

PART 'A'

TENDER NO. AEES/PC&GA/Cos. Maint/F.3/2018-19/ dated _____

**ITEM RATE TENDER FOR COSMETIC MAINTENANCE
(CLEANLINESS/SANITATION/GARDENING) WORK AT
AEC School -1, 2, 3, 4(including ASTER Premises),5,6 &
JUNIOR COLLEGE AT ANUSHAKTINAGAR, MUMBAI-94**

Name of work: Cosmetic maintenance (Cleanliness/Sanitation /Gardening) work at AECS-1, 2, 3, 4 (including ASTER Premises), 5, 6 & Junior College, Anushaktinagar,Mumbai-400 094.

TENDER NO: AEES/PC&GA/Cosmetic Maintenance/F.3/2018-19/1267 dated 11.05.2018

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.3/2018-19/ dated

1	Online tenders are invited through e-tendering mode by competent authority, for and on behalf of Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai-400 094 in two parts, from eligible contractors for the work and details given below:	
i)	Description of work	COSMETIC MAINTENANCE (CLEANLINESS/SANITATION/GARDENING) WORK AT AEC School -1, 2, 3, 4(including ASTER Premises), 5, 6 & JUNIOR COLLEGE AT ANUSHAKTINAGAR, MUMBAI-94
ii)	Estimated Cost of work	Rs. 98,00,000/-
iii)	Period of Contract	12 (Twelve) calendar months
iv)	Tender processing fee including taxes (0.05% of Est + GST @18%)	Rs. 5782/- through e-payment
v)	Mode of Tender	Public
	Type of tender	Two part bid
vi)	Availability of tender documents for free view only	The links of website www.tenderwizard.com/DAE
vii)	Dates of availability of tender documents for downloading after paying processing fee	On website www.tenderwizard.com/DAE from 14-05-2018(1000 hrs) upto 23-05-2018 (17:00 hrs).
viii)	Last date and time of submitting online queries / questions for clarification.	18/05/2018 (upto 1800 hrs)
ix)	Pre-bid meeting	Not applicable
x)	Last date and time of closing of online submission of tenders	On 29-05-2018 upto 1600 hrs
xi)	Date and time of online opening of technical bid	On 29-05-2018 at 1630 hrs
xii)	Date and time of opening of financial bids	Will be notified on the website at a later date
xiii)	Earnest Money Deposit	Rs. 1,96,000/- *
	*Note: Along with the tender document, Earnest Money Deposit (EMD) of Rs.1,96,000/- (Rupees One lakh Ninety Six Thousand only) is to be submitted, issued in favour of ' Atomic Energy Education Society ' by means of a Demand Draft of a Nationalized/Scheduled Bank only.	

	xiv)	Authority & place for seeking clarification on tender conditions & opening of tender	Assistant Administrative Officer(PC & GA) Atomic Energy Education Society, Central Office, AECS-6, Western Sector, Anushaktinagar, Mumbai – 400 094.
	xv)	Help Desk	Help desk of M/s. ITI: Shri Rudresh, Mobile No.09969395522 E-mail-daehelpdesk@tenderwizard.co.in Twhelpdesk231@gmail.com E payment gateway: 022-41852124 On working days from 10 am to 6 pm
2	Tender document consists form for tender agreement, conditions of contract, special instructions to the tenderers, and Schedule of Quantities etc., should be submitted along with the application. 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)	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. Or Two similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender Or 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/mopping/sanitation work/Gardening of hospitals/school buildings/office premises/public buildings”	
	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. 98,00,000/- (Rupees Ninety Eight Lakh only) during last 3 years ending 31-03-2017. 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 31/03/2017 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)	Income Tax Return of last three years.	
	j)	Attested copy of GST Registration certificate and Work Contract Tax Registration certificate.	
	k)	List of manpower /workers with their details (name, address, phone no. etc.) along with organizational structure.	
3	The cleaning / gardening area indicated in the tender document is indicative/ approximate. Bidder(s) are advised to visit the schools before they submit their sealed tenders. No claim of the bidder with regard to variation in the indicated area and/ or in the quoted amount will be entertained by AEES at any stage.		

