



प्लाज्मा भौतिकी केंद्र - प्लाज्मा अनुसंधान संस्थान

CENTRE OF PLASMA PHYSICS - INSTITUTE FOR PLASMA RESEARCH

नाजिराखात, सोनापुर-७८२ ४०२, असम, भारत
Nazirakhat, Sonapur-782 402, Assam, India.

Tel. :- 0361 – 2220010/2313116
Fax :- 0361 – 2313110

E-mail :- enquiry@cpiipr.res.in

ENQUIRY

ENQUIRY NO: CPP-IPR/EQL/2021-22/27

Date:26.08.2021

DUE ON: 14-09-2021 by 1:00 PM IST

Please send your offer in sealed envelope specifying Enquiry No, Date & Due Date, ALONG WITH your credentials for the following items/services which we are interested to purchase.

Important Note:

Please note that e-mail quotations are not acceptable however you may send your queries (if any) to enquiry@cpiipr.res.in

Please ensure your sealed quotation reaches this office not later than the above mentioned due date and time.

Kindly go through the following documents properly before quoting which are attached herewith.

1. Instruction to the bidders & Terms and conditions (refer Form No: CPP-IPR-EQL-01. V2)
2. Bidding format
3. Guidelines on disinfection of common public places including offices is attached/enclosed in **Annexure –B**

GST for Goods and Services (IGST/CGST/SGST TAX BENEFITS): Please refer clause no: 8 of Form No: CPP-IPR-EQL-01. V2

QUOTATION SHOULD BE ADDRESSED TO CHAIRMAN, PURCHASE COMMITTEE ONLY

Sr. No.	Description	Frequency of work	Rate per Fumigation
1	Fumigation of CPP-IPR Campus, Laboratories, personal cabins, Library, Seminar Hall, Conference room, Wash room, Canteen, etc. as per the area provided at Annexure- A on unit rate contract basis.	For a duration of 01 (one) year limiting total numbers of fumigation up to 12 (Twelve). However, with the sole discretion of competent authority of CPP-IPR, the quantity of the fumigation may be increased as required quantity decided by CPP-IPR per unit rate basis from the upper limit of 12 no.s fumigation with the same unit rate, terms and conditions.	Rate should be quoted for 01 no. Fumigation for the area given at Annexure-A

Note:

1. GeM Availability Report ID: - GEM/GARPTS/25082021/M969YJVRABBG dated 25/08/2021
2. **Unsigned quotations are not acceptable.** Quotation should be submitted duly signed on ALL PAGES invariably.
3. Quotation to be submitted in INDIAN CURRENCY. Quotations received other than Indian Rupees will be rejected
4. Customs Duty Exemption Certificate will not be issued.
5. Delivery Period: Within 3 (Three) days from the date of work order.
6. TDS as per CGST ACT: As per provisions of section No. 51 of the CGST Act 2017, TDS @2% (IGST 2% or CGST 1% and SGST 1%) will be deducted while making payment to the suppliers where total value of orders/contracts/work orders exceeds Rs. 2.5 lakhs.


Administrative Officer-I

AREA

	Common area	Carpet area
New Canteen Building		342.65 sqm
terrace	168.435 sqm	
Stair case	17.955 sqm	
verandah	27.33 sqm	
Old canteen building		
Canteen Building		239.37 sqm
Substation		
Ground floor DG area	180 sqm	
1st Floor area		180 sqm
Admin Building		
Ground floor	29.28 sqm	229.39sqm
Porch Portion	48.8 sqm	
1st Floor area	29.28 sqm	229.39sqm
PPA Lab		95 sqm
Lab Building		
TPPM Lab		169.55 sqm
basement		213.58 sqm
G/ Floor	76.2 sqm	541.13 sqm
1st Floor	76.2 sqm	371.58 sqm
2nd floor	76.2 sqm	371.58 sqm
Note: All above areas are approximate.		

