

## SECTION 1

### NOTICE INVITING TENDER (Technical Bid)

#### 1.1 GENERAL

- 1.1.1 DMRC Invites Sealed Open tenders from interested & Eligible house keeping agencies for cleaning and housekeeping of Kirti Nagar and Satguru Ram Singh Marg Metro Stations.
- 1.1.2 DMRC Invites sealed open tenders from interested and eligible house keeping agencies for the above work.

Approximate cost of work	:	<b>Rs. 62.46 lakh (Annually)</b>
Tender Security amount	:	<b>Rs. 100000/-</b>
Cost of Tender form (Non-Refundable)	:	<b>Rs. 5250 (including 4% VAT)</b>
Completion period of the Work	:	<b>365 days (Further extendable by 2 years)</b>
Tender documents on sale	:	<b>18/05/2011 to 08/06/2011 (working days)</b>
Date & time of Submission of Tender	:	<b>09/06/2011 between 9.30hrs and 16:00 hrs</b>
Date & time of opening of Tender:		<b>16.30 hrs. on 09/06/2011</b>

**The tender documents can be obtained from the office of Deputy General Manager/Civil & Structure, 6<sup>th</sup> floor Metro Bhawan, Barakhamba Road New Delhi-01. Payment shall be made by demand draft drawn in favour of DMRC Ltd. payable at New Delhi. The cost of Tender Form whether downloaded from website or purchased from office will have to be paid in the form of Demand Draft enclose along with tender documents.**

#### 1.2 POINTS TO BE NOTED

- 1.2.1 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. Specifications
- f. Bill of Quantities.

- 1.2.2 The tenderers may obtain further information in respect of these tender documents from the office of Deputy General Manager /Civil & Structure, 6<sup>th</sup> floor, Metro Bhawan, Barakhamba Road New Delhi-01.

- 1.2.3 All tenderers are hereby cautioned that tenders containing any material deviation or reservation as described in clause 20.0 of 'Instruction to Tenderers' and /or

minor deviation without quoting the cost of withdrawal shall be consider as non responsive and shall be summarily rejected.

- 1.2.4 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.

Deputy General Manager / Civil & Structure  
DMRC

### **Eligibility Criteria**

#### **(a) Work Experience :**

Experience of having satisfactorily completed similar works during last 5 years ending last day of month previous to the one in which the tenders are invited should be either of the following:

- (i) Three similar completed works costing not less than the amount equal to 40% of the estimated cost (Rs. 62.46 lakh)  
Or
- (ii) Two similar completed works costing not less than the amount equal to 50% of the estimated cost. (Rs. 62.46 lakh)  
Or
- (iii) One similar completed work costing not less than the amount equal to 80% of the estimated cost. (Rs. 62.46 lakh)

#### **(b) Financial Standing (Annual Turnover) :**

Applicant should have annual turn over of last three audited financial years not less than Rs. 49.96 lakh.

## SECTION 2

### SCOPE OF WORK

**2.0** The contractor will execute Cleaning and house keeping works with the suitable and uniformed trained men with modern equipments & machinery for the following works in stations:

**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. Concourse,
  - b. Platform
  - c. Passages
  - d. Circulating area
  - e. Pavement
  - f. Roads
  - g. All rooms and other areas including corridors.
  - h. Stair cases
  - i. Bath rooms and Toilets
  - j. Over head tanks & Under ground water tanks
- 2.1.2 Cleaning and washing of Track plinths within the station Boundary of Up and Down Tracks.
- 2.1.3 Supply, Cleaning & Maintenance of Indoor & Out door Plants, Flowerpots, Cleaning.
- 2.1.4 Plumbing work in the entire station 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.
- 2.1.5 Sanitation of bathrooms and Toilets including supply of necessary items.
- 2.1.6 Cleaning & Attention of all the Drains available in the station area.
- 2.1.7 Supply of suitable & adequate number of Dustbins, Cleaning of dustbins and Removal/disposal of collected garbage/ debris at the MCD approved location.
- 2.1.8 Pest control, Mosquito control & Rodent control of the entire station area including all rooms.
- 2.1.9 Cleaning of Traction, E&M, Signaling, Telecommunications, and AFC & Miscellaneous items available in Station premises.
- a. Cleaning of lighting Fixtures & Accessories
  - b. Cleaning of Fans
  - c. Cleaning of D.G. sets & connected equipments

- d. Cleaning of Air conditioners
- e. Cleaning of All HT & LT Equipments available in ASS room
- f. Cleaning of all LT equipments available in LT switch room
  - g. Cleaning of All Equipments available in UPS room (Electrical and Signaling Rooms)
  - h. Cleaning of Equipments in Signaling room
- i. Cleaning of Equipments in Telecommunication room
- j. Cleaning of all Automatic Fare collection equipments
  - k. Cleaning of all Equipments available in Station Control Room, booking Offices, Excess Fare Office
- l. Cleaning of All Equipments available in Pump room
- m. Cleaning of Lifts
- n. Cleaning of Escalators
  - o. Cleaning of portable fire extinguishers/Smoke detectors/ Fire detectors
  - q. Cleaning of butterfly valves / landing valves /internal hydrants, piping of all types
- r. Cleaning of Cable Trays, Cable Trench Covers etc
- s. Cleaning of Telephones sets & accessories
  - t. Cleaning of Computers and accessories
- u. Cleaning of Signage boards/Notice boards
- v. Cleaning of furniture provided in all rooms/offices
- w. Cleaning of Office equipments
- x. Cleaning of Fire Hydrants, Fire Panels, All type of pipes, Valves etc.
- y. Cleaning of All Switch Boards, Panel Boards.
  - z. Cleaning of Security equipments like Metal detectors, X-ray machines etc.
  - aa. Cleaning of External Lighting fixtures.
  - bb. Cleaning of Water coolers, R.O. Equipments etc.
  - cc. Cleaning of Automatic Hand Driers, Liquid Soap Dispensers etc.
  - dd. Cleaning of all miscellaneous equipments as available or being provided from time to time.

## 2.2 Time Schedule

The contract period for execution of the above mentioned works is **365days** from the Day of Commencement of Work. However the work shall commence within 7days from the date of issue of letter of acceptance. Performance of contractor to be reviewed after completion of 1<sup>st</sup> & 2<sup>nd</sup> year work for 2<sup>nd</sup> year & 3<sup>rd</sup> year work. Evaluation of the tender shall be done on the basis of rates quoted for all the three years.

- 2.3 DMRC has implemented, 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 DMRC is looking for a Mechanized type of Cleaning 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 Annexure – A and B (Volume-III)
- b. The rate quoted by the tenderer is inclusive of all duties, taxes, fees, octroi and other levies, materials, labour etc.
- c. The rates quoted by tenderer is also inclusive of any hike in wages due to VDA etc.

#### **3.1.2 Schedule of Payment**

The payment will be made on a monthly basis as per the accepted rates based on the activities carried out as in the Schedule of work Annexure – A and B of volume –III of tender document.

#### **3.1.3 Terms & Process of Bill Payment**

- a. All the terms & conditions of the bills for payments purpose should be strictly complied with in accordance with the guide lines, issued by the competent authority from time to time.
- b. A certificate as per Annexure –X enclosed should strictly be provided with each bill for each Metro Station.