



CORRIGENDUM No. III

Sub: Integrated Facility Management Services in MDL Factory & Residential Premises.

Ref: Tender No. 1900000176 dated 11th Dec' 2023

The following points shall be considered by the bidder(s) before submission of final offer for the subject tender.

2. The revised Cost Estimate for PART (II) – EAST YARD shall be as per Revised BOQ at Enclosure-19 and revised Scope of Work for East Yard are attached herewith and named as 'Part(II)-East Yard-Revised' & 'Scope of Work for East Yard-Revised'.
3. The BOQ for PART I – YARD UPKEEP CELL (NY, SY, ALY & RESIDENTIAL AREA) shall prevail as per TEF.
4. The tender value is amended from Rs.36,46,08,658.04 to Rs. 36,46,37,725.64/- plus applicable taxes.
5. Bidders after considering the estimated rates of individual items in the BOQ for PART I – YARD UPKEEP CELL (NY, SY, ALY & RESIDENTIAL AREA) along with revised BOQ rates for PART II - EAST YARD as mentioned at Para 2 above and the total revised estimated tender value mentioned at Para 4 above shall quote their section wise percentage at par, below or above the estimated rates, in the Price Bid.
6. The percentage quoted/agreed by the Tenderer shall be applied to the estimated rates of individual items in the BOQ, trunking off to two decimal places, to arrive at the total value.
7. The Lowest Bidder (L1) shall be evaluated manually based on the overall cost quoted by the bidder including applicable Goods & Service Tax and loading parameters, as applicable.
8. The closing date of tender is extended up to 16 Jan' 24 at 1430 Hrs. and opening date of tender is extended up to 17 Jan' 24 at 1430 Hrs.
9. All other terms & conditions remain unaltered.
10. The Corrigendum-III as above, duly signed & stamped, shall be scanned and submitted along with Techno-commercial Bid (PART-I) of the offer.

Signature of Contractor

Seal

Date



PRICE BID (PART-II)
BILL OF QUANTITIES- REVISED
(To be submitted online)

Sub: Integrated Facility Management Services in MDL Factory & Residential Premises.
Ref: MDL Tender No.1900000176

S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
(II)	PART (II) – EAST YARD				
A	HOUSE KEEPING ACTIVITY				
1	Housekeeping Man power 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), 2. HSK & cleaning in Workshop 'A' & Surrounding area(Total no.of persons = 3), 3. HSK & cleaning in Workshop 'B' & Surrounding area.(Total no.of persons = 5) 4. HSK & cleaning in Workshop 'D' Surrounding area including pump rooms.(Total no.of persons = 2) 5. HSK & cleaning in Engg WorkShop.(Total no.of persons = 1), 6. HSK & cleaning in Pipe shop EY.(Total no.of persons = 5) 7. HSK & cleaning in Cradle Assembly Shop (CAS shop) including Offices & Toilet.(Total no.of persons = 3), 8. HSK & cleaning in CAS Stores Gr., (MMP I & II) including Office & Toilets(Total no.of persons = 2) 9. HSK & cleaning in ALY Workshops E, F, G,H, Press & surrounding area.(Total no.of persons = 3) 10. HSK & cleaning in SSA Admin Bldg North & South wing including toilets, Lift Lobbies, Staircase.(Totalno.of persons = 6) 11. HSK & cleaning in SSA workshop and surrounding area (STP & chiller plant (Total no.of persons = 8) 12. HSK & Cleaning of SSA Rest room Building including toilet block.(Total no.of persons =3)	MAN	48,000	1,168.00	5,60,64,000.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
	13. Internal Cleaning of D1 building including offices, toilets, Lift Lobbies & staircases(Total no.of persons =3) 14. Internal Cleaning of D2 building including offices, toilets, Lift Lobbies & staircases(Total no.of persons =4), 15. Internal Cleaning of Reclamation building including toilets, Lift Lobbies & staircases. (Total no.of persons =5) 16. Internal Cleaning of New Stores Building (NSB) including offices, SIF, toilets, Lift Lobbies &staircases.(Total no.of persons = 4) 17. Cleaning /Housekeeping of General Toilet blocks- Workshop C Ground & 1st Floor.(Total no.of persons =1) 18. Cleaning /Housekeeping of General Toilet blocks -Reclamation bldg(Gr & 1st floor).(Total no.of persons =1) 19. Cleaning /Housekeeping of General Toilet blocks in workshop A (Worker's & Executive's)(Total no.ofpersons = 1) 20. Cleaning /Housekeeping of General Toilet blocks -SSA w/s toilet block (G +1) at jetty side.(Total no.ofpersons = 1) 21. Cleaning & House Keeping of INTERNAL ROADS IN EY. (Total no.of persons = 2) 22. HSK of Porta cabins , jetty cleaning, Moghul Dry Dock cleaning, pontoons, Portable Toilets at jetties etc .(Total no.of persons = 3) 24. Naval Dock/ Mumbaiport trust wherever assigned within mumbai (limits) (no of persons=3). Cleaning of Drainages and Cleaning/Removal of chockups of Drainages in all Yards. For details services refer Scope of work Part 01.				
2	Manpower on Sunday/Holiday	MAN	1500	2,336.00	35,04,000.00
3	Manpower requirement beyond working hours overtime (OT) (rate / hour)	HOUR	10000	292.00	29,20,000.00
4	Supply of 16 Litre Tank Capacity (Backpacked) Hand operated	NOS	3	2,507.00	7,521.00
5	Supply of silver Hydrogen Peroxide base (in litre)	LITER	600	211.00	1,26,600.00
6	Supply of Hand Sanitizer (Ethyl Alcohol 70-95% / Isopropyl Alcohol 70-95%)	LITER	1,000.00	124.00	1,24,000.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
7	Dog repellent liquid	LITER	1.00	17,297.00	17,297.00
8	Rat repellent	LITER	1.00	3,362.00	3,362.00
9	supply and fixing Mirrors(2ft X 3 ft)	NOS	10	3,228.00	32,280.00
10	Jet spray pipe & nozzle for toilets S.S material.	NOS	100	223.00	22,300.00
11	Sewage suction pump machine on call basis	NOS	20	6,181.00	1,23,620.00
12	Liquid soap Hand wash make: Dettol- /Savlon/Lifebuoy/ Wipro/ Santoor	LITER	6,000.00	61.00	3,66,000.00
13	Buble scented vaporiserm 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	NOS	40	1,326.00	53,040.00
14	Refill of oll scent sandal Aroma magc Satchithanand or equivalent diffuser vaporiser oil of A Hygiene plus company or equivalent (size 50ml)	NOS	320	218.00	69,760.00
15	Virex II 256	LITER	240	802.00	192,480.00
16	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	NOS	1	24,994.00	24,994.00
Total A					6,36,51,254.00
B	GARDENING ACTIVITY				