Important Note for bidder:

Special terms and condition	<ul style="list-style-type: none"> (i) Fumigation materials and their concentration should be as per MoHFW guidelines for COVID-19 prevention. (ii) The items (Chemicals) to be used in the process of fumigation should be mentioned clearly. (iii) Fumigation work should be carried out as and when required, as per date and time instructed by CPP-IPR authority. (iv) The work should be executed with competent manpower and appropriate Fumigation GADGETS/ MACHINERIES. (v) The work is initially for 1 (One) year and may be extended, if required. However, depending upon the situation, the CPP-IPR authority may increase or decrease the frequency, numbers of fumigation as well as area coverage of the fumigation work. (vi) The supplied chemicals will be checked at CPP-IPR and the items will be accepted if there is no discrepancy to the supplied Chemicals, Machineries etc. (vii) Fumigation timing for complete in door areas, common areas, outdoor areas and Toilets of CPP-IPR should be starts from 10:00 AM until completion the works.
Acceptance Criteria	The Fumigation GADGETS/ MACHINERIES, CHEMICALS etc. will be accepted after inspection at CPP-IPR
Fumigation date	Within 3 (Three) days from the work order/drawing approval

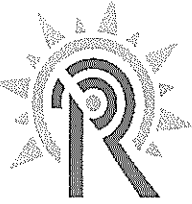

 Administrative Officer-I

Additional Clauses for Tenders:

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (including the term 'tenderer' 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated herein before, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this Order means:
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The beneficial owner for the purpose of (iii) above will be as under:
 1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means. Explanation.
 - a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company;
 - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders' agreements or voting agreements;
 2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed control over the trust through a chain of control or ownership.
- VI. [To be inserted in tenders for Works contracts, including Turnkey contracts] The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Certificate for Tenders for Works involving possibility of sub-contracting

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]

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	CENTRE OF PLASMA PHYSICS - INSTITUTE FOR PLASMA RESEARCH	
	नाजिराखात, सोनापुर-७८२ ४०२, असम, भारत Nazirakhat, Sonapur-782 402, Assam, India.	
	Tel. :- 0361 – 2220010 Fax :- 0361 – 2313110	E-mail :- enquiry@cppipr.res.in Web: www.cppipr.res.in

Form No: CPP-IPR-EQL-01.V2

INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS

1. The Quotation and any order resulting from this enquiry shall be governed by our Conditions of Contract/Purchase Order and supplier quoting this enquiry shall be deemed to have read and understood the same in toto.
2. Where counter terms and conditions have been offered by the Tenderer, the same shall not be deemed to have been accepted by CPP-IPR unless our specific written acceptance thereof is obtained.
3. **Quotation:** Quotation should be submitted in the prescribed QUOTATION FORMAT attached with this Enquiry and the same should be submitted to the Purchase Officer, CPP-IPR in a sealed envelope superscribing the same with our enquiry No., date, due date and brief description of item on or before the due date. Late/delayed/incomplete/unsigned quotations will not be considered. Envelopes received without Enquiry number, date, due date and brief description of item may be rejected. The quoted prices should be firm for a period of 90 days from due date for placing order. CPP-IPR is not bound to accept lowest rate/s. CPP-IPR reserves the right to place on one or more parties. The scope of supply includes insurance by the Contractor/Supplier.
4. **Specifications:** Material should be offered strictly confirming to our specifications/drawings. Deviation, if any, should be clearly indicated by the supplier in their quotation. The Tenderer should also indicate the Make/Type number of the materials offered and catalogues, technical literature and samples, wherever necessary should accompany the quotation. Clarification/s on drawings should be obtained before submitting quotation.
5. **Terms of Prices:** Quotation should be submitted on door delivery basis without extra charge wherever possible. For quotations on Ex-Works, Ex-godown basis the approximate packing and forwarding charges should be indicated by the supplier. In the case of local suppliers, the material is to be delivered at our stores free of charge.
 - 5.1 In respect of tenders on Ex-works basis, in case the tenderer has not mentioned in the offer packing, forwarding and transportation charges for safe delivery up to Purchaser's site, 2% of the price quoted towards packing (in respect of both local and outstation firms), 1% of the basic price quoted towards safe delivery charges in respect of local tenderer and 3% of the basic price quoted towards safe delivery charges in respect of outstation firm will be added for comparison of offers on safe door delivery at Purchaser's site.
 - 5.2 Prices are required to be quoted according to the units indicated in the tender form/Enquiry. When Quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished
6. Tender should be free from Correction and Erasures. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Unsigned quotations will summarily be rejected. If there is a discrepancy between the unit price and total price, unit price shall prevail.
7. CPP-IPR shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rate quoted.
8. **Goods & Services Tax (GST):** The details of Taxes/GST and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later.

