantee shall be governed by Indian laws and the Courts at Mumbai, India shall have the exclusive jurisdiction.

IN WITNESS WHEREOF the Bank has executed this document on this..... day of.....

For Bank
(by its constituted attorney
or the person authorized to sign)
(Signature of a person authorized
to sign on behalf of "the Bank")



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-P

PROFORMA BANK GUARANTEE FOR PERFORMANCE SECURITY

(ILLUSTRATIVE FORMAT)

(On Non-Judicial stamp paper of value Rs. 500/-. However, the value of stamp paper to be confirmed from Legal Department, MDL.)

IN CONSIDERATION OF MAZAGON DOCK SHIPBUILDERS LIMITED, a company incorporated under the Companies Act 1956 and having its registered office at Dockyard Road, Mumbai 400010 (hereinafter referred to as the "the Purchaser" which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) having placed an order on Messer's a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at(hereinafter called " the Contractor/ Supplier"

which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) vide order No..... dated..... (hereinafter called "the order" which expression shall include any amendments/alterations to "the order" issued by "the Purchaser") for the supply, delivery at site, installation and commissioning of certain equipment, item/services/civil works etc. as stated in the said Order and the Purchaser having agreed with the Contractor/Supplier to accept a Bank Guarantee In lieu of Performance Security payable under the said order for the fulfilment and performance of the said order, We, Bank

having office at (hereinafter referred to as "the Bank" which expression shall include its successors and assigns) hereby agree to pay to the Purchaser without any demur on first demand an amount not exceeding Rs..... (Rupees.....only) being 5% (10% in case of Capital Procurement) of the order value against any loss or damage, costs, charges and expenses caused to or suffered by the Purchaser by reason of non-performance and non-fulfilment or for any breach on the

part of the Contractor / Supplier of any of the terms and conditions of the said order.

2. We, Bank further agree that the Purchaser shall be sole judge whether the said Contractor/Supplier has failed to perform or fulfil the said order in terms thereof or committed breach of any terms and conditions of the order and the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by the Purchaser on account thereof and we waive in the favour of the Purchaser all the rights and defences to which we as guarantors may be entitled to.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

3. We, Bank further agree that the amount demanded by the Purchaser as such shall be final and binding on the Bank as to the Bank 's liability to pay and the amount demanded and the Bank undertake to pay the Purchaser the amount so demanded on first demand and without any demur notwithstanding any dispute raised by the Contractor/Supplier or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this guarantee being absolute and unconditional.

4. We, Bank further agree with the Purchaser that the Purchaser shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said order/or to extend time of performance by the Supplier from time to time or to postpone for any time to time any of the powers exercisable by the Purchaser against the Contractor/ Supplier and to forbear to enforce any of the terms and conditions relating to the order and we shall not be relieved from our liability by reason of any such variation or extension being granted to the Contractor/ Supplier or for any forbearance, act or omission on the part of the Purchaser or any indulgence by the

Purchaser to the Contractor/Supplier or by any such matter or things whatsoever which under the law relating to sureties would have the effect of relieving us.

5. We, Bank further undertake not to revoke this guarantee during its currency except with the previous consent of the Purchaser in writing.

6. We, Bank also agree that the Bank's liability under this guarantee shall not be affected by any change in the constitution of the Contractor / Supplier or dissolution or winding up of the business of the contractor/ supplier.

7. Notwithstanding anything contained herein above:

- i) Our liability under this guarantee shall not exceed Rs.....
- ii) This Bank Guarantee shall be valid upto and including; and
- iii) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before(validity + 4 weeks from the date of expiry of this guarantee).

8. This Guarantee shall be governed by Indian laws and the Courts at Mumbai, India shall have the exclusive jurisdiction.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

IN WITNESS WHEREOF the Bank has executed this document on
this.....day of

.....

For Bank

(by its constituted attorney)

(Signature of a person authorised

to sign on behalf of "the Bank")



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-Q

PROFORMA OF UNCONDITIONAL AND SURETY BOND FOR
PERFORMANCE SECURITY
(ILLUSTRATIVE FORMAT)

(On Non-Judicial stamp paper of value Rs. 500/-)

