

DELHI METRO RAIL CORPORATION LTD.

(A Joint Venture of Govt. of India & Govt. of NCT, Delhi)

“Contract for Cleaning and house keeping of various Receiving Substation (RSS) & House Keeping and pump Operators for PTMs of Delhi Metro Rail Corporation.”

TENDER DOCUMENT

- * **NOTICE INVITING TENDER**
- * **INSTRUCTION TO TENDERER**
- * **SPECIAL CONDITIONS OF CONTRACT**
- * **OTHER TERMS AND CONDITIONS**
- * **BILL OF QUANTITY**

SECTION 1

NOTICE INVITING TENDER

1.1 GENERAL

Delhi Metro Rail Corporation (DMRC) Ltd. Invites sealed limited tenders from eligible tenderers for **“Contract for Cleaning and house keeping of various Receiving Substation (RSS) & House Keeping and pump Operators for PTMs of Delhi Metro Rail Corporation”**.

Delhi Metro Rail Corporation (DMRC) Ltd. Invites sealed tenders from eligible tenderers for the above-mentioned work (clause 1.1).

Approximate cost of work	53,07,454.45 /- inclusive of all taxes
Tender Security amount	1,06,149.00
Cost of Tender form (Non-Refundable)	5250/- (rs.5000+5% VAT)
Completion period of the Work	For 1 year (from the 10 th day of issue of LOA)
Tender documents on sale	03.03.2011 to 15.03.2011 (working days between 10:00 Hrs to 17:30 Hrs)
Date, time of Submission of Tender	16.03.2011 up to 1500 hrs
Date time of opening of Tender	16.03.2011 at 1530 hrs

The tender documents (non-transferable) can only be obtained from the office of Deputy General Manager/Traction, Metro Bhawan, 2nd floor, Fire Brigade Lane, Barakhambha Road, New Delhi - 110001. Payment shall be made by demand draft drawn in favour of DMRC Ltd. payable at New Delhi.

1.2 POINTS TO BE NOTED

- 1.2.1 Works envisaged under this contract are required to be executed in all respects up to the period of completion mentioned above.
- 1.2.2 Only those agencies, who were Pre-qualified for "Cleaning, Housekeeping" Contract should submit the tender documents.
- 1.2.3 The mere fact that the tenderer shall not imply that his bid shall automatically be accepted. The same should contain all Financial & other details as required for the consideration of tender.
- 1.2.4 Tender document consists of the following:
 - a. Notice Inviting Tender - consisting of
 - i. Notice Inviting Tender
 - ii. Scope of Work
 - iii. Tender prices
 - b. Instructions to Tenderers
 - c. General Conditions of Contract
 - d. Special Conditions of Contract
 - e. Bill of Quantities.
- 1.2.5 The Contract shall be governed by the documents listed in para 1.2.4 above.
- 1.2.6 The tenderers may obtain further information in respect of these tender documents from the office of Deputy General Manager/Traction, Metro Bhawan, 2nd floor, Fire Brigade Lane, Barakhambha Road, New Delhi - 110001
- 1.2.7 All tenderers are hereby cautioned that tenders containing any material deviation from the tender document as mentioned in the clause of 1.2.2 of NIT which consists of NIT, Instructions to tenderes, General conditions of contract, Special conditions of contract, bill of quantities is liable to be summarily rejected as non-responsive.
- 1.2.8 DMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the DMRC for rejection of his proposal.

(SUBODH PANDEY)
Dy.GM / Traction
Delhi Metro Rail Corporation Ltd.
Metro Bhawan,
2nd Floor
Fire Brigade Lane,
Barakhambha Road
New Delhi - 110001

SECTION 2

SCOPE OF WORK

2.0 The contractor will execute the work “**Contract for Cleaning and house keeping of various Receiving Substation (RSS) & House Keeping and pump Operators for PTMs of Delhi Metro Rail Corporations**”

The contractor will execute Cleaning, house keeping & PTM operation works with the suitable and uniformed trained men with modern equipments machinery for the following works in Receiving Substations & PTMs:

2.1.1 **Cleaning house keeping consisting of:-**

Cleaning of Floor areas, Vertical finishes, Roof arches, Roof ceilings, Glass areas, Doors, windows, Rolling shutters, Railings, False ceilings, False floorings, Bitumen surfaces, Pavements, Kerb stones, walls, Pillars, Hand rails, Mirrors, Ceramic / concrete Jalli etc. of the following-

- a. Passages
 - b. Circulating area
 - c. Pavement
 - d. Roads
 - e. All rooms and other areas including corridors.
 - f. Stair cases
 - g. Bath rooms and Toilets
 - h. Over head tanks Under ground water tanks
- 2.1.2 Plumbing work in the entire building area which includes all pipes, all pipe fittings, Valves, joints pertaining to water supply distribution, Fire fighting system etc. including cleaning of the above mentioned items.
- 2.1.3 Sanitation of bathrooms and Toilets including supply of necessary items.
- 2.1.4 Cleaning Attention of all the Drains available in the Receiving Substations area and PTMs.
- 2.1.5 Supply of suitable & adequate number of Dustbins, Cleaning of dustbins and Removal/disposal of collected garbage/ debris at the local municipal approved location.
- 2.1.6 Pest control, Mosquito control Rodent control of the entire Receiving Substation and PTM area including all rooms.
- 2.1.7 Cleaning of rooms. Miscellaneous items available in building premises (RSS & PTM).
- a. Cleaning of lighting Fixtures Accessories.
 - b. Cleaning of Fans.
 - c. Cleaning of Air conditioners.
 - d. Cleaning of All HT LT Equipments.
 - e. Cleaning of all LT equipments available in LT switch room.
 - f. Cleaning of All Equipments available in UPS room (Electrical Rooms).
 - g. Cleaning of portable fire extinguishers/Smoke detectors/ Fire detectors.
 - h. Cleaning of butterfly valves / landing valves /internal hydrants, piping of all types.
 - i. Cleaning of Cable Trays, Cable Trench Covers etc.
 - j. Cleaning of Telephones sets accessories.

- k. Cleaning of Computers and accessories.
- l. Cleaning of Signage boards/Notice boards.
- m. Cleaning of furniture provided in all rooms/offices.
- n. Cleaning of Office equipments.
- o. Cleaning of Fire Hydrants, Fire Panels, All type of pipes, Valves etc.
- p. Cleaning of All Switch Boards, Panel Boards.
- q. Cleaning of External Lighting fixtures.
- r. Cleaning of Water coolers, R.O. Equipments etc.
- s. Cleaning of Automatic Hand Driers, Liquid Soap Dispensers etc.
- t. Cleaning of all miscellaneous equipments as available or being provided from time to time..

2.0.1 Duties of PTM Operator shall be as follows

- a. Operation of lighting at PTM area.
- b. Operation of all LT Equipments available in PTM room under DMRC supervision.
- c. Operation of portable fire extinguishers when required.
- d. Operation of all type of Pump(Bore well & Booster) at PTM area under DMRC supervision.
- e. Operation of all types valves under DMRC supervision.
- f. Observation of Cable Trays, Cable Trench Covers etc.
- g. Maintaining record of LT Equipments & PTM Operation.
- h. Operation of all Switch Boards, Panel Boards.
- i. Observation of all pipe line.
- j. Report immediately to DMRC engineer in-charge regarding non-operational of equipments or any other unusual noticed..
- k. Any other job assigned by DMRC Engineer in-charge pertaining to above.
- l. The staff shall get familiarization training from DMRC official before start of work on pump operation.

2.2 Time Schedule

The contract period for execution of the above mentioned works is as per NIT. Operation of One RSS namely Park street has not started yet. The operation the RSS is likely to be started till issue of LOA. Period of contract shall be counted from first date of work as per contract.

2.3 DMRC is in the process of implementing, ISO-14001 & OHSAS 18001 for Environment, Health safety. The Cleaning Housekeeping works are to be carried out as per International norms/standards and in such a manner that all premises always look neat Clean, Eco friendly chemicals /Reagents to the extent possible are used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment.

2.4 Mechanized type of Cleaning shall be provided by which Efficient Cleaning can be achieved.

SECTION 3

TENDER PRICES AND SCHEDULE OF PAYMENT

3.1 Tender Prices

3.1.1 a. Unless explicitly stated otherwise in the Tender Documents, the contractor Shall be responsible for the whole works, based on the Bill of Quantities and payment shall be as per accepted rates based on the activities carried out as in the Schedule of work.

b. The rate quoted by the tenderer is inclusive of all duties, taxes, fees, octroi and other levies, materials, labour etc.

3.1.2 Schedule of Payment

The payment will be made on Bi-monthly basis as per the accepted rates based on the activities carried out as in the Schedule of work Annexure A. (Also refer clause 21 of special condition of contract)

“Contract for Cleaning and house keeping of various Receiving Substation (RSS) & House Keeping and pump Operators for PTMs of Delhi Metro Rail Corporations”

INSTRUCTIONS TO TENDERERS

GENERAL

1.0 INTRODUCTION

Sealed tenders are invited for “**Contract for Cleaning and house keeping of various Receiving Substation (RSS) & House Keeping and pump Operators for PTMs of Delhi Metro Rail Corporations**”, hereinafter called the Employer, for Works in accordance with this Tender Package. The tender papers consist of the following documents, along with their annexes, appendices, addenda and errata if any.

- Notice Inviting Tender (NIT)
- Instructions to Tenderers (ITT)
- Special Conditions of Contract (SCC)
- Specifications
- Schedule of works Annexure A,
- Bill of Quantities
- General Conditions of Contract

Tenders shall be prepared and submitted in accordance with the instructions given herein.

1.2 Relevant address for correspondence relating to this tender is given below:

Dy. General Manager/Traction, Metro Bhawan, 2nd floor, Fire Brigade Lane, Barakhambha Road New Delhi – 110001.

1.3 Some essential data/requirements pertaining to this Tender along with reference to Clause number of this volume where full details have been given are detailed below.

- a) “Tender Security” to be furnished by the Tenderer: Amount as per NIT.
- b) Tenders will be accepted in the office of Dy. General Manager/ Traction only. **Late or delayed tenders will not be accepted under any circumstances.**
- c) Date of opening of the Tender Package : **As per NIT.**
- d) Period for which the tender is to be kept valid (Clause 11.0):
- e) **Contract Period (Form A): as per NIT.**

2.0 POST QUALIFICATION REQUIREMENTS

2.1 This invitation to tender is open to only those agencies, which are Pre-Qualified for Cleaning, house keeping contract.

2.2 Each agency shall submit only one tender either himself or as a lead partner /Lead Constituent in a joint venture/consortium for the work. The tender who submits more than one tender for the same work will be disqualified.

All tenders submitted shall include the following information:

2.2.1 General information on the tenderer shall be furnished in Form T-I. Copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal

place of business of the company, corporation, firm or partnership or, if a joint venture including consortium, of each party thereto constituting the tenderer will also be required to be furnished. All the group members in a joint venture will be jointly and severally responsible for the performance under the contract.

2.2.2 In the case of tender by a joint venture of two or more firms or companies as partners or as members of a consortium as the case may be, joint venture data must be furnished in the format prescribed (Form T-1) along with the documents as mentioned therein. The following requirements shall also be complied with.

- a. The tender, and, in the case of a successful tender, the Form of Agreement, shall be individually signed so as to be legally binding on all partners/constituents as the case may be.
- b. In case of partnership, one of the partners shall be nominated as being In-charge as Lead or Prime Partner and this authorization shall be evidenced by submitting a power of attorney signed by the partners or legally authorized signatories of all the partners. In case of consortium, it will similarly authorize a person to be In-charge and this authorization shall be evidenced by a power of attorney in favour of that person.
- c. The partner In-charge or the person In-charge as aforesaid shall be authorized to incur liabilities and receive instructions for and on behalf of any and all the partners of the joint venture or constituents of the consortium and the entire execution of the contract including payment shall be carried out exclusively through the partner In-charge of Joint Venture and person In-charge of a consortium.
- d. All partners of the joint venture or constituents of the consortium shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Tender and the Form of Agreement (in case of a successful tender).
- e. In the event of default by any partner in the case of a joint venture and constituent in the case of a consortium in the execution of his part of the Contract, the partner/person In-charge will have the authority to assign the work to any other party acceptable to the Employer to ensure the execution of that part of the Contract.
- f. A copy of the agreement entered into by the joint venture/ consortium partners shall be submitted along with the tender.