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1	BULBS (white) plant	NOS	50	23.06	1,153.00
2	KOCHIA SEEDS	NOS	250	7.02	1,755.00
3	BURNING KOCHIA with colors	NOS	50	40.11	2,005.50
4	BULBS OF MIXED COLOR	NOS	50	35.09	1,754.50
5	BULBS OF LAVENDER	NOS	50	29.07	1,453.50
6	BULBS OF PINK	NOS	50	29.07	1,453.50
7	RED EARTH	M3	25	1297.09	32,427.25
8	BULL MANURE	M3	30	1297.09	38,912.70
9	VERMICOMPOST	KG	3000	17.04	51,120.00
10	DICHLORVOUS	LITER	50	461.23	23,061.50
11	CHLOROPYRIPHOS 5% DP	LITER	50	172.96	8,648.00
12	BAVISTIN	KG	50	1095.45	54,772.50
13	CARBENDAZIM	KG	20	415.12	8,302.40
14	HERBICIDE	LITER	5	951.56	4,757.80
15	GLYPHOSATE	LITER	5	207.56	1,037.80
16	SUPHLA	KG	50	50.14	2,507.00
17	N:P:K 19:19:19	KG	100	63.16	6,316.00
18	ROOTEX	KG	5	118.65	593.25
19	PUSA	KG	25	173.46	4,336.50
20	UREA	KG	50	34.59	1,729.50
21	Celocia Plant (Seasonal)	NOS	100	30	3,000.00
22	Gomphrena (Seasonal)	NOS	50	30	1,500.00
23	Zinnia Plant (Seasonal)	NOS	100	30	3,000.00
24	Cockscomb Plant (Seasonal)	NOS	100	24	2,400.00
25	Ananta Plant	NOS	50	72	3,600.00
26	Kanchan Plant	NOS	50	72	3,600.00
27	Tigarr Canna	NOS	50	27	1,350.00
28	Sadabahar Plant	NOS	50	72	3,600.00
29	Tagar Plant	NOS	50	48	2,400.00
30	Pentas Plant	NOS	50	48	2,400.00
31	Crown of Thorns Plant	NOS	50	60	3,000.00
32	Coleus Plant (Mix colour)	NOS	50	42	2,100.00
33	Umbrella Plant	NOS	50	60	3,000.00
34	Rubber Plant	NOS	10	300	3,000.00
35	Lemon Cypress Plant	NOS	50	90	4,500.00
36	Peace Lily Plant	NOS	50	150	7,500.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
37	Poinsettia Plant (Seasonal)	NOS	50	300	15,000.00
38	Kalanchoe Plant (Seasonal)	NOS	50	144	7,200.00
39	Hibiscus Plant (Seasonal)	NOS	50	48	2,400.00
40	Petunia Plant (Seasonal)	NOS	50	30	1,500.00
41	Morigold Plant (Seasonal)	NOS	50	30	1,500.00
42	Acalyphab Plant (Red colour)	NOS	50	30	1,500.00
43	Rangoon (Madhumalti)	NOS	50	48	2,400.00
44	Passion (Krishnakamal)	NOS	50	60	3,000.00
45	Vernonia Creeper	NOS	50	30	1,500.00
46	Allamenda Plant	NOS	50	48	2,400.00
47	Jasmin SP Plant	NOS	50	48	2,400.00
48	Asparagus Plant	NOS	50	30	1,500.00
49	Dianthus Plant (Seasonal)	NOS	50	30	1,500.00
50	Portulaca Plant	NOS	50	24	1,200.00
51	Salvia Plant (Seasonal)	NOS	50	30	1,500.00
52	Balsam Plant (Seasonal)	NOS	50	60	3,000.00
53	Carnation Plant (Seasonal)	NOS	50	72	3,600.00
54	Torenia Plant (Seasonal)	NOS	50	27	1,350.00
55	Wedelia Plant	NOS	50	30	1,500.00
56	Zebrina Pendula Plant	NOS	50	30	1,500.00
57	Pothos (Money Plant)	NOS	50	30	1,500.00
58	Hemigrphis Plant	NOS	50	30	1,500.00
59	Bogunvillea Plant	NOS	50	96	4,800.00
60	Ixora SP Plant	NOS	50	48	2,400.00
61	Heliconia Small Plant	NOS	50	84	4,200.00
62	Jatropha Plant	NOS	50	48	2,400.00
63	Costus Medicinal Plant	NOS	50	60	3,000.00
64	Aglaonema Red	NOS	50	96	4,800.00
65	Chlorophytum (Spider Plant)	NOS	50	24	1,200.00
66	Rose Plant	NOS	50	48	2,400.00
67	ZZ Plant	NOS	50	216	10,800.00
68	Fern Plant	NOS	50	72	3,600.00
69	Cuphea Plant	NOS	50	42	2,100.00
70	Shevanti Plant (Seasonal)	NOS	50	36	1,800.00
71	Ratrani Plant	NOS	50	48	2,400.00
72	Ficus Blackina Plant	NOS	50	360	18,000.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
73	Mini Ixora Plant	NOS	100	48	4,800.00
74	Purple Heart Plant	NOS	50	24	1,200.00
75	Pisonia Plant	NOS	50	420	21,000.00
76	Daracaena Reflxa Plant	NOS	50	72	3,600.00
77	Daracaena Plant	NOS	5	324	1,620.00
78	Rhoeo Plant	NOS	50	54	2,700.00
79	Kaner Plant	NOS	50	54	2,700.00
80	Miniature Rose	NOS	50	48	2,400.00
81	Xandu Plant	NOS	50	60	3,000.00
82	Philodendron Plant	NOS	50	60	3,000.00
83	Syngonium Plant	NOS	50	60	3,000.00
84	SNAKE PLANT Height 1 feet	NOS	50	108	5,400.00
85	Korean Grass	M2	50	232.42	11,621.00
86	Paspalum Lawn	M2	50	96	4,800.00
87	Jumping Lawn	M2	100	219.5	21,950.00
88	Mondra Grass	M2	50	96	4,800.00
89	Tecoma Plant	NOS	50	72	3,600.00
90	Lantana Plant	NOS	50	22	1,100.00
91	Adenium Plant	NOS	50	240	12,000.00
92	Table palm	NOS	50	144	7,200.00
93	Croton Plant	NOS	50	54	2,700.00
94	Thunbergia Plant	NOS	50	72	3,600.00
95	Yucca Plant	NOS	50	300	15,000.00
96	Buddha Belly Bamboo	NOS	50	300	15,000.00
97	Areca palm	NOS	50	240	12,000.00
98	Ficus Panda Plant	NOS	50	120	6,000.00
99	Fourwall Decorated Polyster Artifitial Japanese Maple Plant (150 cm)	NOS	4	6000	24,000.00
100	CREATION OF NEW GARDEN ON FLOOR - Sqm	M2	100	282.76	28,276.00
101	Maintenance of All gardens rate per SQM per month (Appro. 100 Sq. Mtr per Month)	M2	2400	14.04	33,696.00
102	Maintenance of Potted plants (per pot per month) (Approx.600 Pots per month)	NOS	14400	17.04	2,45,376.00
103	REMOVAL OF GRASS AND WILD SCATTER (No of services)	NOS	4	4035.88	16,143.52



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
104	REMOVAL OF WILD GROWTH & VAGITATION ON BUILDINGS (No of Services)	NOS	24	1729.66	41,511.84
105	Tower garden(4feet height X 2 feet dia)	NOS	1	2882.77	2,882.77
106	Coco pit	KGS	500	14.24	7,120.00
107	Lawn carpet (grass) type	M2	100	104.28	10,428.00
108	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 won't be any offset. Small pots shall be used as predesign in order to cover the gaps in between plant of the pots.	M2	100	2,061.55	2,06,155.00
109	PLASTIC POTS 6" DIAMETER	NOS	50	46.12	2,306.00
110	PLASTIC POTS 8" DIAMETER	NOS	50	103.27	5,163.50
111	PLASTIC POTS 10" DIAMETER	NOS	50	69.19	3,459.50
112	PLASTIC POTS 12" DIAMETER	NOS	100	92.24	9,224.00
113	PLASTIC Plates for POTS 6" DIAMETER	NOS	50	13.36	668.00
114	PLASTIC Plates for POTS 8" DIAMETER	NOS	50	19.05	952.50
115	PLASTIC Plates for POTS 10" DIAMETER	NOS	50	24.39	1,219.50
116	PLASTIC POTS 14" DIAMETER	NOS	100	125.94	12,594.00
117	PLASTIC POTS 16" DIAMETER	NOS	100	211.81	21,181.00
118	PLASTIC POTS 18" DIAMETER	NOS	100	320.57	32,057.00
119	PLASTIC POTS 20" DIAMETER	NOS	30	515.21	15,456.30
120	PLASTIC POTS 22" DIAMETER	NOS	20	915.92	18,318.40
121	PLASTIC POTS 24" DIAMETER	NOS	10	1488.37	14,883.70
122	Ceramic Pots (white color pine apple or equivalent pattern) of size 2feet (dia) and 2 feet height.	NOS	6	1,383.73	8,302.38
123	Ceramic Pots (white color pine apple or equivalent pattern - (8"dia and 1-1.5 ft height)	NOS	10	922.48	9,224.80
124	All color Burning Kochia seeds	NOS	250	7.02	1,755.00
125	Artificial Vertical gardening Supply and Installation of Artificial Vertical gardening as per patterns given in Scope of work (under Gardening section)	M2	50	3,804.25	1,90,212.50



