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# VOLUME-1

## SECTION 1

**NOTICE INVITING BID (NIB)**

01/NIB/O&amp;S/OP/C&amp;H/2019-20

Dated 06.08.2019

**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 Aatish Market, Vivek Vihar, Shyam Nagar, Ram Nagar, Civil Lines, Metro Railway Station, Sindhi Camp, Chandpole(UG), Chhoti Chaupar(UG), Badi Chaupar(UG) Metro Stations and RSS (Mansarovar & Sindhi Camp)).
- 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](http://www.jaipurmetrorail.in) and state procurement portal i.e., [www.sppp.raj.nic.in](http://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.	:	<b>Mechanized cleaning and housekeeping works of Mansarovar, New Aatish Market, Vivek Vihar, Shyam Nagar, Ram Nagar, Civil Lines, Metro Railway Station, Sindhi Camp, Chandpole(UG), Chhoti Chaupar(UG), Badi Chaupar(UG) Metro Stations and RSS (MSOR &amp; SICP). 01/NIB/O&amp;S/OP/C&amp;H/2019-20</b>
b.	Approximate Cost of work (Including Manpower, Machine, Chemical/Consumable, Administrative charges, Profit, Bonus, and GST etc.)	:	<b>Rs. 860 Lakh (For two years)</b>
c.	Bid Security Amount	:	<b>Rs. 17.20 lakh (2% of Estimated Cost) (By Demand Draft / Bankers Cheque and Bank Guarantee payable in favour of Jaipur Metro Rail Corporation Limited as per RTPPR-2013(Rules) Clause – 42.</b>

d.	<b>Cost of Bid form (non Refundable)</b>	:	<b>Rs. 24,780/-</b> (21000/-+18%GST) Rs. Twenty Four Thousand Seven Hundred Eighty only), (Non-refundable) by Demand draft payable in favour of Jaipur Metro Rail Corporation Limited.
e.	<b>E - Tender Processing Fee (Non - Refundable)</b>		<b>Rs.1000/-</b> (Rs. One Thousand only) By Demand Draft / Bankers Cheque, payable in favour of MD, RISL Jaipur.
f.	<b>Online Bid Document availability period</b>	:	From date 06.08.2019 time 18:00 hrs To Date 17.09.2019 time 15:00 hrs
g.	<b>Online Bid Document submission period</b>	:	From date 29.08.2019 time 18:00 hrs To Date 17.09.2019 time 15:00 hrs
h.	<b>Date &amp; Time of opening of Online Technical Bid</b>	:	Date 18.09.2019 time 15:30 hrs (Access to online technical bid and its download shall be carried out at the Office of ED (Operations)).
i.	<b>Date and Time of opening of online Financial Bid*</b>	:	Will be intimated later to technically qualified bidders through e-mail/phone/website of <a href="https://www.eproc.rajasthan.gov.in">https://www.eproc.rajasthan.gov.in</a>
j.	<b>Venue and Last Date and Time of physical submission of Cost of Bid Form, Bid Security and Processing Fee.</b>		Executive Director (Operations), JMRC,4th Floor, Admin Building, Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020. Date 18.09.2019 upto 15:00 hrs
k.	<b>Date and Time of Pre Bid meeting</b>		Date 29.08.2019 time 11:00 hrs
	<b>Date and time of uploading of pre bid meeting clarifications</b>		Date 28.08.2019 time 18:00 hrs
l.	<b>Validity of Bid</b>	:	120 days from the last date of submission of Bid.
m.	<b>Stipulated date of Commencement of work</b>	:	Within 07 (seven) days from the date of issue of "Letter of Commencement".
n.	<b>Period of Completion</b>	:	2 Years.
o.	<b>Authority and place for Pre-Bid Meeting, seeking clarifications etc.</b>	:	Executive Director (Operations), Jaipur Metro Rail Corporation Ltd, 4th Floor, Admin Building, Metro Depot, Bhriugu path, Mansarovar, Jaipur-302020. Tel:+91(141)2822112 &2822104 Email: edop@jaipurmetrorail.in

### 1.1.3 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.
Procuring Entity	Jaipur Metro Rail Corporation Ltd.
JMRC	Jaipur Metro Rail Corporation Ltd.
Service	Shall mean Mechanized cleaning and housekeeping works of any Metro Station & RSS of JMRC, Jaipur as mentioned in Scope of Work.
LOA	Letter of Award – Letter from Corporation to selected Agency conveying selection and outlining the terms and rates for the work.
Bidder	The firm or company who 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 Metro stations & RSS of JMRC, Jaipur to be carried out as per the Scope of Work defined in this BID document.
CCA	Controller of Certifying Authorities.

### 1.2 POINTS TO BE NOTED

**1.2.1** The Bid papers consist of the following documents, along with their annexure, appendices, addenda and errata if any.

- **Volume - 1**

- Notice Inviting Bid (NIB)
- Instructions to Bidders (ITB)
- Special Conditions of Contract (SCC) (General and Technical)

- **Volume - 2**

- Specifications
- Schedule of works Annexure-A, B, C, D, E, F, G, H, I, J, K, L & M to Specifications
- General Conditions of Contract

- **Volume - 3**

- Bill of Quantities.

The Bidders may obtain or clarify further information in respect of these Bid documents from the office of **Executive Director (Operations), Jaipur Metro Rail Corporation Ltd., 4th Floor, Admin Building, Metro Depot, Bhargu Path, Mansarovar, Jaipur-302020, Email: [edop@jaipurmetrorail.in](mailto:edop@jaipurmetrorail.in)**

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.

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.

**1.2.2** Bidder is to carry out their self assessment in respect of their capacity in terms of manpower, machine and financial.