2.2.3 In case the Tenderer is an Association, Consortium or Joint Venture, the Tenderer shall provide the following:

- i. The Memorandum of Understanding/Joint Venture Agreement duly notarized indicating:
 - a. Nomination of one of the members of the Association, Consortium or Joint Venture to be In-charge or Lead Member. The legally authorized signatories of all members of the Association, Consortium or Joint Venture shall issue this authorization.
 - b. Details of the intended percentage participation given by each member, with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
 - c. Each member of the Association, Consortium or Joint Venture shall be jointly and severally liable for the undertaking of this Contract.

- 2.2.4 The Tenderers to qualify for award of Contract shall submit a written power of attorney authorizing the signatory (ies) of the tender to commit the Tenderer or each member of the partnership, consortium or joint venture.
- 2.3 Each page of tender shall be signed by the authorized signatory of the tenderer. Power of Attorney in favour of the signatory will be required to be furnished as detailed in Clause 13.0.
- 2.4 Cancellation or creation of a document such as Power of Attorney, Partnership deed, Constitution of firm etc., which may have bearing on the tender/contract shall be communicated forthwith in writing by the tenderer to the Engineer and the Employer.
- 2.5 Details of information submitted by the applicants at the stage of Pre-qualification have been considered for Pre-qualification and issue of this tender (except those details which are modified by this tender). Any information found incorrect or suppressed, the tender may not be considered or contract will be cancelled without any financial claim/arbitration from the tender. The applicant is required to certify in the statement placed at Annexure B.
- 2.6 Each tenderer, or any associate will be required to confirm and declare in the tender submittal that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract. They will have to further confirm and declare in the submittal that no agency commission or any payment, which may be construed as an agency commission, has been, or will be paid and that tender price will not include any such amount.

3.0 COST OF TENDERING

- 3.1 The Tenderer shall bear all costs associated with the preparation and submission of his tender and the Employer will in no case be responsible or liable for these costs.

4.0 SITE VISIT

- 4.1.1 The tenderer is advised to visit and examine the Site of Works and its surroundings at his/their cost and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a Contract.
- 4.1.2 The agency shall be deemed to have inspected the Site and its surroundings beforehand and taken into account all relevant factors pertaining to the Site in the preparation and submission of the Tender

TENDER DOCUMENTS

5.0 CONTENTS OF TENDER DOCUMENTS

- 5.1.1 The tenderer is expected to examine carefully all the contents of the tender documents as mentioned in Sub-clause 1.0 including instructions, conditions, forms, terms, specifications and take them fully into account before submitting his offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderers own risk. Tenders that are not responsive to the requirements of the tender documents will be rejected.

6.0 AMENDMENT TO TENDER DOCUMENTS

- 6.1 At any time prior to the deadline for the submission of tenders, the Engineer may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective tenderer, modify the tender documents by an amendment.

- 6.2 The said amendment in the form of an addendum will be sent to all prospective Tenderers who have received the tender documents, on or prior last date mentioned in Clause 1.3. This communication will be in writing or by telefax and the same shall be binding upon them. Prospective tenderer should promptly acknowledge receipt thereof by telefax to the Engineer.
- 6.3 In order to afford prospective tenderers reasonable time for preparing their tenders after taking into account such amendments, the Engineer or the Employer may, at his discretion, extend the deadline for the submission of tenders in accordance with Sub-clause 15.0.

PREPARATION OF TENDERS

7.0 LANGUAGE OF TENDER

- 7.1 The tender prepared by the tenderer and all correspondence and documents relating to the tender exchanged between the tenderer and the Employer/Engineer shall be in the English language.

8.0 DOCUMENTS COMPRISING THE TENDER

8.1 TENDER PACKAGE

- 8.1.0 The Tender package shall be sealed and addressed to Dy. General Manager/Traction, DMRC duly super scribing the tender number, name of work, name of work, time and date for submission and time and date for opening. The envelope should also bear the name and address of the tenderer.
- 8.1.1 The Tender package, clearly superscripted with "name of work" and "TENDER PACKAGE". The Tender package will comprise of Two envelopes namely Envelope-A & Envelop-B.

Envelope-A

- a) Envelope – A shall contain Tender security in original superscripted with Name of work & the word "Tender Security" and shall contain draft for tender security.

Envelope-B

Envelope B shall be superscripted with Name of work and the words "Commercial Bid" & shall contain all documents including price bid given in original tender documents comprising of following Forms & documents duly filled in.

- a) Total value of similar works executed for the last three financial years along may be given in the format prescribed (Form T-V).
- b) **Attested copies of the PAN. No. under Income Tax Act**, latest Service tax Registration certificate,

If a tenderer is outside Delhi intends to participate in DMRC tender, he can be permitted provided he gives an undertaking to the fact that he will get himself registered with Delhi Service Tax authorities, in the event of issue of Letter of Acceptance to the tenderer and shall submit registration number before claiming initial advance or first payment whichever is earlier. In the absence of registration detail with Service Tax, EPF authority, payment shall not be released. **"PF registration number and ESI Registration No. Code No., as per ESI Act 194B** shall be indicated by the tenderer in the tender document and also a copy of registration to be submitted. (The contractor shall also be responsible to comply instruction as per Delhi Labour Welfare Fund notified by GNCTD on 13.07.2004.)

- (c) Tender documents as listed below:
- i. Notice Inviting Tender
 - ii. Instructions to Tenderers.
 - iii. Special Conditions of Contract
 - iv. DMRCs General Conditions of Contract

- (d) Statement of deviations from tender documents (Form C).
- (e) Bill of Quantities (BOQ) duly filled and signed by contractor.
- (f) Experience record of similar works during the last three years and in progress on date may be furnished in the format prescribed (Form T-II).
- (g) Attested Copy of Power of Attorney to submit tender.
- (h) The methods proposed to execute the activities covered in the Scope of Work, including such detailed information as deemed relevant.
- (i) Tender Work Schedule The detailed programme planned to carry out the activities as per frequency mentioned in Schedule of works Annexure-A.
- (j) The name, background and professional experience of each key staff member to be assigned to the Proposed work, with particular reference to his experience of a nature similar to that of the proposed assignment. The majority of the key staff shall be regular members of the firm for at least six months (Form T-III).
- (k) Details of Machinery Equipment assessed as required for the Tendered Work as well as those available as on date by name and chassis no. to be furnished, in the format prescribed (Form T-IV). Details about the capacity to keep the equipments in good fettle to be furnished.
- (l) The tenderers shall submit their corporate quality Policy document duly signed by their corporate quality policy document duly signed by the corporate head or any other authorized person.
- (m) Form of tender and Appendix thereof (Form A).
- (n) Proposed Eco friendly Reagents/Detergents/Chemicals (Form-T-VI)
- (o) Detailed Cleaning, Housekeeping and PTM operation procedures for each items mentioned in the Scope of the Work Special Conditions of Contract.
- (p) Proposed Indoor /Outdoor plants (Form T- VII). Wherever possible or except NDRSS

8.2 The prices shall be entered in the Form of Tender and the BOQ enclosed in words as well as in figures. These prices should include all costs associated with the contract.

8.3 Documents to be submitted by the tenderer under technical and financial packages have been described under the respective Clauses 8.1 of ITT. This list of documents has been prepared mainly for the convenience of the tenderer and any omission on the part of the Employer shall not absolve the tenderer of his responsibility of going through the various clauses in the Tender Documents including the specifications and to submit all the details specifically called for (or implied) in those clauses.

8.4 All documents issued for the purposes of tendering as described in Clause 1.1, and any amendments issued in accordance with Clause 6.0 shall be deemed as incorporated in the Tender.

8.5 In case of a joint venture/consortium, information as required under clause 2.2, in respect of each partner/company including Forms T-II to T-VII will be required to be furnished. Additional sheets may be used wherever necessary.

9.0 TENDER PRICES

9.1 The tenderer is required to quote for all the items as per tender documents.

9.2 Price quoted by the Tenderer shall be inclusive of all taxes/duties/levies except service tax which shall be shown separately in BOQ.

The rate and Prices quoted by the tenderer, will include all tax liabilities and the cost of insurance to this contract and shall be subject to adjustment during the performance of the Contract, to reflect variation in the cost of labour, material components, plant and other general variations, in accordance with the procedure specified in Special Conditions of Contract. The price adjustment provision will not be taken into consideration in tender evaluation.

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

9.3 The tenderer shall keep the contents of his tender and rates quoted by him confidential.

9.4 The rate quoted shall be reasonable and not unbalanced. Should the Engineer come across any unbalanced rates, he may require the tenderer to furnish detailed analysis to justify the same. If after its examination, the Engineer still feels the rates to be unbalanced, he may ask the tenderer for additional Performance Security or other safeguards to protect Employers interest against financial loss. Should the tenderer fail to comply with this, his tender shall be liable to be rejected by the Employer, who may award the Contract to any other tenderer.

9.5 The tenderer shall utilize Indian labour, staff and materials to the maximum extent possible in execution of Works.

9.6 The Tenderer should indicate the total amount taken into account of the elements of sales tax on works contract amount, sales tax, Excise duty and custom duty as quoted in the total tendered amount. The successful tenderer should arrange for refund of taxes and duties paid or would have been paid to the fullest extent DMRC is entitled as per clause 37(iii) of General Condition of contract. All records for payment of sales tax on works contract, sales tax, custom duty and Excise duties paid by the successful tenderer during execution of contract will be maintained to facilitate refund of taxes and duties for DMRC. In case the amount of any of these taxes/duties actually paid and exemption availed by the successful tenderer is less than what has been indicated by them in your offer, the difference of the same will also be paid to DMRC. The effect of variation in quantities both +ve and -ve will be dealt separately.

10.0 CURRENCIES OF THE TENDER

10.1 Tender prices shall be quoted in Indian Rupees only.

11.0 TENDER VALIDITY

11.1 The tender shall remain valid and open for acceptance as mentioned in para 1.3 of ITT..

11.2 In exceptional circumstances, prior to expiry of the original tender validity period, the Employer/the Engineer may request the tenderers for a specified extension in the period of validity. The request and the response thereto shall be made in writing or by telefax. A tenderer may refuse the request without forfeiting his tender security. A tenderer agreeing to the request, shall not be required or permitted to modify his tender but will be required to extend the validity of his tender security correspondingly.

12.0 TENDER SECURITY

12.1 The tenderer shall furnish, as tender security, an amount as mentioned in Clause 1.1.1 of NIT.

- 12.2 The tender security will be in the form of Demand Draft in the name of "Delhi Metro Rail Corporation Ltd". The Tender Security shall be endorsed/pledged in favour of the Employer and shall be submitted in a separate envelope (envelope-A- clause 8.1.1).
- 12.3 Any tender not accompanied by an acceptable tender security will be summarily rejected by Employer/Engineer as non-responsive.
- 12.4 The tender securities of unsuccessful tenderers shall be discharged/returned by the Employer as promptly as possible as within 30 days after the expiration of the period of tender validity as defined in Clause 11.0. In this connection, Clause 25.3 may also be referred to.
- 12.5 The tender security of the successful tenderer shall be returned upon the tenderer executing the Contract Agreement after furnishing the required performance guarantee for performance, as mentioned in Clause 27.0.