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
126	Perforated drain Pipe (40mm dia)	FEET	50	230.62	11,531.00
Total B					15,72,286.41
C	Painting Activity				
1	Manpower painters (3 workmen)	MAN	1818	1,458.00	26,50,644.00
2	Roller 9"brush cotton with handle.	NOS	400	344.78	1,37,912.00
3	Masking of area for plants -roll plastic 2ichwidth length 30 meters	NOS	50	114.15	5,707.50
4	Sand paper 1 ft. * 1 feet different grade maximum (grit 80,120,300)	NOS	500	21.90	10,950.00
5	Scotch bytes SS or equivalent	NOS	500	38.05	19,025.00
6	Roller 6 " type with handle	NOS	500	224.85	1,12,425.00
7	Roller 4 " type with handle	NOS	500	77	38,500.00
8	Supply of paint enamel synthetic, Bus Green Glossy	LITER	1000	138	1,38,000.00
9	Supply of paint enamel synthetic Azure Blue Glossy	LITER	300	156	46,800.00
10	Supply of paint enamel synthetic Golden Yellow glossy	LITER	300	156	46,800.00
11	Supply of paint silver aluminium	LITER	500	197.50	98,750.00
12	Supply of paint enamel synthetic white	LITER	300	180.00	54,000.00
13	Supply of paint enamel synthetic light grey	LITER	300	200.00	60,000.00
14	Supply of paint enamel synthetic dark grey	LITER	100	200.00	20,000.00
15	Supply of paint enamel synthetic post office red	LITER	200	166.00	33,200.00
16	Supply of paint enamel synthetic signal red	LITER	500	200.00	1,00,000.00
17	Artistic painting of portraits - SQM	M2	100	1,163.00	1,16,300.00
18	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	M2	100	1,163.00	1,16,300.00
19	Thinner GP Asian or equivalent	LITER	200	135	27,000.00
20	Turpentine	LITER	200	100	20,000.00
21	Supply of Paint (Epoxy red oxide zinchromite) ready to use in Litres	LITER	200	136	27,200.00
22	White distemper	KG	200	45	9,000.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
23	Asian-Green weather coat smooth code7717	LITER	400	404	1,61,600.00
24	Asian-White weather coat smooth	LITER	400	404	1,61,600.00
Total C					42,11,713.50
D	Pest control Activity				
1	<p>Mosquito Services The Mosquito Control Service to be provided in Open Space & Workshops at MDL Factory Premises in EY and Alcock yard.</p> <p>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 Eastyad and Alcockyard 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.</p> <p>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.</p> <p>Space spraying to be done in evening only in open spaces, in shops etc.</p>	NOS	96	1,132.00	1,08,672.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
	<p>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 Alcockyard. 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.</p> <p>If any need arises to provide additional services, the same should be provided without any cost to MDL ".</p> <p>The IFMS Service Provider shall deploy atleast 02 no. Fogging Machine stationed at MDL during the course of contract, for carrying out the work in efficient manner.</p> <p>Mosquito Control Service Schedule: Once in a 15 days(Oct to May) Once in a week (June to Sept) For SOW refer Part 4 & The Areas details are as in SOW</p>				
2	<p>Removal of Honey comb 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</p>	NOS	5	501.00	2,505.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
	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. For SOW refer Part 4 & The Areas details are as in SOW				
3	Anti-Termite Treatment - By Spray Method 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 Nos. Anti Termite Treatment - By Spray Method Once in a Month. For SOW refer Part 4 & The Areas details are as in SOW	NOS	24	4,430.00	1,06,320.00
4	Anti Termite Treatment - By Drill Method a) Treatment to wall and floor junction: Holes of 12 mm dia 30 cms 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.	NOS	4	25,612.00	1,02,448.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
	<p>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.</p> <p>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.</p> <p>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.</p> <p>The one Service means covering of given area in SOW. If area is partly covered the payment will be done on prorata basis.</p> <p>Once in a Six Months No of services required is 4 nos. for two years.</p> <p>For SOW refer Part 4 & The Areas details are as in SOW</p>				
5	<p>Rodent Control: No of services- . The treatment is for the management of rodents i.e. rats, mice, bandicoots at MDL Factory Premises in EY , and Alcock yard</p> <p>Rodent Bait:</p> <ul style="list-style-type: none">• 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	NOS	48	504	24,192.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
	<p>bait will NOT be used inside any building or facility.</p> <ul style="list-style-type: none">• 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 ". Once in a 15 days. No of services required are 48 nos. for two years. For SOW refer Part 4 & The Areas details are as in SOW				
6	<p>Cockroach and Ant Treatment: (no of services)- The treatment is for the Cockroach and Ant Treatment inside EastYard and Alcockyard.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 a four months. All flats of Buildings including Passageway and Staircases are to be</p>	NOS	24	2,450.00	58,800.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
	<p>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, wetbug, termite bird netting mosquito janthunashak disinfectant services are required.</p> <p>Once in a Months No of services required are 24 nos. for two years. For SOW refer Part 4 & The Areas details are as in SOW</p>				
7	<p>Beg bug treatment - The treatment is for the Bed Bug Control inside East Yard of MDL</p> <p>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.</p> <p>Services: Once in a Month (for 6 porta cabins) For SOW refer Part 4 & The Areas details are as in SOW</p>	NOS	24	25	600.00
TOTAL D					4,03,537.00
E	Civil Work Activity				
1	Mason (tread /Kadiya) high skilled)-2 workmen	MAN	1208	1,273.06	15,37,856.48
2	3 LANE CABLE PROTECTORS , VEHICULAR MOVEMENT : The material shall be rubber with ramp	NOS	20	4,964.00	99,280.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
	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.				
3	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.	NOS	20	2,153.00	43,060.00
4	Bricks good quality full burn	NOS	2000	14	28,000.00
5	Cement -Ambuja Kavach or equivalent. Each 50kg bag.	NOS	400	438	1,75,200.00
6	River Sand - brown /yellow color 1 bag of 50 kg total 200 BAGS	NOS	600	122	73,200.00
7	Ready mix plaster -Adhithya birla or Ultra tech equivalent Page	KG	500	8.07	4,035.00
8	Rusticide - Sunanda chem or Krishna chem	LITER	20	190	3,800.00
9	Cebex 100 Fosroc equivalent of Sunanda	KG	20	519	10,380.00
10	Washbasin of size length 22” make Kohler or equivalent ceramic	NOS	5	14,413.00	72,065.00
11	Vitrified tiles (johnson and johnson)	M2	50	1,038.00	51,900.00
12	Green marble (20mm)thick	M2	10	1,241.00	12,410.00
Total E					21,11,186.48
F	Lift Man Activity				
1	Provision of Liftmen 2 NOS. "Operation of Lifts for East Yard and Alcock Yard (Factory Premises) (Monday to Saturday)- 2 workmen"	MAN	1,208.00	1071.00	12,93,768.00
Total F					12,93,768.00
G	O & M of WMS & Firefighting system activity				
	O & M of WMS & Firefighting system				



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1	O&M of WMS & Firefighting System services (12 Services per Year) (No. of workmen= 7 Nos.) Scope of work for O & M of water Management System & Fire Fighting System, refer part 07 in SOW	MONT H	24	2,27,368.49	54,56,843.76
Cleaning of Water Tanks					
2	D1 Building Pump house RCC type size: 19.5x13x6 Capacity:27000 Ltrs (2 Services Per Year)	M2	408	45	18,360.00
3	Ind Tank Main pump house RCC type.Size:29.5x20x10 Capacity:150000 Ltrs (2 Services Per Year)	M2	808	45	36,360.00
4	Outside of W/S-D RCC type.Size:18x8x9 Capacity:22000 Ltrs (2 Services Per Year)	M2	292	45	13,140.00
5	Store Building RCC type size:20x13x10 Capacity:20000 Ltrs (2 Services Per Year)	M2	440	45	19,800.00
6	Rest room at ALY RCC type size:11.5x11x6 Capacity:27000 Ltrs (2 Services Per Year)	M2	196	45	8,820.00
7	Fire tank SSA RCC type size:53x32x11, Capacity: 200000 Ltrs (2 Services Per Year)	M2	1956	45	88,020.00
8	D1 Building RCC type size:14x7x6.5 Capacity 17000 lts (2 Services Per Year)	M2	176	45	7,920.00
9	D1 Building RCC type size:14x7x6.5 Capacity 17000 lts (2 Services Per Year)	M2	176	45	7,920.00
10	D2 Building RCC type size:14x8.5x5.5 Capacity 19000 lts (2 Services Per Year)	M2	184	45	8,280.00
11	D2 Building RCC type size:14x8.5x5.5 Capacity 19000 lts (2 Services Per Year)	M2	184	45	8,280.00
12	Reclamation Building RCC type size:9.8X4.2X4.2 Capacity 16000 Ltrs (2 Services Per Year)	M2	200	45	9,000.00
13	Reclamation Building RCC type size:9.8X4.2X4.2 Capacity 16000 Ltrs (2 Services Per Year)	M2	200	45	9,000.00
14	Reclamation Building Sintext type size:6HX6.5W Capacity 1500 Ltrs (2 Services Per Year)	M2	80	38.5	3,080.00
15	Store Building RCC type size:12X5X7 Capacity 12000Ltrs (2 Services Per Year)	M2	112	45	5,040.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
16	Store Building RCC type size:12X5X7 Capacity 20000Ltrs (2 Services Per Year)	M2	220	45	9,900.00
17	Store Building Sintext type size:3x3 Capacity 500 Ltrs (2 Services Per Year)	M2	44	38.5	1,694.00
18	Pipe shop MS tank size:12x6x6 Capacity 45000 Ltrs (2 Services Per Year)	M2	116	41.8	4,848.80
19	Pipe shop MS tank size:12x6x6 Capacity 15000 Ltrs (2 Services Per Year)	M2	116	41.8	4,848.80
20	D1 building PS-1 MS tank size:20x12x8 Capacity 50000 Ltrs (2 Services Per Year)	M2	368	41.8	15,382.40
21	D2 building compressor house PS-2 MS tank size:20x12x8 Capacity 50000 Ltrs (2 Services Per Year)	M2	368	41.8	15,382.40
22	Rest room Aly sintex type size:6.5hx5w Capacity 3000 Ltrs (2 Services Per Year)	M2	136	38.5	5,236.00
23	GW (rest room) Rest room Aly sintex type size:6hx6.5w Capacity 5000 Ltrs (2 Services Per Year)	M2	192	38.5	7,392.00
24	FW (rest room) Rest room Aly sintex type size:6hx6.5w Capacity 5000 Ltrs (2 Services Per Year)	M2	192	38.5	7,392.00
25	Near fire pump no-1 Aly sintex type size:13.5hx8.3w Capacity 20000 Ltrs (2 Services Per Year)	M2	424	38.5	16,324.00
26	Near fire pump no-1 Aly sintex type size:13.5hx8.3w Capacity 20000 Ltrs (2 Services Per Year)	M2	424	38.5	16,324.00
27	Near fire pump no-3 Aly sintex type size:4hx3.5w Capacity 1000 Ltrs (2 Services Per Year)	M2	64	38.5	2,464.00
28	Near fire pump no-3 Aly sintex type size:4hx3.5w Capacity 1000 Ltrs (2 Services Per Year)	M2	64	38.5	2,464.00
29	Workers toilet no-01 Aly sintex type size:5hx4.3w Capacity 2000 Ltrs (2 Services Per Year)	M2	96	38.5	3,696.00
30	Workers toilet no-02 Aly sintex type size:5hx4.3w Capacity 2000 Ltrs (2 Services Per Year)	M2	96	38.5	3,696.00
31	Workers toilet no-03 Aly sintex type size:5hx4.3w Capacity 2000 Ltrs (2 Services Per Year)	M2	96	38.5	3,696.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
32	SSA Building tank-01 Sintex type size:4hx3.5w Capacity: 1000 Ltr (2 Services Per Year)	M2	64	38.5	2,464.00
33	SSA Building tank-02 Sintex type size:4hx3.5w Capacity: 1000 Ltr (2 Services Per Year)	M2	64	38.5	2,464.00
34	SSA Building tank-03 Sintex type size:4hx3.5w Capacity: 1000 Ltr (2 Services Per Year)	M2	64	38.5	2,464.00
35	SSA Building tank-04 Sintex type size:4hx3.5w Capacity: 1000 Ltr (2 Services Per Year)	M2	64	38.5	2,464.00
36	SSA Building tank-05 Sintex type size:5hx4.3w Capacity: 2000 Ltr (2 Services Per Year)	M2	88	38.5	3,388.00
37	SSA Building tank-06 Sintex type size:5hx4.3w Capacity: 2000 Ltr (2 Services Per Year)	M2	88	38.5	3,388.00
38	Potability Test of water samples	NOS	38	957	36,366.00
39	10" Water purifier PP Filters	NOS	720	72.76	52,387.20
40	20" Water purifier PP Filters	NOS	720	128.4	92,448.00
41	10" Water Purifier bowl	NOS	30	235.4	7,062.00
42	Water purifier pipe R/O white 1/4" in Mtr	NOS	120	16.14	1,936.80
43	Water purifier pipe R/O white 3/8" in Mtr	NOS	120	32.1	3,852.00
TOTAL G					60,31,288.56
H	Operations & Maintenance of Rolling Shutter Service Activity				
	Preventive Maintenance /Servicing for EY				
1	Preventive Maintenance/ Servicing of Rolling shutters Preventative 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 screws, washers, keys, etc inspecting the defectives parts and replacing the same with the permission of EIC/User dept and demonstrating proper functioning of the	M2	4764	175	8,33,700.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
	shutter after each service, including red oxide and Aluminum 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. 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 shutters will be clear opening only excluding Guide, Hood, shaft.				
Supply & fixing of Spare parts for Rolling Shutters					
2	Shutter Strip- 16/18 SWG, 2" Wide	NOS	200	214	42,800.00
3	Shutter Strip- 16/18 SWG, 2.5 " Wide	NOS	200	214	42,800.00
4	Bottom Lock Plate,6" Wide	NOS	50	54	2,700.00
5	Bottom Lock Plate,8" Wide	NOS	50	54	2,700.00
6	Side Guid,3" Wide	NOS	50	54	2,700.00
7	Side Guid,4" Wide	NOS	50	54	2,700.00
8	Side Guid,6" Wide	NOS	50	54	2,700.00
9	Shutter Cover- 18/20 SWG	SQ. FT.	500	535	2,67,500.00
10	Drum Shaft 'C' Class 1/4" Thk, 2"	NOS	30	32	960.00
11	Drum Shaft 'C' Class 1/4" Thk, 2.5"	NOS	30	32	960.00
12	Drum Shaft 'C' Class 1/4" Thk, 3"	NOS	30	32	960.00
13	Drum Spring 3" SWG, 12"coiled length	NOS	40	43	1,720.00
14	Drum Spring 3" SWG, 20"coiled length	NOS	40	43	1,720.00
15	Drum Spring 3" SWG, 25"coiled length	NOS	40	43	1,720.00
16	Drum Spring 3" SWG, 30"coiled length	NOS	40	43	1,720.00
17	Bearing with ring	NOS	50	54	2,700.00
18	Ring only	NOS	100	107	10,700.00
19	Side bracket	NOS	40	43	1,720.00
20	Bevel gear assembly	NOS	15	16	240.00
21	Reduction gear box	NOS	5	5	25.00
22	Locking arrangement set	NOS	30	32	960.00
23	Worm wheel	NOS	5	5	25.00
24	Worm shaft	NOS	10	11	110.00
25	Manual gear box	NOS	15	16	240.00
26	Manual gear box connecting pipe	NOS	20	21	420.00



