

JAIPUR METRO RAIL CORPORATION LTD

Cleaning & Housekeeping Contract- NIB No. 01/NIB/O&S/OP/C&H/2016-17

Dated:05.12.2016

Mechanized cleaning and housekeeping works of Mansarovar, New Atish Market, Vivek Vihar, Shyam Nagar, Ram Nagar, Civil Lines, Metro Railway Station, Sindhi Camp, and Chandpole(Underground)Metro Stations.

BID DOCUMENT



**Jaipur Metro Rail Corporation Ltd
4th Floor Admin Building Jaipur Metro Depot,
Bhrigupath, Mansarovar, Jaipur, 302020
Website: www.jaipurmetrorail.in
E-Mail: gmop@jaipurmetrorail.in**

TABLE OF CONTENTS		
S.N.		Page No.
1	Notice Inviting Bid (NIB)	01-05
2	Scope of work	06-07
3	Bid prices and schedule of payment	08
4	Definitions	08
5	Instructions to Bidder (ITB)- General guidelines	09-10
6	Introduction	10
7	Minimum Eligibility Criteria	10-12
8	Cost of Bid	12
9	Site Visit	12
10	Contents of Bid documents	12
11	Amendments to Bid documents	12
12	Language of Bid	12
13	Documents Comprising the Bid	13-15
14	Bid Prices	15-16
15	Currencies of the Bid	16
16	Bid Validity	16
17	Bid Security	16-17
18	Format & Signing of Bids	17-18
19	Sealing and Marking of Bids	18-19
20	Submission of Bids	19-20
21	Late/Delayed Bids	20
22	Bid Opening	21
23	Process to be Confidential	21
24	Clarification of Bid	21
25	Determination of Responsiveness	21-22
26	Evaluation of Bid	22-23
27	Correction of Errors	23
28	Award Criteria	23-24
29	Employer's right to accept any Bid and to reject any or all Bids	24
30	Notification of Award	24
31	Signing of Agreement	24-25
32	Performance Security	25
33	Cancellation of letter of Acceptance (LOA) & form of Bid	25
34	Corrupt and fraudulent practices	25-26
35	Appendix I Checklist of Documents to be submitted with the Technical Bid	27-29
36	Forms (General) A. Form of Bid with Appendix B. Form of Bank guarantee for Bid Security C. Performa for statement of Deviations D. Form of performance Security (Guarantee) by Bank E. Form of Agreement	30-32 33-34 35-36 37-38 39-41
37	Forms (Prequalification Particulars) T-I General Information and Joint Venture Data T-II Experience Record T-III Resources Proposed for the Work-Personnel	42 43 44-48

Signature of Agency (Authorised Signatory)

Cleaning & Housekeeping Contract- NIB No. 01/NIB/O&S/OP/C&H/2016-17

	T-IV Resources Proposed for the Work-Machinery & Equipment T-V Financial Data T-VI List of specified chemicals to be used at each station T-VII Indemnity Certificate and Obligation/Compliance to be Ensured by the contractor Form G Certificate Regarding machinery	49-57 58-59 60 61-63 64
38	Annexure I Declaration in case of Consortium II Initial filter criteria of Applicant A1 Compliance with the code of Integrity and no conflict of Interest B1 Declaration by bidders regarding qualifications C1 Grievance Redressal during Procurement Process X Certificate by Contractor	65 66 67 68 69-71 72
39	Special Conditions of Contract (General):- Part I	73-83
40	Special Conditions for Contract (Technical):- Part II	84-122

Signature of Agency (Authorised Signatory)

NOTICE INVITING BID (NIB)

NIB No. 01/NIB/O&S/OP/C&H/2016-17

Date: 05.12.2016

1.1 GENERAL**1.1.1**

- i. **Jaipur Metro Rail Corporation** invites Digitally Signed and Sealed Bids from interested and eligible housekeeping agencies for Mechanized cleaning and housekeeping works of Mansarovar, New Atish Market, Vivek Vihar, Shyam Nagar , Ram Nagar, Civil Lines, Metro Railway Station , Sindhi Camp, and Chandpole (Underground) Metro Stations.
- ii. The complete bid document can be downloaded from the state e-procurement website <https://www.eproc.rajasthan.gov.in> and interested bidders will have to submit their offer in electronic formats both for technical and financial proposal on this website with their digital signatures. The complete bid document can also be seen on Corporation's website www.jaipurmetrorail.in and state procurement portal i.e., www.sppp.raj.nic.in.
- iii. Bidders who wish to participate in this bidding process must register on <https://eproc.rajasthan.gov.in>. To participate in online Bids, as per Information Technology Act, 2000, Bidders will have to obtain Digital Signature Certificate (DSC) from any agency approved by Controller of Certifying Authorities (CCA). Bidders who already have a Valid Digital Signature Certificate need not to obtain a new Digital Signature Certificate. This DSC will be used to sign the bids submitted online by the bidder. Unsigned bids will not be entertained and will be rejected outright.
- iv. Please note that a pre-bid meeting of prospective bidders is scheduled as per the details specified below. The objective of this meeting is to address the queries of the prospective bidders related to the Work/Bidding document.

1.1.2

The key details of the NIB are as follows:

KEY DETAILS

a.	Name of Work and NIB No.	Mechanized cleaning and housekeeping works of Mansarovar, New Atish Market, Vivek Vihar, Shyam Nagar, Ram Nagar, Civil Lines, Metro Railway Station, Sindhi Camp, and Chandpole (Underground) Metro Stations. NIB No. 01/NIB/O&S/OP/C&H/2016-17
b.	Approximate Cost of work	Rs. 470 Lacs
c.	Bid Security Amount	Rs. 9,40,000/- (by Demand Draft / Bankers Cheque and FDR, payable in favour of Jaipur Metro Rail Corporation Limited. /-(Approximate 2% of the Estimated Cost, 0.5% for Small Scale Industries of Rajasthan, 1% for sick industries other than Small Scale Industries,

		whose cases are pending with BIFR)(refer clause 12)
d.	Cost of Bid form (non Refundable)	Rs. 21,000/- (Rs. Twenty One Thousand Only), (Non-refundable) by Demand draft payable in favour of Jaipur Metro Rail Corporation Limited.
e.	E - Tender Processing Fee (Non - Refundable)	Rs.1000/- (Rs. One Thousand only) By Demand Draft / Bankers Cheque, payable in favour of MD, RISL Jaipur.
f.	Online Bid Document availability period	From 07.12.2016 (17:00 hrs.) to 10.01.2017 (11:00 hrs.)
g.	Online Bid Document submission period	From 19.12.2016 (09:00 hrs.) to 10.01.2017 (15:00 hrs.)
h.	Date ,Time & Place of opening of Online Technical Bid	10.01.2017 (15:30 hrs.) Room No. 417, 4th Floor, Admin Building, Jaipur Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020.
i.	Date and Time of opening of online Financial Bid*	Will be intimated later to technically qualified bidders through e-mail/phone.
j.	Venue and Last Date and Time of physical submission of Cost of Bid Form, Bid Security and Processing Fee**	Room No. 417, 4th Floor, Admin Building, Jaipur Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020. Upto 10.01.2017 (15:00 hrs.)
k.	Date ,Time & place of Pre Bid meeting	14.12.2016 Time 11:00 hrs Room No. 407, GM (Operations), 4th Floor, Admin Building, Jaipur Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020. Tel-+91(141)5153708 , 7728895409
l.	Last date for receiving queries/ clarifications	14.12.2016 Time 17:00 hrs
m.	Uploading of Remarks of Metro Administration to the Issues raised in Pre bid conference	17.12.2016 Time 17:00 hrs

n.	Validity of Bid	180 days from the last date of submission of Bid.
o.	Stipulated date of Commencement of work	Within 07 (seven) days from the date of issue of "Letter of Acceptance".
p.	Period of Completion	2 Years
q.	Performance security	5% of contract amount, 1% for Small Scale Industries of Rajasthan, 2% for sick industries other than Small Scale Industries, whose cases are pending before the BIFR (refer clause 27)

**Director (Operations & Systems),
2nd floor, Admin Building,
Metro Depot Bhriugu Path,
Mansarovar, Jaipur-302020.**

1.2 POINTS TO BE NOTED

1.2.1 Bid document consists of the following:

- a. Notice inviting Bid
- b. Scope of Work
- c. Bid Prices and Schedule of Payment
- d. Instructions to Bidders
- e. Special Conditions of Contract (SCC)
- f. Bill of Quantities.

The Bidders may obtain further information in respect of these Bid documents from the office of **General Manager (Operations), 4th floor, Admin Building Metro Depot Bhriugu Path, Mansarovar, Jaipur-302020.**

All Bidders are hereby cautioned that Bids containing any material deviation or reservation as described in clause 20.0 of 'Instruction to Bidders " and / or minor deviation without quoting the cost of withdrawal shall be considered as non responsive and shall be summarily rejected.

Approved GCC and SHE Manual are uploaded and available on the JMRC website, By Signing the Bid document, firm is deemed agreed to accept the GCC and SHE.

1.3 Minimum Eligibility criteria :- The bidder should meet all the eligibility criteria as mentioned below :-

(a) Work Experience :- (Physical requirement)

The Bidder should have minimum five years experience of cleaning and housekeeping works in any Central Govt. /state Govt./PSU's/JMRC and any private reputed organization/companies(submit relevant documentary proof).Experience of having satisfactorily completed similar works during last 5 years period ending last day of the month previous to the one in which the Bids are invited should be either of the following:-

i) Three similar successfully completed works each costing not less than the amount equal to **Rs.188/- lacs**.

Or

ii) Two similar successfully completed works each costing not less than the amount equal to **Rs. 235/- lacs**.

Or

iii) One similar successfully completed work costing not less than the amount equal to **Rs. 376/- lacs**.

Bidder has to submit performance report of completed work. Bidder or their sister concern who has already worked for Jaipur Metro Rail Corporation Limited have to submit performance report issued by Competent Authority, JMRC.

(b) Financial Standing (Average Annual Turnover):

The annual turnover of applicant during each of last three audited financial years should not be less than **Rs.188/- lacs**.

(c) Other Eligibility Requirements

Bidder should meet other eligibility requirements as per following –

S. No.	Eligibility criteria	
i.	The bidder firm should be in existence at least for last five years excluding the current financial year (i.e. formed on or before 01.04.2011)	a. Copy of Registration certification of the firm / partnership deed / Certificate of incorporation. Etc. b. Copy of Articles of Association & Memorandum of Association (if applicable) c. Income Tax Registration(Copy of PAN Card) d. Copy of Service Tax Registration number (along with copy of latest challan and Return both) e. Profile of the firm including the related activates done in last five years along with copies of work orders. f. Self certified copy of the statement of Bank Account for the bidding firm.
ii.	The bidder should have the following registrations: a) Registration certificate and licence Number under Contract Labour (regulation & Abolition) Act, 1970 b) Under Employees' Provident Fund and Miscellaneous Provisions Act, 1952. c) Under Employees' State Insurance Act, 1948.	Enclose copy of below mentioned documents. A. Registration certificate for 'a', 'b' & 'c' B. Copy of latest challan and return both for 'b' and 'c' obtained in the name of Firm (not individual name).

Note:-

- a. For point no. (i) and (ii), in case of bidder is consortium, the above documents shall be mandatorily submitted for all the constituent members.
- b. All uploaded documents need to be digitally signed, else such documents shall not be considered.
- c. Bidder is to carry out their self assessment in respect of their capacity in terms of manpower, machine and finance. He is to indicate separate set of manpower, machinery in different Bids. Once a Bid is accepted, resources required for its execution shall not be considered for assessment of other Bid. The Bidder is to consider + ve or – ve in the annual value or work to be executed to the extent of 50% (rounded off to next higher whole number) and should be able to take up additional similar work at short notice at the accepted rate for which he is to indicate account of poor performance and Bidder shall have no right for any claims due to reduction in scope of work.

SCOPE OF WORK

2.0 The Bidder will execute mechanized Cleaning and housekeeping works with the suitable, uniformed and trained personnel with the use of modern equipments, machinery and eco-friendly chemicals for the following works in station:

2.1.1 Cleaning and housekeeping Works consisting of: -

Cleaning of Floor areas, Vertical finishes, Roof arches, Roof ceilings, Glass areas, Doors, windows, Rolling shutters, Railings, False ceilings, False floorings, Bitumen surfaces, Pavements, Kerb stones, walls, Pillars, Hand rails, Mirrors, Ceramic / concrete Jalli and Toilets etc. of the following areas: -

- a. Concourse,
- b. Platform,
- c. Passages,
- d. Circulating area,
- e. Pavement,
- f. Roads,
- g. All rooms and other areas including corridors,
- h. Stair cases,
- i. Bath rooms and Toilets,
- j. Entry / Exit Areas.

Note: - The list is not exhaustive. Contactor is required to cover the complete station area.

2.1.2 Cleaning and washing of Track plinths within the station Boundary of Up and Down Tracks.

2.1.3 Cleaning of over head water tanks.

2.1.4 Sanitation of bathrooms and toilets including supply of necessary items if available.

2.1.5 Minor Plumbing in the entire station area.

2.1.6 Cleaning & Attention of all the Drains available in the station area.

2.1.7 Pest control, Mosquito control & Rodent control of the entire station area including all rooms.

2.1.8 Cleaning of Traction, E&M, and Signalling, Telecommunications, and AFC & Miscellaneous items available in Station premises.

- a. Cleaning of lighting fixtures & Accessories
- b. Cleaning of Fans
- c. Cleaning of D.G. sets & connected equipments
- d. Cleaning of Air conditioners
- e. Cleaning of All HT & LT equipments available in ASS room
- f. Cleaning of all LT equipments available in LT switch room
- g. Cleaning of All Equipments available in UPS room (Electrical and Signalling Room)
- h. Cleaning of Equipments in Signalling room
- i. Cleaning of Equipments in Telecommunication room
- j. Cleaning of all Automatic Fare collection equipments
- k. Cleaning of all Equipments available in Station Control Room booking Office Excess Fare Office
- l. Cleaning of All Equipments available in pump room
- m. Cleaning of Lifts
- n. Cleaning of Escalators
- o. Cleaning of portable fire extinguishers/Smoke detectors/ Fire detectors
- p. Cleaning of Telephones sets & accessories
- q. Cleaning of Computers and accessories
- r. Cleaning of Signage boards/ notice boards

- s. Cleaning of furniture provided in all rooms/ offices
- t. Cleaning of Office equipments
- u. Cleaning of Fire Hydrants, Fire panels, All type of pipes, Valves etc
- v. Cleaning of All Switch Boards, panel Boards.
- w. Cleaning of Security equipments like Metal detectors, X-ray machines etc.
- x. Cleaning of Automatic Hand Driers, Liquid Soap Dispensers etc.
- y. Cleaning of all miscellaneous equipments as available or being provided from time to time.

2.2 Time Schedule

The contract period for execution of the above mentioned works is for 2 years from the Day of commencement of Work. The work shall commence within 7 days from the date of issue of letter of acceptance.

- 2.3 Jaipur Metro Rail Corporation may plan, ISO- 14001 & OHSAS 18001 for Environment, Health & safety. The Cleaning & Housekeeping works are to be carried out as per International norms/ standards and in such a manner that all premises always look neat & clean. Eco friendly chemicals / reagents to the extent possible shall be used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment.
- 2.4 Jaipur Metro Rail Corporation is looking for a mechanized type of Cleaning.
- 2.5 No overtime is considered to achieve higher level of safety standards. The Bidder should consider execution of work in three shift of 8 hrs each and one general shift of 8 hrs.. The agency must ensure timely payment of salary, PF, ESI etc. and prompt medical facility to sick/ injured and to all staff. In case of death of staff, the agency is to deposit Rs. 100000/- in staff dependent A/c for immediate relief to his dependent. Subsequently agency should facilitate compensation on priority as per the statutory requirement. Violation of these basic provisions shall attract a penalty of 5% of annual contract value and repeated violations shall lead to termination of contract.

BID PRICES AND SCHEDULE OF PAYMENT

3.1 Bid Prices

3.1.1

- a. Unless explicitly stated otherwise in the Bid Documents, the Bidder shall be responsible for the whole works, based on the Schedule of Works, Bill of Quantities and payment shall be made as per accepted rates based on the activities carried out as in the Schedule of work Annexure- A,B,C,D, E,F,G,H & I .
- b. The rates quoted by the Bidder is inclusive of all duties, taxes, fees, octroi and other levies, materials, labour, liveries and uniform etc.
- c. Rates for the estimate are based on minimum wages of June 2016- Rajasthan Extra Ordinary Gazette notification dated 17.03.2016.

3.1.2 Schedule of Payment

The payment will be made on a monthly basis as per the accepted rates based on the activities carried out as in the Schedule of work Annexure-A,B,C,D, E,F,G,H & I of specifications of Bid document.

3.1.3 Terms & Process of Bill Payment

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

DEFINITIONS

Agreement	The Contract Agreement to be executed between JMRC and Agency, subsequent to the Letter of Award, as per the format at Form-E of ITB.
Agency/Bidder	The Agency /Bidder engaged pursuant to this Bid for conducting the Work as per the Scope of work defined in this Bid document.
Corporation	Jaipur Metro Rail Corporation Ltd.
JMRC	Jaipur Metro Rail Corporation Ltd.
Service	Shall mean Mechanized cleaning and housekeeping works of any Metro Station of JMRC, Jaipur as mentioned in Scope of Work.
LOA	Letter of Award – letter form Corporation to selected Agency conveying selection and outlining the terms and rates for the work.
Bidder	The firm or company which submits proposal in response to this BID within the time prescribed for the purpose.
Technically Qualified Bidder	A Bidder whose Technical Bid is considered eligible and technically responsive by JMRC
Contract Agreement Amount	The contract amount finally approved by JMRC for the entire work for the duration of the contract (and extended) pursuant to this Bid process, as mentioned in the LOA.
Work	The work of Mechanized cleaning and housekeeping works of my Metro station of JMRC, jaipur to be carried out as per the Scope of Work defined in this BID document.
CCA	Controller of Certifying Authorities.

INSTURCTIONS TO BIDDERS (ITB)

GENERAL GUIDELINES:-

- A. This Bid Document does not purport to contain all the information that each bidder may require. Bidders are requested to conduct their own investigations and analysis and to check the accuracy, reliability and completeness of the information in this Bid Document before participating in the bid process. JMRC Ltd. makes no representation or warranty and shall incur no liability under any law, stature, rules & regulations in this regard. Information provided in this Bid Document is only to the best of the knowledge of JMRC Ltd.
- B. Bidders should read carefully the contents of this document of this document and to provide the required information. Each page of the Bid Document, Addendum (if any) and other submissions, before submission of the bid, may be Numbered, Digitally Signed & Stamped, as a token of acceptance of terms and conditions of this bid. Any unsigned and unstamped document will not be considered for evaluation. The signature is required to be done by the bidder itself/ authorized signatory of the Bidder for which a valid power of Attorney shall be enclosed. All documents shall be submitted in English Language.
- C. Bidders may be single firms or may be members of a consortium. Bidders may read carefully the directions concerning the requirements for consortiums.
- D. Bidders should provide all the required technical and associated information and attach supporting documents as earmarked / mentioned digitally signed by the bidder / authorized signatory of the bidder and attested by competent authority wherever asked.
- E. For any query from bidder, JMRC reserves the right not to offer clarifications on any issue raised in a query. No extension of any deadline will be granted for JMRC having not responded to any query or not provided any clarification.
- F. Bidder should clearly note the date and time of submission of Bid. Late or delayed Bids will not be accepted by the website. Bidders are reminded that no supplementary material will be entertained by JMRC and Technical Evaluation will be carried out only on the basis of submissions received by JMRC by the date/ time of the bid submission. However JMRC may ask for any supplementary information, if required.
- G. Technical Evaluation will help assess whether the bidder possesses the earmarked technical/ financial capabilities. Further, bidders may not be considered if they have a poor performance record such as abandoning works, not following statutory requirements, financial failure, etc. JMRC reserves the right to approach previous clients of the Bidders to verify/ ascertain client's performance.
- H. It shall however be noted that JMRC will not discuss any aspect of the evaluation process. Bidders will deem to have understood and agreed that no explanation or justification of any aspect of the selection process will be given by JMRC and that JMRC's decisions are without any right of appeal/ litigation whatsoever. Applicants may note that the selection process will entirely be at the discretion of JMRC.
- I. Bidders will not be considered if they make any false or misleading representations in statements / attachments. If any submission is found false or misleading, even at later stage i.e. after completion of process then also JMRC may annul the award of work and forfeiting Bid Security Amount (if any available). Further the bidder may be blacklisted for participation in any future bid of JMRC.
- J. Bidders may remain in touch with the E-proc portal <https://www.eproc.rajasthan.gov.in> and JMRC's website www.jaipurmetrorail.in or state procurement portal www.sppp.raj.nic.in for any kind of latest Information. Addendum, Clarification, etc.

- K. Bidders "Tender" and "Bid" have been used interchangeably in this Bid Document.
- L. Jaipur Metro Rail Corporation reserves the right to accept or reject any or all proposals without assigning any reasons. No Bidder shall have any cause of action or claim against the Jaipur Metro Rail Corporation for rejection of his proposal.
- M. If the date of opening is declared holiday, then Bid will be opened on next working day.

1.0 INTRODUCTION

Sealed Open Bids are invited from the interested & eligible Bidders for the Contract C&H-01/2016, Mechanized cleaning and housekeeping works of Mansarovar, New Atish Market, Vivek Vihar, Shyam Nagar, Ram Nagar, Civil Lines, Metro Railway Station, Sindhi Camp, and Chandpole (Underground) Metro Stations.

Metro Stations of Jaipur Metro Rail Corporation Limited hereinafter called the 'Employer', for Works in accordance with this Bid Package. The Bid papers consist of the following documents, along with their annexure, appendices, addenda and errata if any

- a. Notice inviting Bid
- b. Scope of Work
- c. Bid Prices and Schedule of Payment
- d. Instructions to Bidders
- e. Special Conditions of Contract (SCC)
- f. Bill of Quantities.

Note: Approved GCC and SHE Manual are uploaded and available on the JMRC website, By Signing the Bid document, firm is deemed agreed to accept the GCC and SHE.

1.2.1 Relevant address for correspondence relating to this Bid is given below:

General Manager (Operations), 4th floor, Admin Building, Metro Depot Bhrigu Path, Mansarovar, Jaipur-302020.

2.0 Minimum Eligibility Criteria

2.1 Refer para 1.3 of NIB.

2.2.1 General information of the Bidder shall be furnished in Form T-I. Certified Copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal place of business of the company, corporation, firm or partnership or, if a joint venture including consortium, details of each party thereto constituting the Bidder will also be required to be furnished. All the group members in a joint venture will be jointly and severally responsible for the performance under the contract.

2.2.2 In the case of tender by a joint venture of two or more firms or companies as partners or as members of a consortium as the case may be, joint venture data must be furnished in the format prescribed (Form T-I) along with the documents as mentioned therein. The following requirements shall also be complied with.

- a. The Bidder and in the case of a successful tender, the Form of Agreement, shall be individually signed so as to be legally binding on all partners/ constituents as the case may be.
- b. In case of partnership, one of the partners shall be nominated as being In-charge as Lead or Prime Partner and this authorization shall be evidenced by submitting a power of attorney signed by the partners or legally authorized signatories of all the partners. In case of

consortium, it will similarly authorize a person to be In-charge and his authorization shall be evidenced by a power of attorney in favour of that person.

- c. The partner In-charge or the person In-charge as aforesaid shall be authorized to incur liabilities and receive instructions for and on behalf of any and all the partners of the joint venture or constituents of the consortium and the entire execution of the contract including payment shall be carried out exclusively through the partner In-charge of Joint Venture and person In-charge of a consortium.
- d. All partners of the joint venture or constituents of the consortium shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Tender and the Form of Agreement (in case of a successful tender).
- e. In the event of default by any partner in the case of a joint venture and constituent in the case of a consortium in the execution of his part of the Contract, the partner/person In-charge will have the authority to assign the work to any other party acceptable to the Employer to ensure the execution of that part of the Contract.
- f. A copy of the agreement entered into by the joint venture/ consortium partners shall be submitted along with the tender.

2.3 In case the Bidder is an Association, Consortium or Joint Venture, the Bidder shall provide the following:

- a. The Memorandum of Understanding/Joint Venture Agreement duly notarized indicating:
- b. Nomination of one of the members of the Association, Consortium or Joint Venture to be In-charge or Lead Member. The legally authorized signatories of all members of the Association, Consortium or Joint Venture shall issue this authorization.
- c. Details of the intended percentage participation given by each member, with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
- d. Each member of the Association, Consortium or Joint Venture shall be jointly and severally liable for the undertaking of this Contract.

2.4 The Bidders to qualify for award of Contract shall submit a written power of attorney authorizing the signatory (ies) of the tender to commit the Bidder or each member of the partnership, consortium or joint venture.

2.5 Each page of tender shall be signed by the authorized signatory of the Bidder. Power of Attorney in favor of the signatory will be required to be furnished as detailed in Clause 26.2 b.

2.6 Cancellation or creation of a document such as Power of Attorney, Partnership deed, Constitution of firm etc., which may have bearing on the tender/contract shall be communicated forthwith in writing by the Bidder to the Engineer and the Employer.