12.6 The tender security shall be forfeited:

1. If a tenderer withdraws his tender during the period of tender validity, or
2. If the tenderer does not accept the correction of his tendered price in terms of Clause 22.0 or
3. In the case of a successful tenderer, if he fails to:
 - a. Furnish the necessary performance guarantee for performance as per Clause 27.0 and/or
 - b. Enter into the Contract within the time limit specified in Clause 26.0
 - c. Commence the work as per terms and conditions of Tender after issuance of LOA.

12.7 No interest will be payable by the Employer on the tender security amount cited above.

13.0 FORMAT AND SIGNING OF TENDERS

- 13.1 If the tender is submitted by a proprietary firm it shall be signed by the proprietor above his full name and the full name of his firm with its current address.
- 13.2 If the tender is submitted by a firm in partnership, it shall be signed by a partner holding the power of Attorney for the firm. A certified copy of the Partnership deed and power of attorney shall accompany the tender. Alternatively, all the partners shall sign it.
- 13.3 If the tender is submitted by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the power of attorney for the firm. A certified copy of the power of attorney shall accompany the tender.
- 13.4 The documents are required to be submitted by the Tenderer will be as described under clause 8.0 herein.
- 13.5 Entries to be filled in by the Tenderer shall be typed or written in indelible ink. Each page of such document should be signed in full at the bottom by person submitting the tender along with the date of signing. Each page of printed documents should be initialed at the bottom by the person submitting the tender along with the date of initialing.
- 13.6 The complete tender shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by the Employer, or as necessary to correct errors made by the tenderer. All amendments/corrections shall be initialed by the the person signing the tender.
- 13.7 All witnesses and sureties shall be persons of status and probity and their full names, occupations and addresses shall be written below their signatures.

SUBMISSION OF TENDERS

14.0 SEALING AND MARKING OF TENDERS

14.1 The Tenderer shall follow the procedure as indicated below:

14.1.1 Each tender will be submitted in one set which shall contain documents as detailed in Appendix - I.

14.1.2 The Tender package shall be sealed in a separate envelope. The envelope, shall be wrapped in an outer envelope addressed to Dy.General Manager / Traction, DMRC duly super scribing the tender number, name of work, time and date for submission and time and date for opening. The envelope should also bear the name and address of the tenderer.

14.1.3 The contents of Tender Package shall be as detailed under Clauses 8.0 hereon.

14.2 No responsibility will be accepted by the Employer/Engineer for the misplacement or premature opening of a tender, not sealed or marked as per aforesaid instructions.

15.0 SUBMISSION OF TENDERS

15.1 Tenders should be submitted in the tender box kept at the following address:-

Dy.General Manager/Traction, Metro Bhawan, 2nd floor, Fire Brigade Lane, Barakhambha Road New Delhi – 110001 on date and time as mentioned in NIT.

15.2 Tenders shall be submitted in person to the Office of DMRC. The Engineer/Employer cannot take any cognizance and shall not be responsible for delay in transit.

15.3 Tenders sent telegraphically or through other means of transmission (telefax etc.) Which cannot be delivered in a sealed envelope shall be treated as defective, invalid and shall stand rejected.

16.0 LATE TENDERS

16.1 Any tender received in the office of DMRC after the deadline prescribed for submission of tenders in NIT herein will be returned unopened to the tenderer.

TENDER OPENING AND EVALUATION

17.0 TENDER OPENING

17.1 The Employer or his authorized representative will open the Tender package in the presence of tenderers or their Authorized representatives on date and time as mentioned in NIT, in the office of, Dy.General Manager/Traction, Metro Bhawan, 2nd floor, Fire Brigade Lane, Barakhambha Road New Delhi – 110001. If such nominated date for opening of Tender is subsequently declared as a Public Holiday by the Employer, the next official working day shall be deemed as the date of opening of Tender at the same time. The Tender of any Tenderer who has not complied with one or more of the foregoing instructions may not be considered.

17.2 The tenderers name, the presence or absence of the requisite tender security and such other details as the Employer or his authorized representative, at his discretion, may consider appropriate will be announced at the time of tender opening.

17.3 Tender will be examined to see if they are complete, whether the requisite Tender security has been furnished, whether the documents are in order. If the documents do not meet the requirements of the Employer the Tender Opening Authority will record a note accordingly.

18.0 PROCESS TO BE CONFIDENTIAL

18.1 Except the public opening of tender, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of Contract shall not be disclosed to tenderers or other persons not officially concerned with such process.

18.2 Any effort by a tenderer to influence the Employer/Engineer in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in the rejection of the tenderers tender.

19.0 CLARIFICATION OF TENDERS

19.1 To assist in the examination, evaluation and comparison of Tenders, the Engineer / Employer may ask tenderers individually for clarification of their tenders, including breakup of prices. The request for clarification and the response shall be in writing or by telefax but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer during the evaluation of tenders in accordance with Clause 22.0 herein.

20.0 DETERMINATION OF RESPONSIVENESS

20.1 Prior to the detailed evaluation of tenders, the Engineer will determine whether each tender is responsive to the requirements of the tender documents.

20.2 For the purpose of this Clause, a responsive tender is one which confirms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. "Deviation" may include exceptions, exclusions & qualifications. A material deviation or reservation is one which affects in any substantial way the scope, quality, performance or administration of the works to be undertaken by the tenderer under the Contract, or which limits in any substantial way, the Employer's rights or the tenderers obligations under the Contract as provided for in the Tender documents and / or is of an essential condition, the rectification of which would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders at reasonable price.

20.3 If a tender is not substantially responsive to the requirements of the tender documents, it will be rejected by the Employer, and will not subsequently be permitted to be made responsive by the tenderer by correction or withdrawal of the non-conformity or infirmity. However minor clarification if required may be asked from the Tenderer.

20.4 The decision of the Engineer/Employer as to which of the tenders are not substantially responsive or have impractical / methods or Programme for execution shall be final.

21.0 EVALUATION OF TENDER

21.1 **The Employer will, keeping in view the contents of Clause 8.1.1, carry out technical evaluation of submitted technical proposals to determine that the tenderer has a full comprehension of the work of the contract. Where a tenderers technical submittal has a major inadequacy his tender will be considered to be non-complaint and will be rejected.**

21.2 Technically acceptable tenders will be eligible for consideration of their financial proposals.

21.3 The evaluation of Financial proposals by the Employer / Engineer will take into account, in addition to the tender amounts, the following factors:

- a. Arithmetical errors corrected by the Employer/Engineer in accordance with Clause 22.0
- b. Such other factors of administrative nature as the Employer/Engineer may consider to have a potentially significant impact on contract execution, price and payments, including the effect of items or unit rates that are unbalanced or unrealistically priced.

21.4 Offers, deviations and other factors, which are in excess of the requirements of the tender documents or otherwise will result in the accrual of unsolicited benefits to the Employer, shall not be taken into account in tender evaluation.

21.5 Price adjustment provisions applicable during the period of execution of the contract shall not be taken into account in tender evaluation.

22.0 CORRECTION OF ERRORS

- 22.1 Tenders determined to be technically acceptable after technical evaluation will be checked by the Engineer/ Employer for any arithmetical errors in computation and summation during financial evaluation. Errors will be corrected by the Employer / Engineer as follows:
- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - b. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless in the opinion of the Employer / Engineer there is an obviously gross misplacement of the decimal point in the unit price, in which event, the total amount as quoted will govern.
- 22.2 If a tenderer does not accept the correction of errors as outlined above, his tender will be rejected and the tender security forfeited.

AWARD OF CONTRACT

23.0 AWARD CRITERIA

- 23.1 Subject to Clause 9.3 and 21.0, the Employer will award, the Contract to the tenderer, whose tender has been determined to be substantially responsive, technically & financially suitable, complete and in accordance with the tender documents.

24.0 EMPLOYER'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS

- 24.1 Notwithstanding Clause 23.0, the Employer reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders, at any time prior to award of Contract,

25.0 NOTIFICATION OF AWARD

- 25.1 Prior to the expiry of the period of tender validity prescribed by the Engineer/Employer, the Engineer/Employer will notify the successful tenderer by telegram or telefax, to be confirmed in writing by registered letter, that his tender has been accepted. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall name the sum which the Employer will pay to the Contractor in consideration of the execution, completion of the works by the Contractor as prescribed by the Contract (hereinafter and in the conditions of Contract called the Contract Price'). The "Letter of acceptance" will be sent in duplicate to the successful tenderer, who will return one copy to the Employer duly acknowledged and signed by the authorized signatory, within three days of receipt of the same by the same by him. No correspondence will be entertained by the Employer from the unsuccessful Tenderers.
- 25.2 The Letter of Acceptance will constitute a part of the contract.
- 25.3 Upon "Letter of acceptance" being signed and returned by the successful tenderer as per Clause 25.1, the employer will promptly notify the unsuccessful tenderers and discharge / return their tender securities.

26.0 SIGNING OF AGREEMENT

- 26.1 The Employer shall prepare the Agreement in the Proforma (Form E) included in this Document, duly incorporating all the terms of agreement between the two parties. **Within 45 days** from the date of issue of the letter of acceptance, the successful tenderer will be required to execute the Contract Agreement (or just after clearance of performance guarantee by bank).

27.0 PERFORMANCE SECURITY

- 27.1 Within 30 days of receipt of the letter of Acceptance the successful Tenderer shall furnish performance security in the form of a bank guarantee from branch in India of a scheduled foreign bank or from a scheduled commercial bank in India acceptable to the employer for an amount of

10% of the Contract value in types & proportions of currencies in which the contract price is payable. The approved form provided in the "Instruction to Tenderers" documents, or any other form approved by the Employer shall be used for Bank Guarantee. The bank Guarantee shall be valid up to one month beyond beyond the contract period.

- 27.1.1 The Bank guarantee (BG) submitted by the contractor should be sent to Dy.General Manager/Traction, Metro Bhawan, 2nd floor, Fire Brigade Lane, Barakhambha Road New Delhi – 110001 by the issuing bank under Registered Post.
- 27.1.2 In case the original BG is submitted through the contractor, the issuing bank should requested to immediately send by Registered Post an unstamped duplicate copy of the bank guarantee directly to Dy.General Manager/Traction, Metro Bhawan, 2nd floor, Fire Brigade Lane, Barakhambha Road New Delhi – 110001.
- 27.1.3 In case of AMC for subsequent years, same terms of Bank Guarantee shall be applicable.

28. Cancellation OF Letter Of Acceptance (LOA) and Form of Tender

- 28.1 In case successful Tenderer fails to commence the work (for whatsoever reasons) as per terms and conditions of Tender after issuance of LOA then the LOA shall be cancelled and the tender security shall be forfeited.
- 29.0 **Defect Liability Period** : shall be one month from date of completion of work.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TENDER
COMPILED FROM THE PROVISIONS IN THIS VOLUME

Sl. No	Document	No. of sets to be submitted	Reference to Clause No. of Instructions to Tenderers
	TENDER PACKAGE COMPRISING OF:		
1	Tender documents	One in Original	8.1.1
2	Power of attorney for individuals signing on behalf of Company/Firm or Power attorney in favour of the leading member of Joint venture/Consortium	One in Original	2.3 & 13.0
3	Tender security	One in Original	12.0
4	Tenderer's work schedule	One in Original	8.1.1 (i)
5	Financial Data (Form T-V)	One in Original	8.1.1 (a)
6	i.PAN No.as per Income tax act ii.Sales Tax Clearance certificate/VATCC and registration with contract cell of Sales Tax Department as per "Delhi Sales Tax Act 1999" i. PF registration No. ii. ESI Registration No. Code No as per ESI act 1948. iii. Service Tax registration No.	Attested Copy	8.1.1 (b)
7	Statement of deviations from Tender Documents (Form C)	One in Original	8.1.1 (d) & 20.2
8	Form of Tender and Appendix thereof (Form A)	One in Original	8.1.1 (m)
9	Bill of Quantities	One in Original	8.1(e) & 8.2
10	Experience record (Form T-II)	Attested Copy	8.1.1 (f)

**INDEX ON
PROFORMA OF FORMS**

1. PROFORMA OF FORMS GENERAL

(Items (iv) (v) applicable only for successful tenderers)

	FORM
i. Form of Tender with Appendix	A
iii. Performa for Statement of Deviations	C
iv. Form of Performance Security (Guarantee) by Bank	D
v. Form of Agreement	E

2. PROFORMA OF FORMS - POST QUALIFICATION PARTICULARS

	FORM
i. General Information	T-I
ii. Experience Record	T-II
iii. Resources Proposed for the Work-Personnel	T-III
iv. Resources Proposed for the work-Machinery Equipment	T-IV
v. Financial Data	T-V
vi. Eco friendly detergents/reagents proposed for the work	T-VI
vii. Proposed Indoor/Outdoor plants	T- VII

FORM A

FORM OF TENDER

Note i. The Appendix forms part of the Tender

ii. Tenderers are required to fill up all the blank spaces in this Form of Tender and Appendix.