4	Tenders not accompanied with Earnest Money Deposit are liable for rejection. The tender received incomplete and/or after due date/time will not be considered on any reason.
5	The printed letter head of the bidder must submit GST Registration Certificate showing distinctly the GST no. of the firm along with copy of PAN of the firm.
6	Any conditional bids shall not be considered and liable to be out rightly rejected. However, tenders with unconditional rebate will be accepted.
7	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.
8	Tender should be valid for 90 days from the date of opening the Tender
9	The tentative period of contract would be from 16/08/2018 to 15/08/2019 . The successful bidder should be able to take up the work w.e.f. 16/08/2018 without fail on receipt of work order.
10	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.
11	Tenders are to be submitted by the bidder with a forwarding letter, printed on a letter head of the registered firm of the bidder 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 bidder in each page of 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.
12	The Tenderers shall submit the following documents.
	a) Financial soundness and Annual turnover during the last 7 years as on 31-03-2017.
	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 GST Registration & Work Contract Tax Registration Certificate.	
13	AEES reserves the right to verify the particulars furnished by the prospective bidder 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.
14	The Bidder 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 bidder 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 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 bidder 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.
15	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.

16	The acceptance of tender will rest with Atomic Energy Education Society. It will not be 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.					
17	The rates quoted shall be inclusive of all taxes, duties & levies and materials except GST. The bidders 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.					
18	All rates shall be quoted on the proper form of the tender alone in given format only without any correction, overwriting etc.					
19	Special care should be taken by the bidder 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.					
20	On acceptance of the tender, the name of the accredited Supervisor(s) of the bidder who would be responsible for taking instructions from the Head of AEC Schools/Jr. College shall be communicated to AEES authorities.					
21	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.					
22	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.					
23	This Notice Inviting Tender shall form the part of the contract document.					
24	The bidder 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
25	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.				
26	Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Service providers who resort to canvassing will be liable to rejection.					

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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 bidder.

**(S K MALHOTRA)
Secretary
Atomic Energy Education Society
For and on behalf of Chairman,
AEES**

SECTION - II

FORM OF TENDER AND GENERAL RULES & DIRECTIONS FOR THE GUIDANCE OF THE BIDDERS(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 BIDDERS

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.tenderwizard.com/DAE.</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 bidders 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 bidder 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	AEES reserves the right of rejecting all or any of the tenders and will not be bound to accept the lowest tender.
6	Rates quoted by the bidders 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.
7	The persons deployed by the Service provider shall not have any claim whatsoever like employer and employee relationship against the AEES.
8	If it is found that the service provider has not submitted the tender document in the proper format, or contains absurd rates or amount, it will be open for AEES to reject the tender.

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SECTION - III

SPECIAL INSTRUCTIONS TO THE BIDDERS

Name of Work : Cosmetic Maintenance (Cleanliness/Sanitation/Gardening) Work in AECS-1, 2, 3, 4 (including ASTER Premises), 5, 6 and Junior College at Anushaktinagar, Mumbai-400 094

1	The Service Providers are advised to visit the site before submitting the 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/Gardening) work in AEC School Nos.1, 2, 3, 4 (including ASTER Premises),5, 6 and Junior College at Anushaktinagar, Mumbai - 94. Location : Atomic Energy Central School Nos. 1, 2, 3, 4 (including ASTER Premises) 5, 6 and Junior College, Anushaktinagar,Mumbai-94.</p>
	<p>Item No.1 : SWEEPING AND MOPPING : A) Sweeping & dusting of Classrooms /Laboratories / Library/office cabins/staffrooms: The works include sweeping & removal of cob webs on all floors of cabins/office rooms/staffrooms/classrooms/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.</p> <p>Office Cabins/Staffrooms/Laboratories: Sweeping & dusting should be done between 0700 hrs and 1300 hrs. AECS-6, A Wing Office Rooms : Sweeping & dusting should be done between 0815 hrs and 0945 hrs Classrooms/ Library: Sweeping and dusting should be done between 1345 hrs to 1445 hrs.</p> <p>B) Mopping of Classrooms/Laboratories/Library/Staffrooms/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.</p> <p>Cabins/Rooms/Classrooms/Laboratories: Mopping should be done between 0700 hrs and 1300 hrs. Classrooms: Mopping should be done between 1345 hrs and 1445 hrs No. of operation : Once in a day</p>

