

Srinivas INDUCTION HARDENING

414/1 & 414/2, Post Office Macche, Khanapur Road, Belgaum, Karnataka, INDIA

Date: 30-07-2018

1. Work Title :

The Scope of work proposed to be outsourced under the caption of “Housekeeping”.

2. Preamble:

SIH employs in-house housekeeping team which currently takes care of all the cleanliness and hygiene related activities throughout the plant interiors as well as exteriors. Although all the work is carried out in the best possible manner by this team with well laid down Schedules and Procedures/Work Instructions, certain portions of the plant poses great difficulty in cleanliness maintenances. These are typically some of the parts of shop-floor which are heightened, confined and others which requires specialized cleanliness knowledge as well as equipment.

Hence, in spite of investing money into the new housekeeping equipment and technology, SIH wishes to avail services of an Expert and Professional company/firm/agency from industry which would be well equipped with all the modern & efficient tools and techniques of housekeeping.

This document spells out all the aspects and scope of all such ‘Housekeeping activities’ which SIH wishes to outsource and receive expert external intervention and execution from experienced bunch of people.

3. Objectives of the Task - ‘Outsourced Housekeeping’:

- To provide technical and well equipped (tool/equipment wise) support to internal housekeeping team.
- To balance the tasks associated with housekeeping and hence outsource some of it to external agency.
- Typically outsource those tasks which are NOT possible and feasible by internal team due to absence of specialized equipment and machinery.
- SIH do not wish to invest in procuring housekeeping specialized equipment rather would like to pay for the services of it.
- To take cleanliness and up-keeping of hygiene to the next level and set a benchmark for industries in the vicinity.
- To achieve even better quality in the components we manufacture.
- Eliminate all the potential possibilities of Health Hazards and create a healthy, hygienic and hence happy environment for ‘Efficient Working’

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4. Tasks and its detailing which are proposed to be outsourced:

a. Work of cleanliness at height

1. All the C & L Channels, Roof Sheets from inside, Other Ceilings, Columns, Corners, Ducts, Cables, Cranes, Hoists, Monorail channel, Jib Cranes, Upper portion of the walls, Air-cooler Ducts, all bulbs, LEDs and lighting Systems, Fans, Water Pipes, Coolant Pipes and all the other Piping and Cabling Systems. This is applicable for all the buildings from the campus including warehouse.

Desired State of condition: Zero Dust & Cob Webs, No Pigeon defecation, Wet wiping using suitable cleansing agent

Desired Frequency: QUARTERLY

2. All the Roof Sheets from Outside, Water Tanks, Slabs, Removing plant weeds born at moist areas above, Air Cooling System Tanks and motors, Air Cooler system Pipes from outside, All roof gutters etc. This is applicable for all the buildings from the campus including warehouse.

Desired State of condition: Clean Roofs, Clean and operating Air Cooling units and clean and hygienic Water storage tanks

Desired Frequency: YEARLY

3. All Chambers/cubicles and large Shutters on the shop-floor:
Example: All Shutters, Maintenance Departments' office; Final Inspection Chamber; Metrology Lab; Panel Boards Top; Store Room; Carpenter Room First Floor All Coolant Filtration Units Tops and Under etc.

Desired State of condition: Clean Machine and Chamber Tops, Dust Free Environment, Timely identification of Leakages and loose connections

Desired Frequency: QUARTERLY

b. Machine Tops

SIH has more than 100 machines on the shop-floor and most of them are above 10 feet height. The machines are generally maintained in cleaned condition by operators from inside and sides. However, cleaning it from confined sides, Top and under is difficult and is often left like that by the Machine Operators. These require special cleaning.

Desired State of condition: Clean Machine and Chamber Tops, Dust Free Environment, Timely identification of Leakages and loose connections

Desired Frequency: QUARTERLY

Objectives are as follows:

- All possible Leakages of oils from the machine to be identified.
- Loose electricity and LAN/ Cable connections identification.
- Loose and NOT so appropriate grouting and other potential problem identification and intimation.

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4. Machine interiors are NOT expected to be cleaned under the initial scope and all the above work is expected to be performed under supervision of SIH personnel and more so with Machines.

c. Workshop Flooring and other Periphery:

Generally the Floor on the Machine shop to be cleaned with better quality if possible and corners to be reached which otherwise is not feasible by in-house team of housekeeping department. This is as of now would be out of scope of the contract – later stage we can inculcate this and augment the scope of outsourced housekeeping if found to be more efficient and effective.

5. Modus Operandi :

- ↪ On the basis of this scope we would like to have the tentative Plan and from your end about how can you operate in the defined scenario.
- ↪ Later upon confirmation you can visit the plant and collect the accurate information about total scope of the work.
- ↪ Once mutually finalized upon Total Scope of the work, we would like to have final commercial offer from your end with frequency of activities and schedules.
- ↪ After due negotiations the Contract will be finalized with best vendor.
- ↪ Upon finalization of the contract:
 - Schedules will be fixed for the whole year at a stretch.
 - All the work is expected to happen under supervision of SIH employee wherever necessary.
 - All the wastes generated after cleaning work will be carried away by the contractor and not to be left behind.
 - Suggestions and expert advises are expected on various wastes' disposal methods and other up-keeping of plant and machinery.

6. Special features or expectations from this Outsourcing Contract:

- ↪ Application of specialized and advanced Tools, Machines and Techniques with scientific knowledge background about housekeeping. In other words we are looking forward to specialized and expert know-how.
- ↪ We are looking forward to timely identification of Oil and lubricants leakages from machines and stop them before they eat into our costs. Similarly efficient inspection of Piping of water, emulsions, Polymer bath etc.
- ↪ The schedules are expected to be in the manner which would ensure minimum to NO wastage of Production Time. Sundays and Public Holidays preferable.

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- ↪ The Agency should carry out the cleaning service personnel as per the scope provided by M/s Srinivas Induction Hardening.
- ↪ The Agency should bring along with them all necessary cleaning equipment to work task and must not expect it from SIH.
- ↪ All the Safety precautions as instructed by SIH safety officer will have to be taken care by the Agency. All Safety equipment like Safety Belts, Shoes, Goggles and Ear Plugs are expected to be brought about by all the personnel.
- ↪ The contract worker should take work permit as per the Safety Systems at SIH before starting the work.
- ↪ Agency owner should sign the Agreement (F/Admin/04) before commencement of work.
- ↪ In case of any injury/accident/incident all the safety processes are supposed to be followed by the agency and its personnel.

7. Closing Note:

The scope has been penned down based on our knowledge & exposure and hence not the exhaustive list of features. The main intention behind this scope presentation is to ensure commitment towards certain aspects up front and also to outline the boundary of Tasks SIH wishes to outsource and its perceived benefits. We encourage creative thinking from the vendors and one must inculcate all those in proposal against this document.

We invite an Expression from Interest from you and are anticipating a prosperous and mutually beneficial relationship.

Thanks and Regards,

Jitendra Bhide
Chief Officer - Operations

M/s. *Srinivas* Induction Hardening

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