Name of Work:: As in the NIT clause No. 1.1.1

To
Dy. GM/Traction,
Delhi Metro Rail Corporation Ltd,
Metro Bhawan,
2nd Floor,
Fire Brigade Lane,
Barakhambha Road
New Delhi 110001

1. Having visited the site and examined the General Conditions of Contract as well as Special Conditions of Contract, Specifications, Instructions to Tenderers, for the execution of above named works, we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Specifications, and Addenda for the amount indicated in BOQ.
2. We acknowledge that the Appendix forms an integral part of the Tender.
3. We undertake, if our Tender is accepted, to commence the work within days of issue of the LOA to complete the whole of the works in the ontractor up to 1 Year contract period will be extended on the basis of performance of contractor to be reviewed after 1st & 2nd year for 2nd & 3rd year work.
4. If our Tender is accepted, we will furnish at our option a Bank Guarantee for Performance as security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with Clause 15.0 of the General Conditions of the Contract and as indicated in the Appendix.
5. We have independently considered the amount shown Clause 57.5 of the General Conditions of Contract as liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
6. We agree to abide by this Tender for a minimum period of 90 days (for subsequent years, as per clause 11.1 of ITT) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
7. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

FORM A

8. We declare that the submission of this Tender confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission has been, or will be, paid and that the tender price does not include any such amount.

9. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded to declare the Contract null and void.

10. We understand that you are not bound to accept the lowest or any tender you may receive.

10. If our Tender is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

Dated this.....day of..... 2011

Signature.....

Name..... in the capacity of

duly authorised to sign Tenders for and on behalf of.....

Address

Witness – Signature

Name

Address.....

Occupation

APPENDIX TO THE FORM OF TENDER

		Condition of Contract Clause No.
i.	Amount of Bank Guarantee as Performance Security	Clause 27 of ITT
ii.	Contract Period from the date of issue of LOA	As per NIT
iii.	Penalty for Non completion of work or poor quality of work	Clause 15.4 of SCC

Signature of authorized
signatory on behalf of Tenderer

Date.....

Name

Place

Address

PROFORMA FOR STATEMENT OF DEVIATIONS

1. The following are the particulars of deviations from the requirements of the tender specifications.

S.No	Clause	Deviations	Remarks (including justification)	Price adjustment for withdrawal of each deviation/s

The following are the particulars of deviations from the requirements of the "Instruction to Tenderers", "General Condition of Contract" and "Special Conditions of Contract".

S.No.	Clause	Deviations	Remarks (including justification)	Price adjustment for withdrawal of each deviation/s

Signature of Tenderer

NOTE

1. Where there is no deviation, the statement should be returned duly signed with an endorsement indicating 'No Deviations'.
2. The tenderer shall indicate price adjustment against each deviation, which he shall like to add to the tender price for withdrawing unconditionally his deviations if the same are unacceptable to the Employer.

(Refer Clause 27.0 of "Instructions to Tenderers")

1. This deed of Guarantee made this day of _____ 2011 between Bank of _____ (hereinafter called the "Bank") of the one part, and Delhi Metro Rail Corporation Limited (hereinafter called "the Employer") of the other part.
2. Whereas Delhi Metro Rail Corporation limited has awarded the contract for _____ of Delhi Metro Rail corporation (hereinafter called "the Contract") to M/s _____ (Name of the Contractor) (hereinafter called "the Contractor")
3. AND WHEREAS the Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. Now we the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Employer the full amount of Rs. _____ (Amount in figures and Words) as stated above.
5. After the Contractor has signed the aforementioned Contract with the Employer, the Bank is engaged to pay the Employer, any amount up to and inclusive of the aforementioned full amount upon written order from the Employer to indemnify the Employer for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Employer immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of **13 Months** from the date of signing. (The initial period for which this Guarantee will be valid must be for at least **one months longer than** the anticipated expiry date of Contract period.
7. At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Contractor or if the Contractor fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under Para 5, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Employer and at the cost of the Contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
9. The neglect or forbearance of the Employer in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Employer for the payment hereof shall in no way relieve the bank of their liability under this deed.

11. The expressions "the Employer", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) 2011 being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name :

Designation :

I.D. No :

Stamp/Seal of the Bank :

Signed, sealed and delivered
for and on behalf of the Bank
by the above named _____

In the presence of :

Witness 1.

Signature

Name

Address

Witness 2.

Signature

Name

Address

This Agreement is made on the _____ day of _____ 2011 Between Delhi Metro Rail Corporation Limited, Metro Bhawan, 2nd Floor, Fire Brigade Lane, Barakhambha Road, New Delhi - 110001 hereinafter called "the Employer" of the one part and _____ (Name and Address of Contractor) _____ hereinafter called "the Contractor" of the other part.

Whereas the Employer is desirous that (** certain Goods and Services should be provided and) certain Works should be executed, viz cleaning and house keeping Contract for _____ of Delhi Metro Rail corporation Limited **hereinafter called "the Works" and has accepted a** Tender by the Contractor for the execution and completion of such works (** as well as guarantee of such works) and the remedying of defects therein.

Now THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) Letter of acceptance
 - (b) General Conditions of Contract
 - (c) Special Conditions of Contract
 - (d) Notice Inviting Tender
 - (e) Specifications & Drawings
 - (f) Bill of Quantities
 - (g) Form of Tender with Appendix
 - (h) Addendums, if any
 - (i) Other conditions agreed to and documented as listed below:
 - (i) Statement of deviations (if applicable)
 - (ii) Any other item as applicable
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works by **_____ and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price of **Rs_____ being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. **OBLIGATION OF THE CONTRACTOR**

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

FORM E
PAGE 2 OF 2

6. **JURISDICTION OF COURT**

The Courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes arising out of this agreement between the parties.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the Contractor

For and on behalf of the Employer

Signature of the authorized official

Signature of the authorized official

Name of the official

Name of the official

Stamp/Seal of the Contractor

Stamp/Seal of the Contractor

SIGNED, SEALED AND DELIVERED

By the said _____
Name _____
on behalf of the Contractor in the presence of
Witness _____
Name _____
Address _____

By the said _____
Name _____
on behalf of the Employer in the presence of
Witness _____
Name _____
Address _____

Note :

- + To be made out by the Employer at the time of finalization of the Form of Agreement.
- ** Blanks to be filled by the Employer at the time of finalization of the Form of Agreement.
- *** to be deleted if not applicable

(Refer Clauses 2.2)

Notes :

- (i) Attach an attested photocopy of Certificate of Registration and ownership as well as of Constitution and legal status.

1. Names of participating members

(a)

2. Address, telephone, telefax, cable numbers

Registered Office

Office for correspondence

(a)

(b)

(c)

3. Contract persons address, telephone etc.

(a)

(b)

(c)

1. Details of contract regarding house keeping etc.

Sl.No.	Period	Details of work handled	Total Cost of work in Rs.	Remarks
(1)	(2)	(3)	(4)	(5)

Notes :

- (i) Details submitted in any other proforma will not be considered.
- (ii) The details of work including the cost of the work should be supported by attested copy of each clients certificate.
- (iii) Additional pages may be attached if required.
- (iv.) All the pages must be signed by the authorized signatory of the tenderer.

**Deployment of Min. No. Personnel for the Cleaning Housekeeping for
Jahangirpuri & Indraprastha RSS**

Sl.No	Category	Min No of Personnel required (Per Day)/RSS	To be filled by tenderer	
			Personnel proposed to be deployed by tenderer (Per Day)/RSS	Relevant Years of Experience in Cleaning House keeping
1	House Keepers (Semi Skilled)	3		
2	Gardener (Semi Skilled)	0.5		
3	Supervisor staff (Skilled)	0.5		
Total				

**Deployment of Min. No. Personnel for the Cleaning Housekeeping for Mundka, Botanical Garden, Sushant Lok, New delhi, Chhatarpur, Sarita Vihar, Park street
RSS**

Sl.No	Category	Min No of Personnel required (Per Day)/RSS	To be filled by tenderer	
			Personnel proposed to be deployed by tenderer (Per Day)/RSS	Relevant Years of Experience in Cleaning House keeping
1	House Keepers (Semi Skilled)	2		
2	Gardener (Semi Skilled)	0.5		
3	Supervisor staff (Skilled)	0.5		
Total				

**Deployment of Min. No. Personnel for the Cleaning Housekeeping and PTM
Operation**

Sl.No	Category	Min No of Personnel	To be filled by tenderer	
			Personnel proposed	Relevant Years of

		required (Per Day)/PTM	to be deployed by tenderer (Per Day)/PTM	Experience in Cleaning House keeping & Electrical equipment operator
1	House Keepers (Semi Skilled)	1		
2	PTM operator (Semi Skilled)	3		
Total				

NOTE-

- a. No Deviation in the Deployment of min. no. of personnel for Cleaning Housekeeping shall be acceptable. If any Tenderer proposes deviation in the Tender, such Tender shall not be considered and shall be rejected.
- b. In order to achieve a very high standard of cleaning Housekeeping, if required, more no. of personnel than the min. no. of personnel as mentioned above can be deployed. However, the Deployment of personnel shall never be less than the min. no. of personnel to be deployed as mentioned above.
- c. The Min. No. of personnel as mentioned above are required to be deployed on a daily basis in various shift# of the day as specified in this Tender.
- d. The min. no. of personnel required to be deployed i.e.1 person round the clock per PTM in shift & 1 person in general shift for house keeping every day basis and therefore any personnel required to be deployed for taking care of Leave Reserve & Rest givers etc. have to be additionally provided by the contractor as per the Statutory norms or rules etc. as applicable.
- e. Minimum qualification for PTM operator is Matriculation with Two year experience in electrical equipment operation, i.e. Motor operation, Lighting switch board operation, mechanical valve operation. Before deployment he shall be formalization with system by DMRC officials.
- f. Mobile phone should be provided by Tenderer to PTM Operator which have incoming & Outgoing facility for which nothing shall be paid extra.

The work days include off days, Holidays etc for which nothing shall be paid extra.

Resources for the works - Machinery & Equipment

(Refer Cause 8.1.1)

S.No.	Description of Machinery Equipment	Nos. Available	Location

NOTE:

1. Capacity of the machine equipment shall be such as to enable to achieve a very high standard of Cleaning & Housekeeping in the Receiving Substation.

FORM T-V

PAGE 1 OF 2

FINANCIAL DATA

Total value of Annual Contract for Cleaning and house keeping during the period 2007-2008 to 2009-2010

No.	Description	Year 2007-2008	Year 2008-2009	Year 2009-2010
(1)	(2)	(3)	(4)	(5)
1.	Total Value of work done			

FORM T-V
PAGE 2 OF 2

FINANCIAL DATA
(Refer Clause 8.1.1)

Name of the applicant (constituent)	Total number of works	Number of contracts of each	Number for which applicant went in for	Number of contracts in which date of	**Total value of balance works yet to be done in Rupee equivalent as on

Contract member in case of Group)	in hand	type				completion given in the original has already burst	31/03/2010		
				Arbitration	litigation		Year 2007 – 2008	Year 2008 – 2009	Year 2009 – 2010

Applicant should provide information on their current commitments or all contracts that have been awarded or for which a letter of intent or acceptance has been received or for contracts approaching completion but for which a completion certificate is yet to be issued.