1. IN CONSIDERATION OF MAZAGON DOCK SHIPBUILDERS LIMITED, a company incorporated under the Companies Act 1956 and having its registered office at Dockyard Road, Mumbai 400010 (hereinafter referred to as the "the Purchaser" which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) having placed an order on Messers a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at(hereinafter called the Contractor/ Supplier" which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) vide orderdated..... . (hereinafter called "the order" which expression shall include any amendments/alterations to "the order" issued by "the Purchaser") for the supply , delivery at site, installation and commissioning of certain equipment, item/services/civil works etc. as stated in the said Order and the Purchaser having agreed with the Contractor/Supplier to accept an unconditional and irrevocable Insurance Surety Bond in lieu of Performance Security payable under the said order for the fulfillment and performance of the said order, We,Surety Insurer having office at..... (hereinafter referred to as "the Surety" which expression shall include its successors and assigns) hereby agree to pay to the Purchaser without any demur on first demand an amount not exceeding Rs..... (Rupees.....-.-),only) being 5% (10% in case of Capital Procurement) of the order value against any loss or damage, costs, charges and expenses caused to or suffered by the Purchaser by reason of non-performance and non-fulfillment or for any breach on the part of the Contractor / Supplier of any of the terms and conditions of the said order.
2. We,the Surety further agree that the Purchaser shall be sole judge whether the said Contractor/Supplier has failed to perform or fulfil the said order in terms thereof or committed breach of any terms and conditions of the order and the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by the Purchaser on account thereof and we waive in the favor of the Purchaser all the rights and defences to which we as surety may be entitled to. We..... the Surety further agree that the amount demanded by the Purchaser as such shall be final and binding on the Surety as to the Surety's liability to pay and the amount demanded and the Surety



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

undertake to pay the Purchaser the amount so demanded on first demand and without any demur notwithstanding any dispute raised by the Contractor/Supplier or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this Bond being absolute and unconditional.

3. We, Purchaser that the Purchaser in any order/or Supplier by the Purchaser Contractor/ Supplier and to forbear to enforce any of the terms and conditions relating to the order and we shall not be relieved from our liability by reason of any such variation or extension being granted to the Contractor/ Supplier or for any forbearance, act or omission on the part of the Purchaser or any indulgence by the Purchaser to the Contractor/Supplier or by any such matter or things whatsoever which under the law relating to sureties would have the effect of relieving us,
4. We..... the Surety further undertake not to revoke this Bond during its currency except with the previous consent of the Purchaser in writing.
5. We, the Surety also agree that the Surety's liability under this Bond shall not be affected by any change in the constitution of the Contractor / Supplier or dissolution or winding up of the business of the contractor/ supplier.
6. Notwithstanding anything contained herein above:
 - (i) Our liability under this Bond shall not exceed Rs.....
 - (ii) This Surety Bond shall be valid up to and including; and
 - (iii) We are liable to pay the Bond amount or any part thereof under this Surety Bond only and only if you serve upon us a written claim or demand on or before(validity + 4 weeks from the date of expiry of this Bond).
7. This Bond shall be governed by Indian laws and the Courts at Mumbai, India shall have the exclusive jurisdiction.

IN WITNESS WHEREOF the surety has executed this document on this.....day of

..... For..... Surety (by its constituted attorney) (Signature of a person authorized to sign on behalf of "the Surety")



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-R

PROFORMA OF UNCONDITIONAL AND SURETY BOND FOR BID BOND / EMD
(On Non-Judicial stamp paper of value R.s. 500/-)

Ref. No.....

Insurance Surety Bond No.Dated:

.....

1. CONSIDERATION OF MAZAGON DOCK SHIPBUILDERS LIMITED, a company incorporated under the Companies Act 1956 and having its registered office at Dockyard Road, Mumbai 400010 (hereinafter referred to as the "the Company" which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) having agreed to accept the Earnest Money Deposit (EMD) of Rs - - - - -
 ------(Rupees-----only) in the form of an unconditional and irrevocable Insurance Surety Bond (ISB) from Messers a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at(hereinafter called " the tenderer" which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) for participating in the Tender no.....dated..... (hereinafter called "the tender" which expression shall include any amendments/alterations to "the tender" issued by "the Company") for the supply, delivery at site, installation and commissioning of certain equipment, item/services/civil works etc., We,..... Surety Insurer having office at(hereinafter referred to as "the Surety" which expression shall include its successors and assigns) hereby agree to pay to the Company without any demur on first demand an amount not exceeding Rs..... (Rupees.....,only) against any loss or damage, costs, charges and expenses caused to or suffered by the Company by reason of non-performance and non-fulfilment or for any breach on the part of the tenderer of any of the terms and conditions of the said tender.

2. we, _____ the Surety further agree that the Company shall be sole judge whether the said tenderer has failed to perform or fulfil the said tender in terms thereof or committed breach of any terms and conditions of the tender the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by the Company on account thereof and we waive in the favor of the Company all the rights and defences to which we as sureties may be entitled to.

3. we, _____ the Surety further agree that the amount demanded by the Company as such shall be final and binding on the Surety as to the Surety's liability to pay and the amount demanded and the Surety undertake to pay the



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Company the amount so demanded on first demand and without any demur notwithstanding any dispute raised by the tenderer or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this Bond being absolute and unconditional.