Item No.2 : WASHING & MOPPING OF CLASSROOMS:**Washing of all Classrooms with detergent/disinfectant and with plain water by shifting/removing the classroom furniture from classrooms and after cleaning re-set the furniture:**

The works include to empty the classrooms by shifting/removing the classroom 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 classrooms to re-set the classroom furniture without any damage. The cleaning/washing of class rooms should include all floors of classrooms, 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 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 **(six operations)**. 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 classroom 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 Classrooms 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

No. of operation : **Six operations**

Item No.3: Sweeping and Mopping of all semi open areas including Corridors & Staircase**A. 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 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.

All semi open areas including Corridors & Staircase of AECS/JC: Sweeping and Mopping should be done between 0630 hrs to 0800 hrs and 1030 hrs to 1200 hrs.

No. of operations: **Twice in a day**

	<p>B. In respect of AECS-6 (A wing) & ASTER Premises (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 1030 hrs to 1200 hrs.</p> <p>No. of operation: Once in a day</p>
	<p>Item No.4: Cleaning of Toilet Blocks:</p>
	<p>A. The work includes cleaning WCs, 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 manually 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 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 0700 hrs and 1030 hrs.</p> <p>No. of operations: Twice in a day</p>
	<p>B) Toilet blocks:</p> <p>The work includes cleaning WCs, 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 stains 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 0700 hrs and 1030 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 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 three months (Four operations) as specified by respective Heads of AEC Schools/Junior college. During rainy season, the terrace is to be inspected daily for choke up etc. and it shall be removed.</p> <p>No. of operations : Once in three months (Four operations)</p>
	<p>Item No. 6 : Cleaning/washing of Inside Window glass panes, ventilators/louvers glass, aluminium shutters and doors:</p>
	<p>A. 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, classrooms, 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 two months (Six operations)</p>
	<p>B.Cleaning/Washing of Outside Windows at AECS-1/2/3/4(including ASTER Premises) /5 /6 & 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 six months (Two operations)</p>
	<p>Item No.7 :Peripheral Area around the school building of AECS-1/2/3/4(including ASTER Premises)/5/6 & 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 : Gardening :</p>
	<p>1.The Contractor has to perform following activities :</p> <ol style="list-style-type: none"> a. Daily Watering b. Weed removing c. Trimming & pruning d. Soil mulching e. Lawn mowing f. Hedges Cutting etc. g. Shrubs Cutting h. Cleaning garden areas i. Removal of dry / fallen leaves etc. <p>No. of Working days : 222 Timing : 0700 hrs to 1500 hrs. Note: Service provider has to provide one male worker in each AEC Schools 1, 2, 3, 4, 5, 6 & JC to maintain the garden and to attend the aforesaid works.</p>
	<p>Item No. 9: Cleaning work in Pre-Primary sections: Requirement of one female worker in each AEC Schools 1,2,3,4,5 and 6, Mumbai to attend miscellaneous works in pre-primary sections. 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 classrooms, 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 washroom area, keeping the students clean and neat after their coming out the washroom, 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 classrooms, dusting of pre-preparatory and preparatory classroom 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>No. of working days : 222 Timing : 0700 hrs to 1500 hrs</p>
2	<p>Note :</p>
a	<p>The Service provider has to deploy a minimum of 45 Nos. of manpower including 15 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> <ol style="list-style-type: none"> a) One supervisor for AECS-1,3,JC & 6 b) One supervisor for AECS-2, 4, ASTER Premises & AECS-5. <p>Service provider has to deploy one male worker in each AEC School & Jr. College, Anushaktinagar, Mumbai. [for Gardening (Item No.8)]</p> <p>Cleaning work in Pre-Primary sections (Item No 9): 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.</p> <p>Total no of workers to be deployed = 45 + 7 + 6 = 58 + 2 (supervisors)</p>
