

PART 'A'

TENDER NO. AEES/PC&GA/Cos. Maint/F.3/2017-18/ 1935 dated 30/06/2017

**TENDER FOR COSMETIC MAINTENANCE
(CLEANLINESS/SANITATION) WORK AT
AEC School -1, 2, 3, 4(including Aster Studio),5,
6 (A, B & C Wings) & JUNIOR COLLEGE
AT ANUSHAKTINAGAR, MUMBAI-94**

Name of work: Cosmetic maintenance (Cleanliness/Sanitation work at AECS-1, 2, 3, 4 (including Aster Studio), 5, 6 (A, B & C Wings) & Junior College, Anushaktinagar, Mumbai-400 094

TENDER NO: AEES/PC&GA/Cosmetic Maintenance/F.3/2017-18/1935 dated 30/06/2017

Sr. No.	Description
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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/PC&GA/Cosmetic Maint/F.3/2017-18/1935

dated 30/06/2017

1	Sealed Item rate tenders in single bid in the prescribed form are hereby invited on behalf of Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai-400 094 for the following work from Registered Firms/eligible Contractors. The bidders should have adequate experience and capabilities to execute such magnitude of Cosmetic Maintenance work .	
i)	Description of work	COSMETIC MAINTENANCE (CLEANLINESS/SANITATION) WORK AT AEC School -1, 2, 3, 4(including Aster Studio), 5, 6 (A, B & C Wings) & JUNIOR COLLEGE AT ANUSHAKTINAGAR, MUMBAI-94
ii)	Estimated Cost of work	Rs. 95,00,000/-
iii)	Period of Contract	12 (Twelve) calendar months
iv)	Cost of Tender Document and processing fee :	Rs. 2,500/- (Non-refundable) in DD/Banker's Cheque/Pay Order of a Nationalized/ Scheduled Bank issued in favour of ' Atomic Energy Education Society '.
v)	Submission of application for purchase of tender	From 3.7.2017 to 10.07.2017 The tender document can be purchased from Purchase Cell & General Administration Section, AEES. Mumbai. Applications received for purchase of tender document after the said specified date will not be considered for issue of tender.
vi)	Tender sale period	From 12.07.2017 to 14.07.2017
vii)	Pre-bid meeting	On 17.7.2017 at 11.00 Hrs at Conference Room, Central Office, Anushatingar, Mumbai 400 094
viii)	Date & time, place for submission of Tender	21.7.2017 upto 1600 hrs Atomic Energy Education Society, Central Office,AECS-6, Western Sector , Anushaktingar , Mumbai 400 094.
ix)	Date & time, place for opening of tender	21.07.2017 at 16.30 hrs in the presence of attending tenderers . Atomic Energy Education Society, Central Office,AECS-6, Western Sector Anushaktingar , Mumbai 400 094.
x)	Earnest Money Deposit	Rs. 1,90,000/-
	Note: Along with the tender document Earnest Money Deposit (EMD) of Rs.1,90,000 (Rupees One lakh ninety thousand only) is to be submitted , issued in favour of ' Atomic Energy Education Society ' by means of a DD/Pay Order/Banker's Cheque/FDR of a Nationalized/Scheduled Bank only.	
2	Tender document consists form for tender agreement, conditions of contract, special instructions to the tenderers, technical specifications and Schedule of Quantities etc	

	The duly filled in original application should be submitted along with the following documents :							
	ELIGIBILITY CRITERIA :							
	a)	Bank solvency certificate of a Nationalized Bank/Scheduled Bank for a minimum 40% of estimated cost of work and should not be older than one year from the date of opening of tender.						
	b)	<p>i) Experience of having successfully completed works during the last 7 years ending previous day of last date of submission of tenders. Three similar completed works costing not less than the amount equal to 40% of estimated cost put to tender.</p> <p style="text-align: center;">Or</p> <p>Two similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender</p> <p style="text-align: center;">Or</p> <p>One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost. Similar works shall mean "Up keeping/Cleaning by sweeping/moping/sanitation work of hospitals/school buildings/office premises/public buildings"</p>						
	c)	The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from the date of completion to last date of receipt of applications for tenders.						
	d)	Average annual financial turnover for "Cosmetic Maintenance work" should be at least Rs. 95,00,000/- (Rupees Ninety five lakhs only) during last 3 years ending 31-03-2016. This should be duly certified by Chartered Accountant.						
	e)	The Tenderer should not have incurred loss in more than <u>two years</u> during the last five years as on 31/03/2016 and shall not be under court receivership or under liquidation.						
	f)	Year-wise list of Cosmetic Maintenance work carried out during last 7 years as well as list showing the cost of work in progress.						
	g)	Performance certificate in respect of completed works.						
	h)	Income Tax Assessment order (latest) certificate with an attested copy of Permanent Account Number (PAN)						
	i)	Attested copy of Service Tax Registration certificate and Work Contract Tax Registration certificate.						
	j)	List of manpower /workers with their details (name, address, phone no. etc.) along with organizational structure.						
3		<p>Sealed Tenders are required to be submit by the contractor with a forwarding letter printed on a letter head of their registered firm in sealed envelope, superscribed as "Cosmetic Maintenance (Cleanliness/Sanitation)Work at Atomic Energy Central School Nos.1, 2, 3, 4 (including Aster Studio), 5, 6 (A, B & C wings) and Junior College at Anushaktinagar, Mumbai".</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; text-align: center;">I</td> <td style="width: 150px;">First Envelope</td> <td style="width: 100px;">EMD</td> </tr> <tr> <td style="text-align: center;">II</td> <td>Second Envelope</td> <td>Tender Document</td> </tr> </table> <p>The Tender Document and EMD should be submitted by the bidder in separate sealed covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with the name of the Work and due date. The cover containing tender shall only be opened after confirming the submission of EMD in the specified form. 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 document and drawings is prohibited.</p>	I	First Envelope	EMD	II	Second Envelope	Tender Document
I	First Envelope	EMD						
II	Second Envelope	Tender Document						
4		The cleaning area indicated in the tender document is indicative/approximate. Contractor(s) are advised to visit the schools before the submit their sealed tenders. No						

	claim of the Contractor/bidder with regard to variation in the indicated area and/ or in the quoted amount will be entertained by AEES at any stage.
5	<u>Tenders not accompanied with Earnest Money Deposit are liable for rejection.</u> The tender received incomplete and/or after due date/time will not be considered on any reason.
6	The printed letter head of the contractor/bidder must have Sales Tax Registration Number with local Sales Tax Authority, Service Tax Registration Number and PAN number of the firm.
7	Any conditional bids shall not be considered and liable to be out rightly rejected. However, tenders with unconditional rebate will be accepted.
8	The time allowed for carrying out the work will be 12 (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.
9	Tender should be valid for 90 days from the date of opening the Tender
10	The tentative period of contract would be from 16/08/2017 to 15/08/2018 . The successful bidder should be able to take up the work w.e.f. 16/08/2017 without fail on receipt of work order.
11	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.
12	Sealed Tenders are to be forwarded by the contractor with a forwarding letter printed on a letter head of the registered firm of the contractor and should be in the prescribed form of Atomic Energy Education Society. "Tenderers should quote the rates in figures as well as in words against each item given in section V of the tender and should be duly signed and stamped by the contractor in each page of the Section-V" . The amount for each item should be worked out and the requisite total is given. All corrections shall be attested by the dated initials of the tenderer. After purchase of the tender document, if the tenderers are not willing to submit the tender for this work, they 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.
13	The Tenderers shall submit the following documents. Bidders Will be evaluated on the following before issue of tender.
	a) Financial soundness and Annual turnover during the last 5 years as on 31-03-2016.
	b) Copy of Cosmetic Maintenance work executed during the last 7 years and a list showing the Cosmetic Maintenance work in progress.
	c) Copy of PAN No. and latest Income Tax Assessment order.
	d) Bank Solvency Certificate from the nationalized/scheduled bank
	e) Attested copy of proof of Service Tax Registration & Work Contract Tax Registration Certificate.
14	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