4. we, _____ Company that the Company in any tender/or tenderer by the Company tenderer and to forbear to enforce any of the terms and conditions relating to the tender and we shall not be relieved from our liability by reason of any such variation or extension being granted to the tenderer or for any forbearance, act or omission on the part of the Company or any indulgence by the Company to the tenderer or by any such matter or things whatsoever which under the law relating to sureties would have the effect of relieving us.
5. we, _____ the Surety further undertake not to revoke this Bond during its currency except with the previous consent of the Company in writing.
6. we, _____ Surety also agree that the Surety's liability under this Bond shall not be affected by any change in the constitution of the tenderer or dissolution or winding up of the business of the tenderer.
7. Notwithstanding anything contained herein above:
 - (i) Our liability under this Bond shall not exceed Rs.....
 - (ii) This Surety Bond shall be valid up to and including; and
 - (iii) We are liable to pay the Bond amount or any part thereof under this Surety only and only if you serve upon us a written claim or demand on or before(validity + ---weeks from the date of expiry of this Bond).
8. This Bond shall be governed by Indian laws and the Courts at Mumbai, India shall have the exclusive jurisdiction.

IN WITNESS WHEREOF the Surety has executed this document on this..... day of.....

For

(Signature of a person authorized to sign on behalf of "the Surety")



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
 TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

Annexure-S

INTEGRITY PACT

Mazagon Dock Shipbuilders Limited (MDL) hereinafter referred to as "The Principal/Buyer"
 And.....hereinafter referred to as "The Bidder/ Contractor"

PREAMBLE

	<p>The Principal/Buyer intends to award, under laid down organizational procedures, contract/s for.....The Principal/Buyer values full compliance with all relevant laws of the land rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and /or Contractor(s).</p> <p>In order to achieve these goals, the Principal/Buyer will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.</p>
--	--

Section 1 - Commitments of the Principal/Buyer:

(1)	The Principal/Buyer commits itself to take all measures necessary to prevent corruption and to observe the following principles:
a)	No employee of the Principal/Buyer, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
b)	The Principal/Buyer will during the tender process treat all Bidder(s) with equity and reason. The Principal/Buyer will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
c)	The Principal/Buyer will exclude from the process all known prejudiced persons.
d)	The Principal/Buyer undertakes to scrupulously follow the tender containing General Conditions of Contract (GCC) in respect of procurement contracts for goods, services and civil works.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

(2)	If the Principal/Buyer obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal/Buyer will inform the Chief Vigilance Officer, MDL and in addition can initiate disciplinary actions.
-----	--

Section 2 - Commitments of the Bidder(s)/Contractor(s):

(1)	The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
a)	The Bidder(s)/Contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal/Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or any kind whatsoever during the tender process or during the execution of the contract.
b)	The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
c)	The Bidder(s)/Contractor(s) will not commit any offence under the relevant Anti-Corruption Laws of India; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to other, any information or document provided by the Principal/Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
d)	The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All payments made to the Indian Agent/representative have to be in Indian Rupees only. Further details as mentioned in the "Guidelines of Indian Agents of Foreign suppliers" shall be disclosed by the Bidders(s)/Contractor(s). Copy of the "Guidelines on Indian Agents of Foreign Suppliers" as annexed and marked as Annexure-A.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

e)	The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
f)	The Bidder (s)/Contractor(s), their agents, representatives shall not do such things so as to interfere with the procedures laid down in the Principal/Buyer's tender containing the General Conditions of Contract (GCC) in respect of procurement contracts for goods, services and civil works.
g)	The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
(2)	The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlines above or be an accessory to such offences.
(3)	A person signing IP shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

Section 3 - Disqualification from tender process and exclusion from future contracts:

	If the Bidder(s)/Contractor(s) before contract award or during execution of Contract has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility as Bidder(s) in question, the Principal/Buyer is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed for such reason, as per the procedure mentioned in the "Guidelines on Banning of business dealings" Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annexure-B.
1)	If the Bidder(s)/Contractor(s) has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal/Buyer is entitled also to exclude the Bidder(s)/Contractor(s) from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder(s) and the amount of the damage. The exclusion will be imposed for a minimum of six months and maximum of five years, which may be further extended at the discretion of the Principal/Buyer.
2)	A transgression is considered to have occurred, if the Principal/Buyer after due consideration of the available evidence, concludes that no reasonable doubt is possible.
3)	The Bidder (s) accepts and undertakes to respect and uphold the Principal/Buyer's absolute right to resort to and impose such exclusion and



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

	further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining legal advice.
4)	If the Bidder(s)/Contractor(s) can prove that he has restored/ recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Buyer may revoke the exclusion prematurely.