2.7 Any information found incorrect or suppressed, the tender may not be considered or contract will be cancelled without any financial claim/arbitration from the tender. The applicant is required to certify in the statement placed at Annexure – X of ITB.

2.8 Each Bidder, or any associate will be required to confirm and declare in the tender submittal that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract. They will have to further confirm and declare in the submittal that no agency

commission or any payment, which may be construed as an agency commission, has been, or will be paid and that tender price will not include any such amount.

3.0 COST OF BID

- 3.1 The agency shall bear all costs associated with the preparation and submission of his Bid and the Employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

4.0 SITE VISIT

- 4.1.1 Any site information / schedule of works given in this Bid document is for guidance only. The Bidder is advised to visit and examine the Site of Works and its surroundings at his/their cost and obtain for himself on his own responsibility, all information that may be necessary for preparing the Bid and entering into a Contract.
- 4.1.2 The agency shall be deemed to have inspected the Site and its surroundings beforehand and taken into account all relevant factors pertaining to the Site in the preparation and submission of the Bid.

5.0 CONTENTS OF BID DOCUMENTS

- 5.1 The Bidder is expected to examine carefully all the contents of the Bid documents as mentioned in Sub-clause 1.0 of ITB including instructions, conditions, forms, terms, specifications and take them fully into account before submitting his offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bids that are not responsive to the requirements of the Bid documents will be rejected.

6.0 AMENDMENTS TO BID DOCUMENTS

- 6.1 At any time prior to the deadline for the submission of Bids, the Engineer may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective Bidder, modify the Bid documents by an amendment.
- 6.2 The said amendment in the form of an addendum, Clarification, etc. will be available on web site and can be downloaded. The prospective vendor needs to keep himself updated by visiting the Jaipur Metro Rail Corporation website www.jaipurmetrorail.in or state procurement portal www.sppp.raj.nic.in or www.eproc.rajasthan.gov.in regularly before the date of submission of Bid.
- 6.3 In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the Engineer or the Employer may, at his discretion, extend the deadline for the submission of Bids as specified at Sub-clause 15.0 of ITB.

7.0 PREPARATION OF BID

7.1 LANGUAGE OF BID

The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged between the Bidder and the Employer/Engineer shall be in the English language. The documents submitted by the bidder will not be returned by JMRC to Bidder.

8.0 DOCUMENTS COMPRISING THE BID

8.1 BID PACKAGE

For the purpose of selection of Bidder, the bid document is divided into two parts viz. the Technical Bid and the Commercial Bid. The requirements for Technical Bid are as under:-

8.1.1 Technical Bid

The bidder shall enclose digitally signed and stamped, (lead member in case of Consortium) copy of the Bid Document **except BOQ.** Besides this all other associated/required documents shall be submitted duly numbered and digitally signed/stamped by the bidders. All applicable Annexure/Proformas shall be duly filled by the Bidder.

The scanned copy of instruments (i.e. BG/FDR/BC) of Cost of Bid Form, Bid Security Amount and E-Bidding Processing Fee shall be enclosed by the bidder with the technical Bid.

8.1.2 Power of Attorney in the name of Authorized Signatory, in case the documents are signed by the authorized signatory of the bidder.

8.1.3 The bidder shall be required to enclose digitally signed/stamped copy of valid registrations with the following:-

- i) Registrar of Companies (in case bidder being a company)
- ii) Employees provident Fund Organization (along with copy of latest challan and return both)
- iii) Employee State Insurance Corporation (along with copy of latest challan and return both)
- iv) Service tax Department (along with copy of latest challan and return both)
- v) Registration with Labour Department.

In case of a consortium, the above documents shall be mandatorily submitted for all the constituent members.

8.1.4 Each bidder (each member in the case of a consortium) shall be required to confirm and declare with the bid submission that no agent, middleman or any intermediary has been, or will be, engaged by them to provide any services, or any other items or works related to the award and performance of the Contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission had been, or will be, paid and that the bid price will not include any such amount. The format is given in Annexure-I of ITB.

8.1.5 The bidder shall be required to enclose the Check List for submission of bid as in Appendix- 'I' of the ITB.

- (a) Self Attested copy of the latest Sales Tax/VAT registration certificate (STRC/VATRC) and copy of Latest Sales Tax/VAT Return and registration with contract cell or Sale Tax Department as per Rajasthan Sale Tax Act 1999/VAT Dept and attested copy of PAN No. under income Tax Act is required to be submitted. In case of Joint venture/consortia, STRC/VATRC is required to be submitted by all partners of the firm. For STRC/VATRC the foreign based Bidders shall be required to submit the necessary documents as

applicable to them according to Rajasthan Sales Tax Act' 2005 Rajasthan VAT act, the party who is executing work in Jaipur has to have registration with VAT authorities of Jaipur. If a Bidder is from outside Rajasthan intends to participate in Jaipur Metro Rail Corporation Bid, he can be permitted provide he gives an undertaking to the fact that he will get himself registered with Rajasthan VAT authorities, in the event of issue of Letter of Acceptance to the Bidder and shall submit registration number before claiming initial advance or first payment whichever is earlier. In the absence of registration detail with Jaipur Sales Tax/Rajasthan VAT department, EPF authority, PAN No etc first payment shall not be released.

- (b) The methods proposed to execute the activities covered in the Scope of Work, including such detailed information as deemed relevant.
- (c) Bid Work Schedule
The detailed programme planned to carry out the activities as per frequency mentioned in Schedule of works Annexure-A, B, C, D, E, F, G, H & I of SCC .
- (d) Statement of deviations from Bid documents(Form C)
- (e) Experience record of Mechanized Cleaning and housekeeping of Buildings; workshops; industrial buildings etc. completed during the last five years and in progress on date may be furnished in the format prescribed (Form T-II)
- (f) The numbers of staff required are given in Form T-III. The name, background and profession experience of each key staff member to be assigned to the proposed work, with particular reference to his experience of a nature similar to that of the proposed assignment. The majority of the key staff shall be regular members of the firm for at least six months(Form T-III)
- (g) The details of different type of machines required are given in Form T-IV. Details of Machinery & Equipment assessed as required for the Bided Work as well as those available as on date by name and chassis no. to be furnished, in the format prescribed (Form T- IV).All equipments and machines employed in Mechanized cleaning and housekeeping works shall be of latest version make and model. All the machines should be brand new. Details about the capacity to keep the equipments in good fettle to be furnished.
- (h) The Bidders shall submit their corporate quality policy document duly signed by their corporate head or any other authorized person.
- (i) Form of Bid and Appendix there of (Form A).
- (j) Proposed Eco friendly Reagents/Detergents/Chemicals(Form T-VI)
- (k) Detailed Mechanized Cleaning & Housekeeping procedures for each items mentioned in the Scope the Work & Special Conditions of Contract.
- (l) Registration Certificate with applicable Labour Department.
- (m) Service Tax Registration Certificate.
- (n) Certificate By Bidder.(Annexure 'X')

Bidders may attach clearly marked and referenced continuation sheets in the event that the space provided in the Evaluation Performs are insufficient.

8.1.6 Financial/Commercial Bid:-

Financial/ Commercial bid shall contain the Bill of Quantities (BOQ) as per the uploaded standard template in excel sheet.

- 8.2 The prices shall be entered in the Form of Bid and the BOQ template as uploaded on the website. These prices should include all costs associated with the contract.
- 8.3 Documents to be submitted by the Bidder under Bid package have been described under the respective Clauses 8.0 of ITB also refer check list as per Annexure – I of ITB This list of documents has been prepared mainly of the convenience of the Bidder and any omission on the part of the Employer shall not absolve the Bidder of his responsibility of going through the various clauses in the Bid Documents including the specifications and to submit all the details specifically called for (or implied) in those clauses.
- 8.4 All documents issued for the purposes of Biding as described in Clause 1.0 of ITB, and any amendments issued in accordance with Clause 6.0 of ITB shall be deemed as incorporated in the Bid.
- 8.5 In case of a joint venture/consortium, information as required under clause 2.2.2 & 2.3 of ITB, in respect of each partner /company including Forms T-II to T-VII will be required to be furnished. Additional sheets may be used wherever necessary.

9.0 BID PRICES

- 9.1 Bidder is required to quote for items as per Bid documents. The Bidder should submit his Bid, which conforms to Bid documents, without material deviations or reservations. Where, however, the Bidder gives his financial offer subject to certain conditions qualification, deviations etc, he shall provide in a separate schedule (Form C), the increase or decrease in the Bid price for the unqualified withdrawal of such conditions. Bids not accompanied by such schedule shall be considered as conditions /deviations withdrawn. Bidder shall further note that except for deviations listed in Form C the Bid shall be deemed to comply with all the requirements in the Bid documents including employer's requirements without any extra cost to the employer irrespective of any mention to the contrary, anywhere else in the Bid.
- 9.2 The Rate and Prices quoted by the Bidder, will include all tax liabilities and the cost of insurance to this contract and pertinent to the specified work and shall be subject to adjustment during the performance off the Contract, to reflect variation in the cost of labour, material components, plant, and other general variations, in accordance with the procedure specified in Special Conditions of Contract. The price adjustment provisions will not be taken into consideration in Bid evaluation.

The Bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Bidder shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contract in respect thereof, which may arise.

- 9.3 The rate quoted shall be reasonable and not unbalanced. The Engineer come across any unbalanced rates, he may require the Bidder to furnish detailed analysis to justify the same. If after its examination, the Engineer still feels the rates to be unbalanced, he may ask the Bidder for additional performance Security or other safeguards to protect Employer's interest against financial loss. Should the Bidder fail to comply with this, his Bid shall be liable to be rejected by the Employer.

- 9.4 The Bidder shall keep the contents of his Bid and rates quoted by him confidential.
- 9.5 The Bidder shall utilize Indian Labour, staff and materials to the maximum extent possible in execution of works.
- 9.6 The Bidder should indicate the total amount taken into account of the elements of sales tax on works contract amount, sales tax, Excise duty and custom duty as quoted in the total Bided amount. The successful Bidder should arrange for refund of taxes and duties paid or would have been paid to the fullest extent JAIPUR METRO RAIL CORPORATION is entitled as per clause 11.1.2 of General Condition of contract. All records for payment of sales tax on works contract, sales tax, custom duty and Excise duties and Service Tax etc. paid by the successful Bidder during execution of contract will be maintained to facilitate refund of taxes and duties for JAIPUR METRO RAIL CORPORATION. In case the amount of any of these taxes/duties actually paid and exemption availed by the successful Bidder is less than what has been indicated by them in their offer, the difference of the same will also be paid to JAIPUR METRO RAIL CORPORATION. The effect of variation in quantities both +ve and -ve will be dealt separately.
- 9.7 Income Tax, Work Contract Tax/TDX, Service Tax and other statutory deductions as applicable will be deducted from every monthly bill by JMRC.

10.0 CURRENCIES OF THE BID

- 10.1 Bid prices shall be quoted in Indian Rupees only.

11.0 BID VALIDITY

- 11.1 The Bid shall remain valid and open for acceptance for a period of 180 days from the Last date of submission of Bid.
- 11.2 In exceptional circumstances, prior to expiry of the original Bid validity period, the Employer/the Engineer may request the Bidders for a specified extension in the period of validity. The request and the response thereto shall be made in writing or by Tele-fax. A Bidder may refuse the request without forfeiting his Bid Security. A Bidder agreeing to the request, shall not be required or permitted to modify his Bid but will be required to extend the validity of his Bid security correspondingly.

12.0 BID SECURITY

- 12.1 The Bidder shall furnish, as Bid Security an amount as mentioned in clause 1.1.2 of NIB and also refer The Rajasthan Transparency in Public Procurement Rules, 2013, clause 42.
- 12.2 The Bid Security shall be deposited through Bankers cheque/DD of nationalized Bank in the name of Jaipur metro rail corporation, Jaipur. The Bidder needs to upload scanned copy of DD/Bankers cheque at website <http://eproc.rajasthan.gov.in> for e-Bidding.
- 12.3 Any Bid not accompanied by an acceptable Bid Security shall be summarily rejected as being non-responsive.
- 12.4 The Bid securities of unsuccessful Bidder shall be discharged/returned by the Employer as promptly as possible as but not later than 30 days after the expiration of the period of Bid

validity as defined in Clause 11.1 of ITB. In this connection, Clause 25.3 of ITB may also be referred to.

12.5 The Bid Security of the successful Bidder shall be returned upon the Bidder executing the Contract Agreement and after furnishing the required performance guarantee for performance, as mentioned in Clause 27.0 of ITB.

12.6 The Bid Security shall be forfeited:

- a. If a Bidder withdraws his Bid during the period of Bid validity, or
- b. If the Bidder does not accept the correction of his Bid price in terms of Clause 22.0 of ITB or
- c. In case of a successful Bidder, if he fails to:
 - i. Furnish the necessary performance guarantee for performance as per Clause 27.0 of ITB.
 - ii. Commence the work as per terms & conditions of Bid after issuance of LOA
 - iii. Enter into the Contract within the time limit specified in Clause 26.0 of ITB

12.7 No interest will be payable by the Employer on the Bid Security amount cited above.

13.0 FORMAT AND SIGNING OF BIDS

13.1.1 If the Bid is submitted by a proprietary firm it shall be signed by the proprietor above his full name and the full name of his firm with its current address, telephone no. Fax no. and email if any.

13.1.2 If the Bid is submitted by a firm in partnership, it shall be signed by a partner holding the power of Attorney for the firm. A certified copy of the partnership deed and power of attorney shall accompany the Bid. Alternatively, all the partners shall sign it.

13.1.3 If the Bid is submitted by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the power of attorney for the firm, a certified copy of the power of attorney shall accompany the Bid.

13.1.4 If a Bid is submitted by a joint venture or consortium of two or more firms, it shall submit complete information pertaining to each firm in the joint venture or consortium and state along with the Bid as to which one of the firms shall have the responsibility for Bidding and for completion and due performance of the Contract and also furnish evidence admissible in law in respect of the authority assigned to such firm on behalf of the joint venture or consortium for Bidding, completion and due performance of the Contract. Full information and satisfactory evidence pertaining to the participation of each member of the joint venture or consortium in the Bid shall be furnished along with the Bid. All members shall be jointly and severally responsible to the Employer. Provisions under Clause 2.2.2 & 2.3 ITB may be referred to in this connection.

13.2 The documents required to be submitted by the Bidder will be as described under Clause 8.0 of ITB herein. (Also refer check list as per Annexure – I of ITB)

13.3 Entries to be filled in by the Bidder shall be typed or written in indelible ink. The person submitting the Bid along with the date of signing should sign each page of such document

in full at the bottom. The person submitting the Bid along with the date of initialling should initial each page of printed documents at the bottom.

- 13.4 In case of all documents listed in Clause 8.0 above, the person signing/initialling the documents shall be one who is duly authorized in writing by or for and on behalf of the Bidder and /or by a Statute Attorney of the Bidder Such authority in writing in favour of the person signing the Bid and/or notarized certified copy of the power of Attorney as the case may be, shall be enclosed along with the Bid.
- 13.5 The complete Bid shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by the Employer, or as necessary to correct errors made by the Bidder. The person signing the Bid shall initial all amendments/corrections.
- 13.6 All witnesses and sureties shall be persons of status and probity and their full names, occupations and addresses shall be written below their signatures.

14.0 SEALING AND MARKING OF BIDS

- 14.1 Online Bids will have to be digitally signed and submitted in a time stamped electronic sealed box on <http://eproc.rajasthan.gov.in> the manner as described in 15.0

14.2 ONLINE SUBMISSION:

The Bid to be submitted in two envelopes method on <http://eproc.rajasthan.gov.in> It shall comprise of:-

- (a) Complete Bid document along with addendums/amendments issued and uploaded by the department on the above website.
- (b) Bid form and schedule for pre-qualification bid.
- (c) Supporting documents(scanned electronic copies)
- (d) Bid forms and schedules.

Deadline for Submission of Bids: - Bids shall be received online on website <http://eproc.rajasthan.gov.in> with uploading all relevant documents not later than the time and date communicated by the department or extended date thereof.

14.3 Pre-Bid Meeting.

- 14.3.1 A pre-Bid meeting shall be held on the date and location given in the clause 1.1.2 of the NIB.
- 14.3.2 The purpose of meeting will be to clarify issue and to answer the question on any matters that may be raised at that stage.
- 14.3.3 The Bidder is requested to submit any question in writing or by facsimile, to reach the employer not later than the last date of seeking clarification as mentioned in key details of NIB.

14.3.4 The text of the questions raised by the Bids and the response given will be transmitted without delay to all purchasers of the Bids documents. Any modification of Bid documents, which may become necessary as result of the Pre-Bid meeting shall be made by the employer exclusively the issue of an Addendum/clarification.

14.3.5 Non attendance at the Pre-Bid meeting will not be a cause for disqualification of a Bidder.

15.0 SUBMISSION OF BIDS

15.1 Submission of bids only through online process is mandatory for this Bid. Bids sent by Post, FAX or e-mail or presented in person will not be considered.

15.2 The Bidder should get himself registered on procurement portal (<http://eproc.rajasthan.gov.in>) and create users and assign roles on this portal. Further to this, bidder shall download Notice Inviting Bids (NIB) and copy of Bid Document from this site.

15.3 To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safe crypt, N-code, etc. bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

15.4 Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for technical and financial bid. The technical bid should also contain scanned copy of DD/BC/BG (Cost of Bid Form, E-Bid Processing Fee & Bid Security). However, DD/BC/BG for Cost of Bid Form, E-Bid Processing Fee & Bid Security should be submitted physically by the scheduled place, date and time as per NIB.

15.5 JMRC will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid last minute issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.

15.6 Utmost care be taken to name the files /documents to be uploaded on portal. There should not be any special character or space in the name of file, only underscores are permissible.

15.7 All pages of the bid document and the addendums/amendments uploaded by the JMRC on the website <http://eproc.rajasthan.gov.in> shall be deemed to have been initialled and accepted by the persons signing the bid when they submit their electronic bid.

15.8 The documents listed in ITB clause along with the addendum uploaded till the date of bid of submission, shall be filled by the bidder to bind the bidder to the contract. All the pages of the bid to documents shall be digitally signed.

15.9 The uploaded documents for e-bidding cannot be changed after closing date of bid and same documents are to be produced in original physical form in the office whenever asked to do so.

15.10 All Bids in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totalling or other discrepancies or which contain tempering of BOQ templates, may be **LIABLE FOR REJECTION**.

15.11 Any bid after the deadline of time, will not be received on website.

15.12 A single-stage two envelope selection procedure shall be adopted. The Bid shall contain:

a) Part-A : Technical Bid

This Part should contain the technical Bid consisting of **a pdf copy of this Bid Document**

with each page digitally signed by the Bidder in acceptance of the terms and conditions therein, **along with scanned copy of all the required documents, DD/BC/BG with due annexure duly filled as detailed below, in support of eligibility.**

- i. Complete bid document along with addendums/amendments issued and uploaded by the department on the above website.
- ii. Bid form, formats, proformas, annexure(s) duly filled and signed.
- iii. Supporting documents to substantiate eligibility
- iv. Scanned copies of financial instruments (Cost of Bid Form, Bid Security, Performance Guarantee)
- v. Any other documents, Bidder deem fit but **NOT the Commercial Bid/BOQ.**

All such annexure should be duly filled, signed & scanned (in **Pdf** format and digitally signed on each page and to be submitted online as part of technical bid.

No price bid should be indicated at any place in the technical Bid, otherwise the proposal shall be summarily rejected.

(b) Part-B: Financial Bid (BOQ).

This part should contain the financial Bid in the prescribed Format. Rate quoted should be as per clause 8.0 & 9.0 of ITB.

Utmost care to be taken to upload Financial Bid. Any change in the format of Financial Bid file shall render it unfit for bidding.

(c) Submit the technical and Financial Bid Online

16.0 LATE/DELAYED BIDS

- i. Tender must be submitted at the office of **General Manager (Operations), 4th floor, Admin Building, Jaipur Metro Depot Brighu Path, Mansarovar, Jaipur-302020**. It shall be the responsibility of the bidders/Bidders to ensure that his tender reaches the designated place/office before the dead line for submission.
- ii. Tender received through E-mail shall not be accepted.
- iii. Tender received after due date and time shall not be accepted.
- iv. JMRC will not be responsible for delay, loss or non receipt of tender's documents by post/courier.
- v. JMRC will not be responsible for tenders delivered to any other place/person in JMRC (like DAK section etc) other than the designated office and do not reach the designated officers before the deadline for submission **BID OPENING AND EVALUATION.**

17.0 BID OPENING

17.1 The duly authorized Committee of JAIPUR METRO RAIL CORPORATION will open the Bids in the presence of Bidder(s) or their authorized representative(s) who may choose to be present at the time of Bid opening, if the Bidder wishes. The Bids shall be opened in two stages, in first stage the **Technical Bid** shall be opened and evaluated. The **FINANCIAL BID (BOQ)** shall be opened of responsive Bidders pre-qualified by competent authority in the evaluation of Technical Bid at a late date, which will be informed to all responsive and pre-qualified Bidders.

17.2 In first stage, pre-bid of the Bids will be opened. The Bidders' names, the presence (or absence) of Earnest Money, and other details such as deviations proposed in Covering letter, financial & technical eligibility etc. will be announced by the Bid Opening Committee at the time of opening or same shall be available at the web-site.

17.3 Preliminary Examination of Bids

The contents of the pre-bid documents of the individual Bids will be examined summarily in order to assess their formal conformity and agreement with the instructions and guidance to the Bidders and the completeness. Any Bid not conforming to any of these requirements may be disqualified forthwith at the discretion of JAIPUR METRO RAIL CORPORATION.

18.0 PROCESS TO BE CONFIDENTIAL

18.1 Except the public opening of Bid, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclose to Bidders or other persons not officially concerned with such process.

18.2 Any effort by a Bidder to influence the Employer/Engineer in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of contract, may result in the rejection of the Bidders Bid.

19.0 CLARIFICATION OF BIDS

19.1 To assist in the examination, evaluation and comparison of Bids, the Engineer/Employer may ask Bidders individually for clarification of their Bids, including breakdowns of prices. The request for clarification and the response shall be in writing or by tele-fax but no change in the price or substance or the Bid shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer during the evaluation of Bids in accordance with Clause 22.0 herein

20.0 DETERMINATION OF RESPONSIVENESS

20.1 Prior to the detail evaluation of Bids, the Engineer will determine whether each Bid is responsive to the requirements of the Bid documents.

20.2 For the purpose of this Clause, a responsive Bid is one, which conforms to all the terms, conditions and specifications of the Bid documents without material deviation or reservation. "Deviation" may include exceptions, exclusions & qualification. A material deviation or reservation is one which affects in any substantial way, the scope, quality,

performance or administration of the works to be undertaken by the Bidder under the Contract, or which limits in any substantial way, the Employer's rights or the Bidders obligations under the Contract as provided for in the Bid documents and / or is of an essential condition, the rectification of which would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids at reasonable price, Minor deviation may be brought out in Form C.

- 20.3 If a Bid is not substantially responsive to the requirements of the Bid documents or if the cleaning methods proposed by the Bidders are considered impracticable, it will be rejected by the Employer, and will not subsequently be permitted to be made responsive by the Bidder by correction or withdrawal of the non-conformity or infirmity.
- 20.4 The decision of the Engineer/Employer as to which of the Bids are not substantially responsive or have impractical / methods or programmes for execution shall be final.

21.0 EVALUATION OF BID

- 21.1 The Employer will, keeping in view the contents of Clause 2.0 & 8.0 of ITB, carry out technical evaluation of submitted technical proposals to determine that the Bidder has a full comprehension of the work of the contract. Where a Bidder's technical submittal has a major inadequacy, his Bid will be considered to be non-compliant and will be rejected.
- 21.2 All technically acceptable Bids will be eligible for consideration of their financial proposals. The Firms who get technically qualified will be intimated by the Jaipur Metro Rail Corporation. The financial proposal shall be evaluated to determine the lowest Bidder/ bidder.
- 21.3 The evaluation of financial proposals by the Employer / Engineer will take into account, in addition to the Bid amounts, the following factors:
- a. Arithmetical errors corrected by the Employer/Engineer in accordance with Clause 22.0
 - b. Such other factors of administrative nature as the Employer/Engineer may consider having a potentially significant impact on contract execution, price and payments, including the effect or items or unit rates that are unbalanced or unrealistically priced.
- 21.4 a) Offers, deviations and other factors, which are in excess of the requirements of the Bid documents or otherwise will result in the accrual of unsolicited benefits to the Employer, shall not be taken into account in Bid evaluation.
- b) The Jaipur Metro Rail Corporation reserves the right not to consider any deviation that in the sole discretion of the Jaipur Metro Rail Corporation is found unacceptable. Jaipur Metro Rail Corporation shall require such deviations to be withdrawn, for the unaccepted deviation. The evaluation subsequently will be made on the rates quoted for such items in original offer.
- 21.5 Price adjustment provisions applicable during the period of execution of the contract shall not be taken into account in Bid evaluation.
- 21.6 evaluation of financial proposal will be based on pricing schedule/quantities in Bill of Quantity (BOQ) and rates quoted. Any alteration in BOQ will not be given any cognizance.

21.7 the duly authorized Engineer / Committee reserves the right to ask for submission of the source of procurement for the material for which the bidder has quoted his rates before the bid can be considered for acceptance. If the bidder, who is called upon to do so, does not submit within a reasonable time of written order to do so, JAIPUR METRO RAIL CORPORATION shall be at liberty to forfeit the said earnest money absolutely.

