

NOTICE INVITING TENDER

Contract RSW/KPD-060 : Comprehensive Cleaning & Wax polishing of Rolling stock (Metro Train Coaches) and House Keeping of Depot Premises at Khyber Pass Depot ,Sultanpur Depot

CONTENTS

CLAUSE	DESCRIPTION	PAGE
Section-1	NOTICE INVITING TENDER	
1.1	GENERAL	2
1.2	ELIGIBILITY CRITERIA	3
Section-2	BRIEF SCOPE OF WORK	
2.1	CLEANING OF ROLLING STOCK (METRO TRAIN COACHES)	7
2.2	CLEANING AND HOUSEKEEPING OF ENTIRE DEPOT PREMISES AT KHYBER PASS DEPOT AND SULTANPUR DEPOT	8
2.3	MONITORING PERFORMANCE OF CONTRACTOR	9
2.6	TIME SCHEDULE	9
Section-2	TENDER PRICES AND SCHEDULE OF PAYMENT	
3.1	TENDER PRICES	10
3.2	SCHEDULE OF PAYMENT	10

SECTION 1
NOTICE INVITING TENDER

1.1 GENERAL

1.1.1 Delhi Metro Rail Corporation (DMRC) Ltd. invites **open e-tenders** from Eligible Applicants who fulfill the Eligibility criteria as mentioned in Clause 1.2.1 of NIT, in two packet system (Technical Bid and Financial Bid), for the work **“Comprehensive Cleaning & Wax polishing of Rolling stock (Metro Train Coaches) and House Keeping of Depot Premises at Khyber Pass Depot and Sultanpur Depot of DMRC”**.

1.1.2 The details of tender are as follows:

1.1.2.1	Tender No.	RSW/KPD-060
1.1.2.2	Name of work	Comprehensive Cleaning & wax polishing of Rolling stock (Metro Train Coaches) and House Keeping of Depot Premises at Khyber Pass Depot and Sultanpur Depot of DMRC
1.1.2.3	Approximate cost of work	Rs. 8,42,29,923/- for 1 st year
1.1.2.4	Tender Security amount	Rs. 8,42,299/-
1.1.2.5	Cost of Tender Documents (Non-refundable)	Rs.21,000/- (Rs.20,000/-+ DVAT@ 5%) (Non- refundable)
1.1.2.6	Tender documents on sale	From 11.06.2015 to 10.07.2015 up to 11:00 hrs through e-tendering website www.tenderwizard.com / DMRC. Tender document can only be obtained after registration of tenderer on the website www.tenderwizard.com/DMRC , For further information about e-tendering bidders are advised to Contact: 011- 49424307, 011- 49424365
1.1.2.7	Last date of seeking clarification	27.06.2015 at 17:30 hrs
1.1.2.8	Pre bid meeting	30.06.2015 at 11:00 hrs at the office of JGM/RS/KPD
1.1.2.9	Last date of issuing addendum/corrigendum	04.07.2015 at 17:30 hrs

1.1.2.10	Date & time of Submission of Tender online	10.07.2015 up to 15.00 hrs
1.1.2.11	Date & time of opening of Technical Bid online	10.07.2015 at 15.30 hrs.
1.1.2.12	Date & time of opening of Price Bid	It will be intimated on www.tenderwizard.com/DMRC after technical evaluation.
1.1.2.13	Completion period of work	Initially for 01 year & extendable for subsequent 02 years as well subject to review of performance (as per SCC) i. e. total period is for 03 years.
1.1.2.14	Type of Tender	Two Bid System (Technical & Financial)
1.1.2.15	Tender Validity	120 days from the last date of submission of tender (as per clause 11 of ITT)
1.1.2.16	Tender Security Validity	180 days from the last date of tender submission (as per Clause no. 12 of ITT)
1.1.2.17	Performance Security Deposit	10% of the contract value. (as per Clause no. 27 of ITT)
1.1.2.18	Validity of Performance Bank Guarantee/Security	6 months beyond the expiry of the Defect Liability Period (as per Clause no. 27 of ITT)
1.1.2.19	Authority and place for Submission of tender cost, tender security, seeking clarifications, place of Pre bid meeting, required documents, if any	Joint General Manager/Rolling Stock, Khyber Pass Train Depot, DMRC Ltd., Timarpur, Delhi – 110054

1.1.3 The tender cost will be in the form of Demand draft/ Banker's cheque and tender security will be in the form of Demand draft/ Banker's cheque/FDR/Bank Guarantee drawn on a Scheduled Commercial Bank based in India and should be in favour of "Delhi Metro Rail Corporation Ltd." payable at New Delhi, The same should be submitted, in original, before three hours of opening of technical bid in the office of Joint General Manager/Rolling Stock/Khyber Pass Depot at the above mentioned address.