Section 4 – Sanctions for Violation:

(1)	Any breach of the aforesaid provisions by the Bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the Bidder) or the commission of any offence by the Bidder or any one employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act 1988 or any other Act enacted for the prevention of corruption shall entitle the Principal/Buyer to take all or any one of the following actions, wherever required –
a)	To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the Bidder. However, the proceedings with the other Bidder (s) would continue.
b)	The Earnest Money Deposit/Security Deposit/Performance Bond shall stand forfeited either fully or partially, as decided by the Principal/Buyer, and the Principal/Buyer shall not be required to assign any reason there for.
c)	To immediately cancel the contract, if already signed, without giving any compensation to the Bidder.
d)	To recover all sums already paid by the Principal/Buyer, in case of an Indian Bidder with interest thereon at 2% higher than the prevailing Base Rate of SBI, and in case of a Bidder from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the Bidder from the Buyer in connection with any other contract for any other Defence stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
e)	To en-cash the advance Bank Guarantee and Performance Bond/Warranty bond, if furnished by the Bidder, in order to recover the payments, already made by the Principal/Buyer, along with interest.
f)	To cancel all or any other contracts with the Bidder.
g)	To debar the Bidder from entering into any bid from Principal/Buyer for a minimum period of five years, which may be further extended at the discretion of the Principal/Buyer.
h)	To recover all sums paid in violation of this Pact by Bidder(s) to any middleman or agent or broker with a view to securing the contract.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

	<p>i) If the Bidder or any employee of the Bidder or any person acting on behalf of the Bidder, either directly or indirectly, is closely related to any of the officers of the Buyer, or alternatively, if any close relative of an officer of the Buyer has financial interest/stake in the Bidder's firm, the same shall be disclosed by the Bidder at the time of filing of tender. Any failure to disclose the interest involved shall entitle the Buyer to rescind the contract without payment of any compensation to the Bidder.</p>
	<p>The term 'close relative' for this purpose would mean spouse whether residing with the Principal/Buyer's employee/employees or not, but not include a spouse separated from the Principal/Buyer's employee/employees by a decree or order of a competent court; son or daughter or step son or step daughter and wholly dependent upon Principal/Buyer's employee/employees, but does not include a child or step child who is no longer in any way dependent upon the Principal/Buyer's employee/employees or of whose custody the Principal/Buyer's employee/employees has been deprived of by or under any law; any other person related, whether by blood or marriage, to the Principal/Buyer's employee/employees or to the Principal/Buyer's employee/employees wife or husband and wholly dependent upon Principal/Buyer's employee/employees.</p>
	<p>j) The Bidder shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the Principal/Buyer, and if he does so, the Principal/Buyer shall be entitled forthwith to rescind the contract and all other contracts with the Bidder. The Bidder shall be liable to pay compensation for any loss or damage to the Principal/Buyer resulting from such rescission and the Principal/Buyer shall be entitled to deduct the amount so payable from the money(s) due to the Bidder.</p>
	<p>k) In cases where Irrevocable Letters of Credit have been received in respect of any contract signed by the Principal/Buyer with the Bidder, the same shall not be opened.</p>
(2)	<p>The decision of the Principal/Buyer to the effect that a breach of the provisions of this Integrity Pact has been committed by the Bidder shall be final and binding on the Bidder, however, the same Bidder can approach the Monitor(s) appointed for the purposes of this Pact.</p>

Section 5 - Previous Transgression:

(1)	<p>The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti-corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.</p>
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MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

(2)	If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process or further action can be taken.
-----	---

Section 6 - Equal treatment of all Bidders/Contractor(s)/Subcontractors:

(1)	The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this integrity Pact, and to submit it to the Principal before contract signing.
(2)	The Principal/Buyer will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors. In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact. In case of sub-contracting, the principle contractor shall be solely responsible for the adherence to the provisions of IP by the sub-contractor (s).
(3)	The Principal/Buyer will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violation Bidder(s)/Contractor(s)/ Subcontractor(s):

(1)	If the Principal/Buyer obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor of subcontractor which constitutes corruption or if the Principal has substantive suspicion in this regard, the Principal/Buyer will inform the same to the Chief Vigilance Officer, MDL.
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Section 8 - Independent External Monitor/Monitors:

(1)	The Principal/Buyer appoints competent and credible independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.
(2)	The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director of the Principal/Buyer.
(3)	The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal/Buyer including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality
(4)	The Principal/Buyer will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations, between the Principal/Buyer and the Contractor. The parties offer to the Monitor the option to participate in such meetings.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

(5)	As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal/Buyer and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Monitor shall give an opportunity to the Bidder(s)/Contractor(s) to present its case before making its recommendation to the Principal/Buyer.
(6)	The Monitor will submit a written report to the Chairman & Managing Director of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the Principal/Buyer and, should the occasion arise, submit proposals for correcting problematic situations.
(7)	Monitor shall be entitle to compensation on the same terms as being extended to / provided to Independent Directors on the Board of Principal/Buyer.
(8)	If the Monitor has reported to the Chairman & Managing Director of the Principal, a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India and the Chairman & Managing Director of the Principal/Buyer has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
(9)	The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration:

(1)	<p>This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract and for all other Bidders 06 months after the contract has been awarded.</p> <p>If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above unless it is discharged / determined by Chairman & Managing Director of the Principal/Buyer.</p>
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Section 10 - Other provisions:

(1)	This agreement is subject to Indian Law, place of performance and jurisdiction is the Registered Office of the Principal/Buyer, i.e. Mumbai (For MDL). The Arbitration clauses provided in the main tender document/ contract shall not be applicable for any issue/dispute arising under this Integrity pact.
(2)	Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
(3)	If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

(4)	Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
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Section 11 – Fall Clause: #

“The Bidder undertakes that it has not supplied/is not supplying similar products/ systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the Bidder to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance of elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the Principal/Buyer, if the contract has already been concluded.”