21.8 If deemed necessary all the pre qualified bidders shall be asked to adopt a new set of design/specifications/General arrangement(s) for the desired component(s) etc. after the technical evaluation, in an effort to bring all the terms & conditions, specifications, layouts, designs etc. on a common Ground for all bidders. Along with this an opportunity shall be given to submit revised financial offers on the revised terms, conditions, designs etc. amended by the department. If revised financial offer are taken, the original financial offers shall not be opened.

22.0 CORRECTION OF ERRORS

22.1 The original financial offer or the revised financial offer as the case may be, of all qualified bidders determined responsive will be opened at a date notified to all qualified bidders.

The authorized Bid opening committee of JAIPUR METRO RAIL CORPORATION, Jaipur office will open the price bid.

Errors will be corrected by the Employer / Engineer as follows:

- a. Where there is a discrepancy between amount in figures and in words, the amount in words will govern; and
- b. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless in the opinion of the Employer / Engineer there is an obviously gross misplacement of the decimal point in the unit price, in which event, the total amount as quoted will govern.

22.2 If a Bidder does not accept the correction of errors as outlined above, his Bid will be rejected and the Bid security forfeited.

23.0 AWARD OF CONTRACT

23.1 AWARD CRITERIA

Subject to Clause 9.3 and 21.0, Employer will award the contract to the Lowest Bidder (L1), whose bid has been determined to be substantially responsive, technically & commercially suitable, complete & in accordance with the bid document. Also, the contract may be awarded jointly to the Lowest Bidder (L1) & 2nd Lowest Bidder (L2) in the ratio 70:30 of Quantity of Shifts provided 2nd Lowest Bidder (L2) is technically eligible and L2 matches the rate of Lowest Bidder (L1). Further the said ratio 70:30 will be applied to the no. of 8 hrs. Shifts to be deployed and since the deployment keeps on varying on day to day basis the said ratio will be maintained to the extent possible. JMRC will not accept any claim or compensation in this regard on account of non maintenance of said distribution of work between Lowest Bidder (L1) and 2nd Lowest Bidder (L2).

- 23.2 In case, two or more responsive bidders have quoted the same price, which is also the lowest one rate offered, then all such bidders will be given an opportunity to revise their financial bid by submitting fresh financial bid, which shall necessarily be lower than the previous bid. The revised financial bid shall be submitted by the date and time as notified to the concerned bidders.

In case, two or more responsive bidders again quote the matching rates in their revised Financial Bids, then JMRC will resort to an open auction among the same Bidders (i.e. who have quoted the matching rates). Out of this open auction process, the bidders who offer the least rates shall be declared as successful bidders. The date and time of auction will be notified to the concerned Bidders. The commercial bid shall have to be over and above estimated costing. Any bid which is below or equal to estimated cost, would be out rightly rejected.

24.0 EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 24.1 Notwithstanding Clause 23.0, the Employer reserves the right to accept or reject any Bid, and to annul the Bid process and reject all Bids, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidders of the grounds for the Employer's action.

25.0 NOTIFICATION OF AWARD

- 25.1 Prior to the expiry of the period of Bid validity prescribed by the Engineer/Employer will notify the successful Bidder by E-mail/fax, to be confirmed in writing by registered letter, that his Bid has been accepted. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall name the sum which the Employer will pay to the Bidder in consideration of the execution, completion of the works by the Bidder as prescribed by the Contract (hereinafter and in the conditions of Contract called 'the Contract price'). The "Letter of acceptance" will be sent in duplicate to the successful Bidder, who will return one copy to the Employer duly acknowledged and signed by the authorized signatory, within three days from the date of issue of LOA by him. No correspondence will be entertained by the Employer from the unsuccessful Bidders.
- 25.2 The Letter of Acceptance will constitute a part of the contract.
- 25.3 Upon "Letter of acceptance" being signed and returned by the successful Bidder as per Clause 25.1, the employer will promptly notify the unsuccessful Bidders and discharge / return their Bid securities.

26.0 SIGNING OF A AGREEMENT

- 26.1 The Employer shall prepare the Agreement in the Performa (Form E) included in this Document, duly incorporating all the terms of agreement between the two parties. Within 45 days from the date of issue of the letter of acceptance, the successful Bidder will be required to execute the Contract Agreement. The performance guarantee should be submitted immediately after issue of letter of acceptance but not later than the agreement is signed between the parties. One copy of the Agreement duly signed by the Employer

and the Bidder through their authorized signatories will be supplied by the Employer to the Bidder.

26.2 Prior to signing of the Contract Agreement, the successful Bidder shall submit the following document within a period of 30 days from the date of issue of the Letter of Acceptance:

- a. Performance Guarantee
- b. Power of Attorney
- c. Detailed Consortium or Joint Venture Agreement (duly signed and executed) incorporating:
 - i. Percentage Participation of each member/partner
 - ii. Joint and several liability of the partners

27.0 PERFORMANCE SECURITY

27.1 The successful Bidder shall furnish to the Employer a performance security in the form of a bank guarantee for an amount of 5% of the Contract price, in accordance with Clause 4.2 of the General Conditions of Contract. The validity shall be six months beyond expiry of contract. The Bank Guarantee has to be from a scheduled Commercial Bank based in India and the Form of performance security (Form D) provided in this Volume shall be used. The performance Security shall be furnished within the time limit specified in Clause 26.0.

27.2 Failure of the successful Bidder to lodge the required performance Security shall constitute sufficient grounds for the annulment of the award of Contract and forfeiture of the Bid Security.

27.3 Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement. (Please refer rule 75 of RTPPR i.e. Rajasthan Transparency in Public Procurement Rules, 2013).

28.0 CANCELLATION OF LETTER OF ACCEPTANCE (LOA) & FORM OF BID

In case successful Bidder fails to commence the work (for whatsoever reasons) as per terms & conditions of Bid after issuance of LOA then the LOA shall be cancelled and the Bid security shall be forfeited.

29.0 Corrupt & Fraudulent practices

JMRC requires that the Bidders and / or their agents observe the highest standards of ethics during Bidding and execution of this Contract. In pursuance with this policy, JMRC:-

Defines, for the purpose of these provisions, the terms set forth below as follows:-

- (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to Licensor or its employees, influence in the contract execution; and

- (ii) "Fraudulent practice" means a concealment or misrepresentation of facts in order to influence execution of the contract to the detriment of JMRC, and includes collusive practice among Bidders (prior to or after bid submission) designated to deprive JMRC of the benefits of free and open competition.
- (iii) Breach of any of the contract condition during execution.
- a. Will reject the bid or rescind the contract if JMRC determines that the Bidder/Contractor or the employees deployed by the Bidder for the performance of services are engaged in corrupt or fraudulent practices.
- b. Will declare a Bidder ineligible, either indefinitely or for a stated period of time, for participation in the bidding process, if it at any time determines that the Bidder has engaged in corrupt or fraudulent practise in competing for or in executing the contract.
- c. The successful Bidder/Contractor shall apprise JMRC through CVO or equivalent officer or authorized officer of JMRC of any fraud/suspected fraud as soon as it comes to their notice.

APPENDIX – I

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

(To be included in Bid Index and front of the technical proposal)

Name of the Bidder _____

S/N	Item	Bid Stipulations (if any)	Submission/ Compliance Requirement	Reference page No. in the Technical Submittal
1.0	Bid Document Cost Details, if applicable			
1.1	Bid Document Cost in the form of DD/BC/PO	1.1.2.d of the NIB		
1.2	Name of Issuing Bank and Branch			
1.3	DD/BC/PO No.			
1.4	DD/BC/PO Date			
1.5	Value of DD/BC/PO			
2.0(a)	Bid Security Details			
2.1(a)	Bid Security in the form of DD/BC/PO	1.1.2 c of the NIB and 12 of the ITB		
2.2(a)	Name of issuing Bank and Branch			
2.3(a)	DD/BC/PO No.			
2.4(a)	DD/BC/PO Date			
2.5(a)	Value of DD/BC/PO			
2.0(b)	Processing Fee			
2.1(b)	Processing Fee in the form of DD/BC/PO	1.1.2 e of the NIB		
2.2(B)	Name of Issuing Bank and Branch			
2.3(B)	DD/BC/PO No.			
2.4(B)	DD/BC/PO Date			
2.5(B)	Value of DD/BC/PO			
3.0	Eligibility and Qualification of Bidder			
3.1	Bid is from a Company	Clause 2.0 of the instruction Bidder/Contractor (ITB)		
3.1.1	Whether power of Attorney with specimen signature has been submitted	As per ITB Document		
3.2	Bid is from JV/Consortium	As per ITB Document		
3.2.1	Whether power of Attorney with specimen signature has been submitted	As per ITB Document		
3.2.2	Whether power of Attorney from each member of JV/Consortium is enclosed	As per ITB Document		
3.2.3	Whether power of Attorney from each member of JV/Consortium is Notarized	As per ITB Document		

3.2.4	Board Resolution of each of the Consortium members authorizing execution of Consortium Agreement and appointing authorized signatory	As per ITB Document		
3.3	Memorandum of Agreement for JV/Consortium	As per ITB Document		
3.3.1	Who is the Leader of the Consortium	As per ITB Document		
3.3.2	Details of percentage participation of individual members specified in the MoA	As per ITB Document		
3.3.3	Whether all the members are jointly and severally liable to JMRC	As per ITB Document		
3.4	Whether Bidders or any member of the JV/Consortium has submitted more than one Bid	As per ITB Document		
3.5	Whether registration with RoC enclosed for a Bidder being a company/each member in case of JV/Consortium	As per ITB Document		
3.6	Whether registration with EPFO enclosed for a Bidder/each member in case of JV/Consortium	As per ITB Document		
3.7	Whether registration with ESIC enclosed for a Bidder/each member in case of JV/Consortium	As per ITB Document		
3.8	Whether registration with Service Tax department enclosed for a Bidder/each member in case of JV/Consortium	As per ITB Document		
3.9	Whether Annexure – I attached by Bidder/each member in case of JV/Consortium	As per ITB Document		
3.10	Whether Registration with applicable labour department enclosed for a Bidder/each member in case of JV/Consortium	As per ITB Document		
3.11	Appendix to the Form of Bid-Form A	As per ITB Document		
3.12	Form Of Bank Guarantee For Bid Security – Form B	As per ITB Document		
3.13	Performa for Statement of Deviations – Form C	As per ITB Document		
3.14	Form of performance security (guarantee) by bank – Form D	As per ITB Document		
3.15	Form of Agreement – Form E	As per ITB Document		
3.16	General Information And Joint Venture Data – Form T – I	As per ITB Document		
3.17	Experience record – Form T - II	As per ITB Document		
3.18	Deployment of Minimum Number of personnel for the Cleaning & housekeeping – Form T - III	As per ITB Document		
3.19	Details Of Machinery And Equipments To Be Deployed At Each Station Form T-IV	As per ITB Document		

3.20	Financial Data Form T - V	As per ITB Document		
3.21	List Of Specified Chemicals To Be Used At Each Station – Form - T - VI	As per ITB Document		
3.22	INDEMNITY – Form T- VII	As per ITB Document		
3.23	Proposal for housekeeping machinery – FORM – G	As per ITB Document		
4.0	Technical Proposal			
4.1	Whether sealed Technical Bid, submitted as per requirement	As per ITB Document		
4.1.1	Whether Form of Bid enclosed	As per ITB Document		
4.1.2	Whether each page of Bid Document, Addendum (if any) and other submissions, enclosed duly numbered, signed & stamped, as a token of acceptance	As per ITB Document		
4.2	Whether the bidder has the financial standing as per the requirement of the NIB	1.3 of NIB		
4.3	Whether the bidder fulfil the work requirement/physical requirement as per the NIB	1.3 of NIB		
5.0	Whether scanned copy of Bid Security, Cost of Bid Form and processing Fee Documents/Instruments have been submitted online and original instruments submitted as per the schedule mentioned in the NIB	As per ITB Document		
6.0	Whether sealed Commercial Bid/BOQ submitted	As per ITB Document		

I have checked the above list with our submittal. I am aware that if the Bid does not contain above documents, our bid is likely to be rejected by the Employer.

(Authorized Signatory)

FORM A

FORM OF BID

- Note: i. The Appendix and forms are part of the Bid
- ii. Bidders are required to fill up all the blank space in this Form of Bid and Appendix.

Name of Work:

To

Director (Operations & Systems), JAIPUR METRO RAIL CORPORATION LIMITED, 2nd floor, Admin Building Metro Depot Bhargu Path ,Mansarovar, Jaipur-302020.

1. Having visited the site and examined the General Conditions of Contract as well as Special Conditions of Contract, Specifications, Instructions to Bidders, for the execution of above named works, we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Specifications, and Addenda for the sum of Rs. _____
(Amount in figures and words) for-----

Or such other sum as may be ascertained in accordance with the said conditions.
2. We acknowledge that the Appendix forms an integral part of the Bid.
3. We undertake, if our Bid is accepted, to commence the works within 7 days of issue of the Letter of Acceptance to complete the whole of the Works comprised in the Contract Two year contract period.
4. If our Bid is accepted, we will furnish at our option a Bank Guarantee for performance as security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with Clause 4.2 of the General Conditions of the Contract and as indicated in the Appendix.
5. We have independently considered the amount shown Clause 8.5 of the General Conditions of Contract as liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
6. We agree to abide by this Bid for a minimum period of 180 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
7. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
8. We declare that the submission of this Bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item or work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission has been, or will be, paid and that the Bid price does not include any such amount.

FORM A

9. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
10. We understand that you are not bound to accept the lowest or any Bid you may receive.
11. If our Bid is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

Dated this.....day of.....2016

Signature.....

Name.....in the capacity of.....

Duly authorised to sign Bids for and on behalf of.....

Address.....

Witness – Signature.....

Name.....

Address.....

Occupation.....

FORM A**APPENDIX TO THE FORM OF BID**

S. No.	Details	Clause No.	Condition of Contract
i.	Amount of Bank Guarantee as Performance Security	4.2 of General Conditions of Contract	5 percent of the Contract price.
ii.	Minimum amount of Third Party Insurance	15.3 of General Conditions of Contract	Rs.1 lacs for any one incident, with no. of incidents unlimited
iii.	Period for commencement of work from the date of issue of letter of acceptance	1.1.2 (o) of NIB	7 days
iv.	Contract Period from the date of commencement of work	1.1.2 (p) of NIB	Two years

Signature of authorized
Signatory on behalf of Bidder

Date.....

Name.....

Place.....

Address.....

FORM B
PAGE 1 of 2

FORM OF BANK GUARANTEE FOR BID SECURITY

(Ref: Clause 12.0 of "instructions to Bidders")

1. KNOW ALL MEN by these presents that we.....
(Name of Bank) having our registered office at.....
(Address and Name of country) (hereinafter called "the Bank") are bound unto Jaipur Metro Rail Corporation Limited (hereinafter called "the Employer") in the sum of Rs. -----for which payment will and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents.
2. WHEREAS.....(Name of Bidder)(hereinafter called "the Bidder") has submitted its Bid dated_____ for the Mechanized cleaning and house up keeping Contract----- of applicable Rail Corridor of Jaipur Metro Rail Corporation hereinafter called "the Bid".

AND WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of Rs.---(Rupees-----) as Bid Security against the Bidder's offer as aforesaid.

AND WHEREAS_____ (Name and Address of the Bank) have, at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

3. We further agree as follows:
 - a. That the Employer may without affecting this guarantee grant time or other indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said Bid and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
 - b. That the guarantee herein before contained shall not be affected by any change in the constitution of our Bank or in the constitution of the Bidder.
 - c. That any account settled between the Employer and the Bidder shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
 - d. That this Guarantee commences from the date hereof and shall remain in force till..... (Date up to which Guarantee is valid i.e. 150 days from the last date of Bid submission.)

FORM B
PAGE 2 of 2

- e. That the expression 'the Bidder' and 'the Bank' herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

4. THE CONDITIONS OR THIS OBLIGATION ARE :

- a. If the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid, or
- b. If the Bidder does not accept the correction of his Bid price in terms of Clause 22.0 of the "Instructions to Bidders".
- c. If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity :
 - i. Fails or refuses to furnish the Performance security in accordance with clause 27.0 of the "Instructions to Bidders" and/or
 - ii. Fails to commence the work as per terms And Conditions of Bid after issuance of LOA
 - iii. Fails or refuses to enter into a Contract within the time limit specified in Clause 26.0 of the "Instructions to Bidders".

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions (a), (b), (c) mentioned above, specifying the occurred condition or conditions.

Signature of the Witness.....

Name of the Witness.....

Address of the Witness.....

Signature..... Authorised Official of the Bank

Name of the Official.....

Designation.....

I.D. No.....

Stamp/Seal of the Bank.....

FORM C
PAGE 1 of 2

PROFORMA FOR STATEMENT OF DEVIATIONS

(Refer Clause 20.2 of ITB)

1. The following are the particulars of deviations from the requirements of the Instructions to Bidders", "General Condition of Contract" and "Special Conditions of Contract :
- 2.

S. No.	Clause (Specify) GCC or SCC	Deviations	Remarks (including justification)	Price adjustment for the withdrawal of each deviations

Signature of authorized
Signatory on behalf of Bidder

Date.....

Name.....

Place.....

Address.....

FORM C
PAGE 2 of 2

The following are the particulars of deviations from the requirements of the Bid Specifications

S. No.	Clause	Deviations	Remarks (including justification)	Price adjustment for the withdrawal of each deviations

1. We hereby confirm that the pricing for unconditional withdrawal of the above deviations has been given in the financial bid.
2. We hereby confirm that all implicit and explicit deviations, comments and remarks mentioned elsewhere in our proposal shall be treated as Null and Void and stand withdrawn.
3. We hereby confirm that but for the deviation noted here, our offer is fully and truly compliant.

Signature of Bidder

NOTE

Where there is no deviation, the statement should be returned duly signed with an endorsement indication No Deviation's In case, Performa of deviations is not submitted or submitted as blank, it will be construed that the Bidder has not proposed any deviations from Bid documents and will provide all equipments as specifications.

FORM D
PAGE 1 of 2

FORM OF PERFORMANCE SECURITY (GUARANTEE) BY BANK

(Refer Clause 27.0 of "Instructions to Bidders")

1. This deed of guarantee made this day of _____ between Bank of _____ (hereinafter called the "Bank") of the one part, and Jaipur Metro Rail Corporation Limited (hereinafter called "the Employer") of the other part.
2. Whereas Jaipur Metro Rail Corporation Limited has awarded the contract for Mechanized cleaning and house up keeping Contract for-----Rail Corridor of Jaipur MRTS Project (hereinafter called " the contract") to M/s____(Name of the Bidder) (hereinafter called "the Bidder).
3. AND WHEREAS the Bidder is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. Now we the Undersigned _____ (Name of the Bank)
Being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Employer the full amount of Rs. _____ (Amount in figures and Words) as stated above.
5. After the Bidder has signed the aforementioned Contract with the Employer, the Bank is engaged to pay the Employer, any amount up to and inclusive of the aforementioned full amount upon written order from the Employer to indemnify the Employer for any liability of damage resulting from any defects or shortcomings of the Bidder or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Employer immediately on demand without delay without reference to the Bidder and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damage resulting from any defects or shortcomings or debts of the Bidder. The bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Bidder in any suit or proceedings pending before any Court, Tribunal or Arbitrator's relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of..... Months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six **months** longer than the anticipated expiry date of Contract period.
7. At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Bidder or if the Bidder fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under Para 5, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Employer and at the cost of the Bidder.
8. The guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Bidder.

FORM D
PAGE 2 of 2

9. The neglect or forbearance of the Employer in enforcement of payment of any money, the payment whereof is intended to be hereby secured or the giving of time by the Employer for the payment hereof shall in no way relieve the bank of their liability under this deed.
10. The expressions "the Employer", "the Bank " and "the Bidder" hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) 2016 being herewith duly authorized.

For and on behalf of
The _____ Bank

Signature of authorized bank official

Name:

Designation:

I.D. No. :

Stamp/Seal of the Bank:

Signed, sealed and delivered

For and on behalf of the Bank

By the above named _____

In the presence of:

Witness 1.

Signature.....

Name.....

Address.....

Witness 2.

Signature.....

Name.....

Address.....

FORM OF AGREEMENT

(Refer Clause 26.0 of "Instructions to Bidders)

This Agreement is made on the _____ day of _____ 2016 Between Jaipur Metro Rail Corporation Limited, 2nd floor, Jaipur Metro Train Depot Bhrigu Path , Mansarovar, Jaipur- 302020 hereinafter called "the Employer "of the one part and _____(Name and Address of Bidder) _____
_ hereinafter called "the Bidder" of the other part.

Whereas the Employer is desirous that (***) certain Good and Service should be provided and certain Works should be executed, viz mechanized cleaning and housekeeping Contract for ----- of applicable Rail Corridor of Jaipur Metro Rail corporation hereinafter called "the works" and has accepted a Bid by the Bidder for the execution and completion of such works (***) as well as guarantee of such works) and the remedying of defects therein.

NOW THIS AGREEMENT WITNESS as follows:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) Letter of acceptance
 - (b) General conditions of Contract
 - (c) Special Conditions of Contract
 - (d) Special Specifications
 - (e) Notice Inviting Bid
 - (f) Bill of Quantities
 - (g) Form of Bid with Appendix
 - (h) Addendums, if any
 - (i) Other conditions agreed to and documented as listed below:
 - (i) Bidder's Work Schedule as amended if required
 - (ii) Statement of deviations (if applicable)
 - (iii) Any other item as applicable
3. In consideration of the payments to be made by the Employer to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Employer to execute and complete the works by ** and remedy any defects therein in conformity in all respects with the provisions of the Contract.

FORM E
PAGE 2 of 3

4. The Employer hereby covenants to pay the Bidder ion consideration of the execution and completion of the works and the remedying of defects therein, the Contract price of **
Rs_____ being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. OBLIGATION OF THE BIDDER

The Bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Bidder shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the Bidder in respect thereof, which may arise.

The staff/ labour recruited by the Bidder for Mechanized cleaning & housekeeping of three elevated Metro stations (Civil Lines, Railway Station, and Sindhi Camp) and one Underground station (Chandpole) will be the sole responsibility of the Bidder and Jaipur Metro Rail corporation will not be involved in it in any way. The staff / labour so recruited by the Bidder will not have any right whatsoever at any stage to claim employment in Jaipur Metro Rail Corporation.

6. JURISDICTION OF COURT

The Courts at Jaipur shall have the exclusive jurisdiction to try all disputes arising out this agreement between the parties.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the Bidder

For and on behalf of the Employer

Signature of the authorized official

Signature of the authorized official

Name of the official

Name of the official

Stamp/Seal of the Bidder

Stamp/Seal of the Employer

FORM E
PAGE 3 of 3

SIGNED, SEALED AND DELIVERED

By the said

by the said

Name_____

Name.....

On behalf of the Bidder in the presence
of:

: On behalf of the Employer in the presence

Witness_____

Witness_____

Name_____

Name_____

Address_____

Address_____

Note:

- * To be made out by the Employer at the time of finalization of the Form of Agreement.
- ** Blanks to be filled by the Employer at the time of finalization of the Form of Agreement.
- *** To be deleted if not applicable.

FORM T-I

GENERAL INFORMATION AND JOINT VENTURE DATA

(Refer Clause 2.2.2 & 2.3)

Note:

- i. Attach an attested photocopy of Certificate of Registration and ownership as well as of Constitution and legal status.
- ii. In case of Joint Venture/Consortium, attach an attested photocopy of Agreement indication inter alia distribution of responsibilities among the members/constituents.

1. Name of participating members/constituents

(a)

(b)

(c)

2. Address, telephone, telefax, cable numbers of each members/constituent.

Registered Office

Office

For correspondence

(a)

.....

(b)

.....

(c)

.....

3. Name of Lead partner/Constituent

.....

4. Distribution of responsibilities among partners/ constituent. (Among other details, specify the sub-items of works for which each of the partners/ constituents would be responsible).

.....

.....

5. Date and place of joint Venture/ Consortium Agreement.

6. Name and Address of Bankers to the joint Venture/ Consortium

7. Name and Address of Associated Companies to be involved in the Project and whether parent/ subsidiary/ others.

8. If the company is subsidiary, what involvement, if any, will the parent Company have in the Project?

FORM T-II**EXPERIENCE RECORD**

(Refer Clause 8.1.5 (e))

1. Total number of years of experience in Mechanized Cleaning & housekeeping works
2. Details of experience in specialized Mechanized Cleaning & housekeeping works for last five years.

S. No.	Date of start of work	Date of completion of work (including time extension)	Period of work execution	Details of work handled	Total Cost of work in Rs.	Manpower	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Notes:

- (j) Details submitted in any other Performa will not be considered.
- (ii) The details of work including the cost of the work and date of completion etc. should be supported by notarized/attested and self-certified copy of each Client's work Completion certificates issued by the officer not below the rank of Executive Engineer or equivalent in case of central/state Govt. and PSU's.
- (iii) Additional pages may be attached if required.
 - a. All the pages must be signed by the authorized signatory of the Bidder.
 - b. All the pages must be signed by the authorized signatory of the Bidder.