15	<p>The Contractor whose tender is accepted by AEES will be required to furnish the Security Deposit for the due fulfillment of his contract, and for such sum as will amount to 2.5% 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 within 15 days from the date of issuing of Work Order or before commencement of work whichever is earlier, failing which EMD will be forfeited automatically without notice. The Security Deposit and Performance Guarantee should be in the form of Demand Draft/Banker's cheque/FDR from Nationalised /Scheduled Banks drawn in favour of "Atomic Energy Education Society" or the Security Deposit will be collected by deductions @ 2.5% of the gross amount of the Running Bill of the Contractor till the sum will amount to 2.5% of the contract value of work. The Security Deposit shall be endorsed in favour of 'AEES'. Security Deposit & Performance Bank Guarantee shall be released/returned after satisfactory completion of contract. EMD shall be returned after the receipt of performance guarantee.</p>
16	<p>If the successful bidder fails to commence the work within the stipulated time, AEES shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely.</p>
17	<p>The acceptance of tender will rest with Atomic Energy Education Society. It will not binding on AEES to accept the lowest tender and reserves the authority to reject any or all of the tenders received, without assignment of any reason. Tenders in which any of the prescribed conditions are not fulfilled and/or are incomplete in any respect are liable to be rejected.</p>
18	<p>The rates quoted shall be inclusive of all taxes, duties & levies and materials except Service Tax. The contractors shall pay minimum wages fixed/notified by the Government of India from time to time to the workers engaged for the work during contract period and shall include all statutory obligations. The service provider shall be liable for all kinds of dues payable in respect of the personnel engaged under the contract and AEES shall not be liable to pay any dues for engaging the services of the workers engaged.</p>
19	<p>All rates shall be quoted on the proper form of the tender alone in given format only.</p>
20	<p>On acceptance of the tender, the name of the accredited representatives(s) of the contractor who would be responsible for taking instructions from the Head of AEC Schools/Jr. College shall be communicated to AEES authorities.</p>
21	<p>All entries in the tender form should be legible and filled clearly. Special care should be taken by the contractor while writing the rate in figures as well as in words in the tender. 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 up to 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. Amounts quoted in figure should be repeated in words in case of any discrepancy, the amounts stated in words shall prevail.</p>
22	<p>AEES 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 AEES in this regard shall be final and binding on all.</p>

23	The tender for works shall remain open for acceptance for a period of 90 days from the date of opening of Quotation. 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 50% Earnest Money given by the tenderer.					
24	This Notice Inviting Tender shall form the part of the contract document.					
25	The Contractor shall submit a detailed list of Cosmetic Maintenance works carried out by his firm in the last 3 years including its annual turnover and also work on hand (progress) in the following pro-forma.					
	Name of work	Name & Address of Establishment under whom work is being executed	Value of work	Completion time as per contract	Position of Work in Progress	Remarks
	1	2	3	4	5	6
26	Please note the following:					
	a)	Earnest Money Deposit will not be accepted in the form of cheque(s).				
	b)	Each bidder must submit only one bid.				
	c)	Tender forms are not transferable.				
	d)	Tender documents shall be issued only in person and shall not be issued by post/courier.				
	e)	Sealed Tenders can be sent to AEES by Post/Courier/hand delivery. Fax/e-mailed or faximile bids are not accepted.				
27	Reimbursement of Service Tax : The Service Tax as applicable will be reimbursed to the contractor on production of valid documentary evidence.					
28	Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Service providers who resort to canvassing will be liable to rejection.					
29	General Rules & Directions & General Conditions of Contract of CPWD is applicable for this tender. However, any disputes arises in the course of contract, the decision of Chairman, AEES is the final & binding on the contractor.					

(S K MALHOTRA)
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 CONTRACTOR(S)**

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 through this contract will be notified in the form of invitation to tender and published in one of the Mumbai Newspaper publications. This form will state the work(s) 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 & other documents required in connection with the work can be viewed /downloaded from website www.aees.gov.in.</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 and payments 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	"Tenderers should quote the rates in figures as well as in words against each item given in section V of the tender and should be duly signed and stamped by the contractor in each page of the Section-V". Alterations if any, 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 summarily rejected. 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.
6	AEES reserves the right of rejecting all or any of the tenders and will not be bound to accept the lowest tender.
7	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 in the amounts quoted, the amounts stated in words shall prevail.
8	The persons deployed by the Service provider shall not have any claim whatsoever like employer and employee relationship against the AEES.
9	If it is found that the service provider has not submitted the tender document in the proper format, 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 (Cleanliness/Sanitation) Work in AECS-1, 2, 3, 4 (including Aster Studio), 5, 6 (A, B & C Wings) and Junior College at Anushaktinagar, Mumbai-400 094

1	The Service Providers are advised to visit the site before submitting the sealed tender to acquaint themselves with the site conditions, working conditions, approaches, availability of other facilities.
	<p>Location & Scope of Work : Scope of Work : Cosmetic maintenance (Cleanliness/Sanitation) work in AEC School Nos.1, 2, 3, 4 (including Aster Studio),5, 6 (A, B and C Wings) and Junior College at Anushaktinagar, Mumbai - 94. Location : Atomic Energy Central School Nos. 1, 2, 3, 4 (including Aster Studio), 5, 6 (A,B & C Wings) and Junior College, Anushaktinagar, Mumbai 94.</p>
	<p>Item No.1 : SWEEPING AND MOPPING : A) Sweeping & dusting of Class rooms /Laboratories / Library/office cabins/staff rooms: The works include sweeping & removal of cob webs on all floors of cabins/office rooms/staff rooms/class rooms/Laboratories/Library, surrounding walls and all other surface areas adjacent to the floors/building and dusting of furniture, tables, cupboards etc. Floors of all the above areas shall be swept with the soft broom manually. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed of at garbage points. The sweeping & dusting of furniture, tables, removal of cob webs of floors and removal of garbage shall be carried out one time (one operation) per day on all working days. All consumables, including brooms, cleaning clothes etc. shall be supplied by the Service provider of good quality and sufficient quantity and included in the quoted rates. Office Cabins/Staff Rooms/Laboratories: Sweeping & dusting should be done between 7.00 hrs and 13.00 hrs. AECS-6, A Wing Office Rooms : Sweeping & dusting should be done between 8.15 hrs and 9.45 hrs Class Rooms/Library:Sweeping and dusting should be done between 13.45 hrs to 14.45 hrs.</p> <p>B) Mopping of Class rooms/Laboratories/Library/Staff Rooms/office rooms: The works include mopping of the floors of all above areas manually by using well cleaned moist cotton mops dipped in the suitable water detergent/disinfectant. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed of at garbage points. The mopping is to be repeated with ordinary water 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/markings are seen when the area is dried. The mopping of the floors of all above areas shall be carried out one time (one operation) per day on all working days. All consumables including mops, water detergent/disinfectant, cleaning clothes etc. shall be supplied by the Service provider of good quality and sufficient quantity and included in the quoted rates. Cabins/Rooms/Class Rooms/Laboratories: Mopping should be done between 7.00 hrs and 13.00 hrs. Class Rooms: Mopping should be done between 13.45 hrs and 14.45 hrs No. of operation : Once in a day</p>