b	<p>The bidder 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	Only physically and medically fit personnel shall be deployed for duty by the bidder. The persons deployed by the Service provider should have good police records and no criminal case should be pending against them.
d	The bidder shall ensure that the staff shall not take part in any staff union and association activities. The persons deployed by the bidder 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.
e	AEES shall not be responsible for providing residential accommodation to any of the personnel of the bidder.
f	AEES shall not be under any obligation for providing employment to any of the worker of the bidder 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.
g	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 bidder under the contract, it shall be recovered by the AEES from the bidder.
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 bidder 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 bidder at the premises continuously for attending this type of work.
j	All consumables and cleaning/gardening materials shall be supplied by the bidder of good quality and sufficient quantity and included in the quoted rates.
k	If the bidder engages less than 58 labourers required for the work on any day, Rs.500/- (Rupees five hundred only) per head per day will be deducted as penalty from the bidder's monthly bill. If no. of operations performed is less than specified in the scope of work, pro-rata amount will be deducted from the monthly bill to the extent of the operations not performed.
l	<p>a) The bidder 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 labours.</p> <p>b) The bidder 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 bidder 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 bidder fails to remit employee/ employee's contribution towards PF subscription & ESI etc. within the stipulated time, the AEES is entitled to recover equal amount from any money due or accrue to the Contractor under this agreement or any other contract and will be deposited with RPFC on behalf of the bidder. The bidder 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 bidder shall give the labourers suitable uniform with name of bidder 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 bidder 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 bidder, if this condition is violated by any of his personnel in school premises.
o	The bidder 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	Timings mentioned are indicative, completion of work is mandatory.
q	The labourers deployed at AECS/JC/ASTER Premises shall be required to report for work at 0700 hrs and would leave at 1530 hours. No personnel of the bidder shall be allowed to stay in the premises beyond authorized working hours.
r	The bidder shall pay the wages to the labours as per the rates framed by Labour Contract Regulation and Evaluation, 1971 Act. Bidder 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 bidder 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 bidder has to ensure that all codal provisions and statutory levies / wages will be paid to the labourers engaged by him for this work.
s	The housekeeping services works are to be carried out so that all AEC Schools/Jr. College, Mumbai premises always look neat and clean.
t	It will be the sole responsibility of the bidder to ensure that the labourers engaged are trained and AEES will not be liable for any mishap, directly or indirectly.
u	The cleanliness/gardening 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, tiled 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. e. Trimming of plants, new plantations, and removal of weeds/dry leaves.
v	The bidder shall not engage any sub-bidder 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 bidder. The bidder shall also be solely responsible for any injury to or death of any third person caused due to bidder or its staff's negligence.
w	The bidder 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.
x	In the event of default being made in the payment of any money in respect of wages of any person deployed by the bidder for carrying out of this contract, the AEES may, failing payment of the said money by the contractor, make payment on behalf of the bidder to the said person and any sums so paid shall be recoverable by the AEES from the bidder. Default in payment of wages or other dues to workmen deployed at the AEES on the part of the bidder shall constitute a breach of the contract and shall entitle the AEES to terminate the contract and forfeit security deposit.
Y	The Tax deduction at Source (T.D.S) will be effected as per the provisions of Income Tax Act/Rules, as amended from time to time and a certificate to this effect will be provided by the AEES.