Deployment of Minimum Number personnel for the Cleaning & Housekeeping works

FORM T-III

Resources Proposed for the Work-Personnel

(Refer Clause 8.1.5 (f))

Mansarovar Station

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)	Educational qualification	Relevant Years of Experience in Mechanized cleaning & Housekeeping
1	Team leader	1 (look after all Nine stations)			
2	Manager	1 (look after Mansarovar to Ram Nagar station)			
3	Supervisor (Highly Skilled)	General-1 Night-1			
4	Housekeeper (Skilled)	Morning-2 Evening-2 Night-3 Gen-6			

New Aatish Market

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)	Educational qualification	Relevant Years of Experience in Mechanized cleaning & Housekeeping
1	Team leader	0			
2	Manager	0			
3	Supervisor (Highly Skilled)	General-1 Night-1			
4	Housekeeper (Skilled)	Morning-2 Evening-2 Night-3 Gen-5			

FORM T-III**Vivek Vihar Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)	Educational qualification	Relevant Years of Experience in Mechanized cleaning & Housekeeping
1	Team leader	0			
2	Manager	0			
3	Supervisor (Highly Skilled)	General-1 Night-1			
4	Housekeeper (Skilled)	Morning-2 Evening-2 Night-3 Gen-5			

Shyam Nagar Station

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)	Educational qualification	Relevant Years of Experience in Mechanized cleaning & Housekeeping
1	Team leader	0			
2	Manager	0			
3	Supervisor (Highly Skilled)	General-1 Night-1			
4	Housekeeper (Skilled)	Morning-2 Evening-2 Night-3 Gen-5			

FORM T-III**Ram Nagar Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)	Educational qualification	Relevant Years of Experience in Mechanized cleaning & Housekeeping
1	Team leader	0			
2	Manager	0			
3	Supervisor (Highly Skilled)	General-1 Night-1			
4	Housekeeper (Skilled)	Morning-2 Evening-2 Night-3 Gen-5			

Civil lines Station

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)	Educational qualification	Relevant Years of Experience in Mechanized cleaning & Housekeeping
1	Team leader	0			
2	Manager	0			
3	Supervisor (Highly Skilled)	General-1 Night-1			
4	Housekeeper (Skilled)	Morning-2 Evening-2 Night-3 Gen-5			

FORM T-III**Metro Railway Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)	Educational qualification	Relevant Years of Experience in Mechanized cleaning & Housekeeping
1	Team leader	0			
2	Manager	1(look after Civil Lines to Chand Pole Metro Station			
3	Supervisor (Highly Skilled)	General-1 Night-1			
4	Housekeeper (Skilled)	Morning-2 Evening-2 Night-3 Gen-6			

Sindhi Camp Station

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)	Educational qualification	Relevant Years of Experience in Mechanized cleaning & Housekeeping
1	Team leader	0			
2	Manager	0			
3	Supervisor (Highly Skilled)	General-1 Night-1			
4	Housekeeper (Skilled)	Morning-2 Evening-2 Night-3 Gen-6			

FORM T-III**Chandpole Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)	Educational qualification	Relevant Years of Experience in Mechanized cleaning & Housekeeping
1	Team leader	0			
2	Manager	0			
3	Supervisor (Highly Skilled)	General-1 Night-1			
4	Housekeeper (Skilled)	Morning-2 Evening-2 Night-3 Gen-6			

NOTE:-

- No Negative Deviation in the Deployment of minimum number of personnel for mechanized cleaning and Housekeeping works shall be acceptable. If any Bidder proposes deviation in the Bid, such Bid shall not be considered and shall be rejected.
- In order to achieve a high standard of Mechanized cleaning & Housekeeping if required, more number of personnel than the minimum number of personnel as mentioned above can be deployed. The Deployment of personnel shall never be less than the minimum number of personnel to be deployed as mentioned above.
- The Minimum numbers of personnel as mentioned above are required to be deployed on a daily basis in various shifts of the day as specified in this Bid.
- The minimum number of personnel required to be deployed have to be physically available for work at site on every day basis and therefore any personnel required to be deployed for taking care of Leave Reserve & Rest givers etc. have to be additionally provided by the Bidder as per the Statutory norms or rules etc. as applicable.
- The CVs of the Team Leader, Managers & Supervisors are to be submitted along at office of the Station Superintendent/Station controller and intimate the office of GM (Operations).
- The personnel should be smartly dressed in neat and clean uniforms having firm's logo. The uniforms and personnel protective Equipments (e.g. Shoes, helmet, gloves etc) should be provided free of cost by the Bidder /Bidders.
- Minimum Educational Qualification for the Manager (housekeeping) is Intermediate in any discipline and for the Supervisor, it is Matriculation school certification.
- The personnel should be smartly dressed in neat and clean uniforms having firm's logo. The uniforms and Personal Protective Equipments (ex:- Shoes, helmet, gloves etc) should be provided free of cost by the Bidder/contractors.

(Reference to clause No.8.1.5 (g))

FORM T-IV**DETAILS OF MACHINERY AND EQUIPMENTS TO BE DEPLOYED AT EACH STATION**

S. No.	Type of Equipment	Minimum No. of Machinery deployed	Make	Remarks
1	Cold water High Pressure Jet	1	TASKI-DIVERSEY/COMAC/EUREKA FORBES (Specification Followed)	
2	Electrically operated walk Behind automatic scrubber drier	1	TASKI-DIVERSEY/COMAC/EUREKA FORBES (Specification Followed)	
3	Single disc floor scrubbing machine	1	TASKI-DIVERSEY/COMAC/EUREKA FORBES (Specification Followed)	
4	Wet & Dry vacuum cleaner	1	TASKI-DIVERSEY/COMAC/EUREKA FORBES (Specification Followed)	
5	Automatic Escalator Cleaner cum Automatic Scrubber Dryer Machine	0.11	TASKI-DIVERSEY/COMAC/EUREKA FORBES (Specification Followed)	
6	Window glass cleaning kit with 20 ft extendable non-metallic telescopic pole,	1	TASKI / UNGER	
7	Twin Bucket wet mopping trolley with wringer for Large Areas	2	TASKI / UNGER	
8	Complete Dry mopping system with swivel frame & non-metallic rod with microfiber base	1	TASKI / UNGER	
9	Complete wet mopping system with Kentucky mop head and non-metallic rod	1	TASKI / UNGER	
10	Complete Damp Mopping system with swivel frame and non-metallic rod and microfiber base	1	TASKI / UNGER	
11	Microfiber Cloth	As Required	TASKI / UNGER	
12	Floor Signage	2	TASKI / UNGER	
13	Carry Basket for carrying Housekeeping	4	TASKI / UNGER	

	utility/Chemicals			
14	Covered Dustpan with Broom	2	TASKI / UNGER	
15	Floor Squeegee	2	TASKI / UNGER	
16	Folding Ladder/Hydraulic ladder To enable a person to reach area above normally reachable height, for example roof, cable tray, false ceiling, lighting, billboards etc	2	General Item	
17	Biodegradable garbage bags To dispose of the garbage accumulated at the designated area	As Required	General Item	
18	Que Manager To enable real time cleaning/cordoning area	As Required	General Item	
19	General items as required for cleaning Parking Lots like Broom, Pan etc	As Required	General Item	
20	Spatula	As Required	General Item	

Note: Items Listed from S No. 1 to 5 shall be classified as machinery and items listed from S No. 6 to S No. 20 shall be classified as equipments.

TYPE OF MACHINES AND THEIR SPECIFICATION

1. Cleaning machine must be either of the following International brands compatible to detail technical specifications as mentioned below.
 - i) **TASKI- Switzerland** ii) **EUREKA FORBES** iii) **COMAC** to the technical specification
2. All the cleaning machines must be as per strict specification mentioned. No reduction in the minimum number & specification of machines & equipment required to be deployed shall be accepted.
3. All the machine must have authentic branding clearly displayed on it shall be of latest version and make. New machines must be deployed initially.
4. No under capacity machine would be acceptable.
5. Laminated sheets of 'DOS' & 'DONT'S' must be supplied by the equipment Supplier in at least two regional languages, with each machine deployed Certification of origin shall be produced by the equipment manufacturing company stating that the machine or equipment are genuine and procured from the said manufacturer.
6. The above list is indicative only and If the bidder feels that to serve the intended purpose some additional machines will be required he may include the some and quote his rates as a deviation, The Bids will be evaluated on likewise basis of LI. Jaipur Metro Rail Corporation reserves the right to exercise this option.
7. All the machines deployed in cleaning operations should be kept up to-date in proper working condition by replacing worn out parts as per the frequency/renewal period of parts as mentioned in Table-I
8. For high rise cleaning or cleaning at height and where ever required, the Bidder shall provide safety belt and other Personal Protective Equipments to the cleaning and housekeeping personnel.
9. Penalty shall be levied at the rate of rupees one thousand per day in each case of short deployment of machinery in case of breakdown the machine should be repaired within 48 hours reported time.

Technical Specifications for Different Machines to be used

Cold Water High Pressure Jet

This machine is required to pressure wash platform area, tracks, drains etc. The machine should be equipped for cleaning hard floor areas, stair cases & walls with pressurized water. The machine should be rugged, ergonomically designed and should be of a maker of worldwide repute and proven utility. Rotatory nozzle should be provided with the machine.

Technical Specifications:

- Should have a Total Stop System, i.e., on the release of the gun trigger, the motor should stop immediately to avoid damage during the bypass phase.
- On pulling trigger the jet should start automatically immediately to provide maximum pump protection.
- Should have a wobble plate system to minimize moving elements and prevent wear & tear

- Should have a separate detergent tank with low pressure detergent suction through VENTURI effect, to lower the operating pressure of the machine.
- The motor pump should have three ceramic pistons brass pump.
- Should have Glycerine pressure gauge
- Should have Hi-Pressure Hose Reel
- The machine should have an option of sand blasting.
- Operating pressure should be between 725 to 1740 psi
- Delivery rate should be between 650 to 700 litre / hour.
- Power consumption may be up to 3.2 KW
- Machine RPM should be between 2500 to 3000 (Min and Max respectively)
- Machine weight should be between 25 KG to 32 KG
- Operating voltage should be 240 V – 50 Hz
- Power cable length minimum 5 Meter
- Should be a pressure regulator installed to increase or decrease pressure base on surface type to prevent damage to the surface
- Detergent tank should be inbuilt
- Motor should be of 4 HP
- Machine dimension should be of 59 x 37x 87 cm

Electrically Operated Walk behind automatic Scrubber Dryer

The machine is required for scrubbing and buffing the metro station platform, concourse area, lobby, gallery etc which has a smooth surface. The machine shall perform wet scrubbing and drying simultaneously on the floor surface, and should also be capable of buffing.

Technical Specifications:

- The Auto Scrubber Drier should have brush system with flexible brush coupling. The flexible brush coupling helps in delivering even allocation of brush pressure on the floor. Also, the brush follows the floor profile on the full working width. This helps in removing complete soil from all types of floors.
- Should have a V shaped squeegee. V shaped squeegee allows excellent water pick up on the full working width. Innovative shape helps in pickup of bigger pieces of dirt.
- The squeegee should have a flexible suspension. The flexible suspension follows track of brushes exactly and retracts when in contact with an obstacle. This helps in 100% edge to edge water pickup. Also, protects furniture and other equipments if hit by squeegee
- The Squeegee should have a click mechanism for squeegee fixation. Squeegee can be easily removed / fixed with the click mechanism.
- Should have a direct suction i.e. no bends in the suction hose. Removes larger pieces of dirt without clogging. This results in better performance and reduced downtime
- Should have a Dual Axle System. Dual axle gives an excellent manoeuvrability and a very small turning radius. Thus give efficient cleaning in congested smaller areas

- Should have an ergonomically designed handle. Ergonomically designed handle helps in easy use of the operator regardless of his/her height. Gives safety and allows long working periods without tiredness.
- All regularly used functions should be in full sight. Viz. Water, Brush and Vacuum On/Off, squeegee lifting and brush lifting. All working functions are in full sight of the operator and can be operated without leaving the working positions
- Should have internationally coded maintenance points (yellow colour). Points to be maintained are yellow in colour. Viz. Floater, Recovery tank-including sieve, Fresh water filter, Brush and Squeegee. This helps in fast and efficient maintenance and reduced service needs
- Recovery tank should have a wide opening. Wide opening is easy to remove and clean.
- Squeegee body made of one single aluminium piece. Squeegee blades can be used from all the four sides. Blades can be changed by opening one single screw. Thus is easy to clean and change blades. The mounting of blades is easy
- The chassis of machine should be of polypropylene reinforced with glass fibre. Innovative material that is light weight and highly robustness (used in automotive industry-cross country). Extremely durable construction of the chassis of machine
- Brush Hood should be flexible and allow deflection. No cracks in case of mechanical impact
- Ideal performance should be 1290 square meter per hour, so that entire area can be covered under the specified schedule.
- Equipment should have inbuilt intelliflow module
- Equipment should be capable of Intellidose module
- Working width should be 430 mm
- Scrubbing/buffing tool should be Disc Brush only.
- Capacity of solution tank should be 50 Liters and same should be of the recovery tank also
- Noise level permitted maximum 69 db
- Nominal consumption should be 1500 Watts
- Rated voltage must be 240 V-50 Hz Volts
- Class 1 protection must with CE, CB, S+ (Safety Mark) certificates and IPX4 water splash protection grade
- Vibration should not be more than 0.13 M/sec/sec
- Machine dimension should be 1160x475x1195mm
- Squeegee width should be 690 mm
- Wheel diameter 200mm and castor wheel diameter 100mm
- Should have at least 25 meter cable length for working
- Brush diameter 430mm with 165 rpm
- Brush pressure required 30 kg
- Suction power in terms of air flow should be 34 l/s

Single Disc floor Scrubbing Machine

The machine is required for regular cleaning, maintaining & buffing/crystallization of metro stations & concourse areas, which have a smooth surface. The machine will perform wet scrubbing of floors and small areas of metro stations.

Technical Specifications:

- Should have closed handling, with ergonomic design which Gives protection to hands. Also, gives high electrical safety due to double insulation.
- Double safety lock to ensure safety, and wire loop to prevent damage to the wire/machine
- Adjustable and foldable handle for easy mobility and ease of use
- Should have a floating pad drive to ensure a constant working pressure and enables the machine to be used on uneven floors
- Cleaning solution distribution shall be from the centre of the pad. This ensures that the whole surface of the pad is utilized.
- Machine should be capable of multiple applications, so that wet scrubbing, Stripping, Buffing, spray cleaning and crystallisation can be done.
- Vacuum Unit and Suction Skirt facility should be available. This ensures that the dust emission in to the air is prevented and can operate without vacuum cleaner also.
- Working width should be of 43 cm
- 165 RPM speed with 42 Kg of weight
- Vertical clearance should be 31.5 cm
- Nominal consumption to be 1100 watts
- Cable length should be at least 15 meter
- Must be free from HAVS (WEF), with certification ENV 25349
- Noise level should not be more that 57 db

WET & DRY VACUUM CLEANER

This machine is required for all purpose picking up of course, fine, dry and damp dirt as well as water and other liquids from surface. To be used jointly with Single disc floor scrubbing machine.

Technical Specifications:

- Container capacity should be 22Liter in wet operation
- Container capacity in dry operation should be 28Liter
- Machine Container volume should be 45Liter
- Machine Weight with cable should be 10.5 Kg
- Sound level should be maximum 64 db
- Nominal consumption of power should be 1000 Watts
- Vacuum created should be 22KPa
- Max air flow should be 60L/S
- Dimensions should be 390x630x440
- Cable length minimum 10m

- Suction hose length should be 2.2m
- Must have Castors, 5 in number of easy and smooth portability
- Castor diameter should be 50mm
- Protection class must be Class II
- SEV, OVE certifications are must

AUTOMATIC ESCALATOR CLEANER CUM **AUTOMATIC SCRUBBER DRIER**

Technical Specifications:

- Cleaning path should be 510 mm
- Should have facility of dry cleaning as well as wet cleaning
- Solution tank should be present, 35 liters capacity and same for the recovery tank also.
- Brush pressure should be 30 KG with 400 rpm
- Vacuum power should be equivalent to 2100 mm of H₂O
- Cleaning capacity should be 100 square meter per hour ideally
- Vacuum motor & Brush motor should be separate
- Consumption for vacuum motor should be 700 watts & brush motor 900 watts
- Must be fully automatic after setting up for escalator cleaning, there should be no need for the operator to be present to operate the machine
- Squeegee length should be 870 mm
- Weight of the machine is recommended to be 96 Kg, dimension 970x600x740 mm
- Should have double roller brushes and brush head must rotate 180 degree to clean both sides of the escalator, independently from the width of the steps

Table-1 List of Consumables, Spare parts and frequency of Replacement							
S. No.	Machine Type	Part Description	Qty.	Working Life(Hrs)	Operation Time/month (Hrs.)	Renewal Period (months)	Units required Annually
1	SWINGO 755/760 B/E	Blade 56/4x750	1	500 Hrs.	120 Hrs.	4.2	3
2	SWINGO 755/760 B/E	Blade 56/3x712	1	500 Hrs.	120 Hrs.	4.2	3
3	SWINGO 755/760 B/E	Float compl	1	1000 Hrs.	120 Hrs.	8.3	1
4	SWINGO 755/760 B/E	Wheel 64/24	1	1000 Hrs.	120 Hrs.	8.3	1
5	SWINGO 755/760 B/E	Castor compl 50/20	2	1000 Hrs.	120 Hrs.	8.3	1
6	SWINGO 755/760 B/E	Poly-V-belt 6 EPJ 508	1	2000 Hrs.	120 Hrs.	16.7	1
7	SWINGO 755/760 B/E	Poly-V-belt 11 PJ 675	1	2000 Hrs.	120 Hrs.	16.7	1
8	SWINGO 755/760 B/E	Coupling, Brush	1	1000 Hrs.	120 Hrs.	8.3	1
9	EC 51	Wheel 34/12	3	1000 Hrs.	120 Hrs.	8.3	1
10	EC 51	Blade 41,5/2,5x575	1	500 Hrs.	120 Hrs.	4.2	3
11	EC 51	Blade 41,5/2x540	1	500 Hrs.	120 Hrs.	4.2	3
12	EC 51	Float compl	1	1000 Hrs.	120 Hrs.	8.3	1
13	EC 51	Cover	1	2000 Hrs.	120 Hrs.	16.7	1
14	EC 51	Distributor	1	2000 Hrs.	120 Hrs.	16.7	1
15	EC 51	Rolling Brush-Hard	1	500 Hrs.	120 Hrs.	4.2	3
16	Ergo 165	BELT	1	1000 Hrs.	120 Hrs.	8.3	1
17	Ergo 165	PULLEY D 192	1	1000 Hrs.	120 Hrs.	8.3	1
18	Ergo 165	COUPLING FLANGE	1	1000 Hrs.	120 Hrs.	8.3	1
19	Vacumat22	PUSH BUTTON	1	1000 Hrs.	120 Hrs.	8.3	1
20	Vacumat22	FILTER DISC (SET, 10 PARTS)	1	500 Hrs.	120 Hrs.	4.2	3
21	Vacumat22	FILTER	1	500 Hrs.	120 Hrs.	4.2	3
22	Vacumat22	FLOAT WITH BUSH	1	1000 Hrs.	120 Hrs.	8.3	1
23	Vacumat22	-hose 2 m	1	2000 Hrs.	120 Hrs.	16.7	1
24	Vacumat22	- angle coupling	1	1000 Hrs.	120 Hrs.	8.3	1
25	Vacumat22	- squeegee with fixed blades	1	2000 Hrs.	120 Hrs.	16.7	1
26	PICOBELLO 151	SIDE BRUSH	1	800 Hrs.	120 Hrs.	6.7	2
27	PICOBELLO 151	KIT SPARE RUBBERS	1	500 Hrs.	120 Hrs.	4.2	3
28	PICOBELLO 151	MAIN BRUSH	1	800 Hrs.	120 Hrs.	6.7	2
29	PICOBELLO 151	DUSTER FILTER	1	1000 Hrs.	120 Hrs.	8.3	1
30	DORSALINO	Filter cloth bag for Dorsalino	1	1000 Hrs.	120 Hrs.	8.3	1
31	DORSALINO	-universal dust nozzle	1	1000 Hrs.	120 Hrs.	8.3	1

32	DORSALINO	-hose 2 m	1	2000 Hrs.	120 Hrs.	16.7	1
33	LMX 1211 XP	Valve Kit	1	700 Hrs.	120 Hrs.	5.8	2
34	LMX 1211 XP	Water Seal Kit	1	700 Hrs.	120 Hrs.	5.8	2
35	LMX 1211 XP	Oil Seal Kit	1	700 Hrs.	120 Hrs.	5.8	2

FORM T-V
PAGE 1 OF 2

FINANCIAL DATA

(Refer Clause 2.0)

Total value of Cleaning & housekeeping work done during the period 2011-2012 to 2015-2016 (For each member in case of Joint Venture/consortium)

S. No	Description	Year 2011-2012 (Rs. in Crore)	Year2012-2013 (Rs. in Crore)	Year2013-2014 (Rs. in Crore)	Year2014-2015 (Rs. in Crore)	Year2015-2016 (Rs. in Crore)	Beyond 31.03.2016 (Rs. In Crore)
1	2	3	4	5	6	7	8
1	Total value of Mechanized Cleaning & House Keeping work done						

Note:

Attach notarised / attested & self attested copies of the audited financial statements of the last three financial years as annexure.

FORM T-V
PAGE 2 OF 2

FINANCIAL DATA
 (Refer Clause 2.0)
List of all Ongoing Contracts

Name of the applicant (constituent member in case of Group)	Total No. of works in hand	Number of contracts of each type		Number for which applicant went in for		Number of contracts in which date of completion given in the original has already lapsed	**Total value of balance works yet to be done in rupee equivalent as on 31/03/2016					
		Type	No	Arbitration	litigation		Year 2011-2012	Year 2012-2013	Year 2013-2014	Year 2014-2015	Year 2015-2016	Beyond (31.03.2016 (Rs.))

Applicant (each member of the group) should provide information on their current commitments or all contracts that have been awarded or for which a letter of intent or acceptance has been received or for contracts approaching completion but for which a completion certificate is yet to be issued.

LIST OF SPECIFIED CHEMICALS TO BE USED AT EACH STATION

(Refer clause 8.1.5(j))

FORM-T VI

S. No.	Purpose	Chemical	Make	Minimum Quantity per month per station(Litres)
1	Granite/Kota/Marble/vinyl and all other types of flooring except wooden Floor Cleaning concentrate	J Flex Stride	Taski Diversey	4
2	Bathroom/washroom/toilet floor cleaning	J Flex Stride	Taski Diversey	4
3	Vertical finishes of different types like Granite/Marble/steel plate cladding etc	J Flex Stride	Taski Diversey	5
4	Glass / mirror / Acrylic Surface	J Flex Glance (Ammoniated)	Taski Diversey	1.5
5	Steel Surfaces	Suma Inox	Taski Diversey	5
6	Aluminium Surfaces	J Flex Stride	Taski Diversey	1
7	Any Other Type of Surface except wooden and porous	J Flex Stride	Taski Diversey	1
8	Urinal & WC Cleaner	TASKI R6	Taski Diversey	5
9	Scale marks remover	TASKI R9	Taski Diversey	0.5
10	Floor Polish	TERRANOV A	Taski Diversey	2.5

NOTE:-

1. The list of Chemical/Regents is indicative and prices have been estimated accordingly. In unlikely event of no availability of these chemicals/ reagents Alternative or equivalent chemicals may be used with prior approval of Jaipur Metro Rail Corporation. Bidders have to submit detailed list of alternative or equivalent chemical/ reagents with material safety data sheets for approval by Jaipur Metro Rail Corporation duly indicating the application of such chemical/ reagents and their price implications.
2. It is preferred to put chemicals in dispenser fixed at station in housekeeping room.

FORM T-VII

INDEMNITY

(To be filled by Bidder)

I on behalf of M/s.....hereby agree and undertake that I have understood all the safety rules and procedures and all staff working on behalf of M/s.....will abide by all safety rules and procedures. I declare that I M/s.....will be responsible for any safety violation/accident etc. and Jaipur Metro Rail Corporation will not be responsible in case of any accident and will not compensate financially or otherwise. I M/s declare that all the claim raised by staff deputed by me, shall be borne by me only.

I hereby declare that I am sole responsible on behalf of M/s.....for giving such declaration.

.....
Name of Indemnifier

.....
Signature of Indemnifier

Stamp/seal of the Indemnifier / Bidder

FORM T-VII

INDEMNITY

(To be filled by Bidder staff individually)

I hereby agree and undertake that I have understood all the safety rules and procedures and I will abide by all safety rules and procedures. I declare that I will be responsible for any safety violations/accident etc. and Jaipur Metro Rail Corporation will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I shall not raise any claim against Jaipur Metro Rail Corporation.

.....
Name of Indemnifier

.....
Signature of Indemnifier

.....
NAME OF BIDDER
BIDDER

.....
SIGNATURE **OF**

FORM T-VII**Obligation/Compliance to be ensured by Bidder**

S. No.	Items	Compliance of Bidder (To be filled by Bidder)	
		Yes	No
1	License for employing contract labour		
2	Compliance of minimum wages Act by payment of wage on 7th of every month through Bank or in the presence of nominated representative of employer (Jaipur Metro Rail Corporation supervisor/manager)		
3(a)	Compliance of provision of ESI/PF.		
3(b)	Ensure treatment in ESI hospital in case of accident/injuries suffered in performance of work and compensation under ESI Act.		
4	Send Accident report to Regional Labour Commissioner (RLC) & ESI authorities.		
5	Observance of working hours, weekly rest and overtime payments as per minimum wages Act- 1948		
6	Other statutory requirement pertaining to this Bid.		