	<p>Item No.2 : WASHING & MOPPING OF CLASS ROOMS: Washing of all Class rooms with detergent/disinfectant and with plain water by shifting/removing the class room furniture from class rooms and after cleaning re-set the furniture:</p> <p>The works include to empty the classrooms by shifting/removing the class room furniture without any damage; cleaning/washing of all the empty class rooms using water detergent/disinfectant and with plain water. After cleaning/washing the empty class rooms to re-set the class room furniture without any damage. The cleaning/washing of class rooms should include all floors of class rooms, corridors, surrounding walls and all other surface areas adjacent to the floors. Class rooms should be swept with the soft broom and then well cleaned manually using moist cotton mops dipped in the suitable water detergent/disinfectant. The mopping is to be repeated with ordinary water being squeezed before use, dipped in fresh water for every 20/30 sq.m area of mopping. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed of at garbage points. To empty the classrooms by shifting/removing the classroom furniture, washing/cleaning of all empty classrooms shall be carried out thrice in a year (three operation). All consumables, including brooms, mops, water detergent/disinfectant, cleaning clothes etc. shall be supplied by the Service provider of good quality and sufficient quantity and included in the quoted rates , and his personnel are required to remove the entire class room furniture before washing/cleaning and re-setting of the classroom furniture after washing/cleaning without any damage to the class room furniture.</p> <p>Timing to empty the classrooms, cleaning/washing Class rooms will be as directed by the respective Head of AEC Schools/Junior College which is in general before reopening of the Schools after</p> <ul style="list-style-type: none"> i) Summer vacation ii) Mid term break iii) Winter break <p>No. of operation : Thrice in a year</p>
	<p>Item No.3: Sweeping and Mopping of all semi open areas including Corridors & Staircase</p>
A	<p>In respect of all AEC Schools/Junior college at Anushaktinagar :</p> <p>The work includes sweeping, mopping & removal of cob webs of semi open areas of all floors including corridors, staircase of all floors and all other surface areas adjacent to the floors. All above areas of floors shall be swept with the soft broom and then mopped manually using well cleaned moist cotton mops dipped in the suitable water detergent/disinfectant. The mopping to be repeated with ordinary water 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 markings/stains are seen when the area is dried. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed of at garbage points. The sweeping and mopping of floors shall be carried out two times (two operations) per day on all working days. All consumables, including brooms, cleaning clothes etc. should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates.</p> <p>All semi open areas including Corridors & Staircase of AECS/JC: Sweeping and Mopping should be done between 6.30 hrs to 8.00 hrs and 10.30 hrs to 12.00 hrs.</p> <p>No. of operations: Twice in a day</p>

B	<p>In respect of AECS-6 (A wing) & Aster Studio(AECS-4 Campus), Mumbai:</p> <p>The work includes sweeping, mopping & cob webs removal on all floors of corridors and all other surface areas adjacent to the floors. All above areas of floors shall be swept with the soft broom and then mopped manually using well cleaned moist cotton mops dipped in the suitable water detergent/disinfectant. The mopping is to be repeated with ordinary water being squeezed before use, dipped in fresh water for every 20/30 sq.mts. area of mopping. Mopping shall be carried out in such a way that no markings/stains are seen when the area is dried. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed of at garbage points. The sweeping and mopping of floors shall be carried out one time (one operation) per day. All consumables, including brooms, cleaning clothes etc. should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates.</p> <p>Corridors/Staircase and all other semi open areas of AECS/JC: Sweeping and Mopping should be done between 10.30 hrs to 12.00 hrs.</p> <p>No. of operation: once in a day</p>
	<p>Item No.4: Cleaning of Toilet Blocks:</p>
A	<p>The work includes cleaning WCs, latrines, urinals, wash basins, bathrooms, mirrors, floors etc. in the toilet blocks, including removal of chokes of all AEC Schools/Junior College, Anushaktinagar. This work includes cleaning of all glazed tiles of walls with suitable cleaning powders/agent, acid etc. and scrubbed manually with appropriate brush and cleaning with plain water. All strains shall have to be removed in such a manner that no marks are visible. Removal of chokes in wash basins, urinals, outlet point etc. is also included 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 twice in a day (two operations) on all working days. All consumables like water detergent/cleaning powder, liquid soap should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates.</p> <p>Toilets blocks : Cleaning should be done in the morning around 07.00 hrs and 10.30 hrs.</p> <p>No. of operations: Twice in a day</p>
B)	<p>Toilet blocks:</p> <p>The work includes cleaning WCs, latrines, urinals, wash basins, bathrooms, mirrors, floors etc. in two toilet blocks of each school including removal of chokes. This work includes cleaning of all glazed tiles of walls with suitable cleaning powders/agent, acid etc. and scrubbed manually with appropriate brush and cleaning with plain water. All strains shall have to be removed in such a manner that no marks are visible. Removal of chokes in wash basins, urinals, outlet point etc. is also included 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. <u>Two blocks in each school have to be cleaned thrice in a day (three operations) on all working days.</u> All consumables like water detergent/cleaning powder, liquid soap should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates.</p> <p>Toilets blocks: Cleaning should be done in the morning around 07.00 hrs and 10.30 hrs.</p> <p>No. of operations : Thrice in a day</p>