S.N.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
27	6mm thick strips for Drum Case	NOS	50	54	2,700.00
28	Shutter Sizes above 42.25Sq.mtr till 100 Sq. Mtr.Shutter Sizes , Providing Motorized rolling shutter, 125 MM 19G (1.0 MM) GI (Jindal Make) Shutter strips, 12G (2.5 MM) Locking bottom with 35*35*4 MM Angle of sturdiness, 10G (3.00 MM) Side guide with Min 200 MM width, 12G (2.5 MM) Brackets Plates, 8" Dia suspension pipe shaft of C Class (4.5 MM Thickness), GI top cover of 0.80 MM Thickness only for motor, Two coat Grey / Zinc Primer to MS Parts and limit switch.	M2	200	5268	10,53,600.00
29	Motor for 42.25Sq.mtr to 100Sq.mtr Opening: Supply and Installation of indirect Drive, motor ECR 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 failure. (2450 NM, 380 V), including remote two nos. and One (1 Year) Warranty against any manufacturing defects from date of Installation of shutter, Complete.	NOS	3	62478	1,87,434.00
TOTAL H					24,70,741.00
GRAND TOTAL PART (II) = (A+B+C+D+E+F+G+H)					8,17,45,774.55

Note: GST is payable in addition to above

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DESCRIPTION OF WORK

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

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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. Deckfloor 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 basin (Northside jetty)
 - k. Pantoons 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. O&M of Water Management System
 - j. Preventive Maintenance of Shutters
 - k. Cleaning of Fresh Water Tanks

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

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 SHEOS 	<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. 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.

Scope of Work, Standard Operating Procedures and Specifications EAST YARD – Revised

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

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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

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

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

- 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.

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

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- 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. 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 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.

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- 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 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.

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- 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 PMHrs, 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.
- 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.

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- 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	Min. 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	7
5	CHECK DUSTER BLUE	NOS	30
6	CHECK DUSTER RED	NOS	10
7	DETERGENT POWDER	KG	10
8	DRY MOP REFILL	NOS	50
9	GLASS DUSTER BLUE	NOS	30
10	GLASS DUSTER RED	NOS	20
11	VECTOR -URINAL SCREEN	NOS	200
12	NYLON SCRUBBER	NOS	20
13	SANICUBES COLOURED	Packet	5
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	5
19	TASKI R5	LTR	22
20	TASKI R6	LTR	40
21	TASKI R7	LTR	5
22	TASKI SPIRAL	LTR	7
23	PHYNOIL	LTR	20
24	TOILET ROLL 200 GM	NOS	10
25	WET MOP REFILL (BLUE)	NOS	20

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26	YELLOW SPONGE	NOS	30
27	Airwick Automatic Air Freshener Refill (250 ml)	NOS	20
28	Hand Gloves	NOS	150
29	Drainex	KGS	1
30	Hard duster	Nos	30
31	AIR FRESHNER ROUND	NOS	125
32	AIR FRESHNER STICK	NOS	125
33	AER POCKET GODREJ	NOS	25
34	Multi-Fold Hand Towel Paper (150 pulls per packet)	Packet	25
35	NAPHTHALENE BALL	KG	10
36	FACE MASK	NOS	100
37	HAND GLOVES RUBBER(BLUE)	NOS	100
38	HAND GLOVES RUBBER(ORANGE)	NOS	500
39	PLASTIC BUCKET (MIN 15 LTR)	NOS	10
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	25
47	PAINT BRUSH BIG SIZE	NOS	25
48	PALTI PATRA	NOS	15
49	TOILET BRUSH	NOS	20
50	MORI BRUSH	NOS	10
51	SPARY BOTTLE(PURFUME)	NOS	50
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)

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- 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 Gl
- oves & 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 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 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

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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:

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.

The services provider must resort to Annual Maintenance Contract (AMC) for such equipment and machineries which are critical for mechanized cleaning to ensure uninterrupted functioning.

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Sr. No.	Equipment	Uses	Minimum Required Quantity	Penalty for non-deployment / Non-operational equipment (per month)
1	Battery Driven Ride On Scrubber	To Scrub & Vacuum the floor simultaneously	1	Rs. 48,000.00
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.	3	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. 75.00
9	Wheeled Trolley 240 L	For garbage transportation	20	Rs. 175.00
10	Wheeled Trolley 120L	For garbage transportation	20	Rs. 150.00
11	Telescopic rods with brush / mop / duster	To clean the areas at height upto 20 feet	10	Rs. 500.00
12	Portable Pumps submersible pumps /Monoblock of 1 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	Submersible Sewage Pump	For cleaning drainage chambers/ septic tank, removing stagnant water	1	Rs. 750.00
18	Aluminium Ladder (20 Feet Height-Rectangular Type)/ (Trolley type)	To cut tree branches & Cleaning in nominal height.	1	Rs. 200.00

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19	Aluminium Ladder (10 Feet Height- Rectangular Type)/ (Trolley type)	To cut tree branches & Cleaning in nominal height.	1	Rs.100.00
20	Bi-Cycle	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 servicing Done Reports 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.