- a) **GST for Goods (IGST/CGST/SGST TAX BENEFITS):**
CPP-IPR is entitled to avail tax benefit as per the following notifications issued by Ministry of Finance, Department of Revenue, Government of India:
- (1) No: 47/2017-INTEGRATED TAX (RATE) DATED 14/11/17 for IGST
 - (2) No: 45/2017-CENTRAL TAX (RATE) DATED 14/11/17 for CGST
- And,

CPP-IPR is entitled to avail tax benefit as per the following notifications issued by Finance (Taxation) Department, Government of Assam:

- (1) No. 45/2017-STATE TAX (RATE) DATED 14/12/17 for SGST

As per above notifications CPP-IPR will bear only 5% IGST for procurement of goods from outside Assam & 2.5% CGST and 2.5% SGST (total 5%) for procurement of goods within Assam. Vendors are required to charge tax as per these notifications while quoting/supplying the goods. Deviations, (if any) should be clearly mentioned in the quotation/offer.

Please specify the HSN codes while quoting.

- b) **GST for Services:** As applicable. Specify the SAC codes wherever services are involved.

9. **Earnest Money Deposit (EMD):** Tenderer should furnish EMD if asked for by the Purchaser.
10. **Delivery Date:** Delivery period is essence of the Contract. Supplier must indicate the firm delivery date by which the materials will be dispatched/delivered by them from the date of our order. Delivery period shall be clearly indicated against each item separately.
11. **Price/ Purchase Preference:** Purchase/Price preference to industries will be given as per the policy of the Government of India in force at the time of evaluation provided their offer is in compliance with the conditions of the policy.
12. **Liquidated Damages:** The successful Vendor/Bidder should pay liquidated damages @ ½% (half percent) of the total contract/order value for the delay of each week or part of week in the scheduled date of completion of the work envisaged in the Contract/Purchase Order subject to a maximum of 5% (Five percent) of the total Contract/Order value.
13. **Inspection:** Materials on its arrival at CPP-IPR will be inspected by our Engineer/Stores Officer, and his decision in the matter will be final. However, where the items are required to be inspected at the Suppliers Premises, Supplier has to give advance notice to the Purchase regarding readiness of the material to enable Purchase/Stores section to depute his representative for inspection.
14. **Payment:** Payment will be arranged for accepted materials only within 30 days from the date of receipt of materials at CPP-IPR and bills in our accounts section, completed in all respects.
15. No correspondence will be entertained within 30 days from the date of receipt of material and bills, whichever is later.
16. **Guarantee:** The Stores offered should be guaranteed for a minimum period of twelve months, from that date of acceptance, against defective materials, design, workmanship, operation or manufacture. For defects noticed and communicated during the Guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notifications. In case where our specifications call for a guarantee period more than 12 months specifically, then such a period shall apply.
17. **Performance Bank Guarantee:** If demanded by CPP-IPR, the successful bidder will have to furnish Performance Bank Guarantee for 3% of the order value (basic price) from a Nationalised/Scheduled Bank/State Bank of India, valid throughout the Guarantee/Warranty period. The scheduled banks approved by CPP-IPR are Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank. Bank Guarantees submitted other than from banks approved by CPP-IPR will not be accepted.