For & on behalf of

MAZAGON DOCKSHIPBUILDERS LIMITED

(Office Seal)

Place_____

Date_____

For & on behalf of

Bidder/Contractor

(Office Seal)

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)

Enclosure-1

GUIDELINES FOR INDIAN AGENTS OF FOREIGN SUPPLIERS

1.0	There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with MDL shall apply for registration.
1.1	An agent shall represent only one Foreign Supplier and not represent two suppliers or quote on their behalf in the same tender.
	However, either the Indian Agent on behalf of the Foreign Suppliers (also includes foreign manufacturers) or the Foreign Suppliers (also includes foreign manufacturers) directly could bid in a tender, but not both. In cases where an agent participates in a tender on behalf of one manufacturer, shall not quote on



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

	behalf of another manufacturer along with the first Manufacturer in a subsequent/parallel tender for the same item.
1.2	Registered agents will file an authenticated Photostat copy duly attested by a Notary Public/Original certificate of the principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/remuneration/salary/ retainer ship being paid by the principal to the agent before the placement of order by MDL.
1.3	Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.

2.0 DISCLOSURE OF PARTICULARS OF AGENTS/ REPRESENTATIVES IN INDIA, IF ANY

2.1	Tenderers of Foreign nationality shall furnish the following details in their offer:	
	2.1.1	The name and address of the agents/representatives in India, if any and the extent of authorization and authority given to commit the Principals. In case the agent/representative be a foreign Company, it shall be confirmed whether it is real substantial Company and details of the same shall be furnished.
	2.1.2	The amount of commission/remuneration included in the quoted price(s) for such agents/representatives in India
	2.1.3	Confirmation of the Tenderer that the commission/ remuneration if any, payable to his agents/ representatives in India, may be paid by MDL in Indian Rupees only.
2.2	Tenderers of Indian Nationality shall furnish the following details in their offers:	
	2.2.1	The name and address of the foreign principals indicating their nationality as well as their status, i.e, whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents/representatives.
	2.2.2	The amount of commission/remuneration included in the price (s) quoted by the Tenderer for himself.
	2.2.3	Confirmation of the foreign principals of the Tenderer that the commission / remuneration, if any, reserved for the Tenderer in the quoted price (s), may be paid by MDL in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Stores and Spares in case of operation items



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

2.3	In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission /remuneration, if any payable to the agents/representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.
2.4	Failure to furnish correct and detailed information as called for in paragraph-2.0 above will render the concerned tender liable to rejection or in the event of a contract materializing, the same liable to termination by MDL. Besides this there would be a penalty of banning business dealings with MDL or damage or payment of a named sum.

Enclosure-2

GUIDELINES ON BANNING OF BUSINESS DEALINGS CONTENTS

Sr.	Description
1.	Introduction
2	Scope
3.	Definitions
4.	Initiation of Banning / Suspension
5.	Suspension of Business Dealings
6.	Ground on which Banning of Business Dealing can be initiated
7.	Banning of Business Dealings
8.	Removal from List of Approved Agencies-Suppliers/ Contractors etc.
9.	Procedure for issuing Show-cause Notice
10.	Appeal against the Decision of the Competent Authority
11.	Review of the Decision by the Competent Authority
12.	Circulation of the names of Agencies with whom Business Dealings have been banned

Introduction

1.1	Mazagon Dock Shipbuilders Limited (MDL), being a Public Sector Enterprise and 'State', within the meaning of Article 12 of Constitution of India, has to ensure preservation of rights enshrined in Chapter III of the Constitution. MDL as also to safeguard its commercial interests. MDL deals with Agencies, who have a very high degree of integrity, commitments and sincerity towards the work undertaken. It is not in the interest of MDL to deal with Agencies who commit deception, fraud
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MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT
TWO BID GEM TENDER GEM/2026/B/7260192
Integrated Facility Management Services in MDL Factory and Residential Premises.

	or other misconduct in the execution of contracts awarded / orders issued to them. In order to ensure compliance with the constitutional mandate, it is incumbent on MDL to observe principles of natural justice before banning the business dealings with any Agency.
1.2	Since banning of business dealings involves civil consequences for an Agency concerned, it is incumbent that adequate opportunity of hearing is provided and the explanation, if tendered, is considered before passing any order in this regard keeping in view the facts and circumstances of the case.