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

**(a) Initial Requirements:-The bidder should not have been debarred either by procuring entity or State Govt. in pursuance to the process of debarment specified in RTPPR, 2013.**

**(b) Work Experience :- (Physical requirement)**

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.350 lakh**. Bidder has to submit performance report of completed work. In case of Bidder has already worked for Jaipur Metro Rail Corporation Limited they have to submit performance report issued by Competent Authority, JMRC.

Or

(ii) Two similar successfully completed works each costing not less than the amount equal to **Rs.430 lakh**. Bidder has to submit performance report of completed work. In case of Bidder has already worked for Jaipur Metro Rail Corporation Limited, they have to submit performance report issued by Competent Authority, JMRC.

Or

(iii) One similar successfully completed work costing not less than the amount equal to **Rs.700 lakh**. Bidder has to submit performance report of completed work. In case of Bidder has already worked for Jaipur Metro Rail Corporation Limited, they have to submit performance report issued by Competent Authority, JMRC.

**(c) Financial Standing (Annual Turnover):**

The average annual turnover of applicant during last three audited financial years should not be less than **Rs. 350lakh**.

**(d)**The Bidder should have minimum five years experience of Mechanized Cleaning and housekeeping work in any Govt. Department/ Railways/ Metro organizations / PSU's / Autonomous Bodies or Airports (submit relevant documentary proof).

**(e)Definition of similar work:** -Mechanized Cleaning and housekeeping work in any Govt. Department/Railways/Metro organizations / PSU's / Autonomous Bodies or Airports.

**(f)**The Bidder should keep in consideration positive variation in BOQ permitted as per GCC and RTPPR-2013. Bidder should be able to take up additional similar work at short notice at the accepted rate for which he is to allocate his additional resources. Similarly the scope of work may also be reduced on account of actual field requirement or poor performance of the contractor and bidder shall have no right for any claims due to reduction in scope of work.

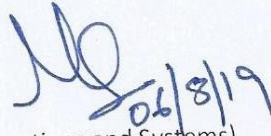
**(g) Other Eligibility Requirements:-**

Bidder should meet other eligibility requirements as per following –

S. No.	Eligibility criteria	Document To be Submitted
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 01.04.2014)	<p>A. Copy of Registration certification of the firm / partnership deed / Certificate of incorporation. Etc.</p> <p>B. Copy of Articles of Association &amp; Memorandum of Association (if applicable)</p> <p>C. Income Tax Registration (Copy of PAN Card)</p> <p>D. Copy of GST Registration number (along with copy of latest Challan and Return both)</p> <p>E. Profile of the firm including the related activities done in last five years along with copies of work orders.</p>
ii.	<p>The bidder should have the following registrations:</p> <p>a) Registration certificate and licence Number under Contract Labour (regulation &amp; Abolition) Act, 1970</p> <p>b) Under Employees' Provident Fund and Miscellaneous Provisions Act, 1952.</p> <p>c) Under Employees' State Insurance Act, 1948.</p> <p>d) GST Registration Certificate.</p>	<p>Enclose copy of below mentioned documents.</p> <p>A. Registration certificate for 'a', 'b', 'c' &amp; 'd'</p> <p>B. Copy of latest Challan and return both for 'b' and 'c' obtained in the name of Firm (not individual name).</p>

**Note:-**

- Bidder should be single entity only. JV/ consortium are not allowed in this bid.
- All uploaded documents need to be digitally signed, else such documents shall not be considered.

  
 Director (Operations and Systems),  
 Jaipur Metro Rail Corporation Ltd,  
 4<sup>th</sup> Floor, Admin Building, Metro Depot,  
 Bhargu path, Mansarovar, Jaipur-302020.



## SECTION 2

# 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 jali and Toilets etc. of the following areas: -

- a. Concourse,
- b. Platform,
- c. Passages,
- d. Circulating area,
- e. Pavement,
- f. Drains and Gutters,
- g. Roads,
- h. All rooms and other areas including corridors,
- i. Stair cases,
- j. Bath rooms and Toilets,
- k. Entry / Exit Areas,
- l. Property development Areas (as and when required).
- m. Any other station premises areas advised by Engineers in charge.

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

2.1.4 **Minor Plumbing work in the entire stations area is to be attended by the contractor and material for the same will be provided by Jaipur Metro Rail Corporation. One plumber is to be deputed in day shift for MSOR - CLJP section & one plumber is to be deputed in day shift for MRSN – BICP section within the given strength of Manpowers.**

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

2.1.6 Pest control, Mosquito control & Rodent control of the entire station area including all rooms one times in a month (Mosquito control is to be done as and when required).

2.1.7 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 all Automatic Fare collection equipments
- d. Cleaning of all Equipments available in Station Control Room, booking Office, Excess Fare Office
- e. Cleaning of Lifts
- f. Cleaning of Escalators
- g. Cleaning of portable fire extinguishers
- h. Cleaning of Telephones sets & accessories
- i. Cleaning of Computers and accessories
- j. Cleaning of Signage boards/ notice boards
- k. Cleaning of furniture provided in all rooms/ offices
- l. Cleaning of Office equipments

- m. Cleaning of Fire Hydrants, Fire panels, All type of pipes, Valves etc
  - n. Cleaning of All Switch Boards
  - o. Cleaning of Security equipments like Metal detectors, X-ray machines etc.
  - p. Cleaning of Automatic Hand Driers, Liquid Soap Dispensers etc.
  - q. Cleaning of all miscellaneous equipments as available or being provided from time to time.
- 2.2 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 Commencement.
- 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.

## SECTION 3

# BID PRICES AND SCHEDULE OF PAYMENT

### 3.1 Bid Prices

- 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 specified in Annexure-A to M of Specifications.
- b) The rates quoted by the Bidder is inclusive of all duties, bonus, taxes and other levies, materials, labour and uniform etc. **excluding GST**.