** This figure should also include the year-wise break-up of part value of works to be executed in the two years period (2008-2010) even if completion of such works spills over beyond this two years period (2008-2010).

ECOFRIENDLY DETERGENTS /REAGENTS (INDICATIVE) PROPOSED FOR THE WORK

(Refer Clause 8.1.1)

Sl.No.	Type of Cleaning	Proposed detergent/Reagent
1	2	3
1	Hard surface floor cleaning	
2	Bath Room /Toilets floor cleaning	
3	Disinfectants for Bath room /Toilets	
4	Vertical finishes of different types like Granite/Marble/ steel plate cladding etc. Glass surfaces etc.	
5	Steel surfaces	
6	Aluminum surfaces	
7	Room Freshners Any other types	
8	Pest Control	
9	a. Cockroaches	
10	b. Mosquitoes	
	c. Lizards	
	d. Flies	
	e. Ants	
	f. Other flying/Crawling pests	
	g. Rodent control	

NOTE :- Above Chemicals/Reagents are only indicative. Successful Tenderer will have to submit a detailed list of chemicals/reagents with material safety data sheets for approval by the DMRC duly indicating the application of such chemicals/reagents.

FORM T-VII
PAGE 1 OF 1

Indoor / Outdoor Plants

(Refer Clause 8.1.1)

S.No	SPECIFICATION	QUANTITY TO BE DISPLAYED	SIZE OF CEMENT CONCRETE POTS

No. O&M/NTS/E&M/PTM/RSS

SECTION -5**SPECIAL CONDITIONS OF CONTRACT****CONTENTS****Clause Description****PART I Special Conditions of Contract (General)**

1. Special Attention
2. Right Of Way
3. Coordination With Other Contractors.
4. Sufficiency Of Tender
5. Notices And Instructions
6. Responsibility For Specifications, Design And Drawings
7. Supply Of Materials, Tools And Equipment By The Employer
8. Use And Care Of Site
9. Duties, Taxes, Octroi, Royalty Etc.
10. Sales Tax Clearance Certificate
11. Housing Facilities
12. Supply Of Water And Electric Power
13. Access Roads And Haul Roads
14. Deduction To Be Made From The Contractors Bill
15. Cleaning house keeping Programme
16. Security Measures
17. Ecological Balance
18. Resources Report
19. Brief Scope Of Work
20. Programme Of Work
21. Payment
22. Contractors Office
23. Noise And Disturbance/Pollution.
24. Advances
25. Price Variation
26. Cleaning House keeping Record
27. Submittal by successful Tenderer and Commencement of work

PART 2

1. Cleaning House- keeping operations timings
2. Cleaning materials/ detergents/ reagents
3. Cleaning House- keeping machineries/ equipments etc.
4. Cleaning House- keeping personnel
5. Communication facility
6. Cleaning procedures
7. Supply maintenance of Indoor plants/ Outdoor plants/ Flower pots etc.
8. Accidents
9. Safety Display of Signages
10. Consumables to be supplied by the Contractor

11. Uniform , Name badges Photo Identity cards

PART-1

SPECIAL CONDITIONS OF CONTRACT (GENERAL)

1.0 SPECIAL ATTENTION

1.1 The Contract will be awarded to the Tenderer whose responsive tender is determined to be the lowest evaluated tender and who satisfies the appropriate standards of capacity and financial resources. Clause 23.0 and 24.0 of "Instructions to Tenderers" may be referred to in this connection.

2.0 RIGHT OF WAY

Right of way (within DMRC land) to the work site will be provided to the Contractor.

3.0 COORDINATION WITH OTHER CONTRACTORS

The contractor for this package shall plan and execute work in coordination and in co-operation with other contractors working for adjacent/other packages,

4.0 SUFFICIENCY OF TENDER

4.1 The Tenderer shall be entirely responsible for sufficiency of rates quoted by him in his tender.

4.2 The Contractor (Successful Tenderer) shall be paid for only at quoted/accepted rates for the activities given in the schedule of work "Annexure" – A.

5.0 NOTICES AND INSTRUCTIONS

5.1 The Contractor shall furnish to the Employer/Engineer the postal address of his office at Delhi / New Delhi. Any notice or instructions to be given to the Contractor under the terms of the contract shall be deemed to have been served on him if it has been delivered to his authorised agent or representative at site or if it has been sent by registered post to the office, or to the address of the firm last furnished by the Contractor.

6.0 RESPONSIBILITY FOR SPECIFICATIONS

6.1 Specifications

One copy of specifications shall be supplied to the Contractor. The Contractor shall promptly inform the Engineer of any error, omission, fault and other defects in the Specifications, which are discovered when reviewing the Contract Documents or in the process of execution of the Works.

7.0 SUPPLY OF MATERIALS TOOLS, AND EQUIPMENT BY THE EMPLOYER

7.1 No material, tools, and equipment shall be supplied by the Employer. The Contractor has to arrange all tools, equipment as well as cleaning reagents and consumables required for the work. The Contractor shall have to identify sources for supply of all such cleaning reagents and consumable materials and get them approved by the in-charge before the use. The Contractor shall submit the sample to the in charge and shall use only after the sample is approved. Nothing extra shall be payable to the Contractor on this account.

The contractor should have the capacity to keep the equipments in good fettle.

8.0 USE AND CARE OF SITE

- 8.1 The Contractor shall not demolish, remove or alter structures or other facilities on the site without prior approval of the incharge.
- 8.2 All garbage/debris shall be removed from site daily or as they accumulate. All garbage/debris shall be disposed to the approved MCD locations in covered position. The necessary materials required i.e. cartoons/ dustbins etc to be provided by the contractor at his cost. The transportation for disposing the debris shall also be arranged by the contractor. The Waste disposal shall be done in sealed condition without affecting the Environment. Each dustbin shall have a polythene cover kept inside will be emptied when it is full in a bigger Dust Bin. Bigger dustbins shall be Sealed Transported to MCD location, where they are emptied. Spare Dustbins shall be kept for rotation.
- 8.3 All surface and sub-soil drains shall be maintained in a clean, sound and satisfactory state of performance.
- 8.4 All Electrical and Electronic equipments shall be cleaned under the supervision of an authorized representative of D.M.R.C.
- 8.5 The contractor shall clean only these areas of the Electrical / Electronic other specified equipments which are either mentioned in the specifications or are permitted by the Employer or mentioned by the authorized representative of the Employer.
- 8.6 Accidents :- It shall be the entire responsibility of the contractor to adopt all the safety measures deploy cleaning personnel who are adequately trained in safety . If any accident occurs within the Receiving Substation area due to cleaning housekeeping operations or due to negligence on the part of the contractors personnel, it shall be the full responsibility of the contractor.

9.0 DUTIES, TAXES, OCTROI, ROYALTY ETC

- 9.1 The rates quoted by the Tenderer for all materials, required to be purchased for the satisfactory performance of this contract, shall be deemed to be inclusive of all duties, taxes, octroi, royalties, rentals etc., where payable except as provided in clause 77.3 of GCC substituted as per correction slip no.5 to GCC dated 6th june2005.
- 9.2 The Contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. He shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc, of the Contractors in respect thereof, which may arise.

10.0 SALES TAX CLEARANCE CERTIFICATE

- 10.1 If the Contractor is a Sales Tax / VAT assesses, he should produce a valid Sales Tax / VAT Clearance Certificate before payment of final bill; otherwise, final payment to the Contractor will be withheld.
- 10.2 If the Contractor is not liable to Sales Tax assessment, a certificate to this effect from a competent Sales Tax authority shall be produced before payment of final bill. Otherwise final payment to the Contractor will be withheld.

11.0 HOUSING FACILITIES (Supplemental to Clause 34.0 of “General Conditions of Contract”)

- 11.1 The Contractor shall have to make his own arrangements for housing facilities for his staff

12.0 SUPPLY OF WATER AND ELECTRICITY

- 12.1 The Employer shall make arrangements for Water supply and Electricity necessary for the Works.
- 12.2 The contractor shall make his own arrangements to tap the Electricity from the nominated sockets / points. The contractor shall tap the Electricity as per IE Rules IE Act (Latest) duly following all safety precautions.
The contractor shall submit full scheme for the requirement of Electricity water . If scheme mentions Electricity requirement which is beyond the capacity of the Employer, in that case the contractor shall make his own arrangements / alternative arrangements.
- 12.3 The Contractor should make his own arrangements to draw the water from the available water point to the working place in such a manner without affecting the premises.
- 12.4 The Contractor should make his own arrangements for Electricity and Water if the Employer fails to provide Electricity and Water supply due to technical or any other reasons beyond the control of the Employer.

13.0 ACCESS ROADS AND HAUL ROADS

- 13.1 Existing roads and other public roads may be used by the Contractor to carry out Cleaning House keeping activities, with prior approval of the competent authority. The Contractor shall pay the statutory vehicle license and permit fees for use of public roads.
- 13.2 The Contractor shall repair any damage to the road or bear the cost thereof due to movement of contractors plants and equipment, vehicles etc. to the specifications and satisfaction of road authorities as well as of Engineer.

14.0 DEDUCTIONS TO BE MADE FROM CONTRACTORS BILL

- 14.1 Tax deduction at source from each on-account progress bill shall be made by the employer as per the provisions of the statutes/acts of statutory bodies/local authorities etc.

15.0 CLEANING & HOUSE KEEPING PROGRAMME

- 15.1 The Contractor shall prepare and submit his detailed working programme. As per the frequency shown in Schedule of work Annexure A.
- 15.2 The period of contract is as mentioned in BOQ from the date of commencement of the work.
- 15.3 The contractor should work round the clock. The major cleaning activities involving washing and very detailed cleaning of passenger areas are to be carried out during Non operational Hours. Cleaning has to be carried out in such a manner that all premises look always clean.

15.4 Penalty

- 15.4.1 Penalty for non completion of work or poor quality of work i.e. improper cleaning, sanitation, improper supervision, short deployment of manpower/equipments/ machines and use of inferior quality of materials etc. will be levied as follows

Penalty Rs.1000/- per day per Receiving Substation/PTM, if work is not completed within stipulated time. Similarly if the dirt removed from the sumps is found lying at floor / public area i.e. other than specified garbage points, However the maximum Penalty shall be 10% of total cost of contract. The decision regarding Penalty Imposing of the Penalty shall be of DMRC. This is in addition to the proportional amount to be deducted for non-completion or not carrying out the work, for short deployment of manpower and for short deployment of machines/ equipments etc.

- 15.4.2 This penalty shall not relieve the contractor from his obligation to execute the works or from any other of his obligations and liabilities under the contract.
- 15.4.3 The Contractor shall co-ordinate his programme to the extent feasible with the programmes of other contractors to be engaged at the site or in the vicinity of the site, as furnished by the Engineer so that the works can be carryout as per the overall programme.

16.0 SECURITY MEASURES

- 16.1 Security arrangements for the work shall be in accordance with general requirements and the Contractor shall confirm to such requirements and shall be held responsible for the action or inaction on the part of his staff, employees.
- 16.2 Contractors employees and representatives shall wear Identification Badges (cards), uniforms, helmets, gum boots other safety/protection wear as directed by in charge , and to be provided by the Contractor. Badges shall identify the Contractor and show the employees name and number and shall be worn at all times while at site.
- 16.3 All vehicles used by the Contractor shall be clearly marked with the Contractors name or identification mark.
- 16.4 Only authorized staff of Contractor having proper photo Identity Card issued by the contractor and with permission granted by DMRC, shall be permitted to work for contract for cleaning and housekeeping of receiving substation(RSS) at Jahangir Puri, Mundaka, Botnical Garden & Sushant Lok, New Delhi, Indraprastha, Chhatarpur, Sarita Vihar, Park street & PTM at Shastri park, Yamuna Bank of Delhi Metro Rail Corporation.

