

BHARAT HEAVY ELECTRICALS LIMITED
HRDI PLOT NO.25 SECTOR 16A, NOIDA 201 301

MG/SK/PUR/001
25-01-2011

M/s

Corrigendum No.1 to Tender Notice No.MG/SK/PUR/001 dt 11/01/2011

Sub: Catering & Housekeeping Services at HRDI, Noida

Ref: Pre-bid Meeting dated 20-01-2011

Dear Sirs,

With reference to the deliberations during the pre-bid meeting held at our office on 20/01/2011 points raised by the bidders have been reviewed and the information/ clarifications/ changes in the tender are given in the enclosed Annexure-I.

You are requested to carefully make note of the above and submit your quotations accordingly. Submission of quotation against the tender enquiry will be considered as having incorporated the above changes and no claims to the contrary shall be entertained later for any reasons whatsoever.

The procedure for submission of Sealed Tender and schedule of tender submission (upto 3.00PM on 01/02/2011) and tender opening (3.00PM on 02/02/2011) and all other terms & conditions of the enquiry remain unaltered. Kindly ensure to submit your quotation in time.

Thanking you,

Yours faithfully,
For Bharat Heavy Electricals Limited

(S K Kashyap)
Dy.Manager

Encl: As above

ANNEXURE-I

Para 31.0 of Instructions to Bidders (Pg 10) and Para 1.2.0 of Specification (Catering Services)

Annexure-I (page 43):

The contents of paras remain unchanged . Our training programmes are scheduled all through the year with a relatively lean period of Jan-March, for which any minimum meals guarantee is not considered necessary. Contractors to comply with tender requirements.

Para 5.0.0 General Terms & Conditions (Page 15):

The contents of this para remain unchanged and contractor to comply with tender conditions.

Para 7.0.0 of General Terms & Conditions (Page 16) of NIT /

Para 1.13.0 of Specification (Catering Services)Annexure-I of NIT(Page 49):

The complete paras are deleted and replaced as under:-

The contractor will make payment to its workforce as per the minimum wage rate applicable at Noida and statutory dues like PF/EDLI/ESI/Bonus etc. applicable thereon.

Para 1.6.0 – UNIFORM Specification (Catering Services) Annexure-I (Page 44)and

Para 1.2 Provision of Stitched uniforms by bidder: under Specification (House keeping)

Annexure- IV,(Pg 59):

In addition to the provisions under above paras, the bidder/contractor shall be required to issue two sets of Summer Uniforms on start of the contract and one set each every year thereafter

Para 1.7.0 of Specification (Catering Services) Annexure-I (Page 44&45) of NIT:

Burfi/Kalakand/Dhoda of Haldiram/Nathu has been specified. However sweets prepared by the contractor at site will also be acceptable. All other stipulations remain unaltered.

Para 1.12.0: Schedule of Rates of Specification (Catering Services) Annexure-I, (Page 49):

The paragraph is amended as under:-

The schedule of rates shall be deemed to include and cover all costs, expenses, liabilities and salaries of every nature and description whatsoever and all risks whatsoever (foreseen or unforeseen) to be taken or which may occur in relation to the execution of the work, like the cost of purchase of raw-materials, transportation, labour cost, cooking, cost of equipment, cooking utensils, crockery, cutlery etc and maintenance of specified premises as mentioned in the bid document. Price schedule consists of Annexure-V and Annexure VI.

The bidders are advised to obtain first hand information about the location of HRDI building at Sector 16A, Noida, nature of services required to be rendered, the prevailing market rates of different commodities involved, the timing of such services, the modes of transportation available in the area and also other exigencies whatsoever. No extra claim over the quoted/accepted rate shall be admissible for any reason whatsoever.

Annexure-B (Nature of Jobs for Housekeeping) (pg 67 to 69) under Specification (Housekeeping)

Annexure –IV :

The Revised Annexure-B is enclosed. It supercedes the earlier annexure attached with the enquiry document already issued.

ANNEXURE –B

NATURE OF JOBS FOR HOUSEKEEPING AND ROOM SERVICE

SN	DESCRIPTION/NATURE OF JOB	FREQUENCY
1.	Sweeping, dusting and removing cobwebs, cleaning and wet mopping (using phenyl) of floors, corridors, hostel rooms, offices, Conference halls,Computer-Laboratory,Meeting Rooms, Maintenance rooms, Floors below flower pots, library, bathrooms, lobbies, lounges, passages, staircase, railings and other contiguous areas viz Portico area, main gate and CIT.	Twice every day (forenoon & afternoon) & as and when required.
2.	Dusting and cleaning of all furniture and other domestic and utility items (e.g. telephone & computers, switches, mats etc.) in hostel rooms & offices including wash basin & mirrors of bathrooms.	Once every day
3.	Vacuum cleaning of electronic items/equipments,upholstered furniture, pelmets, A.C.grills etc. including furniture /blinds of Dining Hall & Hostel. Contractor to provide his own vaccum cleaner.	Once in a month
4.	(a) Cleaning of Hostel toilets with Harpic phenyldisinfectant. (b) Cleaning of office toilets & Security toilet at main gate with with Harpic/ Phenyl/disinfectant and c) Providing & Maintaining Dispenser with liquid soap(refill included) in all dispensers and ensuring their working in office toilets (7 nos) d) Providing and maintaining Micro Aroma Dispenser in office toilets (7 nos) + Conference halls,Computer Lab = (7 nos) e) Providing and Maintaining Hand Dryer (7 nos) in office toilets f) Cleaning and polishing of Brass surfaces including door locks artifacts & brass lamps etc g) Cleaning of Electric Switches/ Fans/ A.C. filters in hostel and office rooms	Once daily 04 times daily (8 am, 11a.m,1.30p.m,3.30p.m) Continuous Continuous Continuous Once in a month Once in a month
5.	(A) Providing clean washed: a) Hand towel, Bath towel, bed sheet, pillow cover, blanket cover b) Bed cover, Blanket sheet. c) Dry-cleaning of blankets and cleaning of Venetian blinds. d)Washing and ironing of bed sheets, bed cover and towels including laying of beds in hostel rooms Note: linen & curtain items in BHEL scope. Cleaning with detergent &/or dry cleaning of above items as required & ironing thereof in contractor scope.	With check in & alternate days thereafter With check-in. Once a month. Daily (around 10 a.m)
6.	a) Providing shampoo sachet (8 ml-1 no), toilet soap- 20gm(2 nos), in hostel toilets b) Providing & maintaining toilet paper Ensure rodent,cockroach and lizard free environment	With check-in & every day and thereafter. Continuously.
7.	Carrying out pest control for rodent , cockroach, lizards, etc	Once a month
8.	Providing mosquito repellent machine & maintaining with liquid in every hostel room, conference halls, all office rooms, tea room, library & staff	Continuous, As & When