	<p>Item No. 5 :Sweeping of Terrace :</p> <p>This includes cleaning of terrace of all the School buildings, cleaning chokes, storm water drains, disposal of dry leaves, garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed of at garbage points. Cleaning of terrace of all the school buildings shall have to be carried out once in a three months (four operations) as specified by respective Heads of AEC Schools/Junior college.</p> <p>No. of operations : once in a three months (Four operations)</p>
	<p>Item No. 6 : Cleaning/washing of Inside Window glass panes, ventilators/louvers glass, aluminium shutters and doors:</p>
A.	<p>Cleaning/washing and 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. Cleaning operations include washing with soap water and plain water wherever necessary without causing damages to adjoining areas, also cleaning of white glazed dado tiles of toilet, water cooler area etc. Cleaning of Window glass panes, ventilators/louvers glass, aluminium shutters and doors shall have to be carried out once in two months (six operations) as specified by the respective Heads of AEC Schools/Junior college.</p> <p>No. of operations: once in a two months (Six operations)</p>
B)	<p>Cleaning/Washing of Outside Windows at AECS-1/2/3/4(including ASTER Studio) /5 /6(ABC Wing) & Junior College: Cleaning & dusting of outside window glass panes, ventilators/louvers glass, aluminium shutters, aluminium fixed panel etc. dusting with soft duster, washing with soap water and plain water wherever necessary without causing damages to adjoining areas. Cleaning/washing of outside of Window glass panes, ventilators/louvers glass, aluminium shutters shall have to be carried out twice in a year as specified by the respective Heads of AEC Schools/Junior college.</p> <p>Ladder including all consumables like soft dusters, detergent, liquid soap should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates.</p> <p>No. of operations: once in a six months (Two operations)</p>
	<p>Item No.7 :Peripheral Area around the school building of AECS-1/2/3/4(including ASTER Studio)/5/6 (ABC Wing) & JC (Main Entrance & tiled area):</p> <p>The work of Sweeping of all peripheral/surrounding areas of all school buildings involves removal of garbage, unwanted waste, dry leaves etc. by means of soft & hard broom, up-rooting of all wild vegetation and unwanted grass etc. from the roads, foot paths and open drains and arrangement of flower pots as & when required. The frequency of sweeping work shall be once in a day on all working days. All waste such collected shall be disposed off at garbage points immediately after completion of operation.</p> <p>Peripheral area around the school including Main Entrance & Tiled area : Sweeping should be carried out one time (One operation) per day on all working days around 12.00 noon</p> <p>No. of operation: once in a day</p>

	<p>Item No. 8: Miscellaneous: Requirement of Female workers to attend miscellaneous works in pre-primary sections of AEC Schools 1,2,3,4,5 and 6, Mumbai. The female workers require to attend the Pre-Primary students (pre-preparatory and preparatory classes) viz. receiving these students from their respective parents at the entrance of School main gate and taking them to respective class rooms, and after the schools hours to handover these students to their respective parents. During the school hours these students have to be accompanied to the wash room area, keeping the students clean and neat after their coming out the wash room, and to bring these students back to classrooms, and taking care of these students at the time of recess. Cleaning of pre-prep and preparatory class rooms, dusting of pre-preparatory and preparatory class room furniture, cupboards, and cleaning of corridors after the recess and lunch time. Cleaning of the toilet blocks of pre-primary classes thrice in a day as directed by the respective Head of AEC School.</p> <p>Total No. of Labourers (Female) : 06 Nos</p> <p>No. of working days : 238</p>
2	<p>Note :</p>
a	<p>The Service provider has to deploy a minimum of 52 Nos. of manpower including 20 female workers and 2 Supervisors for cosmetic cleaning of all AECS/JC (for item Sr.No. 1 to 7). The female workers have to be deployed for cleaning of Girls/Ladies Toilets.</p> <p>a) One supervisor for AECS-1,3,JC & 6 b) One supervisor for AECS-2, 4,Aster studio & AECS-5.</p> <p>Misc. (Item No 8) deployment of 6 female workers 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.</p> <p>Total no of workers to be deployed = 52 + 6 = 58+ 2 (supervisors)</p>
b	<p>The contractor shall not employ any person below 18 yrs and above the age of 50 yrs. Manpower so engaged shall be trained for sanitation and housekeeping services and fire fighting services before joining. All consumables and cleaning accessories shall be supplied by the Service provider of good quality and sufficient quantity and included in the quoted rates.</p>
c	<p>Only physically and medically fit personnel shall be deployed for duty by the contractor. The persons deployed by the Service provider should have good police records and no criminal case should be pending against them.</p>
d	<p>The contractor shall ensure that the staff shall not take part in any staff union and association activities. The persons deployed by the contractor should be polite, cordial and efficient while handling the assigned work and their actions should promote good-will and enhance the image of the AEES. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed.</p>
e	<p>AEES shall not be responsible for providing residential accommodation to any of the personnel of the contractor.</p>
f	<p>AEES shall not be under any obligation for providing employment to any of the worker of the contractor during and after the expiry of the contract. AEES does not recognize any employee employer relationship with any of the workers of the service provider, or between the service provider and the AEES.</p>
g	<p>If as a result of post payment audit or otherwise any overpayment is detected in respect of any work done by the contractor or alleged to have been done by the contractor under the contract, it shall be recovered by the AEES from the Contractor.</p>

h	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.
i	Ladies toilet blocks in all the schools should be cleaned by female workers only. Suitable manpower of female workers shall be made available by the Contractor at the premises continuously for attending this type of work.
j	All consumables and cleaning materials shall be supplied by the Contractor of good quality and sufficient quantity and included in the quoted rates.
k	If the contractor engages less than 58 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.
l	<p>a) The Contractor will be responsible for compilation of all laws and other rules/laws of Government of India/State Government relating to this contract and employment/engagement of labour.</p> <p>b) The contractor shall be liable and responsible to provide all the statutory benefits viz. Provident Fund, ESI etc. to the workers engaged by him. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month. Particulars of the labours engaged for the sanitation work is required to be submitted to the AEES. In any eventuality, if the contractor fails to remit employee/ employee's contribution towards PF subscription & ESI etc. within the stipulated time, the AEES is entitled to recover the equal amount from any money due or accure to the Contractor under this agreement or any other contract and will be deposited with RPFC on behalf of the Contractor. The contractor shall supply the details of the amount deposited by him in PF., ESI etc. along with the name, father's name and address of the persons under whose name the said amount has been deposited.</p>
m	The contractor shall give the labourers suitable uniform with name of Contractor with address and telephone number, identity card & shoes to identify their staff by security and other departmental personnel. All the workers must wear the same uniforms while on duty.
n	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/Penalty as deemed fit shall be imposed on the Contractor, if this condition is violated by any of his personnel in school premises.
o	The contractor shall ensure that at 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	The labourers deployed at AECS/JC/ASTER STUDIO shall be required to report for work at 0700 hrs and would leave at 1530 hours. No personnel of the contractor shall be allowed to stay in the premises beyond authorized working hours.
q	The contractor shall pay the wages to the labours as per the rates framed by Labour Contract Regulation and Evaluation, 1971 Act. Contractor will have to pay the wages to labourers at the revised rates as and when there is change in the wages. It should be taken into account while quoting the tender. The contractor shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the AEES or any other authority under Law. The Contractor has to ensure that all codal provisions and statutory levies / wages will be paid to the labourers engaged by him for this work.