17.0 ECOLOGICAL BALANCE

- 17.1 The Contractor shall maintain ecological balance by preventing deforestation, water pollution and defacing of natural landscape. The Contractor shall, so conduct his cleaning operations, as to prevent any avoidable destruction, scarring or defacing of natural surrounding in the vicinity of work. In respect of ecological balance, the Contractor shall observe the following instructions.
- a) Where destruction, scarring, damage or defacing may occur as a result of operations relating to Cleaning activities, the same shall be repaired, replanted or otherwise corrected at Contractors expense. All work areas shall be smoothed and graded in a manner to confirm to natural appearance of the landscape as directed by the Engineer.
 - b) All trees and shrubbery, which are not specifically required to be cleared or removed for cleaning purposes, shall be preserved and shall be protected from any damage that may be caused by Contractors cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the In charge. Trees shall not be used for anchorage. The Contractor shall be responsible for injuries to trees and shrubs caused by his operations. The term injury shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at Contractor's expenses.
 - c) In the conduct of cleaning activities and operation of equipment, the Contractor shall utilize such practicable methods and devices as are reasonably available to control, prevent and otherwise minimize air/noise pollution.
- 17.2 Separate payment shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.

- 17.3 Contractor shall use Environmental friendly chemical / detergents / reagents. for the purpose of Cleaning house keeping to the extent Possible.
- 17.4 Contractor shall submit Material safety data sheets shall follow the instructions written in material safety data sheets. The handling Storage of materials shall also be done as per materials safety data sheets.

18.0 RESOURCES REPORT

The Contractor shall submit to the in charge each month a detailed list by trade classification, of manpower employed during the report period as also a list of all serviceable major items of cleaning machineries / equipment on site.

19.0 BRIEF SCOPE OF WORK

Brief scope of work is included in Sub-Clause 2.of NIT issued with the tender documents.

20.0 PROGRAMME OF WORK

- 20.1 The programme of work is included in Clause 2.2 .of the Notice Inviting Tender issued with the tender documents.

21.0 PAYMENT

- 21.1 For the purpose of On-account payment, the contractor shall submit detailed activities carried out as per BOQ recorded in Measurement sheets, Abstract sheets along with recorded bill for the item actually executed for checking and payment. Payment will be effected based on unit rates as approved in the Bill of Quantities.

21.2 The contractor shall submit certified copies of vouchers showing quantity of cleaning and consumables brought to site for in charges record.

21.3 If any activities not carried out as per the schedule of work the proportion amount will be deducted from the bill. If the work carried out through other agency under the intimation to you and the charges incurred on it will be deducted from the contractors bill. In addition the applicable penalty will be levied as per Clause No.15.4 of SCC.

21.4 The contractor shall submit necessary documents and Bill in the standard format for payment.

22.0 CONTRACTORS OFFICE

The Contractor shall establish an office in the National Capital Territory of Delhi in consultation with the in charge for planning, co-ordination and monitoring the progress of the Work and intimate the same in writing to in charge. In addition, the Contractor may set up field offices at convenient and approved locations for co-ordination and for monitoring the progress of fieldwork at his own cost.

23.0 NOISE AND DISTURBANCE/POLLUTION

- 23.1 All works shall be carried out without unreasonable noise and disturbance. The Contractor shall indemnify and keep indemnified the Employer from and against any liability for damages on account of noise or other disturbance created while carrying out the work, and from and against all claims, demands, proceedings, damages, costs, charges, and expenses, whatsoever, in regard or in relation to such liability.

Subject and without prejudice to any other provision of the Contract and the law of the land and its obligation as applicable, the Contractor shall take all reasonable precautions.

24.0 ADVANCES

No advances shall be paid to the Contractor

25.0 PRICE VARIATION CLAUSE

Price variations clause is not applicable in this contract. Except in case where, any escalation in minimum wages due to Central/State government directives excluding VDA, which shall be compensated.

26.0 Cleaning House keeping Records:

- Contractor will have to maintain proper records of Cleaning House keeping for each activity. Similarly, Contractor will have to make a Cleaning Housekeeping Plan. Some of the records to be maintained are as follows:
- Availability of Machines.
- Utilisation of machines
- Stock details utilization of Chemicals / Reagents.
- Details of Cleaning housekeeping activities carried in each shift as per Cleaning housekeeping schedule of work.
- Monthly summary of work carried out as per schedule of work.

Monitoring booklets which will be kept in the Receiving Substation. These booklets will be also signed by the representative of the Employer. An attendance register will also be kept in the Receiving Substation.

27.SUBMITTAL BY THE SUCCESSFUL TENDERER AND COMMENCEMENT OF WORK

Successful Tenderer shall submit the following for getting the approval from the Employer

within 3 days from the date of issue of LOA.

27.1 Deployment of min. man-power as mentioned in Form T-III along with CVs of the personnel.

Each CV shall have the current photographs of the person and shall be signed by the person.

Each CV shall be submitted duly verified by the contractor.

CV shall contains the following information but not limited to :-

- Name in full
- Fathers name
- Date of Birth
- Present Address
- Permanent Address
- Educational Qualification
- Cleaning Housekeeping experience
- Any other experience

On top of every CV, the proposed category is also to be indicated.

27.3 The list of Chemicals/Detergents/Reagents/Disinfectants Pesticides which should be environment friendly to the extent possible along with their applications and Material safety Data sheets are required to be submitted for approval.

27.4 Detailed Cleaning and Housekeeping procedures for all Cleaning and Housekeeping which shall contain the following but not limited to:-

- a. Step by step procedure.
- b. Details of machinery and Equipment, Ladders, Elevated platforms, Mops, special cleaning equipment etc to be used.

- c. Details of Chemicals/Reagents/Detergents/Pesticides/Disinfectants to be used.

- 28.0 Contractor shall be responsible for insurance cover under the following requirements:
- a) Contractor's all risk & third party.
 - b) Liability under the workmen's compensation act 1923, minimum wages act 1948 and contract labour (regulation and abolition) act, 1970.
 - c) Accident to staff, engineers, supervisors and other who are not governed by workmen's compensation Act.
 - d) Damage to material, machinery and works due to fire, theft etc.
- 29.0 Tenderer shall give their offer for one year as per schedule of quantity. They shall also give their offer for next two years for the same work in terms of %age increment (at BOQ).
- 30.0 2nd and 3rd year contract shall be decided by the department separately and separate LOA shall be issued for each case.
- 31.0 in case of firms failure to accept LOA for the work in 2nd 3rd years, the performance guarantee available with the department shall be forfeited.
- 32.0 The performance guarantee for 2nd 3rd years shall be deposited by the contractor on same terms condition given in the tender.
- 33.0 A new agreement having all the existing terms conditions shall be signed by both DMRC contractor every year.
- 34.0 On the basis of performance and mutual consent, the contract can further be awarded for 4th 5th year on the basis of rate of increment given in tender.

PART- 2

SPECIAL CONDITIONS FOR CLEANING AND HOUSE KEEPING

Cleaning materials/detergents/ reagents:

- 2.1 Cleaning materials/detergents/reagents shall be used to suit the required cleaning operations. In many cases it may happen that, Employer gives the particular reagents /detergents details, which are required to be used for particular items. The contractor will have to follow the same. In such cases contractor may also suggest alternative equivalent material provided the material as mentioned by employer is not readily available. In such cases the contractor should obtain prior approval from the employer.
- 2.2 The environmental friendly cleaning reagents/ detergents to the extent possible to be used for cleaning house keeping operations. These should be free from chemical reactions, odorless and should not affect to Commuters, Employees, materials equipment etc. Employers approval should be obtained before using the cleaning detergents/ reagents materials. The contractor shall submit the final list of Eco friendly
- 2.3 Reagents/detergents/chemicals with all the necessary Technical details Test reports which are needed for approval within 3 days of awarding of contract. The Contractor will also submit details of Disinfectants, chemicals / pesticides for pest control / Rodent control with full technical details within 3 days for approval. Employer has a right to alter the given approval any time during the period of contract.
- 2.4 DMRC is in the process of implementing Integrated EHS Management as per ISO14001 & OHSAS 18001. For all Chemicals / Reagents which are to be used, Material safety data sheets will be required to be submitted.

3.0 Cleaning and housekeeping Personnel:

The personnel deployed for the cleaning housekeeping operations should be qualified and trained in the relevant work and have the knowledge of safety procedures. The Personnel deployed should be covered with all statutory requirements at the cost of the contractor. The payment to house keeping staff be made through bank except in unavoidable circumstances.

4.0 Cleaning procedures:

- 4.1 In few cases it may happen that employer has provided cleaning house keeping procedures for particular equipments. The Contractor will have to follow the same. In certain cases, Cleaning House keeping operations may be required to be performed when such equipments are in operational condition or they are in energized condition. If employer does not give cleaning and housekeeping procedures, the contractor shall give the cleaning and house keeping procedures and the same shall be got approved by the Employer. Contractor shall submit the detailed Cleaning procedures for different type of Cleaning Housekeeping as mentioned in the Tender at various places.
- 4.2 All Electrical electronic equipments shall be cleaned under the supervision of an authorized representative of the DMRC.
- 4.3 The contractor shall clean only those areas of the Electrical/ Electronic and other specified equipments, which are either mentioned in the specification or permitted by the Employer or mentioned by the authorized representative of the Employer.

- 4.4 Before starting the cleaning and house keeping operations, detailed procedures including the deployment of staff, machines equipments etc. and the detergents/reagents to be used shall be submitted within 3 days from the date of issue of LOA.
- 4.5 Eco friendly cleaning detergents /reagents/ chemicals shall be used with the approval of DMRC. Contractor shall ensure that availability of the cleaning Detergents/reagents chemicals etc. adequately. The proper records shall be maintained indicating the stock level of the cleaning detergents/reagents/chemicals etc on daily basis.
- 4.6 The successful Tenderer/Contractor has to give a proposal as per Form T VII for the supply of Indoor Outdoor Plants for the approval of the Employer. Successful Tenderer/Contractor will follow the specifications with regard to supply maintenance of Indoor/Outdoor plants maintenance of lawns. Necessary, Machines, Consumables, Watering Pipes etc. will have to be arranged by the contractor. The Maturing is to be done as per the requirement. If the existing grass dies or gets deteriorated, the fresh Grass at the cost of contractor shall replant the same. One experienced Gardner shall be deployed for the maintenance of the plants lawn. The Indoor/Outdoor Plants Lawn shall always be maintained in good condition. If any plant/flower is not in good condition the same should be replaced immediately.
- 4.7 Good pots shall be provided for plants with a bottom plate to contain any seepage of water. The pots shall always be kept in polished condition. The minimum height of Indoor/Outdoor Plant shall be 2 feet. The minimum size of the pot shall be 10 inches.

5.0 Accidents:

- 5.1 It shall be the sole responsibility of the contractor to adopt all the safety measures deploy Cleaning personnel who are adequately trained in safety.
- 5.2 If any accident occurs within the Receiving Substation and PTM area due to cleaning Housekeeping & operations of Pumps or due to negligence on the part of the contractors personnel it shall be the full responsibility of the Contractor.
- 5.3 If any damage occurs to the structures/ material equipment due to Cleaning and House keeping operations, the cost of damage will be recovered from the contractors bill.

6.0 Safety display of Signage:

- 6.1 Contractor shall adopt the necessary safety procedures to avoid any type of accidents to passengers, Employers personnel, any other personnel to avoid damages to Receiving Substation & PTM assets.
- 6.2 The contractor shall display necessary signage with the approval of the Employer or his authorized representative. The type of signage will also be got approved from the Employer or his authorized representative. While carrying out the work, necessary signage shall be deployed.