NOTE: The bidder who fails to submit the tender cost & tender security (in original) within stipulated scheduled deemed to be rejected.

1.2 ELIGIBILITY CRITERIA:

1.2.1 Work Experience: Tenderer shall have experience of having satisfactorily completed similar works (i.e. Cleaning & Housekeeping work with modern and automated machinery) in Industrial complex, Metro Stations/Metro

Trains /Railways/ DMRC/ Central Government / State Govt. / Institutions / PSU organizations/ Reputed Corporate Industries/ Reputed Corporate offices /Airports during last five years period ending **31.05.2015** should be either of the following: -

- a) Three similar completed works each costing not less than the amount equal to 40% of the advertised tender value
OR
- b) Two similar completed works each costing not less than the amount equal to 50% of the advertised tender value. OR
- c) One similar completed work costing not less than the amount equal to 80% of the advertised tender value.

Following documents shall be considered for evaluating the criteria of work experience:

- i) Tenderer shall submit the details of work executed in Experience Record (**Form T-II of ITT**) for the works to be considered for qualification of experience criteria.
- ii) Self attested copy of work order /LOA, BOQ along with Work completion certificates (indicating Nature/Scope of work, date of start & completion, actual completion cost and Performance of subject work) from the client on their letter head for completed work.

The tender submitted without documentary proof shall be rejected.

1.2.2 Financial standing/Annual Turn Over: Average Annual Turn Over of the tenderer during the last three audited financial years shall not be less than 80% of the advertised tender value. Tenderer has to produce attested audited balance sheet with profit and loss account duly certified by Chartered Accountant etc. Tenderer shall submit the details in prescribed Proforma (**Form T-V of ITT**).

1.2.3 Cleaning equipments/machinery: Tenderer should have purchased the cleaning equipments/machinery related to the similar work for minimum Rs. 15 lakhs on an average during the last three financial years (i.e. F.Y. 2012-13, 2013-14 & 2014-15). Tenderer shall submit the Proof of purchasing the cleaning equipments/machinery as per details in prescribed format (**Form T-IV/A of ITT**).

1.2.4 Manpower: Tenderer must have minimum 400 employees on his permanent pay role. Tenderer shall submit self attested challan copies of PF and ESI statement with ECR sheet for the month of Feb'15 to Apr'15 submitted to the concerned authorities for minimum 400 employees on their permanent pay role. Contractor may be asked to submit PF no., ESI no., Bank Account No., work experience of his employee if required by DMRC.

1.2.5 Contractor Obligation / Compliance: Contractor must be agreed with the conditions about labour laws obligations as mentioned in **Annexure-A of ITT** for Obligation / Compliance to be ensured by Contractor.

- 1.2.6 **Applicant must not have been blacklisted or deregistered by any Govt. or public sector undertaking during last five years. They must submit a declaration for the same on-judicial stamp paper of Rs.10/- duly attested by Notary, in the format Annexure–B of ITT.**
- 1.3 Tenderer shall submit documentary proof of eligibility criteria in desired format as detailed in the Tender Schedule. Tenderer not meeting the eligibility criteria conditions as given in **para 1.2** will be summarily rejected. Price Bid will be opened only for those agencies, which are qualified in Technical bid/ eligibility criteria.
- 1.4 The tenderer should not assume that his bid should automatically be accepted. The same should contain all technical, financial and other details as required for the consideration of tender.
- 1.5 Works envisaged under this contract are required to be executed in all respects up to the period of completion mentioned above.
- 1.6 Tender documents consist of the following:

Volume -I

(A) TECHNICAL BID

- i) Notice Inviting Tender
- ii) Instructions To Tenderers
- iii) Special Conditions of Contract
- iv) Technical Specifications & Scope of work
- v) DMRC's General Condition of Contract with Correction slips

Volume-II

(B) PRICE BID

- vi) Form of Tender with appendix thereof
 - vii) Bill of Quantities
 - viii) Form of Deviations with Price Adjustment
- 1.7 The Contract shall be governed by the documents listed in Para 1.6 above.
- 1.8 The Tenderers may obtain further information in respect of these tender documents from the **Office of Joint General Manager/Rolling Stock, Khyber Pass Train Depot, DMRC Ltd., Timarpur, Delhi- 110054.**
- 1.9 The intending bidders must be registered on e-tendering portal www.tenderwizard.com/DMRC. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration the tenderer will get user id and password. On login tenderer can participate in tendering process and can witness various activities of the process.
- 1.10 The authorized signatory of intending bidder, as per Power of Attorney (POA), must have valid class-III digital signature. The tender document can only be downloaded or uploaded using Class-III digital signature of the authorized signatory.