Scope

2.1	MDL reserves its rights to remove from list of approved suppliers / contractors or to ban business dealings if any Agency has been found to have committed misconduct and also to suspend business dealings pending investigation.
2.2	Similarly, in case of sale of material there is a clause to deal with the Agencies / customers / buyers, who indulge in lifting of material in unauthorized manner.
2.3	However, absence of such a clause does not in any way restrict the right of MDL to take action / decision under these guidelines in appropriate cases.
2.4	The procedure of (i) Removal of Agency from the List of approved suppliers / contractors; (ii) Suspension and (iii) Banning of Business Dealing with Agencies, has been laid down in these guidelines.
2.5	These guidelines apply to all the Divisions/Yards of MDL.
2.6	It is clarified that these guidelines do not deal with the decision of the Management not to entertain any particular Agency due to its poor / inadequate performance or for any other reason.
2.7	The banning shall be with prospective effect, i.e., future business dealings.

Definitions

In these Guidelines, unless the context otherwise requires:

i)	'Bidder / Contractor / Supplier / Purchaser / Customer' shall mean and include a public limited company or a private limited company, a firm whether registered or not, an individual, a cooperative society or an association or a group of persons engaged in any commerce, trade, industry, etc. 'Bidder / Contractor / Supplier / Purchaser / Customer' in the context of these guidelines is indicated as 'Agency'.	
ii)	'Inter-connected Agency' shall mean two or more companies having any of the following features:	
	a)	If one is a subsidiary of the other.
	b)	If the Director(s), Partner(s), Manager(s) or Representative(s) are common;



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	c)	If management is common;
	d)	If one owns or controls the other in any manner;
iii)	'Competent Authority' and 'Appellate Authority' shall mean the following:	
	a)	Functional Director shall be the 'Competent Authority' for the purpose of these guidelines. CMD, MDL shall be the 'Appellate Authority'.
	b)	CMD, MDL shall have overall power to take suo-moto action on any information available or received by him and pass such order(s) as he may think appropriate, including modifying the order(s) passed by any authority under these guidelines.
iv)	'Investigating Department' shall mean any Department or Unit investigating into the conduct of the Agency and shall include the Vigilance Department, Central Bureau of Investigation, the State Police or any other department set up by the Central or State Government having powers to investigate.	
v)	'List of approved Agencies - Bidder / Contractors / Suppliers / Purchasers / Customers shall mean and include list of approved / registered Agencies - Bidder / Contractors / Suppliers / Purchasers / Customers, etc.	

Initiation of Banning / Suspension

	Action for banning / suspension business dealings with any Agency should be initiated by the department having business dealings with them after noticing the irregularities or misconduct on their part. Besides the concerned department, Vigilance Department may also be competent to initiate such action.
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Suspension of Business Dealings

5.1	If the conduct of any Agency dealing with MDL is under investigation by any department, the Competent Authority may consider whether the allegations under investigation are of a serious nature and whether pending investigation, it would be advisable to continue business dealing with the Agency. If the Competent Authority, after consideration of the matter including the recommendation of the Investigating Department, if any, decides that it would not be in the interest to continue business dealings pending investigation, it may suspend business dealings with the Agency. The order to this effect may indicate a brief of the charges under investigation. If it is decided that inter-connected Agencies would also come within the ambit of the order of suspension, the same should be specifically stated in the order. The order of suspension would operate for a period not more than six months and may be communicated to the Agency as also to the Investigating Department. The Investigating Department may ensure that their investigation is completed and whole process of final order is over within such period.
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5.2	The order of suspension shall be communicated to all Commercial Departmental Heads. During the period of suspension, no business dealing may be held with the Agency.
5.3	As far as possible, the existing contract(s) with the Agency may continue unless the Competent Authority, having regard to the circumstances of the case, decides otherwise.
5.4	If the gravity of the misconduct under investigation is very serious and it would not be in the interest of MDL, as a whole, to deal with such an Agency pending investigation, the Competent Authority may order suspension of business dealing with Agency and send his recommendation to Chief Vigilance Officer (CVO), MDL along with the material available, copy of which may be issued to the Agency concerned with intimation to CVO MDL. Such an order would operate for a period of six months from the date of issue.
5.5	If the Agency concerned asks for detailed reasons of suspension, the Agency may be informed that its conduct is under investigation. It is not necessary to enter into correspondence or argument with the Agency at this stage.
5.6	It is not necessary to give any show-cause notice or personal hearing to the Agency before issuing the order of suspension. However, if investigations are not complete in six months' time, the Competent Authority may extend the period of suspension by another three months, during which period the investigations must be completed.