Note: - A non- filling or 'No' by Bidder will lead to non-eligibility for Bidder in further Bidding process.

FORM –G

CERTIFICATE

PROPOSAL FOR HOUSEKEEPING MACHINERY

We confirm that minimum requirement of Housekeeping machinery will be mobilized by us for the work in addition to other machineries, tools, plants and testing equipments required. We also confirm that this is minimum project specific mobilization and these will be suitable augmented, as required for achieving the Bid requirements.

DATE

SIGNATURE OF BIDDER

Annexure - I

[ON COMPANY'S LETTER HEAD (EACH MEMBER IN CASE OF CONSORTIUM)]

I, Mr/Ms. _____ (Authorized Signatory)* on behalf of _____ (Company's Name) having its registered office at _____, hereby confirm and declare that no agent, middleman or any intermediary has been, or will be engaged by me to provide any services, or any other item or work related to the award and performance of this contract. I further confirm and declare that no agency commission or any payment which may be construed as an agency commission had been, or will be paid by me and that the bid price will not include any such amount.

Signature _____

Name of signatory _____

Capacity of signatory _____

* Should be supported by authorized Power of Attorney in favour of authorized signatory along with their copy of Board Resolution.

Annexure – II**EVALUATION SHEET**
(INITIAL FILTER OF APPLICANT)

Name of the Applicant:

S. No.	Criteria	Yes	No
1	Has the Applicant abandoned any work in the last five years?		NO
2	Has the Bidder contract with any organization ever been terminated due to poor performance?		NO
3	Has the Bidder Security Deposit for any contract ever been forfeited by any Govt./ Semi Govt./ PSU/ MRTS/ Corporate houses?		NO
4	Has the Applicant been involved in frequent litigations in the last five years?		NO
5	Has the Applicant suffered bankruptcy / insolvency in the last five years?		NO
6	Has the Applicant been blacklisted by any organization?		NO
7	Has any misleading information been given in the application?		NO
8	Is the Applicant financially not sound to perform the work?		NO
9	Is the Applicant's Net worth negative?		NO
10*	Has the Applicant failed to certify that no agent / middleman has been or will be engaged or that any agency or commission has been or will be paid?		NO
11*	Do the documents submitted by the Applicant reveal that agency commission has been or will be paid?		N.A

NOTE:-**"YES" answer to any of the question from 1 to 11 will disqualify the Applicant.**

- * A black Performa of the Certificate is there at Annexure- 1. The same should be completed and submitted along with the bid submission.

Annexure A1: Compliance with the Code of Integrity and No Conflict of interest

Any person participating in a procurement process shall –

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in Exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any Entry in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a) Have controlling partners/ shareholders in common; or
 - b) Receive or have received any direct or indirect subsidy from any of them; or
 - c) Have same legal representative for purposes of the Bid; or
 - d) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the procuring Entity regarding the bidding process; or
 - e) The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same sub Bidder, not otherwise participating as a Bidder, in more than one Bid; or
 - f) The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g) Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as engineer-in-charge/ consultant for the contract.

Annexure B1: Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to.....for procurement of in response to their Notice Inviting Bids No..... Dated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess 1 the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

Annexure C1: Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Director (O&S) Jaipur Metro Rail Corporation, Jaipur.

The designation and address of the Second Appellate Authority is CMD, Jaipur Metro Rail Corporation, Jaipur.

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issues there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

(2) The officer to whom an appeal is filed under Para (I) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it or within thirty days from the date of the appeal.

(3) If the office designated under Para(1) fails to dispose of the appeal filed within the period specified in Para(2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in Para(2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to Be in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) Determination of need of procurement;
- (b) Provisions limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality

(5) Form of Appeal

- (a) An appeal under Para (I) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second' appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

FORM No. 1

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement

Act, 2012

Appeal No of.....

Before the..... (First / Second Appellate Authority)

1. Particulars of appellant;
 - (i) Name of the appellant
 - (ii) Official address, if any:
 - (iii) Residential address:
2. Name and address of the respondent
 - (i)
 - (ii)
 - (iii)
3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
5. Number of affidavits and documents enclosed with the appeal:
6. Grounds of appeal:
.....
.....(Supported by an affidavit).
7. Prayer.....
.....
.....Place

Date

Appellant's Signature

Annexure-'X'

CERTIFICATE BY BIDDER

Name of Contract:

.....

.....

Name of Station.....

Period: From.....To.....

1. In Compliance to the provision of the Minimum wages act 1948 and rules made there under in respect of any employees engaged by me/us, I/We hereby declare that the labour engaged be me/us have been fully paid for. In the event of any outstanding due to be payable to any labour/labours engaged by me/us, JMRC is entitled to recover the same from any money due to accruing to me/us in consideration of payment to such labour/labours.
2. Certified that all valid insurance policies as per GCC clauses are available. Copies of Insurance policies are enclosed/already submitted.
3. Certified that the EPF Act 1952 the Minimum Wages act, 1948 ESI Act, Contract Labour Act, 1971, Factories, Act, 1948, have been fully complied with the me/us, Photocopies of challans for EPF/ESI deposited are enclosed herewith .
4. The payment has been made to the employees in presence of station Superintendent as per Minimum Wages Act, 1948 (As per latest notification). The attached photocopy of ESI & EPF Challans has been verified from original.

Station Superintendent: (Verified)

Signature of Bidder with Seal

SPECIAL CONDITIONS OF CONTRACT (GENERAL): Part-1

1.0 SPECIAL ATTENTION

- 1.1 The Contract will be awarded to the Bidder whose responsive Bid is determined to be the lowest evaluated Bid and who satisfies the appropriate standards of capacity and financial resources. Clause 23.0 and 24.0 of "Instructions to Bidders" may be referred to in this connection.

2.0 RIGHT OF WAY

Right of way (within Jaipur Metro Rail Corporation land) to the work site will be provided to the Bidder.

3.0 COORDINATION WITH OTHER BIDDERS

The Bidder for this package shall plan and execute work in coordination and in co-operation with other Bidders working of adjacent/other packages,

4.0 SUFFICIENCY OF BID

- 4.1 The Bidder shall be entirely responsible of sufficiency of rates quoted by him in his Bid.
- 4.2 The Bidder (Successful Bidder) shall be paid for only at quoted/accepted rates for the activities given in the schedule of work "Annexure" –A, B C D, E, F, G, H, & I .

5.0 NOTICES AND INSTRUCTIONS

- 5.1 The Bidder shall furnish to the Employer/Engineer the postal address of his office at Jaipur & E-mail Address also. Any notice or instructions to be given to the Bidder under the terms of the contract shall be deemed to have been served on him if it has been delivered to his authorised agent or representative at site or if it has been sent by registered post to the office, or to the address of the firm last furnished by the Bidder.

6.0 RESPONSIBILITY FOR SPECIFICATIONS

6.1 Specifications

One copy of specifications shall be supplied to the Bidder. The Bidder shall promptly inform the Engineer of any error, omission, fault and other defects in the Specifications, which are discovered when reviewing the Contract Documents or in the process of execution of the Works.

7.0 SUPPLY OF MATERIALS TOOLS, AND EQUIPMENT BY THE EMPLOYER

- 7.1 No material, tools, and equipment shall be supplied by the Employer. The Bidder has to arrange all tools, equipment as well as cleaning reagents and consumables required for

the work. The Bidder shall have to identify sources for supply of all such cleaning reagents and consumable materials and get them approved by the in-charge before the use. The Bidder shall submit the sample to the in charge and shall use only after the sample is approved. Nothing extra shall be payable to the Bidder on this account.

8.0 USE AND CARE OF SITE

8.1 The Bidder shall not demolish, remove or alter structures or other facilities on the site without prior approval of the in-charge.

8.2.1 All garbage/debris shall be removed from site daily or as they accumulate. All garbage/debris shall be disposed to the approved JDA/local municipal authority location in covered position. The necessary materials required i.e. cartoons/dustbins (Transparent) etc to be provided by the Bidder at his cost. The transportation for disposing the debris shall also be arranged by the Bidder. The Waste disposal shall be done in sealed condition without affecting the Environment. Each dustbin shall have a biodegradable garbage disposal cover kept inside & will be emptied when it is full in a bigger Dust Bin. Bigger dustbins shall be Sealed & Transported to JDA/local municipal authority location, where they are emptied. Spare Dustbins shall be kept for rotation.

8.2.2 All surface and sub-soil drains shall be maintained in a clean, sound and satisfactory state of performance.

8.3 All Electrical and Electronic equipments shall be cleaned by trained and authorized staff under the supervision of an authorized representative of JMRC.

8.4 The Bidder shall clean only those areas of the Electrical / Electronic & other specified equipments which are either mentioned in the specifications or are permitted by the Employer or mentioned by the authorized representative of the Employer.

8.5 **Accidents:** - It shall be entire responsibility of the Bidder to adopt all the safety measures & deploy cleaning personnel who are adequately trained in safety. If any accident occurs within the station area due to cleaning & housekeeping operations or due to negligence on the part of the Bidder's personnel, it shall be the full responsibility of the Bidder.

9.0 DUTIES, TAXES, OCTROI, ROYALTY ETC

9.1 The rates quoted by the Bidder for all materials, required to be purchased for the satisfactory performance of this contract, shall be deemed to be inclusive of all duties, taxes, octroi, royalties, rentals etc., where payable except as provided in clause 11.1 of GCC.

9.2 The Bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. He shall submit copies of acknowledgements evidencing filing of returns every quarter and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc, of the Bidder's in respect thereof, which may arise.

10.0 HOUSING FACILITIES (Supplemental to Clause 6.6 of "General Conditions of contract")

10.1 The Bidder shall have to make his own arrangements for housing facilities for his staff

11.0 SUPPLY OF WATER AND ELECTRICITY

11.1 The Employer shall make arrangements for Water supply and Electricity necessary for the Works.

11.2 The Bidder shall make his own arrangements to tap the electricity from the nominated sockets /points. The Bidder shall tap the Electricity as per IE Rules & IE Act (Latest) duly following all safety precautions.

The Bidder shall submit full scheme for the requirements of Electricity & Water. If scheme mentions Electricity requirement which is beyond the capacity of the Employer, in that case the Bidder shall make his own arrangements / alternative arrangements.

11.3 The Bidder should make his own arrangements to draw the water from the available water point to the working place without affecting the premises.

12.0 ACCESS ROADS AND HAUL ROADS

12.1 Existing roads and other public roads may be used by the Bidder to carry out Cleaning & House Keeping activities, with prior approval of the competent authority. The Bidder shall pay the statutory vehicle license and permit fees for use of public roads.

13.0 DEDUCTIONS TO BE MADE FROM BIDDER'S BILL

13.1 Tax deduction at source from each on-account progress bill shall be made by the employer as per the provisions of the states/acts of statutory bodies/local authorities etc.

14.0 CLEANING & HOUSE KEEPING PROGRAMME & PENALTY

14.1 The Bidder shall approve detailed working program by Engineer In- charge. As per the frequency shown in Schedule of work Annexure – A, B C, D, E, F, G ,H & I. It will be displayed at site by the Bidder.

14.2 The period of contract is for Two years. The date of commencement shall be within 7 days from the issue of LOA.

14.3 The Bidder should work round the clock. The major cleaning activities involving washing and very detailed cleaning of passenger areas are to be carried out during Non operational Hours. Cleaning has to be carried out in such a manner that all premises look always clean.

15.0 PENALTY

- 15.1 For poor quality of work i.e. improper cleaning and sanitation, drain blockage, short deployment of machinery and cleaning reagents, a spot fine for Rs. 1,000/- may be imposed. For poor service level due to short deployment of manpower, a spot fine for Rs. 5,000/- may be imposed. The penalty may be reviewed by the authority/ official higher than the official who levied penalty on written request by the housekeeping agency. Such request should be made within 15 days of the levy of penalty.
- 15.2 This penalty shall not relieve the Bidder from his obligation to execute the works or from any other of his obligations and liabilities under the contract.
- 15.3 The Bidder shall co-ordinate his programs to the extent feasible with the programs of other Bidders to be engaged at the site or in the vicinity of the site, as furnished by the Engaged so that the works can be carried out as per the overall program.
- 15.4 If any damage to any of the equipment installed at the station due to presence of rodent is noticed or any damage to equipment due to rodent takes place, a penalty of Rs. 2500/- shall be imposed. For pest control concerned wing in-charge will certify regarding pest control done properly. Decision of JMRC shall be final.
- 15.5 Bidder shall maintain the attendance Register for all the shift staff, if the short deployment of staff then the deduction shall be as per 1.5 times of the daily wages.
- 15.6 Suitable penalty regarding theft, lose. Missing of sanitary and water supply installation/equipment, fitting shall be imposed as per direction of JMRC officials.

16.0 SECURITY MEASURES

- 16.1 Security arrangements for the work shall be in accordance with general requirements and the Bidder shall conform to such requirements and shall be held responsible for the action or inaction on the part of his staff, employees. A fine of Rs. 50000/- shall be imposed on the Bidder plus recovery of cost of material in addition to the police action against the housekeeping staff if any employee of Bidder is caught stealing JMRC property. Decision of JMRC shall be final.
- 16.2 Bidder's employees and representatives shall wear Identification Badges (cards), approved uniforms, helmets; gum boots & other safety/protection wear as directed by in charge, and to be provided by the Bidder. Badges shall identify the bidder and show the employee's name and number and shall be worn at all times while at site.
- 16.3 All vehicles used by the Bidder shall be clearly marked with the Bidder's name and identification mark.
- 16.4 Bidder shall submit the police verification of each employ and staff. In case the employee is changed, then the Bidder shall inform Station Superintendent/ Station controller / Manager (OP)/ DGM (OP)/ GM (OP) office and also submit the police verification of changed person.

17.0 ECOLOGICAL BALANCE

17.1 The Bidder shall maintain ecological balance by preventing deforestation, water pollution and defacing of natural landscape. The Bidder shall, so conduct his cleaning operations, as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, the Bidder shall observe the following instructions.

- (a) Where destruction, scarring, damage or defacing may occur as a result of operations relating to Cleaning activities, the same shall be repaired, replanted or otherwise corrected at Bidder's expense. All work areas shall be smoothened and graded in a manner to confirm to natural appearance of the landscape as directed by the Engineer.
- (b) All trees and shrubbery, which are not specifically required to be cleared or removed for cleaning purposes, shall be preserved and shall be protected from any damage that may be caused by Bidder's cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the in charge. Trees shall not be used for anchorage. The bidder shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, braising, scarring, tearing and breaking of roots, trunks or ranches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to tree original condition at Bidder's expenses.
- (c) In the conduct of cleaning activities and operation of equipment, the Bidder shall utilize such practicable methods and devices as are reasonably available to control, prevent and otherwise minimize air/nose pollution.

17.2 Separate payments shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.

17.3 Bidder shall use Environmental friendly chemical / detergents / reagents. For the purpose of Cleaning & housekeeping to the extent possible.

17.4 Bidder shall submit Material safety data sheets & shall follow the instructions written in material safety data sheets. The handling & Storage of materials shall also be done as per materials safety data sheets.

18.0 RESOURCES REPORT

The Bidder shall submit to the in charge each month a detailed list by trade classification, of manpower employed during the report period as also a list of all serviceable major items of cleaning machineries/equipment on site.

19.0 BRIEF SCOPE OF WORK

Brief scope of work is included in Sub-Clause 2.0 of Notice Inviting Bid .

20.0 TIME SCHEDULE OF WORK

20.1 The time schedule of work is included in Clause 2.2 of the Notice Inviting Bid.

21.0 PAYMENT

21.1 For the purpose of On-account payment, the Bidder shall submit detailed activities carried out as per BOQ, Abstract sheets along with recorded bill for the item actually executed for checking and payment. Payment will be effected base on unit rates as approved in the Bill of Quantities.

21.2 The Bidder shall submit certified copies of vouchers showing quantity of cleaning and consumables brought to site for in charge's record.

21.3 If any activities not carried out as per the schedule of work the proportionate amount will be deducted from the bill. If the work carried out through other agency under the intimation to the Bidder and the charges incurred on it will be deducted from the Bidder's bill. In addition the applicable penalty will be levied as per Clause No. 15.4 of SCC.

21.4 The payment shall be made on a monthly basis for no. of days/Shifts worked in a month. At the end of the month, the Bidder shall submit necessary documents & Bill in the standard format for payment.

21.5 All ESI & PF Challan for the previous month have to be submitted along with the bills. Failure to do so shall be responded with no payment, without the possibility of part payment and absolutely no payment shall be made.

21.6 Bank account of all the employees has to be opened / registered within 1st month of operation for crediting their salary. Without the proof of salary transfer to the respective accounts of the employees, no payment shall be made & Payment has to be released by 7th of every month. Any delay in this regard shall be responded with a deduction of Rs. 10,000/- per day per incident.

21.7 All statutory obligations are to be strictly adhered to, as per govt. rules. Any negligence in this regard shall make the contract liable to be cancelled with immediate effect.

21.8 **BONUS:** Generally bonus shall be payable @Rs. 7000/- or as applicable from time to time for the staff of the agency for their performance in the preceding financial year and who has rendered service of one year in the JMRC premises. This shall be reimbursed pro-rata basis to agency on submission of proof of 06 months to 12 months regular service in financial year of staff including proof of proper payment of bonus, EPF contribution and ESI etc.

22.0 BIDDER'S OFFICE

The Bidder shall establish an office in the Municipal area of Jaipur in consultation with the in charge for planning, co-ordination and monitoring the progress of the Work and intimate the same in writing to in charge. In addition, the Bidder may set up field offices at convenient and approved locations for co-ordination and for monitoring the progress of fieldwork at his own cost.

23.0 NOISE AND DISTURBANCE/POLLUTION

23.1 All works shall be carried out without unreasonable noise and disturbance. The bidder shall indemnify and keep indemnified the Employer from and against any liability for damages on account of noise or other disturbance created while carrying out the work, and from and against all claims, demands, proceedings, damages, costs, charges, and expenses, whatsoever, in regard or in relation to such liability.

23.2 Subject and without prejudice to any other provision of the Contract and the law of the land and its obligation as applicable, the Bidder shall take all reasonable precautions.

24.0 ADVANCES

No advances shall be paid to the Bidder

25.0 PRICE VARIATION CLAUSE

25.1. Wages considered for the estimation purpose for the man power other than Team Leader & Manager is based on minimum wages circulated by Extra Ordinary Gazette Of Rajasthan vide No. F5 (6)/ M.W./Labour/2000/Part/6633 notified on 17.03.2016.

25.2 Present labour rate considered for the Team Leader in the Estimate Cost is Rs. 11864/- per month. If the minimum wages of the "highly Skilled" Labour is hiked, then the wages of the Team Leader & Manager shall be hiked by the same percentage vide which the minimum wages of the "highly Skilled" Labour are hiked.

25.3 Any escalation in the above prescribed minimum wages due to revision of wages or revision in VDA etc. through government order/circulars etc shall cause hike in the accepted rate by Jaipur Metro Rail Corporation on pro-rata basis as illustrated below.

25.4 At the time of revision of above mentioned minimum wages "Method of calculation of revised rates of item number 1(a) of the BOQ for each station" is illustrated as below-

- I. Estimated cost of item No 1(a) of the BOQ is Rs. 'A' (say)
- II. Original accepted price of the item no. 1(a) of the BOQ is Rs. 'B'(say)
- III. If minimum wages for the personnel employed (including of team leader) are revised and accordingly new estimated cost as per new minimum wages comes out to be Rs. 'C' (say)
- IV. So percentage increase in the estimated cost due to increase in minimum wages is 'X'(say)= $\{ (C - A) / A \} \times 100$
- V. New accepted price of item 1(a) of the BOQ shall be Rs. 'D' (say) and same shall be calculated as under $D = B \times [(100 + x) / 100]$

- 25.6 In addition to above, 5% per annum escalation on provision charges for machinery, chemical and consumables shall be payable on the accepted rate of BOQ for these activities/ items, i.e. for item no. 2 and 3 of the BOQ.

26.0 CLEANING & HOUSEKEEPING RECORDS

Bidder will have to maintain proper records of Cleaning & Housekeeping for each activity. Similarly, Bidder will have to make a Cleaning & Housekeeping plan. Some of the records to be maintained are as follows:

- I. Deployment of Man – power in all the shifts.
- II. Availability of machines.
- III. Utilization of machines
- IV. Stock details & utilization of Chemicals / Reagents.
- V. Details of Cleaning & Housekeeping activities carried in each shift as per Cleaning & Housekeeping schedule of work
- VI. Monthly summary of work carried out as per schedule of work.
- VII. A part from the above, the managers / supervisor or authorized JMRC official in each shift will have to sign the cleaning and housekeeping monitoring booklets which will be kept in Station Control Room. These booklets will be also signed by the representative of the employer / agency in each shift. An attendance register will also be kept in the Station Control Room. All cleaning and housekeeping personnel including Team leader/manager/Supervisor will have to go to the Station Control Room and sign in attendance register at the starting of a shift.

27.0 SUBMITTAL BY THE SUCCESSFUL BIDDER AND COMMENCEMENT OF WORK

Successful Bidder shall submit the following for getting the approval from the Employer within 3 days from the date of issue of LOA.

- 27.1 Deployment of min. Man-power as mentioned in Form t III along with CVs of the personnel. Each CV shall have the current photographs of the person and shall be signed by the person. Each CV shall be submitted duly verified by the Bidder's shall contain the following information but not limited to:-

- a) Name in full
- b) Father's name
- c) Date of Birth
- d) Present Address
- e) Permanent Address
- f) Education Qualification
- g) Adhaar Card/Voter Id
- h) Cleaning & Housekeeping experience
- i) Any other experience

On top of every CV, the proposed category is also to be indicated.

- 27.2 Deployment of min. No. of Machinery & Equipments as mentioned in Form T IV along with Technical details like make, capacity, present conditions etc are to be submitted for approval.
- 27.3 The list of Chemicals/Detergents/Reagents/Disinfectants & Pesticides which should be environment friendly to the extent possible along with their applications and material safety Data sheets are required to be submitted for approval.
- 27.4 Detailed Cleaning and housekeeping procedures for all Cleaning and housekeeping which shall contain the following but not limited to:-
- a) Step by step procedure.
 - b) Details of machinery and Equipment, Ladders, Elevated platforms, Mops, special cleaning equipment etc to be used.
 - c) Details of Chemicals/Detergents/Reagents/Disinfectants & Pesticides to be use.
- However, the successful Bidder shall commence the work within 7days from the date of issue of letter of acceptance irrespective of approval of the same by the Employer.

28.0 TOILET CLEANING

- 28.1 Housekeeping agency shall be fully responsible for any loss, theft or missing of all the sanitary and water supply fittings installation and equipment in toilets at Metro station. Any damaged/loss of fittings shall be made good within 24 hrs failing which suitable penalty will be imposed as mentioned under Para 15.0 of SCC
- 28.2 The toilet in housekeeping possession should be kept clean & in hygienic condition and cleaned every 2 hrs. The drain and sewerage pipe line should be regularly cleaned in a programmed manner. It should be ensured that the choking materials such as pochha/polythene/both etc. are not dropped in drain pipes line. Effort for speedy cleaning the drainage system must be ensured.

29.0 INSURANCE

- 29.1 All of the Bidder staff shall have to be covered under ESI. The Bidder shall take insurance policy as specified in the workmen's compensation act for the Bidder's staffs not covered by the ESI and shall arrange ESI coverage on priority.
- 29.2 The Bidder shall insure against liability to third parties in the joint name of the Employer, and the Bidder for any loss, damage, death or injury which may occur to any physical property (except things insured otherwise) or any person (except person insured by employer), staff of other Bidder working in the premises, Bidder staff under sub clause 29.1) which may arise out of the performance of the contract. The insurance shall be at least for the amount of Rs. 100000/- for each incident. (CAR policy is not required for housekeeping work.)

30.0 ADDITIONAL CONDITIONS OF CONTRACT:

1. In order to achieve a high standard of cleaning & Housekeeping, if required, more number of personnel than the minimum number of personnel as mentioned above can be deployed. The Deployment of personnel shall never be less than the minimum number of personnel to be deployed as mentioned above.