### 3.2 Schedule of Payment

The payment will be made against the bill on a monthly basis as per the accepted rates based on the activities carried out as in the Schedule of work Annexure-A to M of specifications of Bid document.

### 3.3 Terms & Process of Bill Payment

All the terms & conditions of the bills for payments purpose should be strictly complied with in accordance with the guidelines, issued by the competent authority from time to time.

# **INSTURCTIONS TO BIDDERS (ITB)**

**MECHANIZED CLEANING & HOUSEKEEPING CONTRACT FOR MANSAROVAR, NEW AATISH MARKET, VIVEK VIHAR, SHYAM NAGER, RAM NAGAR, CIVIL LINES, METRO RAILWAY STATION, SINDHI CAMP, CHANDPOLE(UG), CHHOTI CHAUPAR(UG), BADI CHAUPAR (UG) METRO STATION and RSS (MSOR & SICP).**

**INSTRUCTIONS TO BIDDERS (ITB)**

**1.0 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, statute, 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 and to provide the required information. Each page of the Bid Document (including General Conditions of Contract), 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 may 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. Bidder should be single entity only. JV/ consortium are not allowed in this bid.
- 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. The bidder should furnish the same within 7 days of receipt of query from JMRC. Any information received after stipulated date shall be liable to be rejected and bid evaluated on original information only.
- G. It should 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.
- H. 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 Performance/ Bid Security Amounts (if any available). Further the bidder may be blacklisted for participation in any future bid of JMRC.
- I. Bidders may remain in touch with the E-proc portal <https://www.eproc.rajasthan.gov.in> and JMRC's website [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in) or state procurement portal [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) for any kind of latest Information. Addendum, Clarification, etc.
- J. Bidders "Tender" and "Bid" have been used interchangeably in this Bid Document.

- K. Bidders are advised to read and make themselves conversant with provisions of Rajasthan Transparency in Public Procurement Act, 2012 & Rajasthan Transparency in Public Procurement Rules, 2013, which shall be the governing regulation for the procurement process.
- L. Bidders shall be required to submit declaration under Section 7 of RTPPA, 2012 as per Form-T-VII.

## 1.1 INTRODUCTION

Online Open Bids are invited from the interested & eligible Bidders for the Contract C&H-01/2019-20, Mechanized cleaning and housekeeping works of Mansarovar, New Aatish Market, Vivek Vihar, Shyam Nagar, Ram Nagar, Civil Lines, Metro Railway Station, Sindhi Camp, Chandpole (UG), Chhoti Chaupar(UG), Badi Chaupar(UG) Metro Stations and Receiving Sub-Station (Mansarovar & Sindhicamp).

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.

- **Volume- 1**
  - Notice Inviting Bid (NIB)
  - Instructions to Bidders (ITB)
  - Special Conditions of Contract (SCC)(General and Technical)
- **Volume-2**
  - Specifications
  - Schedule of works Annexure-A, B, C, D, E, F, G, H, I, J, K, L & M to Specifications
  - General Conditions of Contract
- **Volume-3**
  - Bill of Quantities

Bids shall be prepared and submitted in accordance with the instructions given herein.

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

**Executive Director (Operations), JMRC, 4th floor, Admin Building, Metro Depot, Bhriгу Path, Mansarovar, Jaipur-302020.**  
Email: edop@jaipurmetrorail.in

1.3 Some essential data/requirements pertaining to this Bid along with reference to Clause number of this volume where full details have been given are detailed below.

- a. "Bid Security" to be furnished by the Bidder (Clause 12.0 of ITB and Clause 1.1.2(c) of NIB):
- b. Last date for issuing amendment, if any \_\_\_\_\_
- c. Bids are to be submitted through online Bidding system of [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) only.
- d. Date of opening of the Bid package (Cause 17.0 of ITB and Clause 1.1.2(h) of NIB):  
\_\_\_\_\_ at \_\_\_\_\_
- e. Period for which the Bid is to be kept valid (Clause 11.1 of ITB): 120 days from the last date of submission of Bid.
- f. Period of commencement of work(Form A of ITB):7 days from the date of issue of Letter of commencement which may issue either with LOA or separately.
- g. Contract period (Form A of ITB): For 2 years.

**1.4 Who can Apply**

- 1.4.1 Bidder should be a single entity, either proprietorship/ partnership or a company registered with the Registrar of Companies, under the Indian Companies Act, 2013. Consortium or JVs are not allowed.
- 1.4.2 Bidder should have a valid registration with EPFO, ESIC, GST and under contract labour (Regulations and Abolition) Act, 1970.

**2.0 PRE QUALIFICATION REQUIREMENTS;**

**2.1 Minimum Eligibility Criteria.**

**(a) Work Experience :- (Physical requirement)**

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. 350 lakh**. Bidder has to submit performance report of completed work. In case of Bidder has already worked for Jaipur Metro Rail Corporation Limited they have to submit performance report issued by Competent Authority, JMRC.

Or

(ii) Two similar successfully completed works each costing not less than the amount equal to **Rs.430 lakh**. Bidder has to submit performance report of completed work. In case of Bidder has already worked for Jaipur Metro Rail Corporation Limited, they have to submit performance report issued by Competent Authority, JMRC.

Or

(iii) One similar successfully completed work costing not less than the amount equal to **Rs. 700 lakh**. Bidder has to submit performance report of completed work. In case of Bidder has already worked for Jaipur Metro Rail Corporation Limited, they have to submit performance report issued by Competent Authority, JMRC.

**(c) Financial Standing (Annual Turnover):**

The annual average turnover of applicant during last three audited financial years should not be less than Rs. **Rs. 350 lakh**.

**(d)** The Bidder should have minimum five years experience of Mechanized Cleaning and housekeeping work in any Govt. Department/ Railways/ Metro organizations / PSU's / Autonomous Bodies or Airports (submit details as per **Form T-I** and relevant documentary proof).

**(e) Definition of similar work:** - Mechanized Cleaning and housekeeping work in any Govt. Department/ Railways/ Metro organizations / PSU's / Autonomous Bodies or Airports.

**(f)** The Bidder should keep in consideration positive variation in BOQ permitted as per GCC and RTPPR-2013. Bidder should be able to take up additional similar work at short notice at the accepted rate for which he is to allocate his additional resources. Similarly the scope of

work may also be reduced on account of actual field requirement or poor performance of the contractor and bidder shall have no right for any claims due to reduction in scope of work.

**2.2 All tenders submitted shall include the following information:**

- 2.2.1 General information of the Bidder shall be furnished along with 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.
- 2.2.2 In the case of tender by a partnership firm, 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 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.
  - c. The partner 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 firm and the entire execution of the contract including payment shall be carried out exclusively through the partner In-charge of the firm.
- 2.3 The Bidder to qualify for award of Contract shall submit a written power of attorney authorizing the signatory to sign the tender document on behalf of the Bidder.
- 2.4 Each page of tender shall be signed by the authorized signatory of the Bidder. Power of Attorney in favour of the signatory will be required to be furnished.
- 2.5 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.
- 2.6 Any information found incorrect or suppressed, the tender may not be considered or contract will be cancelled without any financial claim/arbitration from the bidder. The applicant is required to certify in the statement placed at Appendix – IA of ITB.

**3.0 COST OF BIDDING**

- 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 Site information / schedule of works given in this Bid document is as per our requirements. The Bidder is advised to visit and examine the Site of Works and its surroundings at his cost and study the work requirement and note down all information that may be necessary for participating the Bid and entering into this 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 BID DOCUMENT (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 AMENDMENT TO BID DOCUMENTS**

- 6.1 At any time prior to the deadline for the submission of Bids, JMRC 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 will be available on web site and can be downloaded. The prospective bidder needs to keep himself updated by visiting the Jaipur Metro Rail Corporation website / [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) website 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 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**

- 8.0.1 Documents to be submitted by the Bidder under Bid package have been described in this clause. Also refer check list as per Appendix – I 'A' 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.
- 8.0.2 All documents issued for the purposes of Bidding 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.

### **8.0.3 BID PACKAGE**

For the purpose of selection of Bidder, the bid document is divided into two parts viz. the Technical Bid and the Financial Bid.

#### **8.1 Technical Bid**

- 8.1.1 The requirements for Technical Bid are as under:-

The bidder shall enclose digitally signed and stamped copy of the Bid Document **except BOQ**. Besides this all other associated/required documents shall be submitted duly numbered and digitally signed and stamped by the bidders. All applicable Annexure/ Performa shall be duly filled by the Bidder.

The scanned copy of instruments (i.e. BG/DD/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) GST Registration(along with copy of latest Challan and return both)
- 8.1.4 Each bidder 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-1 of ITB.
- 8.1.5 The bidder shall be required to enclose the Check List for submission of bid as in Appendix-1 'A' of the ITB.
- (a) Self Attested copy of the latest GST registration certificate and copy of Latest GST Return and Attested copy of PAN No. under income Tax Act is required to be submitted. In the absence of registration detail with GST department and PAN No etc first payment shall not be released.
  - (b) Bid documents as listed below:
    - I. Notice Inviting Bid
    - II. Instructions to Bidders.
    - III. Special Conditions of Contract
    - IV. Specifications
    - V. Jaipur Metro Rail Corporation's General Conditions of Contract
  - (c) The methods proposed to execute the activities covered in the Scope of Work, including such detailed information as deemed relevant.
  - (d) Bid Work Schedule

The detailed programme planned to carry out the activities as per frequency mentioned in Schedule of works Annexure- A to M of specifications.
  - (e) Experience record on 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 in **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
  - (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 number to be furnished, in the prescribed form (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 (**Form- A**).
- (j) Financial Record of the bidder (**Form-T-I**).
- (k) Certificate of compliance by the successful bidder (**Form-E**).

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

## **8.2 Financial Bid:-**

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

8.2.2 The prices shall be entered in the **BOQ template** as uploaded on the website. These prices should include all costs associated with the contract **except GST**.

## **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. No material deviations or reservations shall be permitted. Bid shall be deemed to comply with all the requirements in the Bid documents including employer's requirements irrespective of any mention to the contrary, anywhere else in the Bid.

9.2 The Rate and Prices quoted by the Bidder shall be applicable for the duration of the contract with no price variation clause on any items of BOQ on account of revision of Minimum Wages, PF, ESIC, Bonus, material etc. While quoting the price the bidder should account for cost of compliance to all statutory provisions namely Minimum Wages, PF, ESIC, Bonus, etc. as applicable from time to time during the contract period. However, on completion of one year execution of work, accepted BOQ rates will be increased by 5% for the second year of execution. If the contract period is extended beyond 2 years, the rates of second year will be applicable for the extended period.

9.3 The rate quoted shall be reasonable and not unbalanced. If the Procuring Entity comes across any unbalanced rates, he may require the Bidder to furnish detailed analysis to justify the same. If after its examination, the Procuring Entity 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 his confidential.

9.5 The Bidder should quote his rates in the Bid without taking into the consideration of GST. GST will be reimbursed on actual basis of claim.

9.7 GST, TDS 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 120 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 Procuring Entity 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 1.3 of ITB and 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/Demand Draft and Bank Guarantee of nationalized Bank in the name of Jaipur Metro Rail Corporation Ltd., 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 only after award the LOA of successful Bidder. 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. 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 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 Appendix – I'A' 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 schedules.
- (c) Supporting documents(scanned electronic copies)

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 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/ email, to reach the Procuring Entity 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 Bidders 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 Procuring Entity along with the issue of an Addendum/clarification on E-proc portal <https://www.eproc.rajasthan.gov.in> and JMRC's website [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in) or state procurement portal [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in).
- 14.3.5 Non attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder. Bidders, however, in their own interest are advised to associate with the pre-bid process to clarify any issues. Any material deviations/ reservations proposed by the bidders after pre-bid stage shall not be entertained.

**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 at the following address of JMRC before the scheduled date and time as per NIB.
- Executive Director (Operations), JMRC, 4th floor, Admin Building, Jaipur Metro Depot Bhrigu Path, Mansarovar, Jaipur-302020.**
- 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 in advance 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 should 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 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 Any Bid 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 i.e. acceptance of the terms and conditions therein, **along with scanned copy of all the required documents, DD/BC/BG with due Appendix-1 "A" 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, Performa, annexure(s) duly filled and signed.
- iii. Supporting documents to substantiate eligibility
- iv. Scanned copies of financial instruments (Cost of Bid Form, E-Bid Processing Fee & Bid Security)
- v. Any other documents, Bidder deem fit but NOT the Financial Bid/BOQ.

All such Forms 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 9.2 to 9.6 & 8.0 of ITB.

Utmost care should be taken to upload Financial Bid. Any change in the format of Financial Bid file shall render it unfit for bidding. Following Steps may be followed in submission of Financial Bid.

- i. Download format of financial bid in XLS format (Password protected file).
- ii. This XLS file is password protected file. Don't unprotect the file. Price has to be filled in this file and the same has to be uploaded.
- iii. Fill Bidder Name, percentage rate (Less/Excess) to the estimated cost in down loaded Financial Bid format as specified (in XLS format only) in green back ground cells. Don't fill in any other back ground cells.
- iv. Save filled copy of downloaded financial bid file in your computer and remember its name & location for uploading correct file (duly filled in) when required.

**(c) Submit the technical and Financial Bid Online**

**16.0 PHYSICAL SUBMISSION OF FINANCIAL INSTRUMENTS**

- i. Financial instruments (DD/BC/BG as applicable) must be submitted at the office of **Executive Director (Operations), JMRC, 4<sup>th</sup>Floor, Admin Building, Metro Depot, Bhrigu Path, Mansarovar, Jaipur-302020**. It shall be the responsibility of the Bidders to ensure that his financial instruments reach the designated place/office before the dead line for submission.
- ii. Financial instruments received after due date and time shall not be accepted.
- iii. JMRC will not be responsible for delay, loss or non receipt of Financial instruments **DD/BG/BC** etc by post or courier.
- iv. JMRC will not be responsible for financial instruments 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 its submission.

**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 the first stage, technical bid will be opened. The Bidders' names, the presence (or absence) of Cost of Bid Documents/ E-Bid Processing Fee and Bid Security, and other details proposed in covering letter, will be announced by the Bid Opening Committee at the time of opening or same shall be available at the web-site. The bid opening committee will prepare the summary report of bid opening.

**17.3 PRELIMINARY EXAMINATION OF BIDS**

The contents of the technical-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 disclosed to Bidders or other persons not officially concerned with such process.
- 18.2 Any effort by a Bidder to influence the Employer/Procuring Entity 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 Procuring Entity 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.

#### **20.0 DETERMINATION OF RESPONSIVENESS**

- 20.1 Prior to the detailed evaluation of Bids, the Procuring Entity 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.
- 20.3 If a Bid is not substantially responsive to the requirements of the Bid documents, it will be rejected by the Procuring Entity, 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 Procuring Entities to which of the Bids are not substantially responsive shall be final.

#### **21.0 EVALUATION OF BID**

- 21.1 The Employer will, keeping in view the contents of Clause 2.1 to 2.8 & 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 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.
- 21.4 Evaluation of financial proposal will be base on pricing schedule/quantities in Bill of Quantity (BOQ) and rates quoted. Any alteration in BOQ will not be given any cognizance.

- 21.5 The Procuring Entity 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.

## **22.0 CORRECTION OF ERRORS**

**DELETED**

## **23.0 AWARD OF CONTRACT**

**CRITERIA FOR AWARDDING OF TENDER**

- 23.1 Subject to Clause 9.3 and 21.0, Procuring Entity 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.

## **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 Procuring Entity 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 Procuring Entity 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 Procuring Entity duly acknowledged and signed by the authorized signatory, within **seven days** from the date of issue of LOA by him. No correspondence will be entertained by the Procuring Entity 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 Procuring Entity will promptly notify the unsuccessful Bidders and discharge / return their Bid securities.

## **26.0 SIGNING OF AGREEMENT**

- 26.1 The Procuring Entity shall prepare the Agreement in the Performa (**Form-D**) 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 Procuring Entity and the Bidder through their authorized signatories will be supplied by the Procuring Entity 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

## **27.0 PERFORMANCE SECURITY**

- 27.1 The successful Bidder shall furnish to the Procuring Entity a performance security in the form of a bank guarantee for an amount of **10%** 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-C**) 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 submit the required performance Security shall constitute sufficient grounds for the annulment of the award of Contract and forfeiture of the Bid Security.

## **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& Letter of commencement then the LOA shall be cancelled and the Bid security shall be forfeited.

## **29.0 CORRUPT & FRAUDULENT PRACTICES**

JMRC requires that the Bidders observe the highest standards of ethics during bidding and execution of this contract. In pursuance with this policy, the bidder shall be required to submit their compliance with the code of integrity and no conflict of interest as per **Form T-VI**.

## **30.0 GRIEVANCE/ REDRESSAL DURING PROCUREMENT PROCESS**

If any bidder or prospective bidder is aggrieved about a decision/ action/ omission of JMRC, he may file an appeal as per provisions of Section 38 of RTPPA, 2012. The relevant provisions of grievance redressal mechanism are provided in **Form-T-VIII**.

## APPENDIX – I 'A'

**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
<b>1.0</b>	<b>Bid Document Cost Details, if applicable</b>			
1.1	Bid Document Cost in the form of DD/BC	1.1.2.d of the NIB		
1.2	Name of Issuing Bank and Branch			
1.3	DD/BC No.			
1.4	DD/BC Date			
1.5	Value of DD/BC			
<b>2.0(a)</b>	<b>Bid Security Details</b>			
2.1(a)	Bid Security in the form of DD/BC/BG	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/BG No.			
2.4(a)	DD/BC/BG Date			
2.5(a)	Value of DD/BC/BG			
<b>2.0(b)</b>	<b>Processing Fee</b>			
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			
<b>3.0</b>	<b>Eligibility and Qualification of Bidder</b>			
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		
3.1.2	Whether registration with ROC enclosed for a Bidder being a company	As per ITB Document		
3.2	Bid is from Proprietorship/ Partnership firm	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 partnership firm has been submitted	As per ITB Document		
3.2.4	Partnership deed	As per ITB Document		
3.6	Whether registration with EPFO enclosed	As per ITB Document		
3.7	Whether registration with ESIC enclosed	As per ITB Document		
3.8	Whether registration with GST department enclosed	As per ITB Document		
3.9				
3.11	Form of Bid-Form A	As per ITB Document		
3.12	Form of Bank Guarantee For Bid	As per ITB Document		

	Security – Form B			
3.20	Financial Data Form T - I	As per ITB Document		
4.2	Whether copies of audited balance sheets for last 3 audited financial years have been submitted	1.3 c of the NIB		
3.17	Experience record – Form T - II	As per ITB Document		
	Whether self attested copies of client's work order and works completion certificates as proof of experience have been submitted.			
3.18	Deployment of Minimum Number of personnell 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		
3.22	INDEMNITY – Form T- V	As per ITB Document		
<b>4.0</b>	<b>Technical Proposal</b>			
4.1	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		
<b>5.0</b>	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		
<b>6.0</b>	<b>Whether online Financial Bid/BOQ in prescribed format has been submitted.</b>	As per ITB Document		

I/We have checked the above list with our submittal. The information submitted with the above documents is true & correct to the best of my/ our knowledge and belief. We are aware that if the Bid does not contain above documents or if the information contained in the above documents is found to be incorrect or suppressed, our bid is likely to be rejected by the Employer.

(Authorized Signatory)

## INDEX OF FORMS

### 1. PROFORMA OF FORMS – GENERAL

(Items (iii, iv& v) applicable only for successful Bidders)

S. No.	Details	FORM
i.	Form of Bid with Appendix	A
ii.	Form of Bank Guarantee for Bid Security	B
iii.	Form of performance Security (Guarantee) by Bank	C
iv.	Form of Agreement	D
v.	Certificate of compliance by Bidder	E

### 2. PROFORMA OF FORMS – TECHNICAL & FINANCIAL

S. No.	Details	FORM
i.	Financial Data	T – I
ii.	Experience Record	T – II
iii.	Resources Proposed for the Work- Personnel	T – III
iv.	Resources Proposed for the Work- Machinery & Equipment	T – IV
v.	Indemnity certificate and obligation/Compliance to be ensured by the Bidder	T – V
vi.	Compliance with the code of integrity and no conflict of interest	T – VI
vii.	Declaration by bidders regarding qualifications	T – VII
viii.	Grievance Redressal during Procurement Process	T – VIII

**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: As in the NIB Clause No. 1.1.1

To

**Managing Director, JAIPUR METRO RAIL CORPORATION LIMITED, 2nd floor,  
Admin Building, Metro Depot, Brighu Path, Mansarovar, Jaipur-302020.**

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.

1. We acknowledge that the Appendix forms an integral part of the Bid.
2. 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.
3. 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.
4. 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.
5. We agree to abide by this Bid for a minimum period of 120 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.
6. 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.

7. 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.
8. 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.
9. We understand that you are not bound to accept the lowest or any Bid you may receive.
10. 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.....2019

Signature.....

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

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

Address.....

Witness – Signature.....

Name.....

Address.....

Occupation.....



**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.)
- 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.

**FORM-B**  
**PAGE 2 of 2**

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& letter to Commence.
  - 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 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-C**  
**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) 2019 beings 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 \_\_\_\_\_ 2019 Between Jaipur Metro Rail Corporation Limited, 2<sup>nd</sup> 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 & letter of commencement.
  - (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-D**  
**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-D**  
**PAGE 3 of 3**

SIGNED, SEALED AND DELIVERED

By the said

by the said

Name\_\_\_\_\_ Name.....

On behalf of the Bidder in the presence : On behalf of the Employer in the presence of:

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-E**

[Refer clause 8.1.5(n) of ITB]

**CERTIFICATE OF COMPLIANCE BY CONTRACTOR**  
**(Cleaning & House Keeping Works)**

**Name of Contract:**

.....

**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 Challan for EPF/ESI deposited are enclosed herewith.
4. The payment has been made to the employees through bank or paid in presence of Station Superintendent as per Minimum Wages Act, 1948 (As per latest notification). The attached photocopy of ESI & EPF Challan has been verified from original.

**Station Superintendent: (Verified)**

**Signature of Bidder with Seal**



**FORM T-I****FINANCIAL DATA****[Refer Clause 2.1 (d) of ITB]****Total turnover during the period 2016-17, 2017-18 and 2018-19**

S. No.	Description	Year 2016-2017 (Rs. in Crore )	Year 2017-2018 (Rs. in Crore )	Year 2018-2019 (Rs. in Crore )
1	2	3	4	5
1	Total turnover			

**Note:**

**Attach self attested copies of the audited financial statements of the last three financial years.**

**FORM T-II****EXPERIENCE RECORD**

(Refer Clause 8.1.5 (f))

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 shall be submitted in above Proforma only.
- (ii) The details of work including the cost of the work and date of completion etc. should be supported by self attested copies 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.
- (iv) All the pages must be signed by the authorized signatory of the Bidder.

**FORM T-III**

(Refer Clause 8.1.5 (g))

**Deployment of Minimum Number of personnel for the Cleaning & Housekeeping works at stations.****A. Minimum qualification for category of personnel to be deployed :-**

S. No.	Category	Min. No. of Personnel	Educational Qualification		Experience	
			Required	Proposed	Required	Proposed
1	Team Leader	1(For all Stations)	Graduate		4 Years	
2	Manager	3(For 11 Stations)	Graduate/ Diploma		2 Years	
3	Supervisor	3(For each Station in each shift)	(10+2) Senior secondary		2Years	

**B. Minimum number of personnel along with proposed number:-****1. Mansarovar Station**

S. No.	Category	Min. No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Team leader	1	
2	Manager	1	
3	Supervisor	Morning-1 Evening-1 Night-1	
4	Housekeeper (Highly Skilled)	Morning-6 Evening-5 Night-4	

**2. New Aatish Market**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Supervisor	Morning-1 Evening-1 Night-1	
2	Housekeeper (Highly Skilled)	Morning-6 Evening-5 Night-4 (One Plumber included in this strength)	

**3. Vivek Vihar Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Supervisor	Morning-1 Evening-1 Night-1	
2	Housekeeper (Highly Skilled)	Morning-5 Evening-4 Night-4	

**4. Shyam Nagar Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Supervisor	Morning-1 Evening-1 Night-1	
2	Housekeeper (Highly Skilled)	Morning-5 Evening-4 Night-4	

**5. Ram Nagar Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Supervisor	Morning-1 Evening-1 Night-1	
2	Housekeeper (Highly Skilled)	Morning-5 Evening-4 Night-4	

**6. Civil lines Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Manager	1	
2	Supervisor	Morning-1 Evening-1 Night-1	
3	Housekeeper (Highly Skilled)	Morning-5 Evening-4 Night-4	

**7.Metro Railway Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Supervisor	Morning-1 Evening-1 Night-1	
2	Housekeeper (Highly Skilled)	Morning-6 Evening-5 Night-4	

**8.Sindhi Camp Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Supervisor	Morning-1 Evening-1 Night-1	
2	Housekeeper (Highly Skilled)	Morning-6 Evening-5 Night-4 (One Plumber included in this strength)	

**9.Chandpole Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Supervisor	Morning-1 Evening-1 Night-1	
2	Housekeeper (Highly Skilled)	Morning-6 Evening-5 Night-4	

**10. Chhoti Chaupar Metro Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Manager	1	
2	Supervisor	Morning-1 Evening-1 Night-1	
3	Housekeeper (Highly Skilled)	Morning-6 Evening-5 Night-4	

**11. Badi Chaupar Metro Station**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Supervisor	Morning-1 Evening-1 Night-1	
2	Housekeeper (Highly Skilled)	Morning-6 Evening-5 Night-4	

**12. Receiving Sub Station (Mansarovar)**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Housekeeper (Highly Skilled)	Morning-1 & Evening-1	

**13. Receiving Sub Station (Sindhi Camp)**

S. No.	Category	Min No. of personnel	Min No. of personnel proposed to be deployed (per day)
1	Housekeeper (Highly Skilled)	Morning-1 & Evening-1	

**NOTE:-**

- a. 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.
- b. No Negative Deviation in the Deployment of minimum number of personnel for mechanized cleaning and Housekeeping works shall be acceptable.
- c. 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.
- d. 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.
- e. The CVs of the Team Leader, Managers & Supervisors are to be submitted in the office of Executive Director (Operations) .
- f. The personnel should be smartly dressed in neat and clean uniforms having firm's logo. The uniforms and personal protective Equipments (e.g. Shoes, helmet, gloves etc) should be provided free of cost by the Bidder /Bidders.
- g. **The Contractor will be permitted to deploy additional manpower over and above the minimum stipulated manpower for that Station for a particular day to improve the cleaning standard or during special occasion. Such additional manpower provided may be offset to same number of shortfall of manpower for that station for that particular month with prior permission of Engineer In-charge.**

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

(Reference to clause No.8.1.5 (h))

<b>S. No. (a)</b>	<b>Type of Equipment (b)</b>	<b>Minimum No. of Machinery deployed (c)</b>	<b>Make (d)</b>	<b>Make of Company Proposal by bidder any two given in column 'd'</b>
1	Cold water High Pressure Jet	1	TASKI-DIVERSEY/ JHONSON/ KARCHER/ COMAC/ EUREKA FORBES (Specification Followed)	
2	Electrically operated walk Behind automatic scrubber dryer	1	TASKI-DIVERSEY/ JHONSON/ KARCHER/ COMAC/ EUREKA FORBES (Specification Followed)	
3	Single disc floor scrubbing machine	1	TASKI-DIVERSEY/ JHONSON/ KARCHER/ COMAC/ EUREKA FORBES (Specification Followed)	
4	Wet & Dry vacuum cleaner	1	TASKI-DIVERSEY/ JHONSON/ KARCHER/ COMAC/ EUREKA FORBES/ IPC (Specification Followed)	
5	Wet & Dry vacuum cleaner (Industrial/ heavy duty) for Track, Platform Drain channel cleaning and sucking of bird droops. As well as cleaning of cobweb in station premises .	1	TASKI-DIVERSEY/ JHONSON/ KARCHER/ COMAC/ EUREKA FORBES / IPC	
6	Escalator cleaning machine	1	HULK LOKPAL / ROSEMOR / WIZARD/ IPC	
7	Window glass/ steel/ FRP sheet cleaning kit with 30 feet extendable non-metallic telescopic pole (with extendable handle)	1	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	
8	Twin Bucket wet mopping trolley with wringer for Large Areas	2	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	
9	Complete Dry mopping system with swivel frame & non-metallic rod with microfiber base	1	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	