Technical Specification of Equipment / Machineries to be deployed:

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Sr No	Equipment Machinery /	Technical Specification	Quantity
1	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.	5
2	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.	3
3	Carpet Cleaner	Cleaning Capacity: min. 400 Sq. M. /Hr., Cleaning Width: 350-400mm, Fresh Water Tank Capacity: 9 Ltr, Power Supply: 230V	1
4	Manual Sweeper	Sweeping Width with side broom: Min. 600 mm, Hopper Capacity: 40 Ltr, Sweeping capacity: Min 2500 Sq. M. /Hr.	2
5	High Pressure Jet Machine	Max Pressure: 130 bar, Flow Rate: 630 LPH, Power: 3 KW, Motor: 1400 rpm	2
6	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	1
7	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 ltr. 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.	1
8	Industrial Vacuum Cleaner wet & dry (70 L)	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	2
9	Telescopic rods with brush / mop / duster	Telescopic rod 3 pieces (3 x 200 cm)	5
10	Portable Pumps	1 HP 230 V along with Pipes	5
	03/04 Wheeled Trolley	Manual operated customised trolley with attached water tank	1
	Drainage Rodding Machine	Suitable to clear the choke ups due to debris/sludge for depth up to 10 Feet & length 200 feet at least.	1
11	Ladder	Ladder Aluminium 15 feet	3
12	Ladder	Ladder Aluminium 20 feet (Trolley type)	2
13	Ladder	Ladder Aluminium 10 feet(Trolley type)	3
14		Ibell LDWS 750PRO Foldable Black & Orange Long Arm Dry wall sander 225MM 750 W 1000-1850 rpm with vacuum bag and LED light.	2
15		Rotating paint mixer machine (electric type)	1
16		All PPE viz helmet, safety shoes, including safety gagooles and gloves are to be provided to person working.	

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	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	1
	Bicycle	Newly branded (Any)	1
	Safety Belt	Newly (with calibrated)	8
	Wringer Trolley	Single Bucket, Capacity: 20 Litre	30

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

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

-: 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.

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.

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- 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. Septic tanks are located mainly in 3 nos are located in East yard. 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	Shop	Chamber (1)	Chamber (2)	Chamber (3)	Chamber (4)	Chamber (5)	Chamber (6)	Chamber (7)	Chamber (8)	Total length in Meters
	D2 and C=shop (distance between chambers)	14	2	16	7	8				47
	Reclamation building	0.3	1	0.66						1.96
	Gen toilets	5	5							10
	D1 to NSB	20	8	19						47
	D shop	6	0.3							6.3
	MMP	18	13	6	6	8	7			58
	SSA	4.5	3							7.5

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SSA south side	0.5	0.5	1.5.	1	1	1	11	7	22
SSA restroom	4	1	1	3	3	20	15		47
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. 100 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 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 Alccok Yard. The approx. 100 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.

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.

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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. **550 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.
- 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 after taking joint measurements by the representatives of Contractor and EY-MTC Department.
- 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.

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- 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, 01 No. Supervisor, 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 taken back 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 Alcockyard. 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. 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.

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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 minimu 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

Operating condition

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- 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.
- Level adjustment legs for maintaining uniform water level.
- Provision to add movable rollers.
- 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° C and pH levels between 5.5- 6.5.
- 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
	A frame Hydroponic System	224 , 7 Levels	10x6.5x7.5	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.

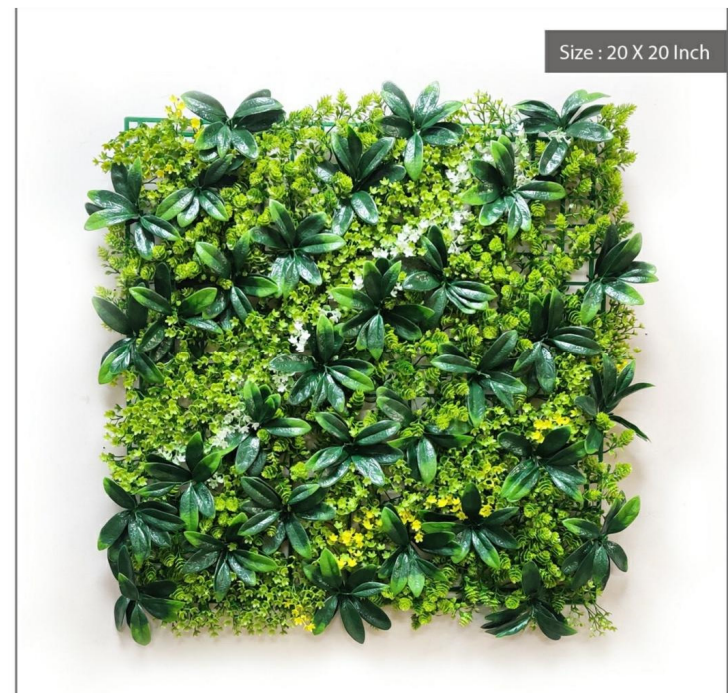
ANNEXURE			
Sr No.	Item	Description	UOM
1	NFT Channels	100x 75 mm or 100x55 mm uPVC, Openable	PCS

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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	Sun Sun submersible 35 W	PCS
7	Tank	50/100/200 Ltrs	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 Ltrs	SET

13. Artificial Garden and their pattern for reference:

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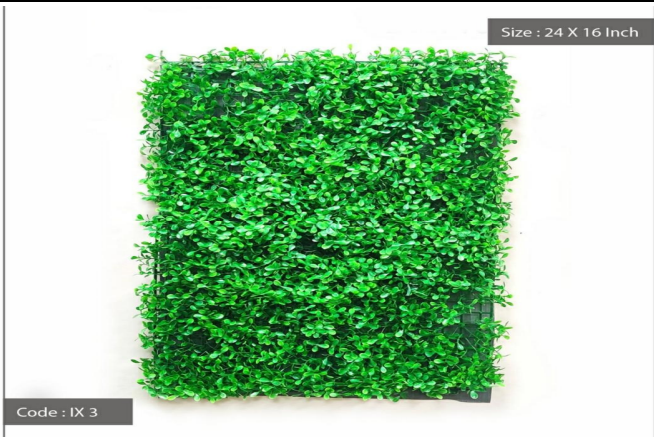
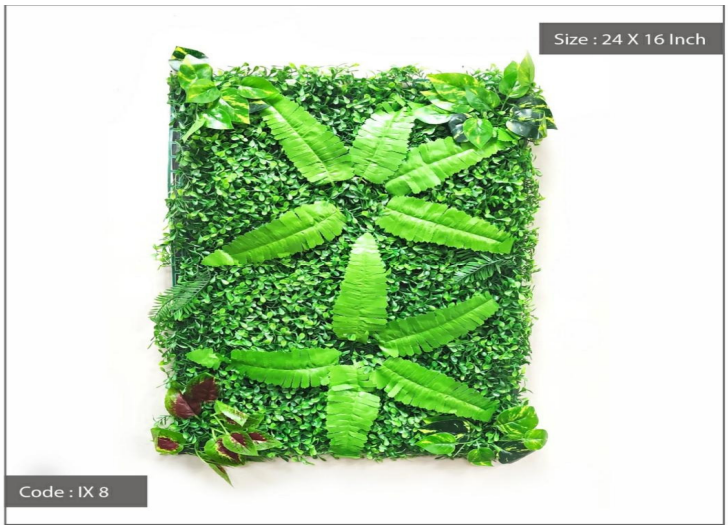
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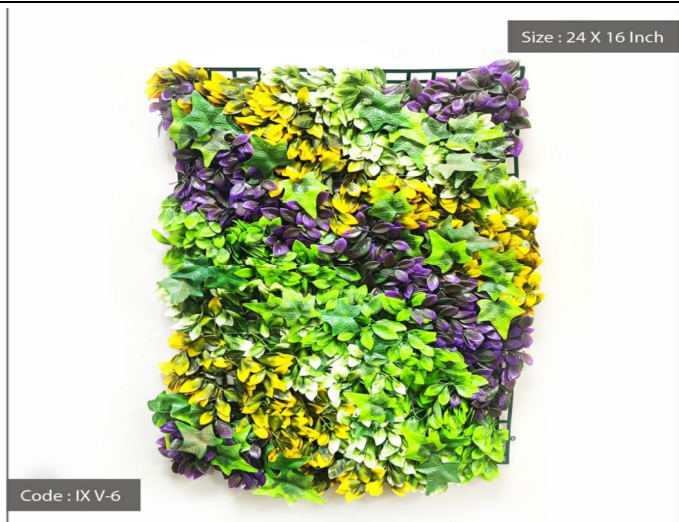
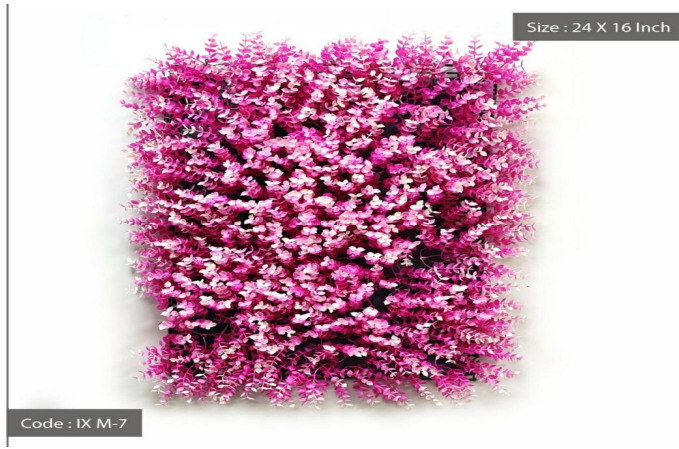