Ground on which Banning of Business Dealings can be initiated

6.1	If the security consideration, including questions of loyalty of the Agency to the State, so warrants;
6.2	If the Director / Owner of the Agency, proprietor or partner of the firm, is convicted by a Court of Law for offences involving moral turpitude in relation to its business dealings with the Government or any other public sector enterprises or MDL, during the last five years;
6.3	If there is strong justification for believing that the Directors, Proprietors, Partners, owner of the Agency have been guilty of malpractices such as bribery, corruption, fraud, substitution of tenders, interpolations, etc;
6.4	If the Agency continuously refuses to return / refund the dues of MDL without showing adequate reason and this is not due to any reasonable dispute which would attract proceedings in arbitration or Court of Law;
6.5	If the Agency employs a public servant dismissed / removed or employs a person convicted for an offence involving corruption or abetment of such offence;
6.6	If business dealings with the Agency have been banned/blacklisted by Government Agencies/ Statutory bodies, DGQA, Defence Shipyards, DPSUs or



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	with whom commercial transactions have been suspended for sufficient and justifiable reasons.
	If the Agency having same promoters/Directors /Partners as the barred/blacklisted Company as at 6.6 above for the duration for which the barring/ blacklisting of sister concern persists.
6.7	If the Agency has resorted to Corrupt, fraudulent practices including misrepresentation of facts; If the agency who had fraudulently dealt with the Company for pecuniary gains or had connived with dealing officers for mutual benefit.
6.8	If the Agency uses intimidation / threatening or brings undue outside pressure on the MDL or its official in acceptance / performances of the job under the contract;
6.9	If the Agency indulges in repeated and / or deliberate use of delay tactics in complying with contractual stipulations;
6.10	Wilful indulgence by the Agency in supplying sub-standard material irrespective of whether pre-dispatch inspection was carried out by MDL or not;
6.11	Based on the findings of the investigation report of CBI / Police against the Agency for malafide / unlawful acts or improper conduct on his part in matters relating to the MDL or even otherwise;
6.12	Established litigant nature of the Agency to derive undue benefit;
6.13	Continued poor performance of the Agency in several contracts;
6.14	If the Agency misuses the premises or facilities of the MDL, forcefully occupies, tampers or damages the Company's properties including land, water resources, forests / trees, etc. If the Agency who knowingly collude to defeat competition with the aim of deriving undeserved profit or gain from doing business with MDL. (Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

Banning of Business Dealings

7.1	Decision to ban business dealings with any Agency would apply throughout the Company.
7.2	There will be a Standing Committee to be appointed by the CMD which may include HOD of respective Commercial Section/Capital Works/OTS, HOD (M), rep of Legal Dept. and OIC (SR&R) for processing the cases of "Banning of Business Dealings". The functions of the committee shall, inter-alia include:



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Integrated Facility Management Services in MDL Factory and Residential Premises.

	i)	To study the report of the Investigating Agency and decide if a prima-facie case for banning exists, if not, send back the case to the Competent Authority.
	ii)	To recommend for issue of show-cause notice to the Agency by the concerned department
	iii)	To examine the reply to show-cause notice and call the Agency for personal hearing, if required.
	iv)	To submit final recommendation to the Competent Authority for banning or otherwise.
7.3		If the Competent Authority is prima-facie of view that action for banning business dealings with the Agency is called for, a show-cause notice may be issued to the Agency as per paragraph 9.1 and an enquiry held accordingly.

Removal from List of Approved Agencies - Suppliers / Contractors, etc

8.1		If the Competent Authority decides that the charge against the Agency is of a minor nature, it may issue a show-cause notice as to why the name of the Agency should not be removed from the list of approved Agencies - Suppliers / Contractors, etc.
8.2		The effect of such an order would be that the Agency would not be disqualified from competing in Open Tender Enquiries but LTE may not be given to the Agency concerned.
8.3		Past performance of the Agency may be taken into account while processing for approval of the Competent Authority for awarding the contract.

Show-cause Notice

9.1		In case where the Competent Authority decides that action against an Agency is called for, a show-cause notice has to be issued to the Agency. Statement containing the imputation of misconduct or misbehavior may be appended to the show-cause notice and the Agency should be asked to submit within 15 days a written statement in its defence.
9.2		If the Agency requests for inspection of any relevant document in possession of MDL, necessary facility for inspection of documents may be provided.
9.3		The Competent Authority may consider and pass an appropriate speaking order:
	a)	For exonerating the Agency if the charges are not established;
	b)	For removing the Agency from the list of approved Suppliers / Contractors, etc.
	c)	For banning the business dealing with the Agency.



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9.4	If it decides to ban business dealings, the period for which the ban would be operative may be mentioned. The order may also mention that the ban would extend to the interconnected Agencies of the Agency.
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Appeal against the Decision of the Competent Authority

10.1	The Agency may file an appeal against the order of the Competent Authority banning business dealing, etc. The appeal shall lie to Appellate Authority. Such an appeal shall be preferred within one month from the date of receipt of the order banning business dealing, etc.
10.2	Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the Agency as well as the Competent Authority.