r	The housekeeping services works are to be carried out so that all AEC Schools/Jr. College, Mumbai premises always look neat and clean.
s	It will be the sole responsibility of the contractor to ensure that the men engaged are trained and the AEES will not be liable for any mishap, directly or indirectly.
t	The cleanliness will be checked by respective Heads of AEC Schools/Jr. College or any other person/persons/In-charges authorized by them based on certain objective criteria which are decided to measure level of cleanliness and the bidder has to abide by those criteria. These are as follows: <ul style="list-style-type: none"> a. Shine level, presence of dust, spillage of water or other liquids, bird dropping etc. on floors, tiles walls, doors, windows or stairs etc. b. Dust or cobwebs etc. on roof, windows grills etc. c. Finger or palm marks, dust on glass panes of windows or doors and mirrors. d. Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.
u	The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner. All liabilities arising out of accident or death of any personnel on duty shall be borne by the contractor. The contractor shall also be solely responsible for any injury to or death of any third person caused due to contractor or its staff's negligence.
v	The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the AEES and shall not knowingly lend to any person or company any of the effects of the AEES under its control
w	In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract, the AEES may, failing payment of the said money by the contractor, make payment on behalf of the contractor to the said person and any sums so paid shall be recoverable by the AEES from the contractor. Default in payment of wages or other dues to workmen deployed at the AEES on the part of the contractor shall constitute a breach of the contract and shall entitle the AEES to terminate the contract and forfeit security deposit.
x	The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/Rules, as amended from time to time and a certificate to this effect shall be provided by the AEES.
y	Applicable Service Tax will be reimbursed to the contractor on production of valid documentary evidence. The bidder should produce the evidence in respect of having made payments to the manpower provided as and when called for by AEES.
3	COMMENCEMENT AND COMPLETION OF WORK IN PROPER SCHEDULE
	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 (twelve) months with all due diligence and to the entire satisfaction of the Heads of AEC Schools/JC or to their authorized representative and as specified in the scope of work, schedule of quantities, etc. throughout the stipulated period of the contract.
4	INSPECTION
	The work shall be conducted under the general directives 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.

5	<p>SECURITY REGULATIONS</p> <p>I The Contractor shall follow all safety and security procedures 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.</p> <p>II The Contractor at his own cost should immediately obtain police verification certificates of labourers deployed at the site and submit the same immediately to AEES alongwith necessary application to allow them to enter the premises to carry out the work.</p>
6	<p>CARE OF WORKS</p> <p>From the commencement to the completion of work, the contractor shall take full responsibility for the care thereof and of all temporary work. In case of 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 and Central Office, AEES.</p>
7	<p>REMOVAL OF WORKMEN & SUPERVISORY STAFF</p> <p>The contractor shall employ only such persons as are experienced in the house keeping works. AEES shall be at liberty to object and ask the Contractor to remove from the work any person(s) employed by the contractor in or about the execution of works who, in the opinion of AEES, misconducts himself or is incompetent or negligent in the proper performance of his duties. All such person(s) shall not be again employed on the same work.</p>
08	<p>CONTRACTOR'S STAFF</p> <p>The bidder shall furnish along with this tender, the list of personnel being made available by him along with the details of supervisory staff with their qualifications and experience for execution of the work covered under this service contract.</p>
09	<p>Any breach of Department security regulations and rules in force from time to time will be viewed seriously.</p>
10	<p>LIST OF WORKS CARRIED OUT BY TENDERERS</p> <p>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.</p>
11	<p>PROPER INSTRUCTIONS</p> <p>AEES reserves the full powers and authority to issue instructions to the contractor from time to time during the progress of work which 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.</p>
12	<p>WORK TO THE SATISFACTION OF THE HEADS OF AECS/JC</p> <p>The Contractor shall execute the contract strictly in accordance with the entire satisfaction of the Heads of AECS/JC or their authorized representative(s) and shall comply with and adhere strictly to the instructions of the Heads of AECS/JC or their authorised representative(s) on any important matter concerning the work. The contractor shall take instructions and directives only from the Heads of AECS/JC or their authorized representative(s).</p>

13	<p>ACCESS TO SITE</p> <p>Secretary, AEES and/or any persons authorized by him shall at all times have access to the site.</p>
14	<p>Mode of payment:</p> <p>The Contractor has to submit a consolidated invoice for AECS-1,2,3,4 (including ASTER Studio),5,6 (A,B,C wings) and AEJC to Chief Administrative Officer, AEES, Anushaktinagar, Mumbai- 400 094 by quoting PAN No. along with Bank details (Name of the Bank, Branch, Branch Code, IFSC Code, Account Number & Account holder's name) addressed to :Accounts Officer, AEES (Paying authority) along with necessary certificates from the respective Principals of AECS/JC. on the muster roll of the labourers, certification of having provided satisfactory services along with 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.</p> <p>Service Tax will be reimbursed only on production of valid documentary proof of payment.</p> <p>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 number of operation & no. of working days in a month including National Holidays.</p>
15	<p>Termination of contract: If performance of the contractor is found unsatisfactory, AEES reserves the right to terminate the Contract at any time during the contract period.</p>
16	<p>ARBITRATION :</p> <p>I) In the event of any dispute or difference arising in respect of the clauses of this agreement or in connection therewith except as to matters the decision of which is specifically provided under this agreement, the same shall be referred to the sole arbitration of the nominated representative of Chairman, AEES. The agreement to appoint arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.</p> <p>II) The venue of the arbitration proceeding shall be the Central Office, AEES, Mumbai or such other places as the arbitrator may decide.</p>

SECTION - IV

ITEM RATE TENDER FOR WORKS

I/We hereby tender for the execution of the work specified in the underwritten 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 in AEC School Nos.1, 2, 3, 4 (including ASTER Studio), 5, 6 (A, B & C Wings) and Atomic Energy Junior College, Anushaktinagar, Mumbai 94.
- (b) Estimated cost : **Rs 95,00,000/-**
- (c) Earnest Money Deposit : **Rs. 1,90,000/-**
- (d) Security Deposit : 2.5% of the tendered value of the work put to tender in the form of Demand Draft/Banker's cheque/FDR
- (e) Performance Bank Guarantee : 5% of the tendered value in the form of Demand Draft/Banker's cheque/FDR

The Security Deposit will be accepted in the form of Demand Draft/Bankers Cheque/FDR of Nationalized/Scheduled Bank. The earnest money deposited by successful tender will be returned after the receipt of Performance Guarantee. 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. 1,90,000/-** 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 2017

+Witness *Signature

Address
.....
.....

The above tender is hereby accepted by me on behalf of AEES dated the day of 2017

++

* Signature of the contractor before submission of tender.

+ Signature of witness of contractor's signature.

++ Signature of the Officer by whom accepted.