- 1.11 Tender submissions will be made online after uploading the mandatory scanned documents towards cost of tender documents such as Demand Draft or Pay Order or Banker's Cheque and towards Tender Security such as Demand Draft or Pay Order or Banker's Cheque or Fixed Deposit Receipt or Bank Guarantee from a Scheduled commercial bank based in India and other documents as stated in the tender document.
- 1.12 Tenderers are advised to visit the site before offering their rates.
- 1.13 Bidders shall note that the maximum file size that can be uploaded is 5MB. All the uploaded files in tender submission should be named properly and arranged systematically.
- 1.14 The bidders are advised to keep in touch with e-tendering portal www.tenderwizard.com/DMRC for updates. Any corrigendum, addendum etc issued shall be part of this tender document and shall be made available on website www.tenderwizard.com/DMRC.
- 1.15 All Tenderers are cautioned that the tender containing any deviation from the Tender Document as mentioned in the clause of 1.6 of NIT which consists of Noting Inviting Tender, Instructions to Tenderers, General Conditions of Contract, Special condition of Contract, Technical Specifications & Scope of work, Bill of Quantities is liable to be summarily rejected as non-responsive.
- 1.16 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.

(O.H.Pande)
Executive Director / Rolling Stock
Delhi Metro Rail Corporation Limited

SECTION 2

BRIEF SCOPE OF WORK

2.0 The contractor will execute Cleaning of Rolling Stock (Metro train coaches) and House Keeping of Depot premises as mentioned in "Technical Specifications & Scope of work" provide in tender with suitable uniformed trained manpower, chemicals, consumables, modern equipments & machinery etc. at Khyber Pass Depot and Sultanpur Depot. **In view of urgent requirement contractor may be asked to provide similar cleaning and housekeeping services at short notice in any other DMRC depot for a short term on same terms and Conditions.**

2.1 Cleaning of Rolling Stock (Metro Train Coaches):

2.1.1 All Train cleaning activities to be carried out as per the Schedule of work given in 'Bill of Quantity', 'Special conditions of contracts' and "Technical Specification & Scope of Work (Train Cleaning)" of tender documents at Khyber Pass Depot and Sultanpur Depot as per requirement.

2.1.2 Cleaning of Rolling Stock consist of following activities:

- i) Daily Light Internal Cleaning and Driver's cab external cleaning - (before going for revenue service on daily basis).
- ii) Heavy Cleaning (Internal) - Monthly
- iii) Heavy Cleaning (External) -Monthly
- iv) Roof Cleaning -Monthly
- v) Wax Polishing – Six Monthly
- vi) Floor Polishing - Monthly

2.1.3 Manpower (Manager, Supervisor & Trained Cleaning Staff) will be deployed as specified in the tender documents (Form T-III of ITT). All the staff to be deployed only after given the safety training and police verification/C&A verification.

2.1.4 Chemicals & Consumables to be used strictly as specified in "Technical Specification & Scope of Work (Train Cleaning)" and BOQ of the tender document.

2.1.5 Machinery/Equipments to be used strictly as specified in the tender documents (Form T-IV of ITT).

2.1.6 Details of train availability at Khyber Pass Depot and Sulatnpur Depot for cleaning activities given below:

Train type	Qty	KPD (Trains)		SLPD (Trains)	
		08 Coaches	06 Coaches	08 Coaches	06 Coaches
RS-2	50	21	7	12	10
RS-1	10	0	8	0	2
Total trains	60	21	15	12	12
		36		24	
Total Coach/ Depot		258		168	
DT+M/T+M unit consist		129		84	

- 2.1.7 One 06 Coaches trains consist of two Driving Trailer +Motor (DT + M) Car and one Trailer +Motor (T + M) Car. One 8 coaches trains consist of two Driving Trailer +Motor (DT + M) Car and two Trailer +Motor (T + M) Car.
- 2.1.8 DMRC shall offer 6 coaches or 8 coaches trains for cleaning. However quantity of work/ activities will be verified on conversion of trains into no. of DT+M or T+M unit consist as per details given below:
 - One 06 Coaches train = 03 no. of DT+M or T+M unit consist
 - One 08 Coaches train = 04 no. of DT+M or T+M unit consist
- 2.1.9 DMRC may increase or decrease the no. of trains during the execution of contract.
- 2.1.10 The cleaning activities in the train will be carried out when the train is stabled in the Inspection Shed, Washing line or stabling line at Depot or Stabling line at the terminal stations or as directed by the Engineer.
- 2.1.11 The garbage shall be collected in bags during cleaning and shall be disposed off by the contractor outside the depot area in MCD's disposal yard / scrap yard. Nothing shall be paid extra by DMRC for this to the contractor.