7.0 Consumables to be supplied by the contractor:

The following shall be supplied during the contract period at the contractors cost.

- a. Liquid soap in soap dispensers provided by the Contractor. Wherever soap dispensers are not available, contractor shall provide liquid soap with small soap dispensers as approved by the employer.
- b. Toilet papers (tissues) to be supplied
- c. Odomisers to be provided. odomisers to be fixed properly in bath rooms/toilets. Spray of this also to be done in each shift in rooms of Receiving Substation and PTM room as specified by the Employer.

8.0 Uniforms, Name badges Photo identity cards:

All Managers, Supervisors and Cleaning Housekeeping staff shall wear neat smart Uniform (Shirt, Pant, shoes etc.) & PTM Operator (Safety shoes instead of normal shoes) with Firms logo. All Team Leaders, Managers, Supervisors housekeeping cleaning & PTM Operator staff shall be provided with Name badges Photo identity cards. A copy of the photo identity card will be submitted to the Employer having the color photographs of the personnel and not the copy of photographs. Necessary Personnel protective Equipments shall be provided by the contractor as per the requirement for implementation of ISO 14001 OHSAS 18001. The contractor will have to get the Police verification done for all the Cleaning Housekeeping personnel deployed in Receiving Substations and PTMs.

- 9.0** The tender should quote the rates considering current minimum wages and VDA etc. as on fixed order no. F-12(142/02/MW/LAB/5543 dated 9.3.2010 with effect from 1.4.10) or later on as well as periodical increase during the currency of contract, and nothing extra shall be paid on this account.
- 10.0** Any escalation in minimum wages due to Central/State government directives excluding VDA , If any shall be compensated .
- 11.0** The Quantity as indicated in BOQ may vary by + - 25% for which the rates as per tender shall remain applicable. The quantity variable is applicable on duration of contract as well.
- 12.0** All T&P consumers such as cotton waste, brushes, cleaning chemical shall be arranged by contractor. Nothing shall be paid Extra.
- 13.0** Termination of Contract: If the contractor fails to perform satisfactorily, the contract can be terminated at any time without assigning any reason by giving 15 days notice to the contractor.
- 14.0** The DMRC shall have the right to make minor alteration/addition/substitutions in the specifications in the scope of work or issue instructions that may be deemed necessary during the period of contract and contractor shall carry out the work in accordance with the instructions which may be given to him by Authorized DMRC representative.
- 15.0** The contractor shall on request of Engineer-in-charge forthwith remove from the works any person employed thereon by him who in the opinion of Engineer-in-charge may misconduct himself or suspicious from security point of view and such persons shall not again be employed on the work without permission of the Engineer –in-charge.

SECTION-6

SPECIFICATIONS FOR CLEANING HOUSE-KEEPING ACTIVITIES

The Cleaning House keeping of Receiving Substation buildings and PTM area should be carried out as per frequency given in Annexure- A by adequate no. of trained personnel and by using machineries equipments. The contractor may have to use the suitable cleaning washing Detergents/ Reagents etc. or as specified by DMRC.

A. CLEANING OF ARCHITECTURAL WORKS

1.0 Different types of floor area in all rooms of RSS building at JGPI, Mundka, Botanical Garden, Sushant lok, New Delhi, IP, Chhatarpur, Sarita Vihar, Park street RSS, and PTM area at YB & SHPK.

Different types of Floors including skirting/dado provided in Different rooms of RSS building to be cleaned as per the frequency by using wet dry cleaning methods by deploying adequate trained personnel and cleaning equipments/ machines. The cleaning area should be kept neat tidy condition. All rooms are to be cleaned during non operational hours during shifts and as and when required. While cleaning no damage shall occur to the flooring, carpet, and equipments provided in the rooms.

2.0 Different types of finishing works to walls, pillars etc.:

Different type of finishes like mosaic tile, mridul tiles, granite stone, washed stone grit plaster, acrylic polyurethane enamel paint applied on wood or metal works etc. shall be cleaned as per frequency given in the scope of work (A) by using wet dry cleaning methods with adequate trained personnel cleaning equipments. While cleaning no damage should occur to the provided finishing works.

3.0 Cleaning of doors/window frames shutters:

Different type of paneled or glazed doors/windows like wooden, Aluminum, Galvanized steel sheet doors, fire rated door etc. shall be cleaned by suitable (wet or dry or both) cleaning methods as per frequency. No scratches or damages shall occur on the surfaces being cleaned.

3.1 Cleaning of Glasses fixed to the doors, windows etc:

The Glass surface shall be cleaned gently with wet/dry cleaning methods as per frequency given in the scope of work (A). While cleaning the high raised glass surface proper care should be taken so that no cracks/ breakages occur. Suitable detergent/ reagents to be used for cleaning.

4.0 Cleaning of Rolling shutters:

Various sizes of rolling shutters provided in the Receiving Substation building are required to be cleaned by using suitable methods trained personnel. The colour of the cleaned surface the lubrication material like grease, oil etc. should not be deteriorated while cleaning.

5.0 Cleaning of stainless steel / mild steel/PVC hand railing:

Stainless steel / mild steel/PVC hand railing provided to the stair cases/balconies etc. to be cleaned along with the balusters by wet/dry cleaning methods. While cleaning no damage shall occur to the cleaning surfaces.

6.0 Cleaning of suspended ceiling:

Different type of ceiling like Arm strong ceiling, gypsum ceiling etc. to be cleaned with suitable method and trained personnel and equipments. This activity should be carried out with due care, while cleaning no commuters or other personnel should be affected. While cleaning no damage to be occurred to the cleaning surfaces.

7.0 Cleaning of Pavement:

Pavement of concrete blocks, stone blocks etc. to be cleaned by using dry sweeping or any suitable method, which is provided along with, service roads/ circulating area/parking area. Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements to be affected due to cleaning operations.

8.0 Supply, Cleaning, watering maintenance of Indoor out door plants, flowerpots and Cleaning, watering maintenance of Lawns:-

Cleaning, Watering Maintenance of Lawns

- a. The Lawn developed by Doob grass or any means to be maintained cleaned properly by using dry wet cleaning methods. Trimming of extra growth to be carried out as when required. The grass should not be destroyed due to improper cleaning methods or any means.
- b. Regular watering shall be done to keep the grass always in good condition.
- c. Manuring shall be done as per the requirement.
Whenever grass is destroyed the same area shall be replaced by fresh grass.

The rate quoted shall be inclusive of all labour/materials/cartage leadlifts/up keeping/ maintenance like watering, manuring replacing of deteriorated grass by fresh grass etc. The contractor will have to provide watering pipes, pipe fittings etc. One experience gardener shall be deployed for the maintenance of lawns. up to the end of contract period.

The premises should not become dirty/ Slippery while watering / maintaining the plants or lawns.

9.0 Cleaning of tree guards:

Tree guards wherever provided is to be cleaned by using suitable methods. The painted surface should not be deteriorated while cleaning.

10.0 Cleaning of Kerb Stones:

Kerb stones wherever provided should be cleaned by suitable method. It should be ensure that no Fungus formation/stains to be developed on the exposed surface of stone. The fluorescent sticker fixed / Paint applied to the kerbstone should not be deteriorated while cleaning.

11.0 Cleaning of Mirrors:

The mirrors should be cleaned neatly with suitable methods. The due care should be taken about the breakage of mirror or deterioration of its glassiness.

12.0 Cleaning of Ceramic Jalli / concrete blocks Jalli

The Ceramic jalli provided in the Receiving Substation building should be cleaned by suitable methods. Proper cleaning equipment/trained personnel to be used for cleaning as per frequency given in the schedule of work (Annexure A). While cleaning no portion of ceramic jalli /concrete Jalli destroyed and inconvenience to the commuter is to be caused.

13.0 Cleaning of Lighting Fixtures Accessories

All type of Lighting Fixtures (In-door as well as Outdoor) provided in various locations of Receiving Substations and PTMs are to be suitably cleaned without affecting the Fixtures its accessories without causing an damages to them. The frequency of attention shall be as per the scope of work given in Bill of Quantities.

The Lighting Fixtures along-with accessories like Bulb, Covers, Ballasts etc. are to be cleaned carefully by Trained personnel.

Special precaution needs to be taken for Cleaning of Lighting Fixtures which are provide in Platforms, Platform ceiling arches etc which are in the close vicinity of 25000V AC system. Cleaning of Lighting fixtures accessories to be carried out as per the frequencies mentioned duly availing the Shadow Power Block Permit to work from operations staff.

14.0 Cleaning of Fans-

All Type of Fans provided in various locations of the Receiving Substations building are to be cleaned as per the frequency given in schedule of work. While Cleaning, the fastening should not get loosened which supports the ceiling fans.

15.0 Cleaning of D.G. Sets Connected Equipments- N.A

16.0 Cleaning of Air-Conditioners-

All type of Air-conditioners like Window type, Split type, package type etc are to be cleaned by using suitable cleaning methods as per the frequency given in Schedule of work. All safety precautions need to be taken while cleaning Electrical Equipments only outer body of equipments along with Louver etc. are to be cleaned.

17.0 Cleaning of All HT LT Equipments available in RSS & PTM:-

All HT LT equipments available in the ASS rooms are to be cleaned by using a suitable cleaning method. Only outer Louvers of the Equipment panels need to be cleaned by using Dry-Cleaning method. The cleaning has to be done in the presence of an authorized representative of the Employers or based on the permit given by the Authorized representative of the employer.

Only Vacuum Cleaner will be used in cleaning of Electrical Equipment rooms.

18.0 Cleaning of all LT equipments available in LT switch room:-

All LT equipments available in LT switch room are to be cleaned. Only outer body portion without live portion needs to be cleaned by using a suitable Dry cleaning method. All safety precautions are to be used. No damage shall cause while cleaning such equipments.

Only Vacuum Cleaner will be used in cleaning of Electrical Equipment rooms.

19.0 Cleaning of All Equipments available in UPS room

The different types of equipments available in UPS room are to be cleaned by suitable methods equipments. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. No equipment should be damaged due to cleaning. All safety precautions are to be used.

Only Vacuum Cleaner will be used in cleaning of Electrical Equipment rooms.

20.0 Cleaning of Equipments in Telecommunication room:- N . A

21.0 Cleaning of All Equipments available in Fire fighting room

The different types of equipments available in Fire fighting room are to be cleaned by suitable methods equipments. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning

22.0 Cleaning of All Equipments available in Pump room:- N.A.

23.0 Cleaning of Lifts:- N.A

24.0 Cleaning of portable fire extinguishers/Smoke detectors/ Fire detectors

The portable fire extinguishers, smoke detectors, Fire detectors wherever available in the Receiving Substation building area are to be kept in neat condition.

25.0 Cleaning of butterfly valves / landing valves /internal hydrants, piping of all types

All type of valves provided for fire fighting pipe lines are to be carried out as per frequency given in the schedule of work (Annexure A) by dry and wet cleaning methods. It should be ensured that no dust should be accumulating on the valves. The exposed surface of the pipe also to be cleaned and kept in neat condition always.

26.0 Cleaning of Cable Trays, Cable Trench Covers etc:-

All types of Cable Trays, Cable Trenches covers etc are to be cleaned by using suitable cleaning method.

27.0 Cleaning of Telephones sets accessories:

Telephone instruments provided in all the rooms of Receiving Substation building and PTM are to be cleaned by using suitable method. Telephone instrument should not be affected due to cleaning operations.

28.0 Cleaning of Computers and accessories:

Computers and its accessories like CPU; UPS; Printer, Keyboard Monitor etc. are to be cleaned as per frequency given in the schedule of work (Annexure A) by suitable method. No data should be deleted or functioning of computer with held due to cleaning operations.