Review of the Decision by the Competent Authority

	Any petition / application filed by the Agency concerning the review of the banning order passed originally by Competent Authority under the existing guidelines either before or after filing of appeal before the Appellate Authority or after disposal of appeal by the Appellate Authority, the review petition can be decided by the Appellate Authority upon disclosure of new facts / circumstances or subsequent development necessitating such review. The Competent Authority may refer the same petition to the separate Standing Committee which may be constituted by Appellate Authority for examination and recommendation.
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Circulation of the names of Agencies with whom Business Dealings have been banned

12.1	Depending upon the gravity of misconduct established, the Competent Authority may direct HOD (Materials)/OIC (SR&R) to circulate the names of Agency with whom business dealings have been banned, to the Government Departments, other Public Sector Enterprises, etc. for such action as they deem appropriate
12.2	If Government Departments or a Public Sector Enterprise request for more information about the Agency with whom business dealings have been banned, a copy of the report of Inquiring Authority together with a copy of the order of the Competent Authority / Appellate Authority may be supplied.
12.3	If business dealings with any Agency have been banned by the Central or State Government or any other Public Sector Enterprise, MDL may, without any further enquiry or investigation, issue an order banning business dealing with the Agency and its inter-connected Agencies



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Annexure-T

ACTUAL LOCAL CONTENT CERTIFICATE
(Tender value above Rs 10 Crores)

Note 1: This certificate shall be submitted by the successful bidder post execution of the contract.

LOCAL CONTENT DECLARATION (post execution of contract / PO) BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF CONTRACT No./ PO No

ISSUED BY: (Name of Firm) :.....

NB: The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, (full names), do hereby declare, in my capacity as of(name of bidder entity), that:

- (a) The facts contained herein are within my own personal knowledge.
- (b) My/our company had declared the local content at the time of tender as under

Tender Item Sr No	Local content calculated as above %	Location of local value addition

- (c) My / our company has completed the above referred contract and the actual local content of the delivered item/s calculated using the definition in the declaration given at the time of Bid is as under:

Tender Item Sr No	Declared minimum Local content at the time of bidding (%)	Achieved Local content of delivered items (%)

NB: Local content percentage shall strictly be declared item wise or tender wise as was declared at the time of bid / tender.

(d) I accept that the Procurement Authority / Institution / MDL / Nodal Ministry has the right to request that the local content be verified in terms of the requirements of revised Public Procurement (preference to Make in India) Order 2017 dated 16.09.2020 and I shall furnish the document / information on demand. Failure on my part to furnish the data will



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Integrated Facility Management Services in MDL Factory and Residential Premises.

be treated as false declaration as per PPP MII Order 2017. I undertake to retain the relevant documents for 7 years from date of execution.

(e) I understand that the submission of incorrect data, or data that are not verifiable as described in revised Public Procurement (preference to Make in India) Order 2017, may result in the Procurement Authority / Nodal Ministry / MDL imposing any or all of the remedies as provided for in Clause 9 of the Revised Public Procurement (preference to Make in India) Order 2017 dated 16.09.2020.

SIGNATURE: _____

DATE: _____

Stamp / Seal of the company



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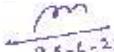
Annexure-U

MINIMUM WAGE STRUCTURE

Wage Structure – Sweeping & Cleaning -01.04.2025 to 30.09.2025 & 01.10.2025 to 31.03.2026

Sl.No	Component		Amt in Rs.
1	Basic Pay (Monthly)	A	13,598.00
1.1	VDA (Monthly)	B	7,332.00
1.2	Minimum wages total	C=(A+B)	20,930.00
2	HRA (5% of Basic Pay +VDA)	D = (5% of C)	-
2.1	Bonus	E = (8.33% of C)	1,743.47
2.2	Leave Encashment	F= (5.4% of C)	1,130.20
2.3	Gross Total	G = (C+D+E+F)	23,803.69
3	ESIC (If Gross salary is less than 21,000/-)	H = (3.25% of G)	-
3.1	PF (@Max. ceiling Rs. 15000/-)	I=(12% of C)	1,800.00
3.2	PF Admin charges (@Max. ceiling Rs. 15000/-)	J = (0.50% of C)	75.00
3.3	EDLI charges (@Max. ceiling Rs. 15000/-)	K = (0.50% of C)	75.00
3.4	Labour Welfare Fund (Rs. 75 for six months, Rs. 12.5 for one month)	L	12.50
4	Total Gross including Statutory Contributions	M= (G+H+I+J+K+L)	25,766.19

Note:- HRA is not mandatory for wages which are as per Central rates.


24-6-25
अविनाश माळी
AVINASH MALI
एच.आर. कन्ट्रॉल सेल (माल.सं.-अनुबंध विभाग)
DOM (HR.CONTRACT CELL)
माझगाव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED