

PART 'A'

TENDER NO. AEES/PC&GA/Cos.Maint/F.3/2015-16/3515

**TENDER FOR COSMETIC MAINTENANCE WORK AT  
AECS-1, 2, 3, 4, 5, 6 & JUNIOR COLLEGE AT  
ANUSHAKTINAGAR, MUMBAI-94**

**Name of work: Cosmetic maintenance work at AECS-1, 2, 3, 4, 5, 6, JC at Anushaktinagar, Mumbai-400 094**

**TENDER NO: AEES/P&GA/Cosmetic Maint/F.3/2015-16**

<b>Sr. No.</b>	<b>Description</b>
1	Section I - Tender Notice
2	Section II - Form of agreement and general rules/directions for the guidance of the Contractor
3	Section III - Special Instructions to the Contractors
4	Section IV - Item Rate Tender for Works
5	Section V – Schedule of Quantities
6	Section VI- Cleaning Material to be supplied by the Contractor

## SECTION – I

### TENDER NOTICE

**ATOMIC ENERGY EDUCATION SOCIETY**  
**(An autonomous body under Department of Atomic Energy, Govt. of India)**

**Central Office,  
Western Sector,  
Anushaktinagar,  
Mumbai-400 094**

### NOTICE INVITING TENDER

**TENDER NO: AEES/P&GA/Cosmetic Maint/F.3/2015-16**

1	Sealed Item rate tenders in two-parts in the prescribed form are hereby invited on behalf of Chairman, Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai-400 094 for the following work from Registered firms/eligible Contractors having adequate experience and capabilities to execute such magnitude of Cosmetic Maintenance work and/have worked with different Units of Department of Atomic Energy (DAE), Nuclear Power Corporation of India Ltd., Public Sector Undertakings, CPWD, Railways, PWD, MCGM etc.	
i)	Name of work	Cosmetic Maintenance Work at Atomic Energy Central School Nos.1, 2, 3, 4, 5, 6, Junior College at Anushaktinagar, Mumbai-400 094
ii)	Estimated Cost of work	Rs. 45,64,000/- + Service Tax as applicable
iii)	Period of Contract	Twelve calendar months
iv)	Cost of Tender Document:	Rs. 1,000/- (Non-refundable) in cash or DD of a Nationalised Bank issued in favour of 'Atomic Energy Education Society'.
v)	Earnest Money Deposit	Rs.91,280/-
Note: Earnest Money Deposit (EMD) of Rs. 91,280/- (Rupees Ninety One Thousand Two Hundred Eighty only) to be submitted alongwith the tender document issued in favour of 'Atomic Energy Education Society' by way of a DD of a Nationalized Bank.		
2	Tender document is prepared in two parts viz. Part-A (Technical Bid) and Part-B (Price Bid). Part-A consists of the tender document that includes form for tender agreement, conditions of contract, special instructions to the tenderers, technical specifications etc. Part-B consists of Tender Document that gives Schedule of Quantities.  Tender documents will be issued (sold) to the eligible tenderers from <b>10.30 hrs. to 17.00 hrs. till 06.11.2015</b> . Applications received after this date shall not be considered for issue of tender. The duly filled in original application should be submitted along with the following documents :	

	<b>ELIGIBILITY CRITERIA :</b>									
	a) Average annual financial turnover for "Annually maintaining cleanliness of toilets, corridors, flooring, window glasses, etc" should be at least Rs. 45,64,000/- (Rupees Forty Five Lakhs Sixty Four Thousand Only) during last 3 years.									
	b) The applicant should not have incurred loss in more than <u>two years</u> during the last five years as on 31/03/2015 and shall not be under court receivership or under liquidation.									
	c) Year-wise list of Cosmetic Maintenance work carried out during last 3 years as well as list showing the cost of work in progress.									
	d) Performance certificate in respect of completed works.									
	e) PAN No. and current Income Tax clearance certificate									
	f) Solvency Certificate from the nationalized bank as on 31/03/2015.									
	g) Attested copy of proof of Service Tax Registration and Work Contract Tax Registration certificate.									
	h) List of available machinery and manpower along with organizational structure.									
	i) The tender documents (Part- A & B) can be purchased from the General Administration Section, AEES on any working day between 10.30 hrs. to 16.00 hrs. on payment of Rs.1000/- in cash/DD in favour of 'AEES' from <b><u>26.10.2015 to 06.11.2015 upto 17.00 hrs.</u></b>									
3	<p>Tenders are required to be submitted in separate sealed envelope, superscribed as "<b>Cosmetic Maintenance Work at Atomic Energy Central School Nos.1, 2, 3, 4, 5, 6 and Junior College at Anushaktinagar, Mumbai</b>",</p> <table border="1" data-bbox="395 1167 1291 1274"> <tr> <td>I</td> <td>First Envelope</td> <td>EMD</td> </tr> <tr> <td>II</td> <td>Second Envelope</td> <td>Part-A (Technical Bid)</td> </tr> <tr> <td>III</td> <td>Third Envelope</td> <td>Part-B (Price Bid)</td> </tr> </table> <p><b>The technical bid and the price bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should be sealed and duly superscribed with the name of the Work and due date. EMD of requisite value shall be put in separate cover and the two-part cover shall only be opened after confirming the submission of EMD in the specified form.</b></p> <p>It will be obligatory on the part of all tenderers to return the tender documents at the time of opening the tender whether they are making the bid or not. Making of photocopies of the tender documents and drawings is prohibited</p>	I	First Envelope	EMD	II	Second Envelope	Part-A (Technical Bid)	III	Third Envelope	Part-B (Price Bid)
I	First Envelope	EMD								
II	Second Envelope	Part-A (Technical Bid)								
III	Third Envelope	Part-B (Price Bid)								
4	<p>Tenders will be received up to <b>1600 hrs. on 16.11.2015</b> in the office of Chief Admn Officer, AEES and Part-A (Technical Bid) will be opened on the same day at <b>1630 hrs.</b> in the presence of attending tenderers. Tenders not accompanied with Earnest Money Deposit are liable for rejection. The tender received incomplete or/and without EMD and /or after due date/time will not be considered on any reason. <u>Price bids of only those Contractors which are found technically eligible for the award of contract will be opened and communicated to successful tenderers who are qualified through technical evaluation involving visits to the bidders' ongoing/completed work sites and holding technical discussions.</u></p>									

5	Tenders with any condition including conditional rebate shall be rejected. However, tenders with unconditional rebate will be accepted.
6	The time allowed for carrying out the work will be twelve calendar months to be reckoned from date mentioned in the written order to commence the work or from the first day of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
7	Tender should be valid for 120 days from the date of opening the Technical Bid (Part-A)
8	The tentative period of contract is <b>from 01/12/2015 to 30/11/2016</b> . The successful bidder should be able to take up the work w.e.f. 01/12/2015 without fail on receipt of work order.
9	In case, the last date of sale and/or the date of receipt and opening of the tender are declared as holidays, the respective dates shall be treated as postponed to the next working day.
10	Tenders are to be in the prescribed form of Atomic Energy Education Society. <b>Tenderers should quote in figures as well as in words the rates and amounts tendered by them.</b> The amount for each item should be worked out and the requisite total given. All corrections shall be attested by the dated initials of the tenderer. The tenderers not tendering for this work after purchase of tender documents must return the tender documents to the General Administration Section, Central Office within 10 days from the due date of tender. However, the cost of the tender documents will not be refunded.
11	After opening of the Technical Bid (Part-A) of the tender, bidders shall be evaluated for their techno-commercial capability to carry out the work based on the following: <ul style="list-style-type: none"> <li>a) Financial soundness and turnover during the last 5 years</li> <li>b) Copy of Cosmetic Maintenance work executed in the last 3 years and a list showing the Cosmetic Maintenance work in progress.</li> <li>c) PAN No. and current Income Tax Clearance Certificate</li> <li>d) Solvency Certificate from the nationalized bank as on 31/03/2015.</li> <li>e) Attested copy of proof of Service Tax Registration &amp; Work Contract Tax Registration Certificate.</li> <li>f) Attested copy of proof of EPF Registration</li> <li>g) Attested copy of proof of ESI Registration</li> <li>h) AEES reserves the right to verify the particulars furnished by the prospective contractor independently and accept or reject the tender without assigning any reason thereof. Short-listing of the agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them.</li> </ul>
12	The Contractor whose tender is accepted will be required to furnish by way of <b>Security Deposit</b> for the due fulfillment of his contract, such sum as will amount to <b>5% of the contract value of work. In addition, the contractor shall be required to deposit an amount equal to 5% of the contract value of the work as Performance Guarantee</b> within <b>15 days</b> from the date of issuing of letter of acceptance/Work Order and in any case before commencement of work. Performance Guarantee of 5% should be in the form of Bank guarantee/Fixed Deposit Receipts of Nationalised Banks. The Security Deposit will be collected by deductions @ 10% of the gross amount of the Running Bill of the Contractor till the sum (alongwith the sum already deposited as Earnest Money Deposit) will amount to 5% of the contract value of work. The

	Security Deposit will also be accepted <b>in the form of Fixed Deposit Receipt of Nationalised Banks.</b> The Security Deposit shall be endorsed in favour of 'AEES'. Security Deposit & Performance Bank Guarantee shall be released /returned after the expiry of the contract period.
13	If the successful tenderer <b>fails to furnish the prescribed performance guarantee</b> on or before the stipulated date of commencement, AEES shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if this successful tenderer <b>fails to commence the work within the stipulated time,</b> AEES shall without prejudice to any other right or remedy available in law, be at liberty to <b>forfeit the said earnest money and the performance guarantee absolutely.</b>
14	The acceptance of tender will rest with Secretary, Atomic Energy Education Society, on behalf of Chairman, AEES who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
15	All rates shall be quoted on the proper form of the tender alone.
16	On acceptance of the tender, the name of the accredited representatives(s) of the contractor who would be responsible for taking instructions from the respective Principals shall be communicated to AEES.
17	Special care should be taken to write the rate in figures as well as in words and the amount in figures only in such a way that interpretation is possible. The total amount should be written both in figures and in words. In case of figures, the word "Rs." should be written before the figure of rupees and word 'P' after the decimal figures e.g. Rs.1.25 p. and in case of the words the word 'Rupees' should precede and the word 'paise' should be written at the end. Unless the rate is in whole rupees and followed by the word 'only' it should invariably be upto two decimal places. While quoting the rate in schedule of quantities the word 'only' should be written closely following the amount and it should not be written in the next line.
18	This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Secretary, AEES in this regard shall be final and binding on all.
19	The tender for works shall remain open for acceptance for a period of 120 days from the date of opening of Technical Bid of Part-A. <b>If any tenderer withdraws his tender within the validity period or make any modifications in the terms and conditions of the tender which are not acceptable to AEES, then AEES shall without prejudice to any right or remedy, be at liberty to forfeit the Earnest Money absolutely.</b>
20	It will be obligatory on the part of the tenderer to sign the tender document for all the component parts.
21	This Notice Inviting Tender shall form the part of the contract document.

22	The Contractor shall submit a detailed list of Cosmetic Maintenance work carried by them for the last 3 years including annual turnover and also work in hand (progress) in the following pro-forma.					
	<b>Name of work</b>	<b>Name &amp; Address of Establishment under whom work is being executed</b>	<b>Value of work</b>	<b>Completion time as per contract</b>	<b>Position of Work in Progress</b>	<b>Remarks</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
22	<b>Please note the following:</b>					
	a)	Cheques for Earnest Money Deposit will not be accepted.				
	b)	Each bidder must submit only one bid.				
	c)	Tender forms are not transferable.				
	d)	<b>Tender documents will not be sent from AEES office by post or courier.</b>				
	e)	<b>Tender documents to AEES can be sent by Post/Courier/ hand delivery. Fax/e-mailed or faximile bids are not accepted.</b>				
23	<b>Reimbursement of Service Tax :</b> Applicable Service Tax will be reimbursed to the contractor on production of valid documentary evidence.					
24	<b>Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection</b>					
25	<b>Pre-bid Meeting :</b> The pre-bid meeting will be conducted if required by the competent authority in AEES. All the contractors will be intimated accordingly.					

**Secretary  
Atomic Energy Education Society  
For and on behalf of Chairman, AEES**

**SECTION - II**

**FORM OF AGREEMENT AND GENERAL RULES/  
DIRECTIONS FOR THE GUIDANCE OF THE CONTRACTORS**



**ATOMIC ENERGY EDUCATION SOCIETY**  
**(An autonomous body under Department of Atomic Energy, Govt. of India)**  
**Central Office, Western Sector,**  
**Anushaktinagar, Mumbai-400 094**

FORM OF TENDER AND GENERAL RULES AND DIRECTIONS  
FOR THE GUIDANCE OF CONTRACTORS

1	All works proposed for execution by the contract will be notified in the form of invitation to tender published in one of the Mumbai Newspaper publications. This form will state the work to be carried out as well as the date for submission and opening tenders and the time allowed for carrying out the work, also the amount of earnest money to be deposited with the tender. <u>Copies of the specifications &amp; other documents required in connection with the work can be viewed /downloaded from website <a href="http://www.aees.gov.in">www.aees.gov.in</a>.</u>
2	In view of the tender being submitted by a partnership firm, it must be signed separately by each member thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorising him to do so, such power of attorney to be produced with the tender, and it must be disclosed that the firm is duly registered under the Indian Partnership Act.
3	Receipts for payment made on account of work when executed by a partnership firm must also be signed by all the partners. Except where the Contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give effectual receipts for the firm.
4	Any person who submits a tender shall fill up the usual printed form stating at what cost he is willing to undertake the work. Tenderers who propose any alteration in work specified in the said form of invitation of tender or in the time allowed for carrying out the work or which contain any other conditions of any sort will be liable for rejection. The amount must be quoted in decimal coinage both in words and figures.
5	Secretary, AEES or his representative will open tenders in the presence of any intending Contractors who may be present at the time and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the earnest money forwarded therewith shall thereupon be given to the Contractor who shall thereupon for the purpose of identification sign copies of the specifications and other documents. In the event of a tender being rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the contractor making the same.
6	The office inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest tender.
7	The Contractor shall be responsible to obtain a receipt duly signed by the Accounts Officer or by a duly authorized official of AEES.

8	Rates quoted by the Contractor in item rate tender in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figures and in words. However, if a discrepancy is found, the rates which correspond to the amount worked out by the contractor shall be taken as correct.
9	If amount of the item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.
10	Whether the rate quoted by the contractor in figures and in words tallies, if the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
11	If it is found that the tender is not submitted in the proper manner, or contains too many corrections of absurd rates, or amount, it will be open for AEES to reject.

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## SECTION - III

### SPECIAL INSTRUCTIONS TO THE CONTRACTORS

**Name of Work :** Cosmetic Maintenance Work in AECS-1, 2, 3, 4, 5, 6, Junior College and ASTER Studio, Anushaktinagar, Mumbai-400 094

1	<p>The tenderer may visit the site to acquaint himself with the site conditions, working conditions, approaches, availability of other facilities for his labour force before submitting the tender.</p>
	<p><b>Location &amp; Scope of Work :</b> <b>Scope of Work :</b> Cosmetic maintenance work in AEC School Nos.1, 2, 3, 4, 5, 6, Atomic Energy Junior College and ASTER Studio, Anushaktinagar, Mumbai 94. <b>Location :</b> Atomic Energy Central School Nos. 1, 2, 3, 4, 5, 6, Atomic Energy Junior College and ASTER Studio, Anushaktinagar, Mumbai 94.</p>
	<p><b>Item No. 1 : Sweeping &amp; Mopping :-</b> The work includes sweeping , mopping and removal of cobwebs of all rooms/ corridors, floors, staircases, surrounding walls and all other surface areas adjacent to the floors of AEC Schools, Junior College &amp; ASTER Studio. All above areas of floor shall be swept with soft broom and then mopped manually using well cleaned moist cotton mops dipped in the suitable phenyled water. The mopping to be repeated with ordinary water, the mop being squeezed before use, dipped in fresh water for every 20/30 sq.m. area of mopping. Mopping shall be carried out in such a way that no stains are seen when the area is dried. The sweeping and mopping of floors shall be carried out <u>twice</u> (two operations) <u>per day</u> on all working days (Monday to Saturday). Further, cleaning of terrace of the school buildings has to be carried out <u>once in every 15 days</u>. All consumables including brooms, phenyl, moppers, cleaning material, etc. shall be provided by the contractor. Adequate number of non consumables like scrubbing machines, vaccum cleaner, buckets etc. shall also be provided by the Contractor at the site for the proper cleaning. Necessary replacement should be provided on the urgent basis to avoid any interruption.</p>
	<p><b>Item No. 2 : Collection and disposal of garbage :-</b> Garbage including papers are to be collected and disposed at garbage points one time (one operation) per day on all working days. Buckets &amp; other required material shall be provided by Contractor</p>
	<p><b>Item No. 3 : Cleaning of toilet Blocks :-</b> This work includes cleaning WCs, latrines, urinals, wash basins, bathrooms, mirrors, floors etc., in the toilet blocks including removal of chokes. This work includes cleaning of all glazed tiles of walls with suitable cleaning powders/agent, acid etc. and scrubbed with appropriate brush and cleaning with plain water. All stains shall have to be removed in such a manner that no marks are visible. Removal of chokes in wash basins, urinals, outlet points etc. also includes in the scope of this work. Filling of liquid soap to the dispensers attached with the basin are included in the scope of work without any extra payment. Cleaning of toilet blocks shall have to be carried out minimum <u>twice in a day</u> (two operations) <u>or as per the requirement of the school</u> on all working days. Cleaning of dustbins, cleaning of all the floor including corridors with scrubbing machine and Scotch Brite pad, buffing with scrubbing machine of toilets floor, tiles, wash basin urinals, water coolers locations etc, twice in a month. All consumables like detergent, liquid soap, toilet brush etc. are to be supplied by the Contractor.</p>

	<b>Item No. 4 Cleaning of Window glass panes :-</b> This work includes cleaning of window glasses of Schools, Jr. College & Central Office building twice in every month by means of wet cloth followed by dry soft duster. All the cleaning material like liquid soap, dusters, etc. shall be supplied by the Contractor.																														
	<b>Item No.5</b> The Contractor has to engage a minimum of 43 Nos. of labourers including 15 female workers for cosmetic cleaning of all AECS/JC. This contract is of the nature of service contract for a specified period and not labour contract. Out of the total of minimum 43 Nos. of cosmetic workers that has to be provided, <b>minimum 15 Nos. of female workers have to be deployed for cleaning of Girls/Ladies Toilets</b> to take care of the basic needs of Pre-Prep & Prep students and other related cleaning work of their classrooms and washrooms and works as assigned by the respective heads of Schools/JC.																														
2	<b>Note</b>																														
a	All consumables and cleaning accessories shall be supplied by the Contractor.																														
b	The frequency of sweeping and cleaning of floors, sweeping of terraces etc. toilet units, shall have to be carried out as per tender schedule. However, in case of any unusual occurrence of dirtiness in shabby look in any of unit/areas, same shall be cleaned urgently by the contractor without any extra payment as per the request of AEC Schools/JC.																														
c	Ladies toilets should be cleaned by ladies only. Suitable manpower shall be available at the premises continuously for attending this type of work.																														
d	<b>The cleanable carpet area of each school is mentioned below</b> <table border="1" data-bbox="349 1093 1329 1525"> <thead> <tr> <th>Sr. No.</th> <th>School/JC</th> <th>Carpet area for cleaning (Sq. mtrs.)</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>AECS-1, Mumbai</td> <td>3090</td> </tr> <tr> <td>02</td> <td>AECS-2, Mumbai</td> <td>3295</td> </tr> <tr> <td>03</td> <td>AECS-3, Mumbai</td> <td>4058</td> </tr> <tr> <td>04</td> <td>AECS-4, Mumbai</td> <td>3867</td> </tr> <tr> <td>05</td> <td>ASTER Studio (Annex. Bldg. to AECS-4)</td> <td>235</td> </tr> <tr> <td>06</td> <td>AECS-5, Mumbai</td> <td>6440</td> </tr> <tr> <td>07</td> <td>AECS-6, Mumbai</td> <td>5031</td> </tr> <tr> <td>08</td> <td>AEJC, Mumbai</td> <td>7615</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total</b></td> <td><b>33631</b></td> </tr> </tbody> </table>	Sr. No.	School/JC	Carpet area for cleaning (Sq. mtrs.)	01	AECS-1, Mumbai	3090	02	AECS-2, Mumbai	3295	03	AECS-3, Mumbai	4058	04	AECS-4, Mumbai	3867	05	ASTER Studio (Annex. Bldg. to AECS-4)	235	06	AECS-5, Mumbai	6440	07	AECS-6, Mumbai	5031	08	AEJC, Mumbai	7615	<b>Total</b>		<b>33631</b>
Sr. No.	School/JC	Carpet area for cleaning (Sq. mtrs.)																													
01	AECS-1, Mumbai	3090																													
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04	AECS-4, Mumbai	3867																													
05	ASTER Studio (Annex. Bldg. to AECS-4)	235																													
06	AECS-5, Mumbai	6440																													
07	AECS-6, Mumbai	5031																													
08	AEJC, Mumbai	7615																													
<b>Total</b>		<b>33631</b>																													
e	If the contractor engages less than 43 labourers offered in the quotation on any day, Rs.500/- (Rupees five hundred only) per head per day will be deducted as penalty from the contractor's monthly bill.																														
f	<b>The contractor should maintain monthly muster roll in respect of the labourers duly certified by the Head of AECS/JC which has to be enclosed alongwith monthly bill.</b> The Contractor shall ensure that sufficient labour strength is employed by him daily and shall submit the daily report of attendance of workers employed by him to the Heads of AECS/JC/CO or his representative daily.																														

g	<p><b>The contractor shall pay the minimum wages to the labourers employed by him as prescribed under the Minimum Wages ACT, 1948 as applicable in Greater Mumbai from time to time in the presence of Head of AEC Schools/JC or his representative by the 5<sup>th</sup> of every succeeding month to their workers provided to AEES as per the monthly remuneration with the following documents.</b></p>
i)	<p><b>Details of disbursement made to the staff furnishing cheque details for each payment</b></p>
ii)	<p><b>Proof of payment of statutory obligation such as EPF, ESI, Service Tax and other applicable tax.</b></p>
iii)	<p><b>Income Tax @ applicable rate will be deducted from the monthly bills submitted for payment. PAN should be indicated in the monthly bills.</b></p>
iv)	<p><b>Reimbursement of Service Tax : Applicable Service Tax will be reimbursed to the contractor on production of valid documentary evidence.</b></p>
h	<p>The contractor shall give the labourers suitable uniform with name of Contractor with address and telephone number, identity card &amp; shoes to identify their staff by security and other departmental personnel. All the workers must wear the same uniforms while on duty.</p>
i	<p>The Contractor shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc. Fine as deemed fit shall be imposed on the Contractor, if this condition is violated by any of his personnel in school premises.</p>
J	<p>The contractor shall ensure that all the times the persons appointed by him to serve in the premises are physically fit and free from any disease, injury or illness, contagious (or) otherwise, in order to ensure that a healthy, hygienic and clean atmosphere is maintained.</p>
k	<p>The labourers deployed at AECS/JC shall be required to report for work at 0700 hrs and would leave at 1530 hours. No employees of the contractor shall be allowed to stay in the premises beyond authorized working hours. No work shall be carried out on 2<sup>nd</sup> Saturdays, Sundays, Common/restricted holidays, summer vacation, Mid-term Break, Winter Break without any prior permission from the concerned authority.</p>
3	<p><b>COMMENCEMENT AND COMPLETION OF WORK IN PROPER SCHEDULE</b></p>
	<p>The work included in this tender shall be commenced immediately after the date of written order to commence the work issued by AEES. The work shall be carried out for a period of 12 months with all due diligence and to the entire satisfaction of the Heads of AEC Schools/JC or his authorized representative and as specified in the specifications, schedule of quantities, etc. throughout the stipulated period of the contract.</p>
4	<p><b>INSPECTION</b></p>
	<p>The work shall be conducted under the general direction of the Heads of AEC Schools/JC and is subject to inspection by his appointed representative to ensure strict compliance with the terms of contract. If the work is not in accordance with the requirement of this contract, no payment shall be released by AEES on submission of the bill by the contractor.</p>

5	<b>TENDER RATES</b>
	The rates quoted by the tenderer in the schedule shall be inclusive of all taxes and duties levied by the Government excluding service tax. The service tax may please be indicated separately. The contractor when called for by AEES should furnish detailed analysis in support of the rates quoted by him. AEES reserves the right to utilize the analysis thus supplied in case of any deviation of claims arising on this contract.
6	<b>GOVERNMENT LABOUR LAWS</b>
	The Contractor shall comply with all Central, State and Municipal laws and rules and shall be solely responsible for complying with the provision of the contract labour (Regulation and Abolition) Act, 1970 and the rules thereunder and the other enactments that may be applicable including the payment of Wages Act, 1936, Factory Act, 1948, The Employee's Compensation Act, 1923 and any other applicable registration and Municipal Bye-laws or other statutory Rules and Regulation whatsoever, in force. As far as applicable, any obligation, financial or otherwise imposed under any statutory enactments, rules and regulation, thereunder shall be the sole responsibility of the Contractor.
7	<b>SECURITY REGULATIONS</b>
I	The Contractor shall follow all safety and security procedure that are in vogue and applicable during execution of the work. The contractor should verify the character and antecedents of the labourers employed by them through local address proof issued by competent authority such as Ration Card, Driving licence, electricity bill, telephone bills etc. The Nationality of the contract labourers needs due verification.
II	The Contractor at his own cost should immediately obtain police verification certificates of labourers deployed at the site and submit the same alongwith necessary application to allow them to enter the premises to carry out the work.
8	<b>CARE OF WORKS</b>
	From the commencement to the completion of work, the contractor shall take full responsibility for the care thereof and of all temporary work and in case any damage, loss or injury shall happen to the work from any causes whatsoever shall at his own cost repair, make good the same, so that on completion, the work shall be in good order and condition and in conformity in every respect with the requirements of the contract and the instructions of the respective Heads of AECS/JC.
9	<b>REMOVAL OF WORKMEN &amp; SUPERVISORY STAFF</b>
	The contractor shall employ only such persons as are carefully skilled and experienced in their several trades and Secretary, AEES, shall be at liberty to object and require the Contractor to remove from the work any persons employed by the contractor in or about the execution of works who, in the opinion of Secretary, AEES, misconducts himself or is incompetent or negligent in the proper performance of his duties and all such persons shall not be again employed on the same work without the permission of the Secretary, AEES.
10	<b>WITHDRAWAL OF TENDER</b>
	The tender should be valid for a minimum period of 120 days from the date of opening of the same. If the tenderer withdraws or modifies his tender within the period of 120 days, his earnest money deposit will be liable for forfeiture.

11	<b>CONTRACTOR'S STAFF</b>
	The tenderer shall furnish along with this tender, the list of personnel being made available by him alongwith the details of supervisory staff with their qualifications and experience for execution of the work covered under this contract.
12	Any breach of above security regulations and rules in force from time to time will be viewed seriously.
13	<b>LIST OF WORKS CARRIED OUT BY TENDERERS</b>
	The tenderer shall also submit along with the tender, a list of works and also the approximate cost of each work carried out by him in the past 3 years in different Government Departments or Public Bodies.
14	<b>PROPER INSTRUCTIONS</b>
	Secretary, AEES shall have full powers and authority to issue instructions to the contractor from time to time during the progress of work, such instructions as shall be necessary for the purpose and adequate execution and maintenance of the work and the contractor shall carry out the work and be bound by the same.
15	<b>WORK TO THE SATISFACTION OF THE HEADS OF AECS/JC</b>
	The Contractor shall execute and complete and maintain the works in strict accordance with the entire satisfaction of the Heads of AECS/JC or their authorised representative and shall comply with and adhere strictly to the instructions of the Heads of AECS/JC or their authorised representative on any important matter concerning the work. The contractor shall take instructions and directions only from the Heads of AECS/JC or their authorised representative.
16	<b>ACCESS TO SITE</b>
	Secretary, AEES and any persons authorised by him shall at all times have access to the site.
17	The tenderers are required to note that the Contractor has to comply with the provisions of the 'Contract Labour (Regulation & Abolition) Act 1970' and rules of orders issued thereunder from time to time. <b>As per the said act, it is obligatory on the part of the Contractor to pay minimum wages as prescribed under the Minimum Wages Act, 1948 as applicable in Greater Mumbai [Order No. 1/17(6)/2015-LS-II dated 30/03/2015 (Govt. of India)] to the labour employed by him for this contract. The tenderer may bear this in mind while working out their rates for submitting tenders.</b>
18	<b>Mode of payment:</b>
	The Contractor has to submit one consolidated invoice for all AECS/JC to AEES by quoting PAN No. alongwith necessary certificate from the respective Principal of AECS/JC on the muster roll of the labourers, certification of having provided satisfactory services alongwith the details of disbursement of wages made to the labourers employed by him furnishing details of each payment, proof of payment statutory obligation such as EPF, ESI, Service Tax and other applicable taxes. Based on the certification, muster roll submitted, and the wages disbursed to the labourers employed by him, payment will be made to the Contractor by e-transfer on monthly basis for having cleaned the premises for actual no. of working days in a month including National Holidays.
19	If performance of the contractor is found unsatisfactory, the Department reserves the right to terminate the Contract at any time during the contract period.

## SECTION - IV

### ITEM RATE TENDER FOR WORKS

I/We hereby tender for the execution of the work specified in the under written memorandum within the time specified in such memorandum at the rates specified therein, and in accordance with all respects with the specifications, instructions in writing and the conditions of contract and with such material as are provided for by and in all respects in accordance with such conditions so far as possible.

#### MEMORANDUM

- (a) General Description : Cosmetic Maintenance work at AECS-1, 2, 3, 4, 5, 6, AEJC & ASTER Studio Anushaktinagar, Mumbai-400 094
- (b) Estimated cost : Rs. 45,64,000/- + Service Tax
- (c) Earnest Money Deposit : Rs. 91,280/- (2%)
- (d) Security Deposit : 5% of the tendered value of the work put to tender.
- (e) Performance Bank Guarantee : 5% of the tendered value of the work put to tender.

The Security Deposit will be accepted in the form of Fixed Deposit Receipt/ Bank Guarantee of Nationalised Bank. The earnest money deposited in the form of 'Demand Draft' at the time of tender will be treated as part of Security Deposit. The Security Deposit shall be endorsed in favour of '**Atomic Energy Education Society, Anushaktinagar, Mumbai - 400094.**'

Time allowed for the work is 12 months from the date of issue of Work Order.

Should this tender be accepted, in whole or in part, I/We hereby agree

- (i) to abide by and fulfill all the terms and provisions of the said conditions annexed hereto and all the terms and provisions contained in notice inviting tenders so far as applicable, and/or in default thereof to forfeit and pay to AEES the sum of money mentioned in the said conditions. A sum of Rs.91,280/- is hereby forwarded in the form of 'Demand Draft' as earnest money. If I/We fail to commence the work specified in the above Memorandum, I/We agree that AEES shall, without prejudice to any other right or remedy, be at the liberty to forfeit the said earnest money absolutely otherwise, the said earnest money shall be retained by it towards security deposit mentioned against Clause (d) of the above mentioned Memorandum.



- (ii) to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations in cleaning area as may be ordered, up to a maximum of 25 (Twenty five) percent at the rates quoted in the tender documents.

I/We agree that should I/We fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of invitation of tender shall be absolutely forfeited by AEES.

Dated the ..... day of ..... 2015

+Witness ..... \*Signature .....

Address .....  
.....  
.....

The above tender is hereby accepted by me on behalf of Chairman, AEES dated the ..... day of ..... 2015

++ .....

\* Signature of the contractor before submission of tender.

+ Signature of witness of contractor's signature.

++ Signature of the Officer by whom accepted.

**Section – V**

**Schedule of Quantities**

Sr No .	Qty.	Description of item	No. of working days	Rate (₹)	Unit	Amount (₹)
		Cosmetic Maintenance Works of AECS-1, 2, 3, 4, 5, 6, Junior College & ASTER Studio Anushaktinagar, Mumbai-400 094				
	43 labourers	<p><b>General Notes:</b></p> <ol style="list-style-type: none"> <li>1. Penal recovery for not carrying out work shall be done at the quoted rate for each item of work. Decision of Secretary, AEES shall be final.</li> <li>2. The Contractor shall provide uniforms to his workers, with name of Contractor with address and telephone number as approved by Secretary, AEES. All the workers must wear the same while on duty.</li> <li>3. The Contractor's employees shall be liable to be checked by the departmental Security Force and shall be required to strictly observe the directions relating to cleanliness, wearing of identification badges etc. all as per departmental security regulations. Security clearance of all the workers to be obtained by the Contractor. Police verification for all the employees shall be carried out and a certificate in this regard shall be submitted to the Department.</li> <li>4. The tenderer shall quote after taking into account, the number of floors, rooms, cabins, approved common areas, surrounding areas of the building etc. after visiting the site and ascertaining the site conditions.</li> <li>5. The rates quoted by the contractor should be inclusive of all sort of materials required to carry out the complete sweeping and cleaning job including providing all safety measurers to the labourers such as hand gloves, mask etc. and a register shall be maintained for presence of daily labour and consumption of materials.</li> <li>6. A Supervisor shall be deputed separately by the contractor daily to supervise the work and report to Head of AECS/JC. He shall maintain the account of daily labour and cosmetic materials issued to the labour daily and the register shall be kept ready at any time for verification by the concerned Head. If the deployed no. of labourers are less than requirement, deduction of wages as per the reduced labours shall be made from the bill of the contractor.</li> <li>7. The Contractor shall be liable to pay the cost of any fittings or fixtures damaged by his workmen.</li> </ol>	242 days			

Sr. No	Qty.	Description of Item	No. of working days	Rate	Unit	Amount (₹)
1.		Daily sweeping, cleaning & removing all dust & dirt on all floors of cabins/rooms/corridors/toilets, staircase, common passage including collecting the swept material and dumping at the garbage dumping point including cost of cosmetic tools & plant, labour etc. complete all as directed by the Heads of AECS/JC or his representative. Note: Before sweeping all waste paper baskets are to be emptied and the waste collected should be dumped in the garbage dumping point on daily basis.	242 days		Per Day	
2.		Mopping the floors minimum two times once with phenyled water and second with plain water for all corridors, staircase, hall, class rooms, cabins, all common areas including cost of labour and disposing off waste water etc. complete all as directed by Heads of AECS/JC or his representative. Note: 1. one operation consists of mopping two times one with phenyled water and second with plain water. 2. Mopping shall be done twice in a week during the contract period. 3. Minimum 750ml of phenyl shall be used for one operation	242 days		each	
3.		Cleaning of terrace of the school buildings every fortnightly by washing the same- only labour charges	242 days		each	
4.		Daily mopping the toilet block twice a day with phenyled water and second with plain water, for common toilets and Principal's toilets including cleaning & washing glazed tiles dado, urinal pans & channel, IWC & EWC, wash basins, mirror with cleaning powder & scrubbed with appropriate brush etc. glazed surfaces should first be applied with thin paste of cleaning powder and rubbed uniformly with cotton waste/plastic soft/sponge for complete cleaning inclusive labour for carrying out the above cleaning etc. complete as directed by Heads of AECS/JC or his representative.	242 days		Per day	
5.		Removing cob web from the staircase, corridors, common areas, rooms, toilets area etc. including cost of labour as directed by Heads of AECS/JC or his representative.	242 days		Monthly	
6.		Removing all types of chokes carefully from the wash basins, urinals, W.C. as & when required by choke remover/rodding or other suitable means wherever found necessary including thoroughly removing the dirt, laying in & around the area and disposing off etc. inclusive of cost of labour as directed by Heads of AECS/JC or his representative.	242 days		Each	