SECTION - V

NAME OF WORK: COSMETIC MAINTENANCE(CLEANLINESS/SANITATION) WORK AT AECS-1,2,3,4 (INCLUDING ASTER STUDIO),5, 6(WINGS A,B &C) AND JUNIOR COLLEGE IN ANUSHAKTINAGAR, MUMBAI - 400 094

SCHEDULE OF QUANTITIES

Item No.	Description of Item	Unit	Qty	Rate (INR.) (In Figures and Words)	Amount (INR.) (In Figures and Words)
Notes:					
1. The rates quoted shall be inclusive of all taxes, duties & levies and all consumables.					
2. Service Tax will be reimbursed extra as applicable on production of valid documentary evidence.					
3. The quantities of different consumable materials is shown in Section VI, these quantities are minimum for a period of one year and the same shall be supplied by the contractor during the contract period without any extra cost to the AEES. The quantities in excess of those shown in Section VI if required as per actual requirement, shall be supplied by the contractor free of cost.					
1	<p>SWEEPING AND MOPPING: (Both 1A & 1B Combined)</p> <p>A) Sweeping & dusting of Class rooms / Laboratories / Library/office cabins/staff rooms: The works includes sweeping & removal of cob webs on all floors of cabins/office rooms/staff rooms/class rooms/Laboratories/Library, surrounding walls and all other surface areas adjacent to the floors/building and dusting of furniture, tables, cupboards etc. Floors of all the above areas shall be swept with the soft broom manually. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed at garbage points. The sweeping & dusting of furniture, tables, removal of cob webs of floors and removal of garbage shall be carried out one time (one operation) per day on all working days. All consumables of approved brand including brooms, cleaning clothes etc. shall be supplied by the Service provider of good quality and sufficient quantity and included in the quoted rates. Office Cabins/Staff Rooms/Laboratories: Sweeping & dusting should be done between 7.00 hrs and 13.00 hrs. AECS-6, A Wing Office Rooms : Sweeping & dusting should be done between 8.15 hrs and 9.45 hrs Class Rooms/Library: Sweeping and dusting should be done between 13.45 hrs to 14.45 hrs.</p>	Operations	238 (Two three eight)		
	<p>B) Mopping of Class rooms/ Laboratories/ Library/Staff Rooms/office rooms: The works includes mopping of the floors of all above areas manually by using well cleaned moist cotton mops dipped in the suitable water detergent/disinfectant. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed at garbage points. The mopping is to be repeated with ordinary water being squeezed before use, dipped in fresh water for every 20/30 sq.m area of mopping. Mopping shall be carried in such a way that no stains/markings are seen when the area is dried. The mopping of the floors of all above areas shall be carried out one time (one operation) per day on all working days. All consumables of approved brand including mops, detergent/ disinfectant (quantity to be used as per manufacturer's specification), cleaning clothes etc. shall be supplied by the Service provider of good quality and sufficient quantity and included in the quoted rates. Cabins/Room/Class Rooms/Labs: Mopping should be done between 7.00 hrs and 13.00 hrs. Class Rooms: Mopping should be done between 13.45 hrs and 14.45 hrs Total area : 8261.10 Sq.m.(approx.) Quantity:238 No. of operation : Once in a day</p>				

SCHEDULE OF QUANTITIES

Item No.	Description of Item	Unit	Qty	Rate (INR.) (In Figures and Words)	Amount (INR.) (In Figures and Words)
2	<p>WASHING & MOPING OF CLASS ROOM: Washing of all Class rooms with detergent/disinfectant and with plain water by shifting/removing the class room furniture from class rooms and after cleaning re-set the furniture: The works includes to empty the classrooms by shifting/removing the class room furniture without any damage; cleaning/washing of all the empty class rooms using water detergent/disinfectant and with plain water. After cleaning/washing the empty class rooms to re-set the class room furniture without any damage. The cleaning/washing of class rooms should include all floors of class rooms, corridors, surrounding walls and all other surface areas adjacent to the floors. Class rooms should be swept with the soft broom and then well cleaned manually using moist cotton mops dipped in the suitable water detergent/disinfectant. The mopping is to be repeated with ordinary water being squeezed before use, dipped in fresh water for every 20/30 sq.m area of mopping. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed at garbage points. To empty the classrooms by shifting/removing the classroom furniture, washing/cleaning of all empty classrooms shall be carried out thrice in a year (three operation). All consumables of approved brand, including brooms, mops, detergent/disinfectant (quantity to be used as per manufacturer's specification), cleaning clothes etc. shall be supplied by the Service provider of good quality and sufficient quantity and included in the quoted rates, and his personnel are required to remove the entire class room furniture before washing/cleaning and re-setting of the classroom furniture after washing/cleaning without any damage to the class room furniture. Timing to empty the classrooms, cleaning/washing Class rooms will be as directed by the respective Head of AEC Schools/Junior College which is in general before reopening of the Schools after i) Summer vacation ii) Mid term break iii) Winter break Total area : 10280.31 Sq.m. (Approx) Quantity: 3 No. of operation : Thrice in a year</p>	Operations	3 (Three)		
3	<p>SWEEPING AND MOPING OF ALL SEMI OPEN AREAS INCLUDING CORRIDORS & STAIRCASE :</p>	-	-	-	-
3A	<p>In respect of all AEC Schools/Junior college at Anushaktinagar : The work includes sweeping, mopping & removal of cob webs of semi open areas of all floors including corridors, staircase of all floors and all other surface areas adjacent to the floors. All above areas of floors shall be swept with the soft broom and then mopped manually using well cleaned moist cotton mops dipped in the suitable detergent/disinfectant (quantity to be used as per manufacturer's specification). The mopping to be repeated with ordinary water 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 markings/stains are seen when the area is dried. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed at garbage points. The sweeping and mopping of floors shall be carried out two times (two operations) per day on all working days. All consumables of approved brand, including brooms, cleaning clothes etc. should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates. All semi open areas including Corridors & Staircase of AECS/JC: Sweeping and Mopping should be done between 7.00 hrs to 8.30 hrs and 10.30 hrs to 12.00 hrs. Total area: 9820.11 Sq.m. (Approx) Quantity: 476 No. of operations: Twice in a day</p>	Operations	476 (Four Seven six)		