18. **Security Deposit:** If demanded the successful Bidder will have to furnish to the Purchaser an interest free security deposit for 3% (Ten percent) of the order value in the form of Bank Guarantee of an equivalent amount from a nationalized/ scheduled Bank/State Bank of India within 15 days from the date of LOI/Purchase order and the said Guarantee should be valid till the goods are accepted by CPP-IPR. The scheduled banks approved by CPP-IPR are Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank. Bank Guarantees submitted other than from banks approved by CPP-IPR will not be accepted. The Security deposit shall be forfeited in case the selected Bidder does not start the work within the time limit specified or fail to complete the work within the stipulated delivery period or fail to comply with any of the terms and conditions in the purchase order/contract. On successful completion of scope of work and its acceptance by CPP-IPR, supplier should send a letter to the Purchase Officer to return the original BG.
19. The Contractor/Supplier shall at all times indemnify the purchase against all claims which may be made in respect of the stores for infringement of any right protected by Patent Registration of design or Trade Mark and shall take all risk of accidents or damage, which may cause failure of supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfilment of the contract.
20. **Free Issue Material (FIM):** Successful tenderer will have to arrange insurance showing beneficiary as “Centre of Plasma Physics-Institute for Plasma Research” at their risk and cost towards adequate security for the materials/property provided/issued by the Purchaser as Free Issue Material for the due execution of the contract.
21. The Acting Centre Director, CPP-IPR reserves the right to accept or reject any quotations fully or partly or to cancel the enquiry without assigning any reason
22. **Jurisdiction:** The contract shall be governed by the Laws of India for the time being in force. The Courts of Guwahati only shall have jurisdiction to deal with and decide any legal or dispute arising out of this Contract/Purchase Order.



Administrative Officer-I

TENDER FORM
प्लाज्मा भौतिकी केंद्र - प्लाज्मा अनुसंधान संस्थान
(भारत सरकार के परमाणु ऊर्जा विभाग का सहायता प्राप्त संस्थान)
नाजिराखात, सोनापुर-७८२ ४०२, असम, भारत
दरूभाष: 0361-2220010, फ़ैक्स: 0361-2313110

Following terms are replaced in our Form for Tender No. CPP-IPR/EQL/2021-22/27 dated 26.08.2021

- 1) **Sr. No. 9** under heading “Earnest Money Deposit (EMD)” of Form No. CPP-IPR-EQL-01.V2 (Terms and Conditions) is deleted.
- 2) **Sr.No.10** under heading “Delivery” of Form No. CPP-IPR-EQL-01.V2 (Terms and Conditions) is replaced with the following:
Delivery: All equipment/machinery/plant/component covered by this tender document should be supplied within 3 (Three) days from the date of work Order. The prices quoted by the tenderer should include all charges involved for direct and safe delivery of the items by Road to the project site of the Purchaser. If a tenderer so desires/separate lump sum charges for transportation and safe delivery to Purchaser’s site could be furnished. Purchaser will neither undertake responsibility for transit insurance nor pay for it separately. No other, delivery term will be accepted by the Purchaser
- 3) **Sr. No. 17 & 18** under heading **Performance Bank Guarantee & Security Deposit** of Form No. CPP-IPR-EQL-01.V2 (Terms and Conditions) is deleted.

IMPORTANT NOTE:

[1] QUOTATIONS ARE INVITED IN INDIAN CURRENCY ONLY

[2] QUOTATIONS RECEIVED OTHER THAN “INR” QUOTE SHALL SUMMARILY BE REJECTED.



Administrative Officer-I

(This need to be printed in Bidders letter head)

1. Please quote with complete technical details.
2. Quotation should be submitted with below (Quotation format) else CPP-IPR shall not consider the offer submitted by the vendor for further evaluation

NAME OF PARTY : _____

ENQUIRY NO : _____ DUE ON : _____

QUOTATION NO : _____ DATE : _____

Currency of Quotation: Indian Rupees

Sr. No	Item Description	HSN/ SAC code	Quantity	Unit Rate	P & F	GST	Rate (P&F + GST)	Total Amount
			a	b	c	d	e = b+c+d	F= a x e
1								
2								
3								
4								
5								
6								

Sr. No.	PARTICULAR	BIDDER'S REMARKS
I.	Ex-works / FOR Destination	
II.	Freight	
III.	Insurance	
IV.	Delivery Period	
V.	Payment (CPP-IPR terms will apply)	
VI.	Guarantee / Warrantee	
VII.	Validity Period	
VIII.	Discount (if any)	
IX.	Remarks	

Note: Enclose technical compliance sheet with your quotation Fill in the all applicable details.