Sr. No	Qty.	Description of Item	No. of working days	Rate	Unit	Amount (₹)
7.		Cleaning & dusting of window glass panes, ventilators/louvers glass, aluminium shutters, aluminium fixed panel etc dusting with soft duster, and staircase hand rails, Notice Board glass panes, service shafts of toilets and cleaning of flush door shutters of office rooms, class rooms, toilets doors, paneled doors of W. C etc. including washing with soap water and plain water wherever necessary with soap water and with plain water wherever necessary without causing damages to adjoining areas, also cleaning of white glazed dado tiles of toilet, water cooler area etc. including cost of labour.	242 days		Fortnightly	
8.		Sweeping & cleaning the area between the school premises to out-gate & also disposing off collected swept waste to the Municipal dustbin room including cost of labour as directed by the concerned Principal of AECS/JC.	242 days		Each	
9.		Daily cleaning of 6 toilets blocks (2 at each floor) at 'A' wing, Central Office, including doors of W.C., Wash Basin, mirror, windows, with soap water, phenyl water and with plain water wherever necessary and putting phenyl and naphthalene balls inside it without causing damages to adjoining areas, also cleaning of white glazed dado tiles of toilet with cleaning powder and appropriate scrubber for complete cleaning, cleaning of water cooler area etc. including cost of labour.	242 days		Each	
					<b>Total</b>	
					<b>Add : Service Tax @ _____</b>	
					<b>Sub Total</b>	
					<b>Add : Expenditure towards supply of cleaning material for the entire area and total period of contract</b>	
					<b>Grand Total</b>	
<b>Rupees (In Words)</b>						

**Note:**

- Contractor will deploy the trained and sufficient workers who are below the age of 50 years as well as physically fit and mentally alert. Further, all the manpower to be engaged should not be below 18 years of age and no dismissed/ terminated person or the person against whom criminal case pending in court of law shall be deployed.
- The period of contract of 242 working days is tentative. The actual no. of working days during the contract period may vary slightly as per functional requirements of Atomic Energy Central Schools/Junior College at Anushaktinagar.
- Further, payment will be made at actuals, ie for number of days for which cosmetic services provided.

- 4. The Contractor shall ensure that all labourers employed appointed by him are physically fit and free from any disease, injury or illness, contagious or otherwise to ensure healthy, hygienic and clear services.**
- 5. The Contractor has to comply with the provisions of the 'Contract Labour (Regulation & Abolition) Act 1970' and rules of orders issued thereunder from time to time. As per the said act, it is obligatory on the part of the Contractor to pay minimum wages as prescribed under the Minimum Wages Act, 1948 as applicable in Greater Mumbai [Order No. 1/17(6)/2015-LS-II dated 30/03/2015 (Govt. of India)] to the labour employed by him for this contract. The Contractor may bear this in mind while working out their rates for submitting tenders.**

**SECTION -VI**

**Materials to be supplied**

Schedule showing the materials to be supplied by the Atomic Energy Education Society for the work contracted to be executed and the rate at which recovery for such supply will be made from bills to the contractor.

**Name of work:       Cosmetic Maintenance of internal premises occupied by AECS-1,2,3,4,5,6& JC Anshaktinagar, Mumbai - 400 094 .**

<b>Sr. No</b>	<b>Particulars</b>				<b>Place of delivery</b>
		Description	Quantity Unit (Appx)	Rate	
1	Water	As per consumption	-	Free	At site of work
2	Electricity	-do-	-	Free	-do-
3	Materials / implements for carrying out the cosmetic maintenance service with the exception of the items cost of which to be borne by the contractor and included in the lumpsum quoted by the tender for carrying out the services.	1. Phenyle	1400 Ltrs	By Contractor	At site of work
		2. Bleaching powder	350 Kg		
		3. Naphthalene balls	140 Kg		
		4. Cloth duster(Cotton)	700 Nos.		
		5. Liquid Soap	280 Ltrs		
		6. Hard Broom (Coconut)	350 Nos.		
		7. Soft Broom	350 Nos.		
		8. Mops cotton	350 Nos.		
		9. Dettol	280 Ltrs		
		10. Washing Powder	210 Kg		
		11. Hydrochloric Acid (commercial Gr.)	As required		
		12. Lavatory brushes	140 Nos.		
		13. Cobweb Cleaner	70 Nos.		
		14. Scotch Brite	140 Nos.		
		15. Hard Nylon Brushes	70 Nos.		
		16. Plastic Mugs	140 Nos.		
		17. Plastic buckets for carrying waste for deposits at the garbage dumping point.	140 Nos.		
		18. Any other material required for cleaning to be procured by the contractor	As per the requirement of contract		