2.2 Cleaning and Housekeeping of Entire Depot premises at Khyber Pass

Depot and Sultanpur Depot:

- 2.2.1 All Cleaning and Housekeeping of Depot premises to be carried out as per the Schedule of work given in 'Bill of Quantity', as per 'Special conditions of contracts' & as per "Technical Specification & Scope of Work (Depot Housekeeping)" of tender documents.
- 2.2.2 Cleaning and Housekeeping of Depot premises consist of all buildings and Roads located at Khyber Pass Depot and Sultanpur Depot area.
- 2.2.3 Manpower (Team Leader, Manager, Supervisor & Trained Cleaning Staff) to be deployed as specified in the tender documents (form T-III of ITT). All the staff to be deployed after given the safety training and police verification.
- 2.2.4 Chemicals & Consumables to be used as specified in "Technical Specification & Scope of Work (Depot Housekeeping)" and BOQ of the tender documents.
- 2.2.5 Machinery/Equipments to be used as specified in the tender documents (form T-IV of ITT).
- 2.2.6 Supply of suitable & adequate number of dustbins, Cleaning of dustbins and Removal/disposal of collected garbage/ debris and disposal at the MCD approved locations.
- 2.2.7 Cleaning and washing of Track plinths within the depot area.
- 2.2.8 Sanitation of Bathrooms and Toilets.
- 2.2.9 Supply & upkeep of Indoor/ Outdoor plants in flower pots.
- 2.2.10 Cleaning & Attention of all the drains available in the above mentioned buildings & depot area.

2.3 Monitoring Performance of Contractor

- 2.3.1 The performance of contractors is monitored as per relevant checklists on the basis of quality (train cleaning level) and delivery (in time train cleaning) on daily basis, which is compiled monthly.
- 2.3.2 Performance of contractor will be judged on the mark obtained against the performance evaluation criteria as per clause 4.2 of 'Special conditions of contract'.
- 2.3.3 Daily inspection of work to be done by DMRC and on the "quality of work" the DMRC's decision will be final.
- 2.4** Emphasis is on lesser manpower with more productive and effective use of machines to get desired quality of cleaning consistently in minimum possible time.
- 2.5** After finalization of tender, the successful tenderer will have to carry out demonstration of one metro train for Cleaning & wax polishing as directed by the Engineer before signing of Contract.

2.6 TIME SCHEDULE

Contract period is initially for one year from the day of commencement of work and extendable for subsequent 02 year as well subject to review of performance of contract (as per SCC) i.e. total period is for 03 years.

SECTION 3

TENDER PRICES AND SCHEDULE OF PAYMENT

3.1 Tender Prices

- a) Unless explicitly stated otherwise in the Tender Documents, the contractor shall be given payment on the monthly basis based on accepted rates & actual works carried out as per the schedule of work (Bill of Quantity) available elsewhere in the Tender.
- b) The rate quoted by the tenderer is inclusive of all duties, taxes, fees, octroi and other levies, materials, labour, etc.

3.2 Schedule of Payment

- a) The payment will be on monthly basis as per the accepted rates based on the actual work carried out as per the Schedule of work (Bill of Quantity) after satisfactory verification by the users for the Trains/building handed over to the contractor for the Cleaning & housekeeping.
- b) In case, all the buildings/Premises are not ready within the contract period, the Contractor shall not have any claim on the same.
- c) Income Tax, Work contract tax and any other applicable taxes are deductible at source while effecting payment of bills at the prescribed percentage as per the orders of the government.
- d) Quote PAN and Service tax no. on all correspondence, Bills, Vouchers and other documents otherwise TDS at higher of the prescribed rate will be deducted.
- e) All payments to the contractors will be made by e-Payment /Account Payee Cheques. Monthly payment shall be made on receipt of the bill complete & correct in all respect along with the supporting documents subject to deduction of statutory charges/taxes/duties/levies etc.
- f) Bills, correct in all respect, shall be submitted to Depot In-charge /RS/KPD and Depot In-charge/RS/SLPD separately for respective depot, in duplicate along with supporting documents, who will arrange payment through AGM/Finance, DMRC
- g) No advance of any type shall be paid.