SCHEDULE OF QUANTITIES

Item No.	Description of Item	Unit	Qty	Rate (INR.) (In Figures and Words)	Amount (INR.) (In Figures and Words)
3B	<p>In respect of AECS-6 (A wing) & Aster Studio(AECS-4 Campus), Mumbai: The work includes sweeping, mopping & cob webs removal on all floors of corridors and all other surface areas adjacent to the floors. All above areas of floors shall be swept with the soft broom and then mopped manually using well cleaned moist cotton mops dipped in the suitable water detergent/disinfectant (quantity to be used as per manufacturer's specification). The mopping is to be repeated with ordinary water being squeezed before use, dipped in fresh water for every 20/30 sq.mts. area of mopping. Mopping shall be carried out in such a way that no markings/stains are seen when the area is dried. Garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed at garbage points. The sweeping and mopping of floors shall be carried out one time (one operation) per day. All consumables of approved brand, including brooms, cleaning clothes etc. should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates. Corridors/Staircase and all other semi open areas of AECS/JC: Sweeping and Mopping should be done between 10.30 hrs to 12.00 hrs. Total area : 346.12 Sq.m. (Approx) Quantity : 257 No. of operation: once in a day</p>	Operations	257 (Two five seven)		
4	CLEANING OF TOILET BLOCKS:	-	-	-	-
4A	<p>The work includes cleaning WCs, latrines, urinals, wash basins, bathrooms, mirrors, floors etc. in the toilet blocks, including removal of chokes of all AEC Schools/Junior College, Anushaktinagar. This work includes cleaning of all glazed tiles of walls with suitable cleaning powders/agent, acid (quantity to be used as per manufacturer's specification) etc. and scrubbed manually with appropriate brush and cleaning with plain water. All strains shall have to be removed in such a manner that no marks are visible. Removal of chokes in wash basins, urinals, outlet point etc. is also includes in the scope of this work. Supply & 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 twice in a day (two operations) on all working days. All consumables of approved brand like detergent/cleaning powder, liquid soap (quantity to be used as per manufacturer's specification) should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates. Toilets blocks : Cleaning should be done in the morning around 07.00 hrs and 10.30 hrs. Total area: 2400 Sq.m. (Approx) Quantity : 476 No. of operations: Twice in a day</p>	Operations	476 (Four Seven six)		
4B	<p>Toilet Blocks: The work includes cleaning WCs, latrines, urinals, wash basins, bathrooms, mirrors, floors etc. in two toilet blocks of each school including removal of chokes. This work includes cleaning of all glazed tiles of walls with suitable cleaning powders/agent, acid etc. and scrubbed manually with appropriate brush and cleaning with plain water. All strains shall have to be removed in such a manner that no marks are visible. Removal of chokes in wash basins, urinals, outlet point etc. is also includes in the scope of this work. Supply & Filling of liquid soap to the dispensers attached with the basin are included in the scope of work without any extra payment. Two blocks in each school have to be cleaned thrice in a day (three operations) on all working days. All consumables like detergent/cleaning powder, liquid soap (quantity to be used as per manufacturer's specification) should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates. Toilets blocks: Cleaning should be done in the morning around 07.00 hrs and 10.30 hrs. Total area : 214.53 Sq.m Quantity : 714 No. of operation: thrice in a day</p>	Operations	714 (Seven one four)		

SCHEDULE OF QUANTITIES

Item No.	Description of Item	Unit	Qty	Rate (INR.) (In Figures and Words)	Amount (INR.) (In Figures and Words)
5	<p>SWEEPING OF TERRACE : This includes cleaning of terrace of all the School buildings as specified in the scope of work, cleaning chokes, storm water drains, disposal of dry leaves, garbage including papers, empty glass bottles/cardboards, empty boxes and scrap has to be collected and disposed at garbage points. Cleaning of terrace of all the school buildings shall have to be carried out once in a three months (four operations) as specified by respective Heads of AEC Schools/Junior college. Total area : 10583.27 Sq.m. (Approx) Quantity : 4 No. of operation: once in a three months (four operations)</p>	Operations	4 (Four)		
6	<p>CLEANING/WASHING OF INSIDE WINDOW GLASS PANES, VENTILATORS/LOUBRES GLASS, ALUMINIUM SHUTTERS AND DOORS:</p>	-	-	-	-
6A	<p>Cleaning/washing and dusting of window glass panes, ventilators/loubres 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. Cleaning operations include washing with soap water (quantity to be used as per manufacturer's specification) and plain water wherever necessary without causing damages to adjoining areas, also cleaning of white glazed dado tiles of toilet, water cooler area etc. Cleaning of Window glass panes, ventilators/loubres glass, aluminium shutters and doors shall have to be carried out once in two months (six operations) as specified by the respective Heads of AEC Schools/Junior college. Total area : 2720.00 Sq.m Quantity : 6 No. of operations: once in a two months (Six operations)</p>	Operations	6 (Six)		
6B	<p>Cleaning/Washing of Outside Windows at AECS-1/2/3/4(including Aster Studio)/5/6 (A,B&C wing) & Junior College: Cleaning & dusting of outside window glass panes, ventilators/loubres glass, aluminium shutters, aluminium fixed panel etc. dusting with soft duster, washing with soap water and plain water wherever necessary without causing damages to adjoining areas. Cleaning/washing of outside of Window glass panes, ventilators/loubres glass, aluminium shutters shall have to be carried out twice in a year as specified by the respective Heads of AEC Schools/Junior college. Ladder including all consumables of approved brand viz., soft dusters, detergent, liquid soap (quantity to be used as per manufacturer's specification) should be provided by the Service provider of good quality and sufficient quantity and included in the quoted rates. Total area : 3400.00 Sq.m Quantity : 2 No. of operation: once in a six months (two operations)</p>	Operations	2 (Two)		
7	<p>PERIPHERAL AREA AROUND THE SCHOOL BUILDING OF AECS-1/2/3/4(including Aster Studio)/5/6 (A,B, & C wing) & JC (MAIN ENTRANCE & TILED AREA): The work of Sweeping of all peripheral/surrounding areas of all school buildings involves removal of garbage, unwanted waste, dry leaves etc. by means of soft & hard broom, up-rooting of all wild vegetation and unwanted grass etc. from the roads, foot paths and open drains and arrangement of flower pots as & when required. The frequency of sweeping work shall be once in a day on all working days. All waste such collected shall be disposed off at garbage points immediately after completion of operation. Peripheral area around the school including Main Entrance & Tiled area : Sweeping should be carried out one time (One operation) per day on all working days around 12.00 noon Total area : 1526.70 Sq.m Quantity : 238 No. of operation: once in a day</p>	Operations	238 (Two three eight)		

SCHEDULE OF QUANTITIES

Item No.	Description of Item	Unit	Qty	Rate (INR.) (In Figures and Words)	Amount (INR.) (In Figures and Words)
8	<p>Miscellaneous: Deployment of Female workers to attend miscellaneous works in pre-primary sections of AEC Schools 1,2,3,4,5 and 6, Mumbai. The female workers require to attend the Pre-Primary students (pre-preparatory and preparatory classes) viz. receiving these students from their respective parents at the entrance of School main gate and taking them to respective class rooms, and after the schools hours to handover these students to their respective parents. During the school hours these students have to be accompanied to the wash room area, keeping the students clean and neat after their coming out the wash room, and to bring these students back to classrooms, and taking care of these students at the time of recess. Cleaning of pre-prep and preparatory class rooms, dusting of pre-preparatory and preparatory class room furniture, cupboards, and cleaning of corridors after the recess and lunch time. Cleaning of the toilet blocks of pre-primary classes thrice in a day as directed by the respective Head of AEC School. Total No. of labourers (Female) : 06 Nos No. of working days: 238</p>	Per Day	238 (Two three eight)		
TOTAL QUOTED AMOUNT FOR THE WORK					
TOTAL AMOUNT IN WORDS: in Indian Rupees (_____)					

SECTION –VI

Cleaning Materials to be supplied :

Schedule showing the materials to be supplied by the contractor.

Name of work: Supply of Cleaning Material for Cosmetic Maintenance (Cleanliness/Sanitations) Work at AECS -1, 2, 3, 4, (Including ASTER Studio) 5, 6 (A, B and C Wings) & Junior College, Anushakti Nagar, Mumbai - 400 094 .