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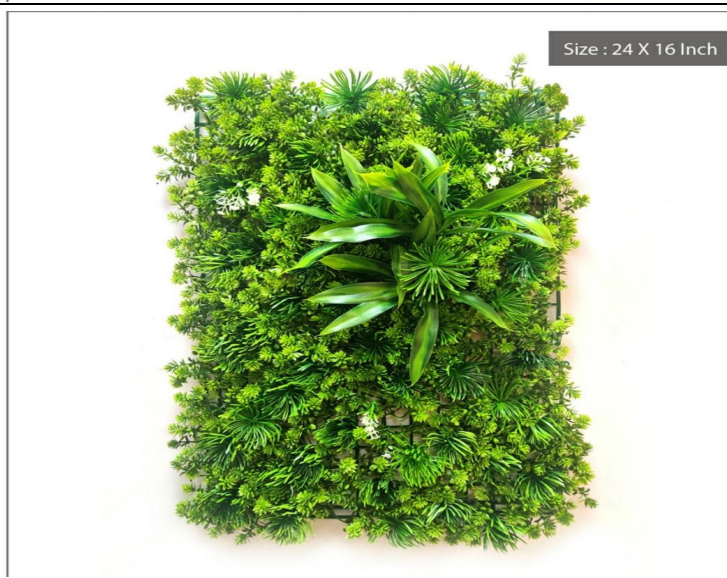
Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised



Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised



Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised



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

Specifications:

- a. UV resistant
- b. Eco-friendly
- c. Virgin plastic
- d. Warrant and Guarantee of color -3 years
- e. The thickness of the plastic
- f. Antibacterial
- g. Thickness 50mm of each leaf or flowers

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 painter shall have to paint 100-150 sq. foot per hour by using roller of 9 inch by 1 no. workmen on plane surface without any other activities.

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 (zinchromite 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: ITI or NCVT along with completion of apprenticeship of 1 year and shall have experience in reputed organisations and age not more than 40 years.

The IFMS service provider shall supply High skilled painters-3 nos during this contract.

The painting services to be done in areas of EY and Alcockyard 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.

PART 4

PEST CONTROL

Pest Control Treatment at EY and AlcockYard 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 Eastyad and Alcockyard 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

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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 EY and Alcockyard.

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 EastYard and Alcockyard. 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 a 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, wetbug, termite bird netting mosquito janthunashak disinfectant services are required.

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

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service shall be provided at infested area as and when required. Execution of treatment, regular monitoring shall be done by firm to keep infested area free from bedbugs during entire contract period. The infested 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.

I) Termite & White Ant Treatment: Termite Treatment in MDL Factory Premises (Buildings in East Yard and Alcockyard)

a) Treatment to wall and floor junction: Holes of 12 mm dia 30 cms 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.

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- 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 Alcockyard:

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 Alcockyard.

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 Months Area per service= 39285 Sq. Mtr.	As per detailed list
2	Anti Termite Treatment - By Drill Method Once in a Six Months Area per service= 21945 Sq. Mtr.	As per detailed list

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

Sr.No.	Location	Approximate Area (SqM)
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	Engg 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

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19	Kasara Basin	1500
20	Pipe Shop EY (Old & New Pipe Shop)	4400
20	Surrounding of Moughal 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 Moghal 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

59550

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 hoes 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 joints.

2 RODENT CONTROL – 48 TIMES

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- 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 - 96TIMES

- 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 liters.
 - 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 liter. i.e 200 ml of Pesticide should be mixed with 4.0 liters 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

Chemical details

ANNEXURE - A

Target Pests	Formulation	Active Ingredient	Dosage

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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

**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
MMP	EY	02
SSA	ALCOCK	02
WORKER LOCKER	ALCOCK	01
	Total	12

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2. Above lifts are used heavily and continuously daily by employees, visitors, guests, contractors in Company premises.
3. This work includes providing total 2 Nos. Liftmen for the operation of 13 nos. of Lifts at MDL Factory and. The 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 AlcockYard (Monday to Saturday)	
1	Supply of Liftmen in Factory Premises - 1st Shift (0700 to 1600)	1
2	Supply of Liftmen in Factory Premises - 2nd Shift (1500 to 0000)	1
	Total	2

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 in lifts 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

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

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)

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- 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, 15 water samples shall be collected from 15 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. If firm fails to submit test report A penalty of Rs.1000/- per certificate will be deducted from the bill.
- 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.
- 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.

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- 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.

Part-7**O&M of Water Management System**

Technical details

1) WATER MANAGEMENT SYSTEM (FRESH WATER, GREY WATER & FLUSH WATER SYSTEM)

This system consists of Fresh water, Grey water and Flush water

- Day to day operation and Maintenance of pumps to ensure the availability of fresh water, grey water & flush water in various buildings.
- Operating & monitoring through BMS system.

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 and maintain all the systems related fire fighting

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) 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 fitter grade /fire & safety. Documents of same to be submitted at the time of their deployment at site.
3. Operators should have minimum of 3 years of hands on experience in operating and maintenance of relevant fields such as firefighting systems and Water management systems

Sr. No.	Description	Manpower Deployment
1	Supply of Operators for Services in 1 st Shift (0730 to 1630)	2
2	Supply of Operator for Services in 2 nd Shift (1530 to 0030)	2
3	Supply of Operator for Services in 3 rd Shift (2330 to 0830)	2
4	Supervisor/ Operator	1
	Total	07

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4. Necessary readings for better monitoring purpose to be taken as per Daily log sheet. This daily log sheet to be submitted to maintenance dept. on daily basis.
5. Routine maintenance of pumps include cleaning of pumps & its parts, checking & monitoring of pumps performance, checking as well as monitoring of condition of pump panels and associated electric connections and filling up monthly check sheet for condition monitoring.
6. During routine maintenance, if any abnormalities / defects / faults observed, it need to rectify immediately at site. If rectification requires replacement of parts or repair which requires facilities that are not available at site, then such pumps/motors need to be taken to Maintenance Workshop, carry out repairs/replacement. Firm need to submit Indemnity bond for taking material outside. After repair, it needs to be tested and reinstall on site. Firm has to record detail of such repairs in a separate register and maintain it properly.
7. While carrying out activity in MDL premises, firm's representative has to ensure that their technicians /experts wear all appropriate safety gears (PPE) and follow safe practices.
8. Firm has to check fire alarm system, heat detector & smoke detector, fire hydrant, valves, fire boxes & hoses, beam detection system, carbon dioxide sensors etc. on monthly basis & report of same to be submitted to EY-MTC. Failing of same will be treated as a LD & charges of same will be applicable as per LD clause. necessary MDL security gate pass for their technicians/ operators /representative as per directives of MDL security procedure.
9. Firm has to make necessary MDL security gate pass for their technicians/ operators /representative as per directives of MDL security procedure.
10. Contractor should provide all the consumables (like Nut, bolt, gaskets, glands, grease and etc.) and no extra cost will be paid for the labour and for consumables. Spares if required will be provided by MDL no extra cost paid for labour for replacement of spares.

11. Maintenance of Records:

The Contractor has to maintain the following records:

1. Attendance Register of the Staff and Firm has to record manually and submitted on daily basis by 08.15 am. of its employees
2. Daily/weekly/monthly preventive and overhaul maintenance register cum-log book.
3. Inspection Register
4. The contractor shall ensure necessary safety measures in compliance with standard norms & practices for operation & maintenance.

Maintenance Check List

a. Daily Checks

1. Pressure Gauge Readings(Bar)
2. Bearing Temperature (Degree Celcius)
3. Leakage through stuffing box
4. Noise & Vibration to be observed physically
5. Voltage & Current (Volt / Amp)
6. Daily inspection of fire hydrant, fire monitoring and water management system.

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b. Periodical / Monthly checks

1. Replenish the grease
2. Check the alignment of the pump set
3. Calibrate the measuring instruments
4. Check the sealing connections for leakage etc.
5. Monthly inspection of fire hydrant, fire monitoring and water management system

12. **Inspection:** Quality and Quantity of work / service will be checked and inspected by MTC-EY. Any objection raised by MDL inspection team against quality of service shall be satisfactorily corrected by the bidder at his expenses including replacement as may be required.

13. General:

- a. Arrangement of necessary tools, instruments, safety gears and other necessary items for operation, maintenance and servicing work will be the sole responsibility of the contracting agency, Firm should attend all type of breakdown related to the system.
- b. Before replacing any parts / spares, firm should have confirmed the defect of the component and obtain approval from MTC-EY for replacement.
- c. Old spares shall be returned to MDL.
- d. Party should visit the site to understand the site conditions & declaration of same should be submitted at the time of bid.
- e. MDL will provide power supply, compressed air, water, forklift/escort etc. as per the requirement.
- f. 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.
- g. 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.
- h. 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.
- i. For carrying out the operation, the contractor shall deploy 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 MTC –EY , MDL.
- j. 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.
- k. 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.
- l. Pump Operator and Supervisor shall maintain records of operation time of all pumps.
- m. 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.
- n. 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.
- o. The shift wise allocation of all pump operators and execution of routine work shall be carried out as per instructions of MTC-EY Dept.