2. The Minimum number of personnel as mentioned above are required to be deployed on a daily basis in various shifts of the day as specified in this Tender & Biometric system shall be installed by the contractor at his own cost for attendance tracking & monthly report has to be submitted along with bill as well as access to the system shall be granted to JMRC.
3. Materials and chemicals of approved quality & Make shall only be used. The consumption of material / chemicals shall be regulated as per manufacturers' specifications.
4. List of chemicals & Consumables normally required to be used for housekeeping work are given in Annexure-3. However, if any other material is required, other than items mentioned below for housekeeping work, shall be brought by the Service Provider as approved by the officer in charge at no extra cost to JMRC. Provision of this cost should be built into the quote while bidding.
5. It is required that all chemicals must be in Super Concentrated form.
6. Chemicals must be dispensed through auto dilutor, in pre diluted form. The dispensers shall be installed free of any cost / charge and shall be periodically maintained / calibrated / replaced for proper functioning and accurate dosing for optimum performance.
7. The lists of Chemical/Reagents are indicative.
8. Chemical reagents must be procured from Authorized dealer / distributor of the manufacturer and monthly bills submitted to JMRC shall be accompanied with material inward Challan copies and Distributor Authorization letter copy from the manufacturer
9. Before the initiation of contract, Bidder shall submit samples of chemical reagent & dilutor to JMRC to obtain prior approval of using the same. JMRC reserves the right to accept or decline the items.
10. The contractor shall procure one month's stock in advance and the same shall be kept under the custody of JMRC.
11. Contractor shall be determine & inform JMRC of a particular date of month on which or before it, the full quantity of chemical reagents shall be brought in to the station controller to verify the same.
12. The contractor shall be responsible to procure chemicals & consumables as per specified requirement & make payment for the same. JMRC shall only receive the items for verifying quantity/quality/genuineness.
13. The empty cans shall be punctured to prevent mis-utilization of the same, which will be given back to the contractor of housekeeping operation on arrival of next chemical supply.
14. Daily record of actual consumption will be maintained in a log book; to be signed jointly by the JMRC's & Housekeeping contractor's authorized representatives.
15. JMRC reserves the right of Surprise audit, Inspection, Gap Analysis at any site at any time with or without prior intimation to the contractor, by self or third party.
16. Appropriate corrective measure shall be followed on finding any discrepancy in quality of cleaning, following SOPs, Safety measures, deployment of manpower & equipment, chemical & tools. Surprise audits & Gap analysis shall be conducted by JMRC or a pre-determined ex party of JMRC and the contractor shall fully cooperate during the audits.
17. Based on the audit report, if any change or addition/deletion in the existing practices are found required, it has to be implemented by the contractor with immediate effect.

If this includes introduction of any chemical reagent or equipment which is not listed in the tender but required, then the same have to be brought by the contractor & the costing for the same should be built in to the commercial bid while quoting.

18. Identity card to each housekeeping staff shall be issued by the Nominated officer of JMRC on payment of requisite fee for police verification and cost of card. The Bidder should submit application for this in the prescribed format clearly providing basic details affixing photograph and finger prints of the concerned staff. In the absence of valid identity card, the housekeeping staff shall not be permitted to enter into the station premises.
19. The agency is required to submit undertaking in Form G regarding mobilization of minimum necessary machinery and equipments.
20. All demand draft required to be submitted along with the Bid shall be in favour of Jaipur Metro Rail Corporation Limited, payable at Jaipur.
21. Audit on working of Tools, equipments and machinery and utilization of cleaning chemicals shall be conducted every month on a specified date. In addition to this the surprise inspection shall also be conducted during cleaning operations.
22. The cleaning of additional surfaces, areas or additional works or execution of works/items related to cleaning and housekeeping works not provided in the Bid shall be undertaken by the Bidder as per clause 12 of General Conditions of Contract (GCC).
23. In required situations the personnel deployed at one stations may be shifted to another stations with approval of Engineer In charge, in the package for performing cleaning works. Bidder shall not make any claim on this account.

SPECIAL CONDITIONS OF CONTRACT (Technical):-Part-2

1.0 CLEANING AND HOUSEKEEPING OPERATIONS TIMINGS:

- 1.1 All cleaning and housekeeping operation should be carried out as per the Schedule of work given in Annexure –A, B, C, D, E, F, G, H & I of Bill of Quantities. All major Cleaning and Housekeeping activities should be completed during Non-operational hours of the station. The Non-operational hours may be from 23.00 hrs to 5.00 hrs. The Cleaning and Housekeeping activities should be completed between 0.00 & 04.30 hrs. If there is any change in the Non-operational hours, the same shall be intimated to the Bidder as and when such timings changes. In day shifts cleaning and Housekeeping activities should be carried out as per shift wise and it should be carried out as per schedule of work and as & when required.
- 1.2 The Cleaning and Housekeeping works in the stations are to be carried out with special care during commercial hours in such a manner that it does not affect the movement of passengers, does not cause any accident to the personnel & passengers I in a manner that all areas in the station always gives a perfect clean work.
The tentative shift timings of stations are as follows:-
 - 1) 22.00 hrs. To 06.00 hrs.
 - 2) 06.00 hrs. To 14.00 hrs.
 - 3) 14.00 hrs. To 22.00 hrs.
 - 4) 9.00 hrs To 17.00 hrs – General shift

2.0 CLEANING MATERIAL/DETERGENTS/REAGENTS:

The environmental friendly cleaning reagents/detergents to the extent possible are to be used for & housekeeping operations. These should be free from chemical reaction, odourless and should not affect to Commuters, employees, materials & equipment etc. Employer's approval should be obtained before using the cleaning detergents/ reagents materials. The Bidder shall submit the final list of Eco friendly Reagents/detergents/chemicals with all the necessary Technical details & Test reports which are needed for approval within 3 days of awarding of contract. The Bidder will also submit details of Disinfectants, chemicals / pesticides for pest control / Rodent control with full technical details within 3 days for approval. Employer has a right to alter the given approval any time during the period of contract.

3.0 CLEANING AND HOUSEKEEPING MACHINERIES / EQUIPMENTS ETC.:

The Machine & Equipment provided for cleaning & Housekeeping should have adequate capacities in such manner that all cleaning & Housekeeping operation are comfortably completed during non operational hours and during shift hours.

Machineries & Equipment are to be provided as per Form T- IV. The Bidder shall also keep adequate no. of spare Machine & Equipment so that during any failure the Bidder is able to provide spare Machine & Equipment without affecting cleaning work. The upkeep and performance of Machinery & Equipment shall be full responsibility of Bidder.

The Machineries & Equipment used in passenger areas like circulating area, concourse, staircases, platforms etc. should be Battery operated & battery should

have sufficient capacity to complete the cleaning & housekeeping operations in one go without replacing the battery at least in one shift. The Bidder shall use adequate no. of spare batteries which are kept in charged condition. The Bidder will have to use his own battery chargers.

The Machineries & Equipment used should be energy efficient & should draw the current in proportion of the machine capacity. The Bidder shall use only well maintained Machineries & Equipments.

If it is found that any machine is not working, amount shall be the deducted as per appendix to the form of Bid (Form A- ITB)

Only Adequately trained personnel shall use the Machines & Equipment.

4.0 CLEANING AND HOUSEKEEPING PERSONNEL:

The personnel deployed for the cleaning and housekeeping operations should be qualified and trained in the relevant work and have the knowledge of safety procedures. The personnel deployed should be covered with all statutory requirements at the cost of the Bidder. Medical fitness certificate applicable for the designated job from a Government Medical Doctor or from a Registered Medical practitioner for all the deployed staffs are to be submitted by the Bidder. The payment to housekeeping staff is made through bank except in unavoidable circumstances. Details of payments duly certified by the bank to be submitted with next month bill without which payment will not released.

The personnel should be smartly dressed in neat and clean approved uniforms having firms logo, the uniform and personnel protections equipment (Shoes, helmet, gloves etc) should be provided free of cost by the Bidders.

5.0 COMMUNICATION FACILITY:

- I. The Managers must be equipped with mobile/WLL telephone
- II. Supervisor of each station must be equipped with a mobile/WLL telephone, which shall be used by all shift-cleaning supervisors round the clock.

6.0 CLEANING PROCEDURES:

- 6.1 In few cases it may happen that employer has provided cleaning & housekeeping procedures for particular equipments. The Bidder will have to follow the same. In certain cases, cleaning & housekeeping operations may be required to be performed when such equipments are in operational condition or they are in energized condition. If employer does not give cleaning & housekeeping procedures, the Bidder shall give the cleaning & housekeeping procedures and the same shall be got approved by the Employer. Bidder shall submit the detailed Cleaning procedures for different type of cleaning & housekeeping as mentioned in the Bid at various places.
- 6.2 All Electrical & electronic equipments shall be cleaned under the supervision of an authorized representative of the JMRC.
- 6.3 The Bidder shall clean only those areas of the Electrical & electronic and other specified equipments, which are either mentioned in the specification or permitted by the Employer or mentioned by the authorized representative of the Employer.

- 6.4 Before starting the cleaning and housekeeping operations, detailed procedures including the deployment of staff, machines equipments etc. and the detergents/reagents to be used shall be submitted within 3 days from the date of issue of LOA.
- 6.5 Eco friendly cleaning detergents /reagents/ chemicals shall be used with the approval of JMRC. Bidder shall ensure adequate availability of the cleaning detergents/reagents chemicals etc. The proper records shall be maintained indicating the stock level of the cleaning detergents/reagents chemicals etc on daily basis.

7.0 ACCIDENTS:

- 7.1 It shall be the sole responsibility of the Bidder to adopt all the safety measures & deploy Cleaning personnel who are adequately trained in safety.
- 7.2 If any accident occurs within the station area due to cleaning and housekeeping operations or due to negligence on the part of the Bidder's personnel it shall be the full responsibility of the Bidder.
- 7.3 If any damage occurs to the structures/ material & equipment due to cleaning and housekeeping operations, the cost of damage will be recovered from the Bidder's bill.
- 7.4 Bidder shall submit the indemnity bond such that the Bidder's staff shall not claim of any type, payment, and employment etc with employer. After completion of contract the Bidder shall withdraw all of his staff from the site without any claim.

8.0 SAFETY & DISPLAY OF SIGNAGE'S :

Bidder shall adopt the necessary safety procedures to avoid any type of accidents to Passengers, Employer's personnel, any other personnel & to avoid damages to station Assets.

- 8.1 The Bidder shall display necessary signages with the approval of the employer or his authorized representative. The type of signage's will also be got approved from the Employer or his authorized representative. While carrying out the work, necessary signages shall be deployed.

9.0 CONSUMABLES TO BE SUPPLIED BY THE BIDDER:

The following shall be supplied during the contract period at the Bidder cost.

- a. Liquid soap dispensers provided by the Employer. Wherever soap dispensers are not available, Bidder shall provide liquid soap with small soap dispensers as approved by the employer.
- b. The schedule to be displayed in toilets and inspected by the official (i.e. Station Superintendent/Controller)

All items as mentioned above shall be made available. Whenever, any item is consumed, the same shall be replaced immediately. And all above mentioned item and other consumable chemical would be kept in custody of Station Superintendent/Station Controller and got issued as per daily requirement. Station Superintendent/Station Controller will maintain ledger of daily basis use of Chemical.

10.0 UNIFORMS, NAME BADGES & PHOTO IDENTITY CARDS:

10.1 JMRC approved uniforms are to be provided by the agency to worker/staff free of cost.

10.2 All Managers, Supervisors and Cleaning & Housekeeping staff shall wear neat & smart Uniform (Shift, Pant shoes etc.) with firm's logo. All Team Leaders, managers, Supervisors & housekeeping & cleaning staff shall be provided with name badges & Photo identity cards. A copy of the photo identity card will be submitted to the Employer having the colour photographs of the personnel and not the coy of photographs. Necessary personnel protective Equipments shall be provided by the Bidder as per the requirement for implementation of ISO 14001 & OHSAS 18001. The Bidder will have to get the police verification done for all the Cleaning & Housekeeping personnel deployed in stations. Intimation for deployment of new housekeeping staff after police verification to be submitted every month along with bill raised.

11.0 During any urgency on written requisition of employer representative additional manpower is to be made available for works not covered under scope of work. For extra manpower deployment payments will be made on verification of employer i.e. Engineer – Engineer -In charge **represent** in a Format as given

Data a b o v	Time		No.of Manpowe Required	Reason	Sign.Of StationIn charge	Sign. Of Bidder
	From	To				

- I. The Bidder shall keep record of all the activities carried out in each shift on a format approved By JMRC. The Bidder shall raise the bill on the basis of a monthly summary of the activities (on a format approved by JMRC) executed and verified by the Bidder & Station Superintendent respectively. The payment would be made on the actual quantity of work executed.
- II. The official of JMRC would carry out minimum one weekly inspection to assess the performance of Bidder's work. On the basis of their evaluation a suitable penalty may be imposed. The penalties imposed would be deducted from the monthly bills and would be in addition to the deduction of the amount for activities not executed by the Bidder.

12.0 PERFORMANCE OF BIDDER WORK:

The criteria for assessing the performance of Bidder's work is mentioned below service level to be checked before train revenue service start.

An average grade in monthly inspection report would be worked out on the basis of the aforementioned criteria and a penalty amounting from Rs. 10,000/- and Rs. 15,000/- shall be imposed for grades falling in average & poor category respectively.

For the evaluation of a grade following point would be assigned to grades:

Work Done	> 90%	> 80% & < (or =)90%	> 60% & < (or =)80%	> 50% & < (or =)60%	< (or =)50%
Grade	Excellent	V. Good	Good	Average	Poor

This penalty imposed would be in addition to penalties imposed for non-working machines & unsafe practise and deduction for deficient manpower and activities not performed as mentioned elsewhere in the Bid document.

SPECIFICATIONS FOR CLEANING & HOUSE-KEEPING ACTIVITIES

The Cleaning & Housekeeping of station buildings should be carried out as per frequency given in Annexure- A, B, C, D, E, F, G, H & I by using adequate no. of specified machineries & equipments. The bidder may have to use the suitable cleaning & washing Detergents/ Reagents etc. or as specified by JMRC.

1.0 Floor at Concourse, platform, Passages, entry & exit structures.

Different types of floors provided for concourse, platform, and passage including entry and exit structures provided in the Station Building shall be kept in neat and tidy conditions by using wet and dry cleaning methods with adequate trained personnel machines and equipments. The eco-friendly disinfectants detergents/ liquids shall be uses. The machines/ equipments and disinfectant detergents/ liquids should not destroy the surface of flooring. Cleaning and housekeeping operations shall not cause any damage to the buildings, equipments, personnel etc. The concourse, platform passages area to be cleaned daily during non operational hours before the first train starts and then after cleaning to be done once in each shift and as and when required without affecting the passengers movements. The necessary signage boards shall be used to avoid any accidents.

2.0 Different types of finishing works to walls, pillars etc.:

Different type of finishes like mosaic tile, granite stone, washed stone grit plaster, acrylic polyurethane enamel paint applied on wood or metal works etc. shall be cleaned as per frequency given in the scope of work by using wet & dry cleaning methods with specified & cleaning equipments. While cleaning no damage should occur to the provided finishing works.

3.0 Cleaning of doors/window frames & shutters:

Different type of panelled or glazed doors/ windows like wooden, Aluminium, Galvanized steel sheet doors, fire rated door etc. shall be cleaned by suitable (wet or dry or both) cleaning methods as per frequency. No scratches or damages shall occur on the surfaces being cleaned.

3.1 Cleaning of Glasses fixed to the doors, windows, Ticket Counters etc:

The Glass surface shall be cleaned gently with wet/dry cleaning methods as per frequency given in the scope of work (A). While cleaning the high raised-glass surface proper care should be taken so that no cracks/breakages occur. Suitable detergent/reagents to be used for cleaning.

4.0 Cleaning of rolling shutters:

Various sizes of rolling shutters provided in the station are required to be cleaned by using suitable methods & trained personnel. The colour of the cleaned surface & the lubrication material like grease, oil etc. should not be deteriorated while cleaning.

5.0 Cleaning of stainless steel/ mild steel/PVC hand railing:

Stainless steel/mild steel/PVC hand railing provided to the stair cases/balconies etc. to be cleaned along with the balusters by wet/dry cleaning methods. While cleaning no damage shall occur to the cleaning surfaces.

6.0 Cleaning of suspended ceiling:

Different type of ceiling like Arm strong ceiling, gypsum ceiling etc. to be cleaned with suitable method and specified equipments. This activity should be carried out with due care, while cleaning no commuters or other personnel should be affected. While cleaning no damage to be occurred to the cleaning surfaces.

7.0 Cleaning of Platform roof ceiling:

The plat form roof Ceiling provided with different type of roof sheets on the steel tubular truss etc. to be cleaned by using suitable methods with adequate trained personnel and cleaning equipments. The bidder shall take adequate care so that no accident occurs & cleaning operation does not cause any damages. The bidder shall make necessary arrangement to clean elevated surfaces with due safety.

The Roof ceiling cleaning in the platform area to be carried out as per the frequencies mentioned duly availing the Shadow power Block & Permit to work from operations staff. The platform ceiling area is also having 25000 V AC Traction overhead equipments. Cleaning in such areas would need special permits to be issued by the authorized representative of the employer, without which Cleaning should not be attempted.

8.0 Different types of floor area in all rooms of station buildings

Different types of floors including vinyl flooring/ wooden flooring and skirting/ dado provided in different rooms of station buildings to be cleaned as per the frequency by using wet and dry cleaning methods by deploying specified cleaning equipments/ machines. The cleaning area should be kept in neat and tidy condition. All rooms to be cleaned during non operational hours and during shifts and as and when required. While cleaning, no damage should occur to the flooring, carpet and equipments provided in the rooms.

8.0 Cleaning of Fans:

All type of Fans provided in various locations of the stations are to be cleaned as per the frequency given in schedule of work. No stains or impressions should remain on fan body & fan blades. While Cleaning, the fastening should not get loosened which supports the ceiling fans.

9.0 Cleaning of D.G. Sets & connected Equipments:

The D.G. sets, connected panels, Battery chargers, Fuel tanks, Oil barrels etc are to be cleaned by using a suitable method. D.G. set room contains flammable items; therefore extra care needs to be taken. The cleaning frequency shall be as per the **Schedule of Work.**

10.0 Cleaning of Air-Conditioners:

All type of Air-conditioners like window type, Split type, package types etc are to be cleaned by using suitable cleaning methods as per the frequency given in schedule of work. All safety precautions need to be taken while cleaning electrical Equipments only outer body of equipments along with Louver etc. are to be cleaned.

11.0 Cleaning of All HT & LT Equipments available in ASS room:

All HT & LT equipments available in the ASS rooms are to be cleaned by using a suitable cleaning method. Only outer Louvers of the Equipment panels need to be cleaned by using Dry-Cleaning method. The cleaning has to be done in the presence of an authorised representative of the Employers or based on the permit given by the Authorised representative of the employer.

12.0 Cleaning of all LT equipment available in LT switch room:

All LT equipments available in LT switch room are to be cleaned. Only outer body portion without live portion needs to be cleaned by using a suitable Dry cleaning method. All safety precautions are to be used. No damage shall cause while cleaning such equipment.

13.0 Cleaning of All Equipments available in UPS room (Electrical and Signalling rooms)

The different types of equipments available in UPS room are to be cleaned by suitable methods & equipments. No operational services should be disrupted due to cleaning operations. While cleaning the safety has to be ensured by the cleaning personnel. No equipment should be damaged due to cleaning. All safety precautions are to be used.

14.0 Cleaning of Equipments in Signalling room:

All equipments available in the Signalling room and Station premises are to be cleaned without causing any damage by using suitable cleaning method. The Signalling rooms contain a lot of Electrical/Electronic Equipments, which are required to be carefully cleaned. The Signalling room is normally closed. The cleaning of Signalling equipments would need special permit by the authorized representative of the employer.

15.0 Cleaning of Equipments in Telecommunication room:

All Equipments available in Telecom room & Station premises are to be cleaned. The Telecommunication equipments include the following:-

- a) All type of Passenger Information Display system equipments.
- b) All type of CCTV equipments
- c) All type of Master Clock equipments
- d) All type of Fibber Optics equipments
- e) All type of Telephone & other communication equipments.

The Cleaning of Telecommunication equipments need to be done very carefully since many Electronic components are used. The cleaning of Telecommunication

equipments would need special permit to be given by the authorized representative of the bidder.

16.0 Cleaning of all Automatic Fare collection equipments:

All Automatic Fare collection equipments need to be cleaned very carefully by using suitable cleaning methods. All safety precautions need to be taken. The cleaning of Automatic fare collection equipments would need special permit to be given by the authorized representative of the Employer. The Automatic Fare collection equipments include station computers, AFC panels, all type of gates, Ticketing machines, power supply equipments, Ticket readers etc.

17.0 Cleaning of all Equipments available in Station Control Room, Booking Offices, Excess Fare Office:

All Equipments, panels etc available in these rooms are to be cleaned by using suitable cleaning method duly taking all necessary precautions.

18.0 Cleaning of All Equipments available in Fire fighting room:

The different types of equipments available in Fire fighting room are to be cleaned by suitable methods & equipments. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the bidder. No equipment should be damaged due to cleaning.

19.0 Cleaning of All Equipments available in Pump room:

The different types of equipments available in pump room are to be cleaned by suitable methods & equipments. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the bidder. No equipment should be damaged due to cleaning.

20.0 Cleaning of Lifts:

The Lifts are to be cleaned. Basically the Lift room meant for passengers to be cleaned. The Floor, walls Electrical Fan & Light fittings are to be cleaned. The Switch panel inside the Lift room & outside the Lift room are also to be cleaned including indication panel & communication equipment. Similarly, Lift Doors inside & Outside are to be cleaned. All Safety precautions are to be taken while cleaning the Lifts.

21.0 Cleaning of Escalators:

All Escalators are to be carefully cleaned. The Cleaning may need special cleaning procedure to be followed, which is to be given by the escalator manufacturer. If manufacturer does not give any cleaning procedure, then the bidder has to propose a suitable cleaning procedure, which will have to be approved by the Bidder. The Escalator steps, Balustrade and other items as permitted by the authorized representative of the Employer alone one is to be carefully cleaned. The cleaning should not cause any damage to the Escalators.

- 22.0 Cleaning of portable fire extinguishers/Smoke detectors/Fire detectors:**
The portable fire extinguishers, smoke detectors, Fire detectors wherever available in the station building area are to be kept in neat condition.
- 23.0 Cleaning of butterfly valves/landing valve/internal hydrants, piping of all types:**
All type of valves provided for fire fighting pipe lines are to be carried out as per frequency given in the schedule of work (Annexure –B, C, D , E,F,G,H,I&J) by dry and wet cleaning methods. It should be ensured that no dust should be accumulation on the valves. The exposed surface of the pipe also to be cleaned and kept in neat condition always.
- 24.0 Cleaning of Cable Trays, Cable Trench Covers etc:**
Cable Trenches covers etc are to be cleaned by using suitable cleaning method.
- 25.0 Cleaning of Telephones sets & accessories:**
Telephone instruments provided in all the rooms of station building are to be cleaned by using suitable method. Telephone instrument should not be affected due to cleaning operations.
- 26.0 Cleaning of Computers and accessories:**
Computers and its accessories like CPU; UPS; Printer, Keyboard Monitor etc. are to be cleaned as per frequency given in the schedule of work (Annexure –B, C, D , E,F,G,H,I&J) by suitable method. No data should be deleted or functioning of computer with held due to clearing operations.
- 27.0 Cleaning of Signage boards/Notice boards:**
Different types of Signage boards/Notice boards etc. provided in station buildings are to be cleaned as per frequency by suitable methods. The said boards should be kept neat & clean always.
- 28.0 Cleaning of furniture provided in all rooms/offices:**
The different types of furniture provided in all rooms/offices of station building are to be cleaned as per frequency by suitable methods.
- 29.0 Cleaning of Office equipments**
Different types of office equipments like Almirahs, Bookshelves, and Rakes etc. are to be cleaned as per frequency given in the Schedule of work ((Annexure –B, C, D, E, F, G, H, I&J).
- 30.0 Supply of Dust bins and Bio-degradable garbage disposal bags:**
a) The bidder shall supply adequate number of small and big transparent dustbins with the approval of employer.
b) Sample of dust bin should be approved by the employer.
c) Dust bins should only be provided in waste collection/Refuse room for collection of waste generated during cleaning.
d) Dustbins should be cleaned as per the requirement on daily basis.
e) Dust bins shall be provided with bio-degradable garbage disposal bags/cover inside. Such dustbins should be sealed and be emptied in the approved JMC

locations. The dustbins should be transported in a sealed condition only. Spare dustbins should be kept for waste collection when dustbins are sent for waste disposal.

- f) The dustbins are to be kept in neat and clean manner and should be cleaned and washed on daily basis.

31.0 Cleaning & sanitation of Bathrooms & Toilets:

The Bathrooms & Toilets provided in the Station premises are to be cleaned and to be kept in neat & hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/urinals/wash basins & flooring. Liquid soap, toilet tissues, odonizers etc are to be provided on consumable basis as & when required at the cost of bidder. These items should be made available in the adequate quantity at various places in the Bathrooms & toilets etc.

The blockage in the Sewage/water supply pipes shall be attended immediately. The water leakage in pipefitting's i. c. Taps, bends, valves etc. to be attended immediately. The Employer will supply the required fittings or bidder shall make his own arrangements with the approval of the Employer. The blockage/leakage or any type of attention required for sanitary fittings like washbasins, Cisterns, W.C. pans etc. to be made immediately. The washbasins, cisterns etc. if overflows due to blockage or due to any defects in the fittings should be attended immediately. The over flow in water tanks shall be attended immediately. Bidder should take care about no water stagnation in the station premises due to leakage of pipes/overflows & spillage of water. Drain blockage caused due to negligence will be penalized as specified

32.0 Removal/disposal of garbage/debris/waste:

The collated garbage/debris/waste shall be disposed off to the Jaipur Metro Rail Corporation approved location (after weighing of garbage(only recyclable) and same maintain in register on monthly basis by agency)in closed condition by arranging vehicle at his end daily/as and when required by Station Superintendent without causing inconvenience to anybody. The bidder shall submit necessary procedure for removal / disposal of garbage/debris/waste for approval. The garbage/debris/waste may be required to be disposed several times in a day if required.