	sitting rooms. The contractor shall provide spray at these locations at suitable locations at suitable intervals to ensure mosquito free environment.	required.
9.	Spraying of room fresheners in all the hostel rooms, offices (including library and 16 AHU rooms).	Once every day
10.	A) Providing, maintaining and cleaning waste paper basket with plastic cover in the hostel rooms, conference halls and office rooms, library, corridors, stair cases etc. B) Providing and maintaining Garment Hangers – 4 nos in every hostel room + GM's office. Note: All materials in contractor scope.	Continuously Continuously
11.	Supplying of one English national daily newspaper as suggested / recommended by BHEL-HRDI for each participant/guest	On daily basis during the programme.
12	Disposal of garbage during the day to an identified Noida authority dumping point outside the premises. Note: Mechanical means for this purpose including transport in the contractor scope.	Once every day
13.	Making suitable arrangements for get-togethers- parties/meetings	As and when required.
14	Cleaning internally of Glass walls/partitions/doors of accessible areas (Refer Ann-A) of Offices, Main reception, internals of rooms, toilets etc.	Once a month.
15	Cleaning of duct and shaft spaces, garbage removal etc.	Once a fortnight
16	Cleaning of bathroom wall tiles room walls and ceiling, doors of both office and hostel rooms	Once a fortnight
17	Carrying out pest control for rodents, cockroach, lizards, silver fish etc.	Once a fortnight
18	Spray mosquito repellent chemicals in every hostel room, corridors, lobby stair case, reception area and all office rooms	Once a fortnight
19	Cleaning of bath room wall tiles, room walls and ceiling, ceiling fans, doors.	Once a month
20	Lift floor	Twice daily (FN, AN)
21	All floors including stair cases shall be cleaned thoroughly with soap and water to remove all stains and dirt etc. and also, if required, grinding/polishing shall be done by floor polishing machine.	Once a month
22	All the rooms without carpet shall also be cleaned thoroughly with soap and water	Once a month
23	After cleaning the floors with soap and water the floors shall be properly polished with wax polish leaving the floor shining and stainless.	Once a month
24	Cleaning of taps by suitable cleansing agent (Scale removing)	Once a month
25	Shifting of furniture/equipment/material and movement of office documents (files, stationery etc.) from one location to another inside HRDI complex	As & when required

26	a) Cleaning & dusting of floor mats/ doormats b) washing the mats with water	Daily Alternate day or as and when required.
27	Prepare programme bags for HRDI training participants (As per instruction of programme team).	As & when required
28	a) Switching off TVs, Fans, Lights, Geysers,Blower and A.C.from mains in Hostel Rooms and Offices.	As and when occupants/ participants leaves the rooms.
29	Cleaning of roof top	Once a quarter
30	Cleaning, dusting, wet mopping of Stores	Once a month
31	Cleaning of ceiling of hostel /office rooms (e.g. Cobweb etc.)	As & when required
32	Dusting of bookshelves, racks & books in the library	Daily
33	Cleaning of bookshelves & individual books	Once a quarter
34	Routine repair and maintenance of : Carpentry work like Door Closure, Door lock, Door stopper, Cupboard lock etc. Parts/ materials in Owner's scope.	As & when necessary. Emergency/Unavoidable Work to be attended immediately
35	Providing receptionists at G.Floor and on 3 rd floor for attending to guests and for check-in and check-out of participants for allotment/vacancy of rooms and making entry in the register	9.00 AM to 5.30 PM on working days and on round the clock basis in hostel.
36	Switching on/off all lights and equipments etc. in the Conference hall and liasing with Centralised A.C.Control Room	As & when required.
37	Cleaning of Wooden Almirahs in Conference halls before and after every programme	As & when required.
38	Ensuring safety of all Stationery and other programme items in conference hall	As & when required – during the programme
39	Providing of staff for every programme	As & when required.
40	Written report on defects/problems pertaining to electrical/sanitary/ furniture installations in each hostel room/conference hall/office room etc.	Weekly.

Note: 1 – The above are only the minimum requirements. Contractor shall however, ensure that frequency of activities are maintained in a manner as required to keep clean and hygienic environment round the clock and look after the comforts and needs of the participants at all times.

2) All the consumables like those listed at Annexure D of this specification and other consumables items cleaning items such as dusters, thread, screws, washer, safeda etc. required for housekeeping are in contractor's scope. The contractor shall provide and maintain suitable inventory of such items to have uninterrupted discharge of services.