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- p. Pump Operator shall immediately report about Leakage of pump/ non-working of pump / abnormal working of pump / leakage or damaged pipelines to MTC-EY.
- q. Pump Operator / Supervisor should liaison with MCGM for various issues related to Fresh Water Supply.
- r. Pump Operator shall maintain cleanliness in Pump Room with help of Housekeeping persons.

17. LD Clause:

- 1. Any breakdown of machinery should be attended within 24 hrs. Delay beyond 24 hrs shall attract penalty at the rate Rs.500/- per day will be levied from the invoice amount.
- 2. A penalty of Rs.3000/- per month will be deducted from the bill for the months when Monthly Test Report/ Service Report is not submitted.

Part-8

Preventive Maintenance of Shutters

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 Technical Services Dept 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. Parts not indicated in rate sheet should be replaced by contractor only after approval of rate by OTS Dept. 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. New items/spares brought for the above work should be routed through GRS.
- 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. Existing old motors to be handover to MDL for repair and after repair the same should be fixed.
- 8. 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 were collected. Cost of any such equipment/materials not returned by contractor will be recovered from the contractor.
- 9. Tools/gauges like spanners, pillars, screwdrivers, painting brushes, cotton waste etc. are under Contractors scope of supply.
- 10. Burnt/unserviceable electric motors of rolling shutters should be handed over to user dept. for repairing. After repairs, the same should be installed in proper place duly aligned.

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11. 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)** 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 representatives of both MDL as well as Contractor.
- C)** Inspection: - Quality and Quantity of work will be checked and Inspected by East Yard Maintenance and contractor shall carry out work as per instruction of above mentioned departments. Any objection raised by MDL inspection team against quality of material or workmanship shall be satisfactorily corrected by the contractor at his expenses including replacement as may be required.
- D)** 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.
- F)** Risk Purchase: If the 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.

MDL 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 Contractor.

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

4. General Requirements for IFMS Services:

1. Service Provider is required to supply all materials, equipment required for IFMS activities as specified in the 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 offices workshops

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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.

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 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.
3. For cleaning of floorings, toilets, bathrooms, glasses, etc. Service Provider shall use **Diversy / Ecolab**. 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. **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 MDL's **Electronic Bio Metric Punching Machine**.

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

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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 near by 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.
- 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.**

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- 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 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 to get the WCC
- 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.

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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 AND DEDUCTIONS:

- 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.

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

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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
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
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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	2	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

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10	Water Management System & Fire Fighting System Operator	07	MTC -EY
11	Facility Manager	01	MTC -EY
12	Facility Executives	06	MTC -EY
13	Helpdesk	01	MTC -EY
	TOTAL MINIMUM MANPOWER		

6. Facility Manager / Executives 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	Deployment	Min. Qualification Experience
1	Facility Manager.	1	<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	1	<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 Executives	5	<p>Any Graduate or Diploma (three years full time) with Min. 2 years of experience in filed 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</p>

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			by candidate, then action will be taken on Service Provider as per STACs of the tender documents. The experience certificates will be verified and scrutinised
4	Help Desk Executive	1	Any Graduate with Min. 1 year of experience in Tele calling / Customer Relation in any Service Industry.
		TOTAL: 8	

The above Facility Manager and Executives shall have working experience only after above 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 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 & 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

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.

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- 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.

8. Operators/ Painters Qualifications and Experience:

Sr. No.	Designation	Deployment	Min. Qualification Experience
1	Water Management System & Fire Fighting System Operator/ Pump Operator	12	Certification course of ITI/NCVT in fitter grade /fire & safety. Documents of same to be submitted at the time of their deployment at site. <ul style="list-style-type: none"> • Operators should have minimum of 3 years of hands on experience in operating and maintenance of relevant fields such as firefighting systems and Water management systems

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			Experience in reputed organisations and age not more than 45 years.
2	Painter	3	Certification course of ITI/NCVT in Painting along with completion of apprenticeship of 1 year Experience in reputed organisations and age not more than 45 years.
3	Gardner Supervisor	1	Graduate (Horticulture) or(Agriculture) Min. 1 years of experience with emphasis on Landscape Development, Garden Maintenance, Nursery etc. 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. 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.
4	House Keeping	79	Respective work experience Age not more than 45 Yrs.
5	Mason	2	Respective work experience Age not more than 45 Yrs.
6	Pest control	3	Pest control specialist
		TOTAL: 8	

Minimum 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 Work Shop. (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

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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
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/ Mumbaiport trust wherever assigned within mumbai (limits) (Total no of persons=3)	3
	79

9. Training

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

10. 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..

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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.

11. DEDUCTION OR PENALTY 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. 3000/-** per day.
 - b) Facility Executives / Horticulture Executive / Helpdesk Executive: **Rs. 1500/-** per person per day.
 - c) Housekeeper/Gardener/Liftmen/Kadia/Operator/ Gardner Superviouser: **Rs. 800/-** 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.

5. The deduction for Short Supply of Consumables for Housekeeping Services shall be applied at the discretion of MDL, maximum upto **5%** of bill amount for Housekeeping Services.
6. 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.
7. In order to avoid absenteeism, the IFMS service provider shall appoint extra manpower to ratify the absenteeism to maintain minimum manpower.
8. 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.
9. 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.
10. 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.
11. 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.

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12. Fresh water tank cleaning work should be completed within mutually agreed time frame/ date, otherwise Penalty / LD will be applicable @ 10% of the value of the particular work for not carried out the work as per instructions.
13. 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 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.

12. 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 Scratchbyte 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	Mixiing of paints
26	cleaning of paints and brushes and rollers
27	Hacksawing of dry wood cutting
28	Removing of wild growth
29	Mixiing of pest contril chemical
30	Carrying of Paints
31	Arrangement of vacum machine along with Pip extractor
32	Fixing of Pumps along with hose pipes
33	removal of water logging by h
34	Cleaning and washing of All mats
35	Watering of all vertical gardens
36	Removing of Birdshits and disinfecting of that area
37	Removing and cleaning of spitting/ Stain of Pan/ Gutka .
38	Removing of all types stains including painting

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Sr.no	Day to day activity for compliance
39	Removal of dust in the entire area
40	Moving and carting of debris in and out lorries as and when required
41	Removal of slag, weld, sand blast material, fine powder, sand or mud and soil as per site conditions
42	Painting on all types 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 FORKLIFT / 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 wastefood leftout in bins
49	Carrying of watercans / 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 (during eight hours)
55	Decorating of required area with Pots and flowers plants fountains and any means
56	Lift man activities : Cleanship and daily checkup 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 and NHAVA YARD
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 color 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

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Sr.no	Day to day activity for compliance
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
77	Daily shining of Lifts (entire area) and lift ducts (on weekly basis)
78	Daily shining of Taps / Nhani traps/ Sinkoutlets /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 chokeups by blowing of compressed air into the Nhanitraps for removing of chokeups
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 Naphtalene 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	Airblowing of Shops as per schedule
89	Cleaning of EOT cranes
90	Dry dock cleaning with Rideon mopping cleaners
91	Pantoons cleaning with Jet spray machines
92	Ant dusting and Painting of Scaffolding
93	Air blowing entire shops and also Electrical panels as per schedules.
94	Scaffolding to be made as and when required
95	Height permission to be get from Safety dept as when cleaning activity is carried out more than height of15 feet .Joola with the help of EOT crane or Cherry picker from MDL to be used as and when required for IFMS activities
96	Maintenance of Material safety Data Sheets
97	Road scrubbing with ride on scrubber to remove mud and stains.
98	Continuous cleaning of Welding area areas in shops
99	Removal of Bird shits continuously
100	Removal of Stagnation of water not to breed any type of mosquitoes
101	No stinking smell in Toilets by using best methods ..

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised**13. 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

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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.

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"	1330	0700 to 1600	Continuous per day
2	Work shop "B"	2950	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	2050	0700 to 1600	Continuous per day
4	Work shop D	800	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.	5639.9	0700 to 1600	Continuous per day
7	Cradle Assembly Shop (CAS)	5750	0700 am & 1600 pm	Continuous per day
8	CAS stores	2128.8	0700 am & 1600 pm	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	8039.25	0700 to 1600	Continuous per day

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Sr. no	Location	Approx. Area -M2 *(tentative) vendor shall measure and quote accordingly	Time Hrs.	Frequency of Activity (per day/week)
	room, offices , stair case & tool room			
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
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	1653.784	0700 to 1600	Continuous per day
	a) all floors of all office bldg.			

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Sr. no	Location	Approx. Area -M2 *(tentative) vendor shall measure and quote accordingly	Time Hrs.	Frequency of Activity (per day/week)
	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)			
21	Cleaning of terrace in D1 bldg., D2 bldg., stores bldg. and Reclamation bldg. including locker room and CISF office terraces.	3120	7.00 am to 1200	Weekly
22	ALY additional area	9537.52	0700 am & 1500 pm	Twice per day
23	NAVAL DOCK	As per site	8.00 to 17.00	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

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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)
SOT	III	305	10	1
Project Adm	IV	305	8	2
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	

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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
I	SSA G+3 building (Rest Room)			
	Ground floor	171		
	First floor	171		

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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)
	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.

ANNEXURE-IV**TOILET BLOCK DETAIL:**

Sr. no.	LOCATION	W/C Nos.	URINAL 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.					