33.0 Cleaning & washing of track plinth in the station area:

By using adequate trained personnel & equipments/machineries, the bidder should clean track bed structure with in the station area limit for up & down lines. Washing of track plinth should be done with suitable methods as per the frequency given in the Annexure –B, C, D , E,F,G,H,I&J. While cleaning proper care should be taken, so that no accident occurs. Any accident if occurs, shall be the sole responsibility of the bidder. Track bed structure should not be destroyed while cleaning. While cleaning lubricant material, which is applied to the track fastening should not be affected. The cleaning work shall be done only during non- operations hours. This work would need a special permit to be given by Authorised Representative of Employer. One or both rail might be used for traction return current. While cleaning the Track Bed, the bidder shall not disturb the existing track arrangement, other traction, E&M, Signalling, Communication equipments provided near the Track.

34.0 Cleaning of Drainage System of entire Station premises:

35.0 The drains provided at different locations i.e. Platform, Sub surface drains along the service roads, parking areas etc. to be cleaned regularly and ensure that no blockage of water should occurs. If any blockage occurs, it should be removed immediately & disposed off to the approved JMC locations. While cleaning proper care should be taken to avoid any accidents. If it happens to clean the platform drains during operation hours, work should be carried out with the permission of the Employer's authorized person and necessary Safety Signage's should be provided. While removing the cover slabs proper care should be taken so that no cover slabs should be broken and the cover slab should be put back after the completion of cleaning work.

36.0 Cleaning of Bitumen surface:

Bitumen surface provided for the service roads, circulating area/parking area is to be cleaned by using dry cleaning methods as per frequency given in the scope of work .Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements to be affected due to cleaning operations.

37.0 Traction E & M, Signalling, Telecom & AFC Equipments & Miscellaneous items available in Station premises.

All Safety precautions are to be followed while cleaning the electrical equipments. Any accident if occur while Cleaning, shall be the sole responsibility of the bidder All HT & LT panels are to be cleaned with the permission of authorized representatives of the Employers while Cleaning of Electrical equipments person shall wear suitable hand-gloves & Safety Shoes. All Electrical Equipments should preferably be cleaned during non-commercial hours when they are switched off or as per the advice of the Employer's representative.

38.0 Cleaning of Lighting Fixtures & Accessories

All type of lighting fixtures (In-door as well as Outdoor) provided i various locations of Station are to be suitably cleaned without affecting the Fixtures & its accessories & without causing any damages to them. The frequency of attention shall be as per the scope of work given in Bill of Quantities.

The lighting fixtures along-with accessories like Bulb, Covers and Ballasts etc. are to be cleaned carefully by trained personnel.

Special precaution needs to be taken for Cleaning of lighting fixtures which are provide in Platforms, Platform ceiling arches etc. which are in the close vicinity of 25000 V AC system. Cleaning of lighting fixtures & accessories to be carried out as per the frequencies mentioned duly availing the Shadow power Block & Permit to work from operations staff.

40.0 Parking Area

Parking lots of JMRC at stations shall also cleaned using required tools and equipments on Saturday night and garbage/debris disposed off safety in approved manner to the nearest disposal site of JMC.

41.0 DO'S AND DON'TS FOR HOUSEKEEPING STAFF

DO'S

1. In case of fire/anything unusual on electric traction equipment or wires, inform the station controller/Manager.
2. Extinguish fire by special extinguishers (carbon tetrachloride or carbon dioxide type, if available)
3. Ensure no water jet to be directed at the fire under any circumstances.
4. Before taking up the work on a line running parallel to 25 KV AC lines, the line shall be earthed on both sides. Ensure that the distance between the two earths used for protection does not exceed 1 km.
5. Keep clear of the track and avoid contact with the rails when electric train within 25 m.
6. Special care should be taken to carry long pipes, poles or ladders so that it should not come in contact with or within 2 meters of live OHE.
7. Cleaning work other than that of surface (i.e. of beam, pillars etc.) should be done during block period only.
8. Whenever washing or cleaning using water jets is done, take appropriate power block.
9. Cases of electric shock arising out of contact with 25 KV A.C traction equipment shall be reported immediately to TPC.

DON'Ts

1. Do not approach within 2 meters of any traction wires or live equipment.
2. Do not work on or near traction wires or any live equipment unless they are made dead, earthed and shut down notices/permit to work obtained.
3. Do not enter any switching station or remote control centre unless specially permitted.
4. Do not touch a person in contact with live traction wires. Remove body only after power supply is switched off & earthed.
5. Do not touch any traction wire hanging from the mast or fallen on the ground and do not allow anyone else to touch it.
6. Cleaning work with conducting materials like Aluminium/Steel rods should be avoided at all times when power block is not availed.
7. Do not lift or raise your tools towards traction wires.
8. Do not damage the plinth continuity, connection to BEC, OPC and handrail continuity.
9. Do not use steel tape or metallic tape or tape with woven metal reinforcement in electrified area.
10. Do not forget to give artificial respiration to the victim as per the prescribed procedure laid down at shock treatment charts.
11. Metallic telescopic rods are prohibited for use in the JMRC station.

Bidder has to submit undertaking in specified Performa w. r. t Do & Don'ts related to danger of work in the vicinity of 25KV traction

ANNEXURE – A**Schedule of Cleaning and Housekeeping items at Mansarovar Metro Station**

Item No.	Description of items	App. quantity	Frequency	Percentage weightage
	Group-I	A		b
1.	Scrubbing, wet cleaning of floor, Con course, Plat form, passages & different types of floor area provided in station building	5000 Sqm	Daily 2 times & as and when required	50.000%
2.	Cleaning of passages & different types of floor area provided in different rooms & stair cases of station building	3200 Sqm	Daily 2 times & as and when required	8.000%
	Group-II			
1	Cleaning of Different types of finishing works	2500 Sqm.	Daily & as and when required	2.000%
2	Cleaning of Different types of doors/ windows frames& shutters	400 Sqm	Daily & as and when required	0.500%
3	Cleaning of Glasses fixed to the doors; windows; Ticket counters & Elsewhere in the station area.	450 sqm	Daily & as and when required	2.000%
2	Cleaning of all equipments available in station control Room, booking offices, Excess Fare office other than the items covered elsewhere.	As available	Once in a week & as and when required	1.000%
	Group-III			
1	Cleaning of Rolling shutters	As available	Once in a week & as and when required	0.050%
	Group-IV			
1	Cleaning of Stainless steel/PVC hand railing	200 Sqm	Daily & as and when required	1.000%
	Group-V			
1	Cleaning of suspended ceiling	As available	Once in a month & as and when required	0.500%
	Group-VI			
1	Cleaning of Ceramic/Stone Jalli	As available	Once in a week & as and when required	0.100%
	Group-VII			
1	Cleaning of Roof Ceiling etc.	As available	Once in a month & as and when required	1.000%
	Group-VIII			
1	Cleaning & sanitation of Toilets & Bath Rooms	As Available	Four times in each shift & as and when required	8.000%
	Group – IX			

1	Cleaning and attention of all drains	As available	Daily & as and when required	2.000%
Group- X				
1	Cleaning and washing of Track plinth	As available	Daily & as and when required (under non operational hours provided power block is made available by JMRC).	4.000%
2	Cleaning of parking area	As available	Once in a month & as and when required	1.000%
Group- XII				
1	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Once in a month & as and when required	0.100%
2	Cleaning of Fire pump panel	As available	Once in a month & as and when required	0.100%
3	Cleaning of Butterfly valves /landing valves/internal hydrants/piping of all types	As available	Once in a month & as and when required	0.100%
Group- XIII				
1	Cleaning of Indoor lighting & accessories	As available	Once in a month & as and when required	0.100%
2	Cleaning of Switch boards/Panels/distribution boards	As available	Once in a month & as and when required	0.100%
Group- XIV				
1	Cleaning of Fans/exhaust fans & accessories	As available	Once in a month & as and when required	0.050%
2	Cleaning of External lighting fittings & accessories	As available	Once in a month & as and when required	0.150%
Group- XV				
1	Cleaning of Escalators	As available	Daily & as and when required	4.000%
Group- XVI				
1	Cleaning of Lift	As available	Daily & as and when required	2.000%
Group- XVII				
1	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	0.050%
2	Cleaning of Computers & accessories & all other Misc. items	As available	Daily & as and when required	0.050%
Group- XVIII				
1	Cleaning of DG set & connected equipments	As available	Once in a month & as and when required	0.200%
Group- XIX				
1	Cleaning of all HT & LT equipments available in ASS Room	As available	Once in a month & as and when required	0.200%
2	Cleaning of all LT equipments available in LT Switch room	As available	Once in a month & as and when required	0.050%

3	Cleaning of all equipments available in UPS room (Signalling & Electrical)	As available	Once in a month & as and when required	0.250%
Group- XX				
1	Cleaning of Pump room with equipments available	As available	Once in a month & as and when required	0.250%
Group- XXI				
1	Cleaning of all equipments in Signalling room of other than the items covered elsewhere.	As available	Once in a month & as and when required	0.250%
Group- XXII				
1	Cleaning of cable Trays, cable trench Covers etc.	As available	Once in a month & as and when required	0.100%
Group- XXIII				
1	Cleaning of Air conditioners	As available	Once in a month & as and when required	0.250%
Group- XXIV				
1	Cleaning of Furniture, Office equipments etc.	As available	Once in a week & as and when required	0.250%
Group- XXV				
1	Cleaning of all equipments available in Telecom room	As available	Once in a week & as and when required	0.250%
Group- XXVI				
1	Cleaning of automatic fare collection system	As available	Daily & as and when required	2.000%
Group –XXVII				
1	Supply on dustbins and Bio-degradable garbage disposal bags and disposal of waste garbage, dust, dirt, and rubbish in it.	As available	Once in a month & as and when required	1.000%
Group –XXVIII				
1	Cleaning of Pavement/ circulating area	As available	Daily & as and when required	3.000%
2	Cleaning of Bitumen surface	As available	Daily & as and when required	1.000%
Group –XXIX				
1	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	2.000%
Group –XXX				
1	Supply and Cleaning of Dust bins	As available	Daily & as and when required	1.000%
Total				100.000%

Note: The items & quantities shown are only for the guidance to the Bidders. However, Bidder should visit the site and assess the quantum of work involved before quoting the rate.

ANNEXURE – B**Schedule of Cleaning and Housekeeping items at New Atish Market Metro Station**

Item No.	Description of items	App. quantity	Frequency	Percentage weightage
	Group-I	a		b
1.	Scrubbing, wet cleaning of floor, Con course, Plat form, passages & different types of floor area provided in station building	5000 Sqm	Daily 2 times & as and when required	50.000%
2.	Cleaning of passages & different types of floor area provided in different rooms & stair cases of station building	3200 Sqm	Daily 2 times & as and when required	8.000%
	Group-II			
1	Cleaning of Different types of finishing works	2500 Sqm.	Daily & as and when required	2.000%
2	Cleaning of Different types of doors/ windows frames& shutters	400 Sqm	Daily & as and when required	0.500%
3	Cleaning of Glasses fixed to the doors; windows; Ticket counters & Elsewhere in the station area.	450 sqm	Daily & as and when required	2.000%
2	Cleaning of all equipments available in station control Room, booking offices, Excess Fare office other than the items covered elsewhere.	As available	Once in a week & as and when required	1.000%
	Group-III			
1	Cleaning of Rolling shutters	As available	Once in a week & as and when required	0.050%
	Group-IV			
1	Cleaning of Stainless steel/PVC hand railing	200 Rm	Daily & as and when required	1.000%
	Group-V			
1	Cleaning of suspended ceiling	As available	Once in a month & as and when required	0.500%
	Group-VI			
1	Cleaning of Ceramic/Stone Jalli	As available	Once in a week & as and when required	0.100%
	Group-VII			
1	Cleaning of Roof Ceiling etc.	As available	Once in a month & as and when required	1.000%
	Group-VIII			
1	Cleaning & sanitation of Toilets & Bath Rooms	As Available	Four times in each shift & as and when required	8.000%
	Group – IX			
1	Cleaning and attention of all drains	As available	Daily & as and when required	2.000%
	Group- X			

1	Cleaning and washing of Track plinth	As available	Daily & as and when required (under non operational hours provided power block is made available by JMRC).	4.000%
2	Cleaning of parking area	As available	Once in a month & as and when required	1.000%
Group- XII				
1	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Once in a month & as and when required	0.100%
2	Cleaning of Fire pump panel	As available	Once in a month & as and when required	0.100%
3	Cleaning of Butterfly valves /landing valves/internal hydrants/piping of all types	As available	Once in a month & as and when required	0.100%
Group- XIII				
1	Cleaning of Indoor lighting & accessories	As available	Once in a month & as and when required	0.100%
2	Cleaning of Switch boards/Panels/distribution boards	As available	Once in a month & as and when required	0.100%
Group- XIV				
1	Cleaning of Fans/exhaust fans & accessories	As available	Once in a month & as and when required	0.050%
2	Cleaning of External lighting fittings & accessories	As available	Once in a month & as and when required	0.150%
Group- XV				
1	Cleaning of Escalators	As available	Daily & as and when required	4.000%
Group- XVI				
1	Cleaning of Lift	As available	Daily & as and when required	2.000%
Group- XVII				
1	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	0.050%
2	Cleaning of Computers & accessories & all other Misc. items	As available	Daily & as and when required	0.050%
Group- XVIII				
1	Cleaning of DG set & connected equipments	As available	Once in a month & as and when required	0.200%
Group- XIX				
1	Cleaning of all HT & LT equipments available in ASS Room	As available	Once in a month & as and when required	0.200%
2	Cleaning of all LT equipments available in LT Switch room	As available	Once in a month & as and when required	0.050%
3	Cleaning of all equipments available in UPS room (Signalling & Electrical)	As available	Once in a month & as and when required	0.250%
Group- XX				

1	Cleaning of Pump room with equipments available	As available	Once in a month & as and when required	0.250%
Group- XXI				
1	Cleaning of all equipments in Signalling room of other than the items covered elsewhere.	As available	Once in a month & as and when required	0.250%
Group- XXII				
1	Cleaning of cable Trays, cable trench Covers etc.	As available	Once in a month & as and when required	0.100%
Group- XXIII				
1	Cleaning of Air conditioners	As available	Once in a month & as and when required	0.250%
Group- XXIV				
1	Cleaning of Furniture, Office equipments etc.	As available	Once in a week & as and when required	0.250%
Group- XXV				
1	Cleaning of all equipments available in Telecom room	As available	Once in a week & as and when required	0.250%
Group- XXVI				
1	Cleaning of automatic fare collection system	As available	Daily & as and when required	2.000%
Group –XXVII				
1	Supply on dustbins and Bio-degradable garbage disposal bags and disposal of waste garbage, dust, dirt, and rubbish in it.	As available	Once in a month & as and when required	1.000%
Group –XXVIII				
1	Cleaning of Pavement/ circulating area	As available	Daily & as and when required	3.000%
2	Cleaning of Bitumen surface	As available	Daily & as and when required	1.000%
Group –XXIX				
1	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	2.000%
Group –XXX				
1	Supply and Cleaning of Dust bins	As available	Daily & as and when required	1.000%
Total				100.000%

ANNEXURE – C**Schedule of Cleaning and Housekeeping items at New Vivek Vihar Metro Station**

Item No.	Description of items	App. quantity	Frequency	Percentage weightage
	Group-I	a		b
1.	Scrubbing, wet cleaning of floor, Con course, Plat form, passages & different types of floor area provided in station building	5000 Sqm	Daily 2 times & as and when required	50.000%
2.	Cleaning of passages & different types of floor area provided in different rooms & stair cases of station building	3200 Sqm	Daily 2 times & as and when required	8.000%
	Group-II			
1	Cleaning of Different types of finishing works	2500 Sqm.	Daily & as and when required	2.000%
2	Cleaning of Different types of doors/ windows frames& shutters	400 Sqm	Daily & as and when required	0.500%
3	Cleaning of Glasses fixed to the doors; windows; Ticket counters & Elsewhere in the station area.	450 sqm	Daily & as and when required	2.000%
2	Cleaning of all equipments available in station control Room, booking offices, Excess Fare office other than the items covered elsewhere.	As available	Once in a week & as and when required	1.000%
	Group-III			
1	Cleaning of Rolling shutters	As available	Once in a week & as and when required	0.050%
	Group-IV			
1	Cleaning of Stainless steel/PVC hand railing	200 Rm	Daily & as and when required	1.000%
	Group-V			
1	Cleaning of suspended ceiling	As available	Once in a month & as and when required	0.500%
	Group-VI			
1	Cleaning of Ceramic/Stone Jalli	As available	Once in a week & as and when required	0.100%
	Group-VII			
1	Cleaning of Roof Ceiling etc.	As available	Once in a month & as and when required	1.000%
	Group-VIII			
1	Cleaning & sanitation of Toilets & Bath Rooms	As Available	Four times in each shift & as and when required	8.000%
	Group – IX			
1	Cleaning and attention of all drains	As available	Daily & as and when required	2.000%
	Group- X			

1	Cleaning and washing of Track plinth	As available	Daily & as and when required (under non operational hours provided power block is made available by JMRC).	4.000%
2	Cleaning of parking area	As available	Once in a month & as and when required	1.000%
	Group- XII			
1	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Once in a month & as and when required	0.100%
2	Cleaning of Fire pump panel	As available	Once in a month & as and when required	0.100%
3	Cleaning of Butterfly valves /landing valves/internal hydrants/piping of all types	As available	Once in a month & as and when required	0.100%
	Group- XIII			
1	Cleaning of Indoor lighting & accessories	As available	Once in a month & as and when required	0.100%
2	Cleaning of Switch boards/Panels/distribution boards	As available	Once in a month & as and when required	0.100%
	Group- XIV			
1	Cleaning of Fans/exhaust fans & accessories	As available	Once in a month & as and when required	0.050%
2	Cleaning of External lighting fittings & accessories	As available	Once in a month & as and when required	0.150%
	Group- XV			
1	Cleaning of Escalators	As available	Daily & as and when required	4.000%
	Group- XVI			
1	Cleaning of Lift	As available	Daily & as and when required	2.000%
	Group- XVII			
1	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	0.050%
2	Cleaning of Computers & accessories & all other Misc. items	As available	Daily & as and when required	0.050%
	Group- XVIII			
1	Cleaning of DG set & connected equipments	As available	Once in a month & as and when required	0.200%
	Group- XIX			
1	Cleaning of all HT & LT equipments available in ASS Room	As available	Once in a month & as and when required	0.200%
2	Cleaning of all LT equipments available in LT Switch room	As available	Once in a month & as and when required	0.050%
3	Cleaning of all equipments available in UPS room (Signalling & Electrical)	As available	Once in a month & as and when required	0.250%
	Group- XX			

1	Cleaning of Pump room with equipments available	As available	Once in a month & as and when required	0.250%
Group- XXI				
1	Cleaning of all equipments in Signalling room of other than the items covered elsewhere.	As available	Once in a month & as and when required	0.250%
Group- XXII				
1	Cleaning of cable Trays, cable trench Covers etc.	As available	Once in a month & as and when required	0.100%
Group- XXIII				
1	Cleaning of Air conditioners	As available	Once in a month & as and when required	0.250%
Group- XXIV				
1	Cleaning of Furniture, Office equipments etc.	As available	Once in a week & as and when required	0.250%
Group- XXV				
1	Cleaning of all equipments available in Telecom room	As available	Once in a week & as and when required	0.250%
Group- XXVI				
1	Cleaning of automatic fare collection system	As available	Daily & as and when required	2.000%
Group –XXVII				
1	Supply on dustbins and Bio-degradable garbage disposal bags and disposal of waste garbage, dust, dirt, and rubbish in it.	As available	Once in a month & as and when required	1.000%
Group –XXVIII				
1	Cleaning of Pavement/ circulating area	As available	Daily & as and when required	3.000%
2	Cleaning of Bitumen surface	As available	Daily & as and when required	1.000%
Group –XXIX				
1	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	2.000%
Group –XXX				
1	Supply and Cleaning of Dust bins	As available	Daily & as and when required	1.000%
Total				100.000%

Note: The items & quantities shown are only for the guidance to the Bidders. However, Bidder should visit the site and assess the quantum of work involved before quoting the rate.

ANNEXURE – D**Schedule of Cleaning and Housekeeping items at Shyam Nagar Metro Station**

Item No.	Description of items	App. quantity	Frequency	Percentage weightage
	Group-I	a		b
1.	Scrubbing, wet cleaning of floor, Con course, Plat form, passages & different types of floor area provided in station building	5000 Sqm	Daily 2 times & as and when required	50.000%
2.	Cleaning of passages & different types of floor area provided in different rooms & stair cases of station building	3200 Sqm	Daily 2 times & as and when required	8.000%
	Group-II			
1	Cleaning of Different types of finishing works	2500 Sqm.	Daily & as and when required	2.000%
2	Cleaning of Different types of doors/ windows frames& shutters	400 Sqm	Daily & as and when required	0.500%
3	Cleaning of Glasses fixed to the doors; windows; Ticket counters & Elsewhere in the station area.	450 sqm	Daily & as and when required	2.000%
2	Cleaning of all equipments available in station control Room, booking offices, Excess Fare office other than the items covered elsewhere.	As available	Once in a week & as and when required	1.000%
	Group-III			
1	Cleaning of Rolling shutters	As available	Once in a week & as and when required	0.050%
	Group-IV			
1	Cleaning of Stainless steel/PVC hand railing	200 Rm	Daily & as and when required	1.000%
	Group-V			
1	Cleaning of suspended ceiling	As available	Once in a month & as and when required	0.500%
	Group-VI			
1	Cleaning of Ceramic/Stone Jalli	As available	Once in a week & as and when required	0.100%
	Group-VII			
1	Cleaning of Roof Ceiling etc.	As available	Once in a month & as and when required	1.000%
	Group-VIII			
1	Cleaning & sanitation of Toilets & Bath Rooms	As Available	Four times in each shift & as and when required	8.000%
	Group – IX			
1	Cleaning and attention of all drains	As available	Daily & as and when required	2.000%
	Group- X			

1	Cleaning and washing of Track plinth	As available	Daily & as and when required (under non operational hours provided power block is made available by JMRC).	4.000%
2	Cleaning of parking area	As available	Once in a month & as and when required	1.000%
Group- XII				
1	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Once in a month & as and when required	0.100%
2	Cleaning of Fire pump panel	As available	Once in a month & as and when required	0.100%
3	Cleaning of Butterfly valves /landing valves/internal hydrants/piping of all types	As available	Once in a month & as and when required	0.100%
Group- XIII				
1	Cleaning of Indoor lighting & accessories	As available	Once in a month & as and when required	0.100%
2	Cleaning of Switch boards/Panels/distribution boards	As available	Once in a month & as and when required	0.100%
Group- XIV				
1	Cleaning of Fans/exhaust fans & accessories	As available	Once in a month & as and when required	0.050%
2	Cleaning of External lighting fittings & accessories	As available	Once in a month & as and when required	0.150%
Group- XV				
1	Cleaning of Escalators	As available	Daily & as and when required	4.000%
Group- XVI				
1	Cleaning of Lift	As available	Daily & as and when required	2.000%
Group- XVII				
1	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	0.050%
2	Cleaning of Computers & accessories & all other Misc. items	As available	Daily & as and when required	0.050%
Group- XVIII				
1	Cleaning of DG set & connected equipments	As available	Once in a month & as and when required	0.200%
Group- XIX				
1	Cleaning of all HT & LT equipments available in ASS Room	As available	Once in a month & as and when required	0.200%
2	Cleaning of all LT equipments available in LT Switch room	As available	Once in a month & as and when required	0.050%
3	Cleaning of all equipments available in UPS room (Signalling & Electrical)	As available	Once in a month & as and when required	0.250%

	Group- XX			
1	Cleaning of Pump room with equipments available	As available	Once in a month & as and when required	0.250%
	Group- XXI			
1	Cleaning of all equipments in Signalling room of other than the items covered elsewhere.	As available	Once in a month & as and when required	0.250%
	Group- XXII			
1	Cleaning of cable Trays, cable trench Covers etc.	As available	Once in a month & as and when required	0.100%
	Group- XXIII			
1	Cleaning of Air conditioners	As available	Once in a month & as and when required	0.250%
	Group- XXIV			
1	Cleaning of Furniture, Office equipments etc.	As available	Once in a week & as and when required	0.250%
	Group- XXV			
1	Cleaning of all equipments available in Telecom room	As available	Once in a week & as and when required	0.250%
	Group- XXVI			
1	Cleaning of automatic fare collection system	As available	Daily & as and when required	2.000%
	Group –XXVII			
1	Supply on dustbins and Bio-degradable garbage disposal bags and disposal of waste garbage, dust, dirt, and rubbish in it.	As available	Once in a month & as and when required	1.000%
	Group –XXVIII			
1	Cleaning of Pavement/ circulating area	As available	Daily & as and when required	3.000%
2	Cleaning of Bitumen surface	As available	Daily & as and when required	1.000%
	Group –XXIX			
1	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	2.000%
	Group –XXX			
1	Supply and Cleaning of Dust bins	As available	Daily & as and when required	1.000%
Total				100.000%

Note: The items & quantities shown are only for the guidance to the Bidders. However, Bidder should visit the site and assess the quantum of work involved before quoting the rate.