3	GENERAL REQUIREMENTS FOR INSURANCE:	
	The bidder shall take Employees Compensation policy for all employees. All risks of loss or damage of personal injury and death which arise during and in consequence of the execution of the Contract shall be the responsibility of the bidders. All consequential loss with reference to insurance claims shall be borne by the contractor.	
4	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.	
5	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 bidder.	
6	SECURITY REGULATIONS	
	I	The bidder shall follow all safety and security procedures that are in vogue and applicable during execution of the work. The bidder 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 bidder at his own cost should immediately obtain police verification certificates of labourers deployed at the site and submit the same immediately to AEES along with necessary application to allow them to enter the premises to carry out the work.
7	CARE OF WORKS	
	From the commencement to the completion of work, the bidder 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.	
8	REMOVAL OF WORKMEN & SUPERVISORY STAFF	
	The bidder shall employ only such persons as are experienced in the house keeping works. AEES shall be at liberty to object and ask the bidder to remove from the work any person(s) employed by the bidder 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.	
9	BIDDER'S STAFF	
	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. Supervisory staff are not eligible for payment by the employer i.e. AEES authorities.	
10	Any breach of Department security regulations and rules in force from time to time will be viewed seriously.	

11	LIST OF WORKS CARRIED OUT BY TENDERERS
	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.
12	PROPER INSTRUCTIONS
	AEES reserves full powers and authority to issue instructions to the bidder 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 bidder shall carry out the work and be bound by the same.
13	WORK TO THE SATISFACTION OF THE HEADS OF AECS/JC
	The bidder 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 bidder shall take instructions and directives only from the Heads of AECS/JC or their authorized representative(s).
14	ACCESS TO SITE
	Secretary, AEES and/or any persons authorized by him shall at all times have access to the site.
15	MODE OF PAYMENT:
	The bidder has to submit a consolidated invoice for AECS-1,2,3,4 (including ASTER Premises),5,6 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 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 bidder by e-transfer on monthly basis for having cleaned the premises, number of operation & no. of working days in a month including National Holidays.
16	TERMINATION OF CONTRACT: If performance of the bidder is found unsatisfactory, AEES reserves the right to terminate the Contract at any time during the contract period.
17	ARBITRATION :
	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.
	II) The venue of the arbitration proceeding shall be the Central Office, AEES, Mumbai or such other places as the arbitrator may decide.

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 (Cleaning/Sanitation & Gardening in AEC School Nos.1, 2, 3, 4 (including ASTER Premises), 5, 6 & Atomic Energy Junior College, Anushaktinagar, Mumbai 94.
- (b) Estimated cost : **Rs 98,00,000/-**
- (c) Earnest Money Deposit : **Rs. 1,96,000/-**
- (d) Security Deposit : 2.5% of the tendered value of the work put to tender in the form of Demand Draft.
- (e) Performance Bank Guarantee : 5% of the tendered value in the form of Demand Draft.

The Security Deposit will be accepted in the form of Demand Draft of Nationalized/Scheduled Bank. The earnest money deposited by successful bidder 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 – 400 094.**'

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. 1,96,000/-** 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 2018

+Witness *Signature

Address
.....
.....

The above tender is hereby accepted by me on behalf of AEES dated the day of 2018

++

* Signature of the Bidder before submission of tender.

+ Signature of witness of Bidder's signature.

++ Signature of the Officer by whom accepted.

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/Gardening) Work at AECS -1, 2, 3, 4,(Including ASTER Premises) 5, 6 & Junior College, Anushaktinagar, Mumbai - 400 094

A] Minimum Quantities of different consumables to be supplied by the bidder for one year period (16-08-2018 to 15-08-2019)

Sr. No	Description of cleaning material	Minimum Quantities to be used during the contract (for one year)period	Details of branded cleaning materials required to supply
1.	Phenyle	1400 Ltrs.	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 bidders	As per Requirement	

Approved Brands for supply of different cleaning materials:

Diversy Products	Gala Products	Other Products
- Floor Cleaner: R-II	Brooms	Lyzol
- Handwash	MopsHarpic	
- Toilet Cleaner Sainipick		
- Glass Cleaner R-III		

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

c) Items to be provided by the Bidder for Gardening:

Axe, Hand Trowels/Spade, Forks, Showels, Gloves, Rake, Pruner, Footwear/ Gumboots, Sickel, Iron Ghamela and any other item as per requirement.

Note: Materials are indicative in figure, proper cleaning is mandatory.