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Sr. no.	LOCATION	W/C Nos.	URINAL Nos.	WASH BASIN Nos.	BATH ROOM Nos.	FLOOR AREA Sq. Ft.
i	4th Floor	3	2	3	-	24
ii	3rd Floor	2	2	1	-	24
iii	2nd Floor	1	2	2	-	24
iv	1st Floor	4	2	2	1	24
C	STORE BLDG.					
i	SIF	1	2	1		6.06
ii	3rd Floor	3	6	5	2	18.35
iii	2nd Floor	2	2	3	2	26.79
iv	M3	2	2	3	1	14.00
v	1st 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	5th Floor	2	2	2	-	11.56
ii	4th Floor	2	2	1	1	11.56
iii	3rd Floor	2	2	2	-	11.56
iv	2nd Floor	2	2	2	-	11.56
v	1st Floor	2	2	2	-	11.56
vi	Gr. Floor ladies 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
iv	Bunk House (G+1) (8nos) Each area 450 sqt approx					4000 sqft 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					

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Sr. no.	LOCATION	W/C Nos.	URINAL Nos.	WASH BASIN Nos.	BATH ROOM Nos.	FLOOR AREA Sq. Ft.
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 sink	0	9.36
iv	First floor –South side	2	2	2 + 1 sink	0	-do-
v	Second floor-North side	2	1	3 sink	0	9.36
vi	Second floor –South side	2	2	2 + 1 sink	0	-do-
vii	Third floor – North side	2	1	3 sink	0	9.36
viii	Third floor –South side	3	2	3 + 1 sink	0	-do-
ix	Fourth floor	5	3	6 sink	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	5	6 Shower Cubical	-do-
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.

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Sr. no.	LOCATION	W/C Nos.	URINAL Nos.	WASH BASIN Nos.	BATH ROOM Nos.	FLOOR AREA Sq. Ft.
	Jetty (continuous)	8	20	9		At site

NOTE (1): Contractor has to maintain the high level of cleanness 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- Mezanine/Ist floor	5	11	-	3	-	231
Workshop 'A' (Operatives)	8	6	4	2	2	840
Workshop 'A' (Executives)	1	1	-	1	-	80
Pipeshop - 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

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Sr. No.	Location	Approximate Area (in meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Cock roach Treatment	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
1	Work Shop A	1330		YES	YES	YES	YES	NO	NO	NO	-
2	Work Shop B	2950		YES	YES	YES	YES	NO	NO	NO	-
3	WorkShop C (Including Power House)	2050		YES	YES	YES	YES	NO	NO	NO	-
4	WorkShop C (Dry Dock & Pontoon)	1360		YES	YES	YES	YES	NO	NO	NO	-
5	Underground W/s C Base Ment	950		YES	YES	YES	YES	NO	NO	NO	-
6	Engg Work Shop	360		YES	YES	YES	YES	NO	YES	NO	-
7	WorkShop 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	320		NO	YES	NO	NO	YES	YES	NO	-

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Sr. No.	Location	Approximate Area (in meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Cock roach Treatment	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	(all 16 rooms)										
12	CAS Shop North Side (all 16 rooms)	320		NO	YES	NO	NO	YES	YES	NO	-
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 Engg Store		700	YES	YES	YES	YES	YES	YES	NO	-
	Store Complex 1st Floor Electronic & 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	-

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

Sr. No.	Location	Approximate Area (in meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Cock roach Treatment	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	F' SHOP - Bracing Shop- Alcock Yard		950	YES	YES	YES	YES	NO	NO	NO	-
	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 Ist Floor South Side		335	NO	YES	YES	NO	YES	YES	NO	-

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

Sr. No.	Location	Approximate Area (in meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Cock roach Treatment	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	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 Ist 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	-
	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									

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

Sr. No.	Location	Approximate Area (in meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Cock roach Treatment	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	Old Pipe Shop EY (Ground Floor & 1st floor)		2100	YES	YES	YES	YES	YES	YES	NO	-
	New Pipe Shop EY (Ground Floor & Mazanine 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	-
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	-

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

Sr. No.	Location	Approximate Area (in meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Cock roach Treatment	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	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	-
	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		300	NO	YES	YES	NO	YES	YES	NO	-

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

Sr. No.	Location	Approximate Area (in meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Cock roach Treatment	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
	Mazzanine - 1st Floor										
	New Store Building Mazzanine - 2nd Floor		300	NO	YES	YES	NO	YES	YES	NO	-
	New Store Building Mazzanine - 3rd Floor		300	NO	YES	YES	NO	YES	YES	NO	-
	New Store Building Mazzanine - M1 Floor		200	NO	YES	YES	NO	YES	YES	NO	-
	New Store Building Mazzanine - M2 Floor		200	NO	YES	YES	NO	YES	YES	NO	-
	New Store Building Mazzanine - 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 nos. X 30 Sq Mtr	1500		NO	YES	YES	NO	NO	NO	NO	-
	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	-

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

Sr. No.	Location	Approximate Area (in meters)	Sub Area (meters)	Mosquito Control		Rode nt	Ant- termite Treatment BY		Cock roach Treatment	Bed Bugs control	Area for Bed Bugs
				Foggi ng	Spray		Spray	Drill			
29	Pump Room	20		YES	YES	YES	YES	YES	NO	NO	-
30	Hydraulic Clean Room	170		NO	YES	YES	NO	NO	NO	NO	-

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

ANNEXURE-VI

Technical specification of Fire Hydrant System

Sr. No.	Particulars	JOCKEY PUMP- Alcock Yard	MAIN PUMP- Alcock Yard	STANDBY DIESEL ENGINE PUMP- Alcock Yard
	Pump Type:	DB-32/26 (Kirloskar)	DB-100/26 (Kirloskar)	CE-80/40 (Kirloskar) Diesel Engine: Kiloskar 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
				Note: The full load power at N.T.P condition is 90 BHP at 1800 RPM

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 armoured cable.

4) AUTOMATIC FIRE ALARM SYSTEM:

- Multi criteria Smoke cum Heat Detector.
- Manual Call Point.
- Electronic Hooter.
- Main Fire Alarm Panel.
- Beam Smoke Detector
- Carbon Dioxide Sensor
- Smoke Detector
- Heat Detector

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised**9. Sprinkler System (Alcock Yard):**

- 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 armoured cable.

10. Automatic Fire Alarm System (Alcock Yard):

- Multi criteria Smoke cum Heat Detector.
- Manual Call Point.
- Electronic Hooter.
- Main Fire Alarm Panel.
- Beam Smoke Detector
- Carbon Dioxide Sensor
- Smoke Detector
- Heat Detector

11. Submersible pumps and Portable 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

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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

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised**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)	Chain	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

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

Sr. No	Work centre / Location	Type	HW (in MM)	Area (M ²)
23.	Workshop 'C' Between Engg. & '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
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

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

43.	CAS Shop	Motor / Hand	6500X5500	35.7 5
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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

Scope of Work, Standard Operating Procedures and Specifications EAST YARD – Revised

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	Out side 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		

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

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	Workers toilet no-01 Aly sintex type size:5hx4.3w Capacity 2000 Ltrs	2000	Alcock Yard
29	Workers toilet no-02 Aly sintex type size:5hx4.3w Capacity 2000 Ltrs	2000	Alcock Yard
30	Workers 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

Part-9

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 reduced 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, Alcockyard 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.

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- **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:

Scope of Work, Standard Operating Procedures and Specifications EAST YARD – Revised

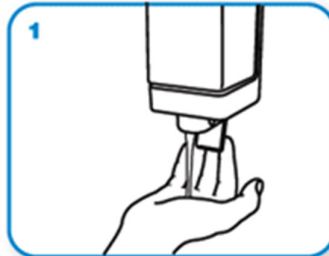
1. Perform hand hygiene
2. Unfold the pleats; make sure that they are facing down.
3. Place over nose, mouth and chin.
4. Fit flexible nosepiece over Nose Bridge.
5. Secure with tie strings (upper string to be tied on top of head above the ears –lower string at the back of the neck.)
6. Ensure there 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.

Scope of Work, Standard Operating Procedures and Specifications EAST YARD - Revised

Steps of Hand Hygiene:



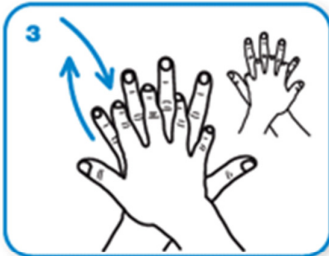
Wet hands with water



apply enough soap to cover all hand surfaces.



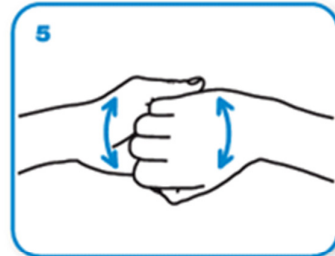
Rub hands palm to palm



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



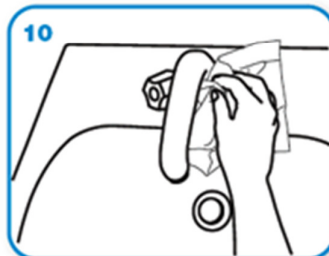
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



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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S r. n o.	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	Daily	

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			- Spraying disinfectant on Shut / Closed Machineries (only upon instructions)		whether machineries to be sanitized and also ensure 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 incase accidently fallen in the eyes or other incidents like gases or fumes are inhaled accidently.
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 have

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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.

9. 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.