Place:

Authority Signatory

Date:

Company Seal

Bidder should submit the copy of GSTIN / ARN Certificate along with the offer. Bidder should specify the SUPPLY and SERVICE rates/ charges separately wherever applicable

COVID-19: Guidelines on disinfection of common public places including offices

Scope: This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.

Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.

In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19. For ease of implementation the guideline divided these areas into (i) indoor areas, (ii) outdoor areas and (iii) public toilets.

1. Indoor areas including office spaces

Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is at **Annexure I**
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible

2. Outdoor areas

Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

3. Public toilets

Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> • Inside of toilet pot/commode: • Scrub with the recommended agents and the long handle angular brush. • Outside: clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent	<ul style="list-style-type: none"> • Wet and scrub with soap powder and the nylon scrubber inside and outside. • Wipe with 1% Sodium Hypochlorite
Toilet floor	1% Sodium Hypochlorite Soap powder /detergent and scrubbing brush/ nylon broom	<ul style="list-style-type: none"> • Scrub floor with soap powder and the scrubbing brush • Wash with water • Use sodium hypochlorite 1% dilution
Sink	1% Sodium Hypochlorite Soap powder / detergent and nylon scrubber	<ul style="list-style-type: none"> • Scrub with the nylon scrubber. • Wipe with 1% sodium hypochlorite
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	<ul style="list-style-type: none"> • Thoroughly scrub the floors/tiles with warm water and detergent • Wipe over taps and fittings with a damp cloth and detergent. • Care should be taken to clean the underside of taps and fittings. • Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> • Should be cleaned daily with detergent and water and dried.

- 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxylenol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)
- Always use freshly prepared 1% sodium hypochlorite.

- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
 - To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
 - Disinfect all cleaning equipment after use and before using in other area
 - Disinfect buckets by soaking in bleach solution or rinse in hot water
4. **Personal Protective Equipment (PPE):** Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.
- Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask
 - Gloves should be removed and discarded damaged, and a new pair worn.
 - All disposable PPE should be removed and discarded after cleaning activities are completed.
 - Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning. (Refer to **Annexure II: Steps of Hand Hygiene**)

Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked. (**Annexure-III: Guidelines for use of mask**)

Annexure-I

Guidelines for Preparation of 1% sodium hypochlorite solution

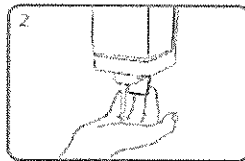
Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water
Any other	As per manufacturer's Instructions	

Steps of Hand Hygiene

Hand-washing technique with soap and water



1
Wet hands with water



2
Apply enough soap to cover all hand surfaces



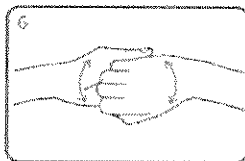
3
Rub hands palm to palm



4
Rub back of each hand with palm of other hand with fingers interlaced



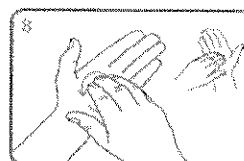
5
Rub palm to palm with fingers interlaced



6
Rub with back of fingers to opposing palms with fingers interlocked



7
Rub each thumb clasped in opposite hand using a rotational movement



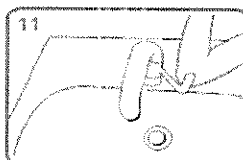
8
Rub tips of fingers in opposite palm in a circular motion



9
Rub each wrist with opposite hand



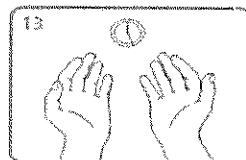
10
Rinse hands with water



11
Use elbow to turn off tap



12
Dry thoroughly with a single-use towel



13
Hand washing should take 15-30 seconds

Guidelines for use of mask

The correct procedure of wearing triple layer surgical mask

1. Perform hand hygiene
2. Unfold the pleats; make sure that they are facing down.
3. Place over nose, mouth and chin.
4. Fit flexible nose piece 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 off.
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.