ANNEXURE – E**Schedule of Cleaning and Housekeeping items at Ram Nagar Metro Station**

Item No.	Description of items	App. quantity	Frequency	Percentage weightage
	Group-I	a		b
1.	Scrubbing, wet cleaning of floor, Con course, Plat form, passages & different types of floor area provided in station building	5000 Sqm	Daily 2 times & as and when required	50.000%
2.	Cleaning of passages & different types of floor area provided in different rooms & stair cases of station building	3200 Sqm	Daily 2 times & as and when required	8.000%
	Group-II			
1	Cleaning of Different types of finishing works	2500 Sqm.	Daily & as and when required	2.000%
2	Cleaning of Different types of doors/ windows frames& shutters	400 Sqm	Daily & as and when required	0.500%
3	Cleaning of Glasses fixed to the doors; windows; Ticket counters & Elsewhere in the station area.	450 sqm	Daily & as and when required	2.000%
2	Cleaning of all equipments available in station control Room, booking offices, Excess Fare office other than the items covered elsewhere.	As available	Once in a week & as and when required	1.000%
	Group-III			
1	Cleaning of Rolling shutters	As available	Once in a week & as and when required	0.050%
	Group-IV			
1	Cleaning of Stainless steel/PVC hand railing	200 Rm	Daily & as and when required	1.000%
	Group-V			
1	Cleaning of suspended ceiling	As available	Once in a month & as and when required	0.500%
	Group-VI			
1	Cleaning of Ceramic/Stone Jalli	As available	Once in a week & as and when required	0.100%
	Group-VII			
1	Cleaning of Roof Ceiling etc.	As available	Once in a month & as and when required	1.000%
	Group-VIII			
1	Cleaning & sanitation of Toilets & Bath Rooms	As Available	Four times in each shift & as and when required	8.000%
	Group – IX			
1	Cleaning and attention of all drains	As available	Daily & as and when required	2.000%
	Group- X			

1	Cleaning and washing of Track plinth	As available	Daily & as and when required (under non operational hours provided power block is made available by JMRC).	4.000%
2	Cleaning of parking area	As available	Once in a month & as and when required	1.000%
Group- XII				
1	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Once in a month & as and when required	0.100%
2	Cleaning of Fire pump panel	As available	Once in a month & as and when required	0.100%
3	Cleaning of Butterfly valves /landing valves/internal hydrants/piping of all types	As available	Once in a month & as and when required	0.100%
Group- XIII				
1	Cleaning of Indoor lighting & accessories	As available	Once in a month & as and when required	0.100%
2	Cleaning of Switch boards/Panels/distribution boards	As available	Once in a month & as and when required	0.100%
Group- XIV				
1	Cleaning of Fans/exhaust fans & accessories	As available	Once in a month & as and when required	0.050%
2	Cleaning of External lighting fittings & accessories	As available	Once in a month & as and when required	0.150%
Group- XV				
1	Cleaning of Escalators	As available	Daily & as and when required	4.000%
Group- XVI				
1	Cleaning of Lift	As available	Daily & as and when required	2.000%
Group- XVII				
1	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	0.050%
2	Cleaning of Computers & accessories & all other Misc. items	As available	Daily & as and when required	0.050%
Group- XVIII				
1	Cleaning of DG set & connected equipments	As available	Once in a month & as and when required	0.200%
Group- XIX				
1	Cleaning of all HT & LT equipments available in ASS Room	As available	Once in a month & as and when required	0.200%
2	Cleaning of all LT equipments available in LT Switch room	As available	Once in a month & as and when required	0.050%
3	Cleaning of all equipments available in UPS room (Signalling & Electrical)	As available	Once in a month & as and when required	0.250%

	Group- XX			
1	Cleaning of Pump room with equipments available	As available	Once in a month & as and when required	0.250%
	Group- XXI			
1	Cleaning of all equipments in Signalling room of other than the items covered elsewhere.	As available	Once in a month & as and when required	0.250%
	Group- XXII			
1	Cleaning of cable Trays, cable trench Covers etc.	As available	Once in a month & as and when required	0.100%
	Group- XXIII			
1	Cleaning of Air conditioners	As available	Once in a month & as and when required	0.250%
	Group- XXIV			
1	Cleaning of Furniture, Office equipments etc.	As available	Once in a week & as and when required	0.250%
	Group- XXV			
1	Cleaning of all equipments available in Telecom room	As available	Once in a week & as and when required	0.250%
	Group- XXVI			
1	Cleaning of automatic fare collection system	As available	Daily & as and when required	2.000%
	Group –XXVII			
1	Supply on dustbins and Bio-degradable garbage disposal bags and disposal of waste garbage, dust, dirt, and rubbish in it.	As available	Once in a month & as and when required	1.000%
	Group –XXVIII			
1	Cleaning of Pavement/ circulating area	As available	Daily & as and when required	3.000%
2	Cleaning of Bitumen surface	As available	Daily & as and when required	1.000%
	Group –XXIX			
1	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	2.000%
	Group –XXX			
1	Supply and Cleaning of Dust bins	As available	Daily & as and when required	1.000%
Total				100.000%

Note: The items & quantities shown are only for the guidance to the Bidders. However, Bidder should visit the site and assess the quantum of work involved before quoting the rate.

ANNEXURE – F**Schedule of Cleaning and Housekeeping items at Civil Lines Metro Station**

Item No.	Description of items	App. quantity	Frequency	Percentage weightage
	Group-I	a		b
1.	Scrubbing, wet cleaning of floor, Con course, Plat form, passages & different types of floor area provided in station building	5000 Sqm	Daily 2 times & as and when required	50.000%
2.	Cleaning of passages & different types of floor area provided in different rooms & stair cases of station building	3200 Sqm	Daily 2 times & as and when required	8.000%
	Group-II			
1	Cleaning of Different types of finishing works	2500 Sqm.	Daily & as and when required	2.000%
2	Cleaning of Different types of doors/ windows frames& shutters	400 Sqm	Daily & as and when required	0.500%
3	Cleaning of Glasses fixed to the doors; windows; Ticket counters & Elsewhere in the station area.	450 sqm	Daily & as and when required	2.000%
2	Cleaning of all equipments available in station control Room, booking offices, Excess Fare office other than the items covered elsewhere.	As available	Once in a week & as and when required	1.000%
	Group-III			
1	Cleaning of Rolling shutters	As available	Once in a week & as and when required	0.050%
	Group-IV			
1	Cleaning of Stainless steel/PVC hand railing	200 Rm	Daily & as and when required	1.000%
	Group-V			
1	Cleaning of suspended ceiling	As available	Once in a month & as and when required	0.500%
	Group-VI			
1	Cleaning of Ceramic/Stone Jalli	As available	Once in a week & as and when required	0.100%
	Group-VII			
1	Cleaning of Roof Ceiling etc.	As available	Once in a month & as and when required	1.000%
	Group-VIII			
1	Cleaning & sanitation of Toilets & Bath Rooms	As Available	Four times in each shift & as and when required	8.000%
	Group – IX			
1	Cleaning and attention of all drains	As available	Daily & as and when required	2.000%
	Group- X			

1	Cleaning and washing of Track plinth	As available	Daily & as and when required (under non operational hours provided power block is made available by JMRC).	4.000%
2	Cleaning of parking area	As available	Once in a month & as and when required	1.000%
Group- XII				
1	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Once in a month & as and when required	0.100%
2	Cleaning of Fire pump panel	As available	Once in a month & as and when required	0.100%
3	Cleaning of Butterfly valves /landing valves/internal hydrants/piping of all types	As available	Once in a month & as and when required	0.100%
Group- XIII				
1	Cleaning of Indoor lighting & accessories	As available	Once in a month & as and when required	0.100%
2	Cleaning of Switch boards/Panels/distribution boards	As available	Once in a month & as and when required	0.100%
Group- XIV				
1	Cleaning of Fans/exhaust fans & accessories	As available	Once in a month & as and when required	0.050%
2	Cleaning of External lighting fittings & accessories	As available	Once in a month & as and when required	0.150%
Group- XV				
1	Cleaning of Escalators	As available	Daily & as and when required	4.000%
Group- XVI				
1	Cleaning of Lift	As available	Daily & as and when required	2.000%
Group- XVII				
1	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	0.050%
2	Cleaning of Computers & accessories & all other Misc. items	As available	Daily & as and when required	0.050%
Group- XVIII				
1	Cleaning of DG set & connected equipments	As available	Once in a month & as and when required	0.200%
Group- XIX				
1	Cleaning of all HT & LT equipments available in ASS Room	As available	Once in a month & as and when required	0.200%
2	Cleaning of all LT equipments available in LT Switch room	As available	Once in a month & as and when required	0.050%
3	Cleaning of all equipments available in UPS room (Signalling & Electrical)	As available	Once in a month & as and when required	0.250%

	Group- XX			
1	Cleaning of Pump room with equipments available	As available	Once in a month & as and when required	0.250%
	Group- XXI			
1	Cleaning of all equipments in Signalling room of other than the items covered elsewhere.	As available	Once in a month & as and when required	0.250%
	Group- XXII			
1	Cleaning of cable Trays, cable trench Covers etc.	As available	Once in a month & as and when required	0.100%
	Group- XXIII			
1	Cleaning of Air conditioners	As available	Once in a month & as and when required	0.250%
	Group- XXIV			
1	Cleaning of Furniture, Office equipments etc.	As available	Once in a week & as and when required	0.250%
	Group- XXV			
1	Cleaning of all equipments available in Telecom room	As available	Once in a week & as and when required	0.250%
	Group- XXVI			
1	Cleaning of automatic fare collection system	As available	Daily & as and when required	2.000%
	Group –XXVII			
1	Supply on dustbins and Bio-degradable garbage disposal bags and disposal of waste garbage, dust, dirt, and rubbish in it.	As available	Once in a month & as and when required	1.000%
	Group –XXVIII			
1	Cleaning of Pavement/ circulating area	As available	Daily & as and when required	3.000%
2	Cleaning of Bitumen surface	As available	Daily & as and when required	1.000%
	Group –XXIX			
1	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	2.000%
	Group –XXX			
1	Supply and Cleaning of Dust bins	As available	Daily & as and when required	1.000%
Total				100.000%

Note: The items & quantities shown are only for the guidance to the Bidders. However, Bidder should visit the site and assess the quantum of work involved before quoting the rate.

ANNEXURE – G**Schedule of Cleaning and Housekeeping items at Metro Railway Station**

Item No.	Description of items	App. quantity	Frequency	Percentage weightage
	Group-I	a		b
1.	Scrubbing, wet cleaning of floor, Con course, Plat form, passages & different types of floor area provided in station building	5000 Sqm	Daily 2 times & as and when required	50.000%
2.	Cleaning of passages & different types of floor area provided in different rooms & stair cases of station building	3200 Sqm	Daily 2 times & as and when required	8.000%
	Group-II			
1	Cleaning of Different types of finishing works	2500 Sqm.	Daily & as and when required	2.000%
2	Cleaning of Different types of doors/ windows frames& shutters	400 Sqm	Daily & as and when required	0.500%
3	Cleaning of Glasses fixed to the doors; windows; Ticket counters & Elsewhere in the station area.	450 sqm	Daily & as and when required	2.000%
2	Cleaning of all equipments available in station control Room, booking offices, Excess Fare office other than the items covered elsewhere.	As available	Once in a week & as and when required	1.000%
	Group-III			
1	Cleaning of Rolling shutters	As available	Once in a week & as and when required	0.050%
	Group-IV			
1	Cleaning of Stainless steel/PVC hand railing	200 Rm	Daily & as and when required	1.000%
	Group-V			
1	Cleaning of suspended ceiling	As available	Once in a month & as and when required	0.500%
	Group-VI			
1	Cleaning of Ceramic/Stone Jalli	As available	Once in a week & as and when required	0.100%
	Group-VII			
1	Cleaning of Roof Ceiling etc.	As available	Once in a month & as and when required	1.000%
	Group-VIII			
1	Cleaning & sanitation of Toilets & Bath Rooms	As Available	Four times in each shift & as and when required	8.000%
	Group – IX			
1	Cleaning and attention of all drains	As available	Daily & as and when required	2.000%
	Group- X			

1	Cleaning and washing of Track plinth	As available	Daily & as and when required (under non operational hours provided power block is made available by JMRC).	4.000%
2	Cleaning of parking area	As available	Once in a month & as and when required	1.000%
Group- XII				
1	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Once in a month & as and when required	0.100%
2	Cleaning of Fire pump panel	As available	Once in a month & as and when required	0.100%
3	Cleaning of Butterfly valves /landing valves/internal hydrants/piping of all types	As available	Once in a month & as and when required	0.100%
Group- XIII				
1	Cleaning of Indoor lighting & accessories	As available	Once in a month & as and when required	0.100%
2	Cleaning of Switch boards/Panels/distribution boards	As available	Once in a month & as and when required	0.100%
Group- XIV				
1	Cleaning of Fans/exhaust fans & accessories	As available	Once in a month & as and when required	0.050%
2	Cleaning of External lighting fittings & accessories	As available	Once in a month & as and when required	0.150%
Group- XV				
1	Cleaning of Escalators	As available	Daily & as and when required	4.000%
Group- XVI				
1	Cleaning of Lift	As available	Daily & as and when required	2.000%
Group- XVII				
1	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	0.050%
2	Cleaning of Computers & accessories & all other Misc. items	As available	Daily & as and when required	0.050%
Group- XVIII				
1	Cleaning of DG set & connected equipments	As available	Once in a month & as and when required	0.200%
Group- XIX				
1	Cleaning of all HT & LT equipments available in ASS Room	As available	Once in a month & as and when required	0.200%
2	Cleaning of all LT equipments available in LT Switch room	As available	Once in a month & as and when required	0.050%
3	Cleaning of all equipments available in UPS room (Signalling & Electrical)	As available	Once in a month & as and when required	0.250%

	Group- XX			
1	Cleaning of Pump room with equipments available	As available	Once in a month & as and when required	0.250%
	Group- XXI			
1	Cleaning of all equipments in Signalling room of other than the items covered elsewhere.	As available	Once in a month & as and when required	0.250%
	Group- XXII			
1	Cleaning of cable Trays, cable trench Covers etc.	As available	Once in a month & as and when required	0.100%
	Group- XXIII			
1	Cleaning of Air conditioners	As available	Once in a month & as and when required	0.250%
	Group- XXIV			
1	Cleaning of Furniture, Office equipments etc.	As available	Once in a week & as and when required	0.250%
	Group- XXV			
1	Cleaning of all equipments available in Telecom room	As available	Once in a week & as and when required	0.250%
	Group- XXVI			
1	Cleaning of automatic fare collection system	As available	Daily & as and when required	2.000%
	Group –XXVII			
1	Supply on dustbins and Bio-degradable garbage disposal bags and disposal of waste garbage, dust, dirt, and rubbish in it.	As available	Once in a month & as and when required	1.000%
	Group –XXVIII			
1	Cleaning of Pavement/ circulating area	As available	Daily & as and when required	3.000%
2	Cleaning of Bitumen surface	As available	Daily & as and when required	1.000%
	Group –XXIX			
1	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	2.000%
	Group –XXX			
1	Supply and Cleaning of Dust bins	As available	Daily & as and when required	1.000%
Total				100.000%

Note: The items & quantities shown are only for the guidance to the Bidders. However, Bidder should visit the site and assess the quantum of work involved before quoting the rate.

ANNEXURE – H**Schedule of Cleaning and Housekeeping items at Sindhi Camp Metro Station**

Item No.	Description of items	App. quantity	Frequency	Percentage weightage
	Group-I	a		b
1.	Scrubbing, wet cleaning of floor, Con course, Plat form, passages & different types of floor area provided in station building	5000 Sqm	Daily 2 times & as and when required	50.000%
2.	Cleaning of passages & different types of floor area provided in different rooms & stair cases of station building	3200 Sqm	Daily 2 times & as and when required	8.000%
	Group-II			
1	Cleaning of Different types of finishing works	2500 Sqm.	Daily & as and when required	2.000%
2	Cleaning of Different types of doors/ windows frames& shutters	400 Sqm	Daily & as and when required	0.500%
3	Cleaning of Glasses fixed to the doors; windows; Ticket counters & Elsewhere in the station area.	450 sqm	Daily & as and when required	2.000%
2	Cleaning of all equipments available in station control Room, booking offices, Excess Fare office other than the items covered elsewhere.	As available	Once in a week & as and when required	1.000%
	Group-III			
1	Cleaning of Rolling shutters	As available	Once in a week & as and when required	0.050%
	Group-IV			
1	Cleaning of Stainless steel/PVC hand railing	200 Rm	Daily & as and when required	1.000%
	Group-V			
1	Cleaning of suspended ceiling	As available	Once in a month & as and when required	0.500%
	Group-VI			
1	Cleaning of Ceramic/Stone Jalli	As available	Once in a week & as and when required	0.100%
	Group-VII			
1	Cleaning of Roof Ceiling etc.	As available	Once in a month & as and when required	1.000%
	Group-VIII			
1	Cleaning & sanitation of Toilets & Bath Rooms	As Available	Four times in each shift & as and when required	8.000%
	Group – IX			
1	Cleaning and attention of all drains	As available	Daily & as and when required	2.000%
	Group- X			

1	Cleaning and washing of Track plinth	As available	Daily & as and when required (under non operational hours provided power block is made available by JMRC).	4.000%
2	Cleaning of parking area	As available	Once in a month & as and when required	1.000%
Group- XII				
1	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Once in a month & as and when required	0.100%
2	Cleaning of Fire pump panel	As available	Once in a month & as and when required	0.100%
3	Cleaning of Butterfly valves /landing valves/internal hydrants/piping of all types	As available	Once in a month & as and when required	0.100%
Group- XIII				
1	Cleaning of Indoor lighting & accessories	As available	Once in a month & as and when required	0.100%
2	Cleaning of Switch boards/Panels/distribution boards	As available	Once in a month & as and when required	0.100%
Group- XIV				
1	Cleaning of Fans/exhaust fans & accessories	As available	Once in a month & as and when required	0.050%
2	Cleaning of External lighting fittings & accessories	As available	Once in a month & as and when required	0.150%
Group- XV				
1	Cleaning of Escalators	As available	Daily & as and when required	4.000%
Group- XVI				
1	Cleaning of Lift	As available	Daily & as and when required	2.000%
Group- XVII				
1	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	0.050%
2	Cleaning of Computers & accessories & all other Misc. items	As available	Daily & as and when required	0.050%
Group- XVIII				
1	Cleaning of DG set & connected equipments	As available	Once in a month & as and when required	0.200%
Group- XIX				
1	Cleaning of all HT & LT equipments available in ASS Room	As available	Once in a month & as and when required	0.200%
2	Cleaning of all LT equipments available in LT Switch room	As available	Once in a month & as and when required	0.050%
3	Cleaning of all equipments available in UPS room (Signalling & Electrical)	As available	Once in a month & as and when required	0.250%

	Group- XX			
1	Cleaning of Pump room with equipments available	As available	Once in a month & as and when required	0.250%
	Group- XXI			
1	Cleaning of all equipments in Signalling room of other than the items covered elsewhere.	As available	Once in a month & as and when required	0.250%
	Group- XXII			
1	Cleaning of cable Trays, cable trench Covers etc.	As available	Once in a month & as and when required	0.100%
	Group- XXIII			
1	Cleaning of Air conditioners	As available	Once in a month & as and when required	0.250%
	Group- XXIV			
1	Cleaning of Furniture, Office equipments etc.	As available	Once in a week & as and when required	0.250%
	Group- XXV			
1	Cleaning of all equipments available in Telecom room	As available	Once in a week & as and when required	0.250%
	Group- XXVI			
1	Cleaning of automatic fare collection system	As available	Daily & as and when required	2.000%
	Group –XXVII			
1	Supply on dustbins and Bio-degradable garbage disposal bags and disposal of waste garbage, dust, dirt, and rubbish in it.	As available	Once in a month & as and when required	1.000%
	Group –XXVIII			
1	Cleaning of Pavement/ circulating area	As available	Daily & as and when required	3.000%
2	Cleaning of Bitumen surface	As available	Daily & as and when required	1.000%
	Group –XXIX			
1	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	2.000%
	Group –XXX			
1	Supply and Cleaning of Dust bins	As available	Daily & as and when required	1.000%
Total				100.000%

Note: The items & quantities shown are only for the guidance to the Bidders. However, Bidder should visit the site and assess the quantum of work involved before quoting the rate.

ANNEXURE – I**Schedule of Cleaning and Housekeeping items at Chand Pole Metro Station**

Item No.	Description of items	App. quantity	Frequency	Percentage weightage
	Group-I	a		b
1.	Scrubbing, wet cleaning of floor, Con course, Plat form, passages & different types of floor area provided in station building	5000 Sqm	Daily 2 times & as and when required	50.000%
2.	Cleaning of passages & different types of floor area provided in different rooms & stair cases of station building	3200 Sqm	Daily 2 times & as and when required	8.000%
	Group-II			
1	Cleaning of Different types of finishing works	2500 Sqm.	Daily & as and when required	2.000%
2	Cleaning of Different types of doors/ windows frames& shutters	400 Sqm	Daily & as and when required	0.500%
3	Cleaning of Glasses fixed to the doors; windows; Ticket counters & Elsewhere in the station area.	450 sqm	Daily & as and when required	2.000%
2	Cleaning of all equipments available in station control Room, booking offices, Excess Fare office other than the items covered elsewhere.	As available	Once in a week & as and when required	1.000%
	Group-III			
1	Cleaning of Rolling shutters	As available	Once in a week & as and when required	0.050%
	Group-IV			
1	Cleaning of Stainless steel/PVC hand railing	200 Rm	Daily & as and when required	1.000%
	Group-V			
1	Cleaning of suspended ceiling	As available	Once in a month & as and when required	0.500%
	Group-VI			
1	Cleaning of Ceramic/Stone Jalli	As available	Once in a week & as and when required	0.100%
	Group-VII			
1	Cleaning of Roof Ceiling etc.	As available	Once in a month & as and when required	1.000%
	Group-VIII			
1	Cleaning & sanitation of Toilets & Bath Rooms	As Available	Four times in each shift & as and when required	8.000%
	Group – IX			
1	Cleaning and attention of all drains	As available	Daily & as and when required	2.000%
	Group- X			

1	Cleaning and washing of Track plinth	As available	Daily & as and when required (under non operational hours provided power block is made available by JMRC).	4.000%
2	Cleaning of parking area	As available	Once in a month & as and when required	1.000%
Group- XII				
1	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Once in a month & as and when required	0.100%
2	Cleaning of Fire pump panel	As available	Once in a month & as and when required	0.100%
3	Cleaning of Butterfly valves /landing valves/internal hydrants/piping of all types	As available	Once in a month & as and when required	0.100%
Group- XIII				
1	Cleaning of Indoor lighting & accessories	As available	Once in a month & as and when required	0.100%
2	Cleaning of Switch boards/Panels/distribution boards	As available	Once in a month & as and when required	0.100%
Group- XIV				
1	Cleaning of Fans/exhaust fans & accessories	As available	Once in a month & as and when required	0.050%
2	Cleaning of External lighting fittings & accessories	As available	Once in a month & as and when required	0.150%
Group- XV				
1	Cleaning of Escalators	As available	Daily & as and when required	4.000%
Group- XVI				
1	Cleaning of Lift	As available	Daily & as and when required	2.000%
Group- XVII				
1	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	0.050%
2	Cleaning of Computers & accessories & all other Misc. items	As available	Daily & as and when required	0.050%
Group- XVIII				
1	Cleaning of DG set & connected equipments	As available	Once in a month & as and when required	0.200%
Group- XIX				
1	Cleaning of all HT & LT equipments available in ASS Room	As available	Once in a month & as and when required	0.200%
2	Cleaning of all LT equipments available in LT Switch room	As available	Once in a month & as and when required	0.050%
3	Cleaning of all equipments available in UPS room (Signalling & Electrical)	As available	Once in a month & as and when required	0.250%

	Group- XX			
1	Cleaning of Pump room with equipments available	As available	Once in a month & as and when required	0.250%
	Group- XXI			
1	Cleaning of all equipments in Signalling room of other than the items covered elsewhere.	As available	Once in a month & as and when required	0.250%
	Group- XXII			
1	Cleaning of cable Trays, cable trench Covers etc.	As available	Once in a month & as and when required	0.100%
	Group- XXIII			
1	Cleaning of Air conditioners	As available	Once in a month & as and when required	0.250%
	Group- XXIV			
1	Cleaning of Furniture, Office equipments etc.	As available	Once in a week & as and when required	0.250%
	Group- XXV			
1	Cleaning of all equipments available in Telecom room	As available	Once in a week & as and when required	0.250%
	Group- XXVI			
1	Cleaning of automatic fare collection system	As available	Daily & as and when required	2.000%
	Group –XXVII			
1	Supply on dustbins and Bio-degradable garbage disposal bags and disposal of waste garbage, dust, dirt, and rubbish in it.	As available	Once in a month & as and when required	1.000%
	Group –XXVIII			
1	Cleaning of Pavement/ circulating area	As available	Daily & as and when required	3.000%
2	Cleaning of Bitumen surface	As available	Daily & as and when required	1.000%
	Group –XXIX			
1	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	2.000%
	Group –XXX			
1	Supply and Cleaning of Dust bins	As available	Daily & as and when required	1.000%
Total				100.000%

Note: The items & quantities shown are only for the guidance to the Bidders. However, Bidder should visit the site and assess the quantum of work involved before quoting the rate.