29.0 Cleaning of Signage boards/Notice boards:

Different types of Signage boards/Notice boards etc. provided in Receiving Substation buildings and PTM are to be cleaned as per frequency by suitable methods. The said boards should be kept neat clean always.

30.0 Cleaning of furniture provided in all rooms/offices:

The different type of furniture provided in all rooms /offices of Receiving Substation building and PTM are to be cleaned as per frequency by suitable methods.

31.0 Cleaning of Office equipments

Different types of office equipments like Almirahs, Bookshelves, Rakes etc. are to be cleaned as per frequency given in the Schedule of work (Annexure A).

32.0 Supply and Cleaning of Dust bins:

- a. The contractor shall supply adequate no. of small and Big transparent dust bins with the approval of the Employer.
- b. Samples to be approved by Employer.
- c. Each service room shall be provided with one or more dust bins of small size.
- d. At various locations Big dust bins with covers and plastic bag inside for waste collection shall be in adequate quantity.
- e. Dustbins shall be cleaned as per the requirement on a Daily basis.
- f. Adequate no. of spare dust bins shall be kept to replace damaged /dirty dust bins.
- g. Very big size dustbins shall be provided in adequate nos. with covers to finally collect the waste/garbage. These dustbins shall be provided with a disposable plastic cover inside. Such dustbins should be sealed be emptied in the nominated MCD locations. The dustbins to be transported in sealed condition only. Spare dustbins shall be kept when dustbins are sent for waste disposal. The dustbins are to be kept in neat and clean manner should be cleaned and washed on daily basis.

33.0 Cleaning sanitation of Bathrooms Toilets:

The Bathrooms Toilets provided in the Receiving Substation premises and PTM are to be cleaned and to be kept neat in hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/ urinals/wash basins flooring. Liquid soap, toilet tissues, odozoires etc to be provided on consumable basis as when required at the cost of contractor. These items should be made available in the adequate quantity at various places in the Bathrooms Toilets etc.

The blockage in the Sewage/water supply pipes shall be attended immediately. The water leakage in pipefitting i.e. Taps, Bends, Valves etc. to be attended immediately. The Employer will supply the required fittings or contractor shall make his own arrangements with the approval of the Employer. The blockage / leakage or any type of attention required for Sanitary fittings like Washbasins, Cisterns, W.C. pans etc. to be made immediately. The washbasins, cisterns etc. if overflows due to blockage or due to any defects in the fittings should be attended immediately. The over flow in water tanks shall attend immediately. Contractor should take care about no water stagnation in the Receiving Substation premises and PTM due to leakage of pipes/overflows spillage of water.

34.0 Pest control:

Pest Control to be carried out as per frequency.

General Pest Control: once in a month and as when required

Treatment for: Cockroaches, Mosquitoes, lizards, Flies and ants, Silver fish and all other flying / crawling pests

Dengue Malaria control

Disinfection

Honey Bee control

Rodent/Carpet Treatment: once in a month and as when required

Household Rodent, Climbing rats, sewer rats, Bandit coots

Carpet beetles- Pesticide used should not leave any strain on the carpet.

Mosquito Control: once in a month and as when required

Any extra treatment which is necessitated due to ineffectiveness of scheduled treatment, will not be payable.

Performance monitoring by the firm /contractor once in a week. In case if Pest control is done by the firm, the firm representative should visit once in a week to monitor the performance & effectiveness of the treatment.

The Pesticides used should be environmental friendly. It should not cause any harm to the man and material, materials etc.

Pest control shall be carried out in the Non-operational hours.

Material safety data sheets shall be submitted infraction shall be followed.

35.0 Removal /disposal of garbage/debris/waste:

The collected garbage/debris/waste shall be disposed off to the MCD approved locations in closed condition without causing inconvenience to anybody. The contractor shall submit necessary

procedure for removal / disposal of garbage/debris/waste for approval. The garbage /debris/waste may be required to be disposed several times in a day

36.0 Cleaning of Drainage System of entire Building premises

The drains provided at different locations i.e. Sub surface drains along the service roads etc. to be cleaned regularly and ensure that no blockage of water should occur. If any blockage occurs, it should be removed immediately disposed off to the approved MCD locations. While cleaning proper care should be taken to avoid any accidents. If it happens to clean the Platform drains during operation hours, work should be carried out with the permission of the Employers authorized person and necessary Safety Signage should be provided. While removing the cover slabs proper care should be taken so that no cover slabs should be broken and the cover slab should be put back after the completion of cleaning work.

37. Cleaning of Overhead tank/underground water tanks

Cleaning of Overhead tank/ under ground water tanks, wherever provided in the Receiving Substation and PTM area shall be cleaned with suitable cleaning agents and fresh water. The necessary arrangements shall be made to empty the water from the underground water tank. The cleaning of water tank shall be done with the approval of Employers authorized representative. No residual of cleaning agents should be left in the water tank after completion of cleaning.

Schedule of Cleaning and House keeping items

Item No.	Description of items	Appx. quantity	Frequency	Remarks
RSS/AMS/TSS building				
Group-A				
1	Scrubbing, wet cleaning of floor, passage/corridor & different types of floor area provided in RSS building	As available at site	Daily & as and when required	
2	Cleaning of different types of doors/windows frames & shutters	As available at site	Daily & as and when required	
3	Cleaning & sanitation of toilets & bathrooms	As available at site	Daily & as and when required	
4	Cleaning & attention of drain	As available at site	Daily & as and when required	
5	Cleaning of concrete /bituminous surface	As available at site	Daily & as and when required	
6	Cleaning of switch boards /panels /distribution boards	As available at site	Daily & as and when required	
7	Cleaning of indoor lighting & accessories	As available at site	Once in a week	
8	Cleaning of fans /exhaust fans & accessories	As available at site	Once in a week	
9	Cleaning of computes & accessories	As available at site	Daily & as and when required	
10	Cleaning of external lighting fittings & accessories	As available at site	Once in a week	
11	Cleaning of air conditioners	As available at site	Once in a week	
12	Cleaning of furniture	As available at site	Daily & as and when required	

13	Supply and cleaning of dust bins	As available at site	Daily & as and when required	
14	Removing/ disposing of collected garbage/debris	As available at site	Daily & as and when required	
15	Cleaning of ceiling	As available at site	Once in a week & as and when required	
16	Cleaning of office equipments	As available at site	Daily & as and when required	
17	Any other equipments/Misc. items	As available at site	As and when required	
Group-B				
1	Pest control	As available at site	Once in a month	
Group-C				
1	PTM Operator	Round the clock	Daily	
2	Scrubbing, wet cleaning of floor, passage/corridor & different types of floor area provided in PTM building	As available at site	Daily & as and when required	
3	Cleaning of different types of doors/windows frames & shutters	As available at site	Daily & as and when required	
4	Cleaning & sanitation of toilets & bathrooms	As available at site	Daily & as and when required	
5	Cleaning & attention of drain	As available at site	Daily & as and when required	
6	Cleaning of concrete /bituminous surface	As available at site	Daily & as and when required	
7	Cleaning of switch boards /panels /distribution boards	As available at site	Daily & as and when required	
8	Cleaning of indoor lighting & accessories	As available at site	Once in a week	

9	Cleaning of fans /exhaust fans & accessories	As available at site	Once in a week	
10	Cleaning of external lighting fittings & accessories	As available at site	Once in a week	
11	Cleaning of furniture	As available at site	Daily & as and when required	
12	Supply and cleaning of dust bins	As available at site	Daily & as and when required	
13	Removing/ disposing of collected garbage/debris	As available at site	Daily & as and when required	
14	Cleaning of ceiling	As available at site	Once in a week & as and when required	
15	Cleaning of office equipments	As available at site	Daily & as and when required	
16	Any other equipments/Misc. items	As available at site	As and when required	

Note: The items & quantities shown are only for the guidance to the Tenderers. However, tenderer should visit the site and access the quantum of work involved before quoting the rate.

Annexure-B

Certificate

This is certify that the information/details given at the time of short listing in the tender document for the Pre-qualification for cleaning and house keeping of Receiving substations still holds good. If there is any change in the information /details the same would be required to be submitted.

Signature of tenderer

Note:

1. If change is proposed in the personnel for the work the new personnel should be of same or higher caliber.
2. If change is proposed in the machinery and equipment for the work, the new machinery and equipment should be of same or higher capacity.
3. Irrespective of the above information as asked in various perfromas & otherwise in this tender the information will have to be submitted.

Bill of quantity

S. No	Name of RSS/ PTM	Date of Energization	Description	Duration of work	Unit price (inclusive taxes)	Amount inclusive all taxes
	a	b	c	d	e	f=d*e
1	Jahangir Puri RSS	Already energized	Manpower/3 House keeping staff per Day	365 days		
			Manpower/0.5 Gardener, per Day	365 days		
			Manpower/0.5 Supervisor per Day	365 days		
			For Pest Control	12 Months		
2	Mundka RSS	Already energized	Manpower/2 House keeping staff per Day	365 days		
			Manpower/0.5 Gardener, per Day	365 days		
			Manpower/0.5 Supervisor per Day	365 days		
			For Pest Control	12 Months		
3	Botanical Garden RSS	Already energized	Manpower/2 House keeping staff per Day	365 days		
			Manpower/0.5 Gardener, per Day	365 days		
			Manpower/0.5 Supervisor per Day	365 days		
			For Pest Control	12 Months		

4	Sushant Lok RSS	Already energized	Manpower/2 House keeping staff per Day	365 days			
			Manpower/0.5 Gardener, per Day	365 days			
			Manpower/0.5 Supervisor per Day	365 days			
			For Pest Control	12 Months			
5	New Delhi RSS	Already energized	Manpower/2 House keeping staff per Day	365 days			
			Manpower/0.5 Gardener, per Day	365 days			
			Manpower/0.5 Supervisor per Day	365 days			
			For Pest Control	12 Months			
6	Inderprastha RSS	Already energized	Manpower/3 House keeping staff per Day	365 days			
			Manpower/0.5 Gardener, per Day	365 days			
			Manpower/0.5 Supervisor per Day	365 days			
			For Pest Control	12 Months			
7	Name of RSS/ PTM	Date of Energiza-tion	Description	Duration of work	Unit price (inclu-sive taxes)	Amount inclusive all taxes	
	a	b	c	d	e	f=d*e	
7	Chhatarpur RSS	Already energized	Manpower/2 House keeping staff per Day	365 days			
			Manpower/0.5 Gardener, per Day	365 days			

8	Sarita Vihar RSS	Already energized	5 Gardener, per Day		
			Manpower/0. 5 Supervisor per Day	365 days	
			For Pest Control	12 Months	
			Manpower/2 House keeping staff per Day	365 days	
9	Park street RSS (near CTST stn.)	To be energized*	Manpower/0. 5 Gardener, per Day	365 days	
			Manpower/0. 5 Supervisor per Day	365 days	
			For Pest Control	12 Months	
			Manpower/2 House keeping staff per Day	365 days	
10	Shastri Park PTM	Already operational	Manpower/0. 5 Gardener, per Day	365 days	
			Manpower/0. 5 Supervisor per Day	365 days	
			For Pest Control	12 Months	
			Manpower/1 House keeping staff per Day	365 days	
11	Yamuna Bank PTM	Already operational	Manpower/3 PTM operator per Day	365 days	
			For Pest Control	12 Months	
			Manpower/1 House keeping staff per day	365 days	
			Manpower/3 PTM operator per Day	365 days	

			For Pest Control	12 Months			
	Total						

Total Amount in words (First year only) Rs. _____

% age increment for 2 nd Year AMC % of 1 st year AMC
% age increment for 3 rd Year AMC % of 1 st year AMC

Signature of Contractor With Seal

* This RSS has not been commissioned till date of tendering. Manpower shall be deployed by contractor from date of commissioning as informed by engineer In-charge. Payment shall be released on pro-rata basis.