A] Minimum Quantities of different consumables to be supplied by the contractor for one year period (16-08-2017 to 15-08-2018)

Sr. No	Description of cleaning material	Minimum Quantities to be supplied during the contract (for one year)period	Details of branded cleaning materials required to supply
1.	Phenyle	1400Ltrs.	Cleaning materials of Brands as listed below or its equivalent and as approved by AEES
2.	Bleaching powder	350 kgs.	
3.	Naphthalene balls	140 kgs.	
4.	Cloth duster(Cotton)	700 Nos	
5.	Liquid Soap	280 Lts	
6.	Hard Broom (Coconut)	350 Nos	
7.	Soft Broom	350 Nos	
8.	Mops cotton	350 Nos	
9.	Dettol	280 Ltrs	
10.	Washing Powder	210 kgs	
11.	Hydrochloric Acid (Commercial Grade)	As per Requirement	
12.	Lavatory brushes	140 Nos	
13.	Cobweb Cleaner	70 Nos	
14.	Scotch Brite	140 Nos	
15.	Hard Nylon Brushes	70 Nos	
16.	Plastic Buckets	140 Nos	
17.	Plastic Mugs	140 Nos	
18.	Air fresheners	700 Nos	
19.	Plastic buckets for carrying waste for deposits at the garbage dumping point.	As per Requirement	
20.	Any other material required for cleaning to be procured by the contractor	As per Requirement	

B] Water and Electricity will be provided free of cost by AEES for execution of contract.

Approved Brands for supply of different cleaning materials:

Diversy Products

- Floor Cleaner: R-II
- Handwash
- Toilet Cleaner Sainipick
- Glass Cleaner R-III

Gala Products

- Brooms
- Mops

Other Products

- Lyzol
- Harpic

SECTION -VII

COMPLIANCE

To

**Secretary,
Atomic Energy Education Society,
Anushaktinagar,
Mumbai-400 094.**

**Sub: Tender for Cosmetic Maintenance work at AECS - 1, 2, 3, 4,
(Including ASTER Studio) 5, 6 (A, B and C Wings) and Junior
College, Anushakti Nagar, Mumbai - 400 094**

Dear Sir,

I have gone through the complete terms and conditions and specifications of the tender on the subject cited above and accept the same. I am enclosing herewith the following along with the tender as earnest money (Bid Security):-

Bank Draft/Banker's Cheque/ Pay order no. _____

Dated: _____

Drawn on Bank for Rs. _____

Along with the tender as earnest money (Bid Security) deposit.

Signature of Tenderer

Place:

Name _____

Address _____

SECTION -VIII

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on or before date of bid opening)

To

**Secretary,
Atomic Energy Education Society,
Anushaktinagar,
Mumbai-400 094.**

Subject:- Authorization for attending bid on(date) in the
Tender.....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder) in order of preference given below:

Order of Preference	Name	Specimen Signature
I _____	_____	_____
II _____	_____	_____

Alternate Representative

Signature of Bidder

Or

Officer authorized to sign the bid

Documents on behalf of the bidder

Note: Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted with regular representatives are not able to attend.

SECTION IX

(ON A STAMP PAPER OF Rs.100/-)

Cost of the stamp paper to be borne by the bidder/contractor

UNDERTAKING

To

**Secretary,
Atomic Energy Education Society,
Anushaktinagar,
Mumbai-400 094.**

Name of the firm/Agency_____

Name of the tender _____ Due date_____

Number of the Tender_____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions and also deemed inspected/visited the area of AECS-1,2,3,4(including Aster Studio) 5,6 (Wings A, B & C) & Junior College in Anushaktinagar, Mumbai- 400 094.
- 3 I/We abide by the provisions of Minimum Wages Act, Contract Labour Act, Workman Compensation Act and other statutory provisions like Provident Fund Act, ESI and any other charges applicable from time to time. I/We will pay the wages to the workers engaged as per Minimum Wages Act as applicable for Greater Mumbai amended by the Central Government from time to time and shall be fully responsible for any violation.
- 4 I/We shall provide trained workers for Cosmetic maintenance (Cleanliness/sanitation) work.
- 5 I/We do hereby undertake that neat and clean environment of the AEES shall be ensured by us.

(Signature of the Bidder)
Name and Address of the Bidder
Telephone NO.

Name of work: Cosmetic maintenance (Cleanliness/Sanitation work at AECS-1, 2, 3, 4 (including Aster Studio), 5, 6 (A, B & C Wings) & Junior College, Anushaktinagar, Mumbai-400 094

EVALUATION CRITERIA

S.N.	Particulars	
1	Name of the organization Applicant	
2	Type of organization (Mention whether it is public Limited Company Private Company, Proprietorship Firm. Registered Society, NGO Individual or others (attach the document)	
3	Please specify as to whether Tenderer is sole proprietor/ Partnership firm. Name and address and Telephone No. of Directors/Partners should specified	
4	Name designation address Authorize person of Firm/Agency to deal with	
5	Telephone No, Mobile No. and e-mail ID, if any	
6	Registration No. of the firm /Agency	
7	Year of Establishment of the firm	
8	Bank solvency certificate of a Nationalized Bank/Scheduled Bank for a minimum 40% of estimated cost of work and should not be older than one year from the date of opening of tender.	
9	<p>Experience of having successfully completed works during the last 7 years ending previous day of last date of submission of tenders.</p> <p>Three similar completed works costing not less than the amount equal to 40% of estimated cost put to tender.</p> <p align="center">Or</p> <p>Two similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender</p> <p align="center">Or</p> <p>One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost.</p> <p>Similar works shall mean "Up keeping /Cleaning by sweeping/mopping/sanitation work of hospitals/school buildings/office premises /public buildings"</p>	
10	The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from the date of completion to last date of receipt of applications for tenders	

11	Average annual financial turnover for "Cosmetic Maintenance work" should be at least Rs. 95,00,000/- (Rupees Ninety five lakhs only) during last 3 years ending 31-03-2016. This should be duly certified by Chartered Accountant	
12	The Tenderer should not have incurred loss in more than <u>two years</u> during the last five years as on 31/03/2016 and shall not be under court receivership or under liquidation.	
13	Year-wise list of Cosmetic Maintenance work carried out during last 7 years as well as list showing the cost of work in progress.	
14	Performance certificate in respect of completed works.	
15	latest Income Tax Assessment order with an attested copy of Permanent Account Number (PAN)	
16	Attested copy of Service Tax Registration certificate and Work Contract Tax Registration certificate.	
17	List of manpower /workers with their details (name , addresss, phone no. etc.) along with organizational structure.	
18	Details of Earnest Money deposit	First envelope
	a) Amount : 1,90,000/-	
	b) DD No or Pay order No.	
	c) Date of Issue	
	d) Bank Name	

Declaration by the bidder:

This is to certify that I/We before signing the tender have read and fully understood all the terms and conditions contained herein and undertake myself/Ourselves abide by then.

Signature of the bidder
Name and Address
(with seal)