**(S.K. Malhotra)
Secretary,AEES**

SECTION -VII

COMPLIANCE

To

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

**Sub: Tender for Cosmetic Maintenance (Cleanliness/Sanitation/ Gardening) work
at AECS - 1, 2, 3, 4 (Including ASTER Premises) 5, 6 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

(ON A STAMP PAPER OF Rs.100/-)
Cost of the stamp paper to be borne by the bidder

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 the 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 Premises) 5,6 & 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/Gardening) 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.

SECTION IX

Name of work: Cosmetic maintenance (Cleanliness/Sanitation/Gardening)work at AECS-1, 2, 3, 4 (including ASTER Premises), 5, 6 and 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 be 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/moping/sanitation /Gardening of hospitals/school</p>	

	buildings/office premises /public buildings”	
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. 98,00,000/- (Rupees Ninety Eight Lakh only) during last 3 years ending 31-03-2017. 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 31/03/2017 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 GST 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 : 1,96,000/-	
	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)

SECTION - V

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

GUIDELINES FOR E-TENDERING

1. The intending bidders must read the terms and conditions of the tender documents. He should only submit bids if he considers himself eligible and he is in possession of all documents required.
2. The documents as uploaded can be viewed and downloaded free of cost by any one including the intending bidder. However for participating tendering process the intending bidder must download the documents after confirmation of tender processing fees from e-tendering portal only, within time and date of downloading, otherwise it will not be possible for them to upload the documents on the e-tendering portal.

Notes:

- i) Downloading the tender documents without confirmation of payment details towards tender processing fees on web site: www.tenderwizard.com/DAE shall not be valid.
- ii) The PDF documents available in website are part of tender document and can't be uploaded on the e-tendering portal in its present form.

However, the bidders may download the specific forms / data sheets etc. filled up, scanned and upload the same as required.
- iii) The tender document submitted manually can't be accepted and shall be rejected summarily.

3. It is mandatory for all the applicants to have class-III digital signature certificate from any of the licensed Certifying Agency to participate in e-tendering.
4. In order to participate in online e-tendering process, it is mandatory for the applicants to have user **ID & Password** to get access to the website www.tenderwizard.com/DAE. The applicants have to get registered their firm / company with the service provider, M/s. ITI Limited for user ID & password. The registration shall be done by paying an annual registration fees to M/s. ITI Limited and completing other formalities as mentioned in website. Validity of online registration is for one year from date of its issuance and be subsequently renewed. For assistance/ clarifications please contact mobile No. 09969395522, e-mail : twhelpdesk231@gmail.com / daehelpdesk@tenderwizard.co.in
5. The applicants, who have already obtained such valid user ID and password from M/s. ITI Limited, for any other project of DAE, need not obtain fresh user ID and password for the purpose of participation in the present tender.
6. The services for e-tendering in DAE is provided by M/s. ITI Ltd., Tender wizard Help Desk Centre, B-1/5A, 2nd Floor, Main Nazafgarh Road, Near Janakpuri Metro Station (East) Janakpuri, New Delhi-110058, Fax NO. 91-11-25618721, Phone – 91-11-49424365, e-mail: daehelpdesk@etenderwizard.co.in

7. The excel sheets comprising of technical data sheet, financial bid and other documents shall be uploaded online in the prescribed format before the date and time as mentioned in e-tender portal. No other mode of submission is acceptable.
8. The agency shall download the pre bid clarification, if any, for the work and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e-tender portal.
9. After submission of the bid / document, the bidder can re-submit revised bid / document any number of times but before last time and date of submission of bid / document as notified.
10. If the agency is found ineligible, after opening of his tender shall become invalid and processing fees shall not be refunded.
11. Tenderers are advised to upload their document well in advance, to avoid last minute rush on the server or complications in uploading. AEES, in any case, shall not be held responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.
12. Submission of the tender documents after the due date and time (including extended period) shall not be permitted. Time being displayed on e-tendering portal of AEES shall be final and binding on bidders.
13. In case of any problem with the submission of the tender, the tenderers may take the assistance of help desk or use the help manual given on the said website or mobile and e-mail mentioned above.