10	Complete wet mopping system with Kentucky mop head and non-metallic rod	1	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	
11	Complete Damp Mopping system with swivel frame and non-metallic rod and microfiber base	1	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	
12	Microfiber Cloth	As Required	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	
13	Floor Signage	2	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	
14	Carry Basket for carrying Housekeeping Utility/ Chemicals	4	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	
15	Covered Dustpan with Broom	2	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	
16	Floor Squeegee	2	TASKI-DIVERSY / UNGER/ KARCHER/ NEELKAMAL/ JHONSON	
17	Folding Ladder (up-to 15 feet) To enable a person to reach area above normally reachable height, for example roof, cable tray, false ceiling, lighting, billboards etc	2	General Item	
18	Biodegradable garbage bags To dispose of the garbage accumulated at the designated area, Dust Bins	As Required	General Item	
19	Queue Manager To enable real time cleaning/ cordoning area	As Required	General Item	
20	General items as required for cleaning Parking Lots like Broom, Pan, shovel etc	As Required	General Item	
21	Spatula, trench shovel	As Required	General Item	
22	Suitable Brushes (strip brushes) for escalator steps cleaning	As Required	General Item	

**Note:-**

1. Listed from S No. 1 to 6 shall be classified as machinery Items.
2. Items listed from S No. 7 to S No. 22 shall be classified as equipments.
3. Consumable spare parts for machines should be available with contractor. In case of Machines not working due to spare parts then penalty will be imposed as per SSC-Part-1 clause-15.
4. Electric Power supply Wire of sufficient length without joint must be available for each machine at each station for end to end working in station premises from the industrial sockets.
5. Connector for industrial socket should be provided by the contractor and sharing of power supply wires between machines shall not be permitted. Spares maintained for the same as per requirement. If a machine is found not working on this account, then penalty will be imposed as per SSC-Part-1 clause-15.

**FORM-T-V(A)**

**INDEMNITY**

**(To be filled by Bidder)**

(Refer clause 7.4 of SCC Part-2)

**I on behalf of M/s.....hereby agree and undertake that:**

- i) 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.**
- ii) I declare that 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 my staff financially or otherwise.**
- iii) I declare that M/s ..... shall bear all responsibility and liability regarding all types of claims raised by the staff deputed by me. Further, after completion of contract M/s. .... shall withdraw all staff from the site without any claim to compensation or employment whatsoever from Jaipur Metro Rail Corporation.**

**I hereby declare that I am authorized person on behalf of M/s.....for giving such declaration.**

.....  
**Name of Indemnifier**

.....  
**Signature of Indemnifier**

**Stamp/seal of the Indemnifier / Bidder**

**FORM-T-V (B)**

**INDEMNITY**

**(To be filled by Bidder staff individually)**

(Refer clause 7.4 of SCC Part-2)

**I, .....hereby agree and undertake that:**

- i) I have understood all the safety rules and procedures and I will abide by all safety rules and procedures.**
- ii) I understand that my employer M/s. .... shall bear all responsibility and liability regarding all types of claims raised by me and I will not claim any compensation or employment whatsoever from Jaipur Metro Rail Corporation.**

.....  
**Name of Indemnifier**

.....  
**Signature of Indemnifier**

.....  
**NAME OF BIDDER**

.....  
**SIGNATURE OF BIDDER**

**Form-T-VI**

(Refer clause 29.0 of ITB)

**Compliance with the Code of Integrity and No Conflict of interest**

I, on behalf of M/s. .... declare that I have understood and submit my compliance to the following provisions of RTPPR, 2013

"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.

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."

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

**Form-T-VII**

[Refer clause 1.0 (L) of ITB]

**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 declares 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:

**Form-T-VIII**

(Refer clause 30.0 of ITB)

**Grievance/ Redressal during Procurement Process**

The designation and address of the **First Appellate Authority is Chairman, Jaipur Metro Rail Corporation, Jaipur.**

The designation and address of the **Second Appellate Authority is Secretary (Budget), Finance Department, Govt. of Rajasthan, 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 (1) 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.

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

**Annexure to FORM-T-VIII**

(Refer clause 30.0 of ITB)

**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

## **SPECIAL CONDITIONS OF CONTRACT (SCC)**

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# **Special Condition of Contract Part-I**

# **PART-1**

## **SPECIAL CONDITIONS OF CONTRACT (GENERAL)**

### **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 to L as per specifications.

### **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 DEPLOYMENT OF MINIMUM ADEQUATE MANPOWER**

- 6.1 Bidder shall maintain the attendance Register for all the shift staff deployed for housekeeping work at each station. In case of short deployment of staff from minimum required manpower mentioned in Form T-III of Instructions to Bidders (ITB), a deduction equal to daily minimum wages applicable at the time shall be made from the monthly bill of the housekeeping agency. The minimum wages shall be calculated as provided in clause 25.1 of SCC Part-1.
- 6.2 The Contractor will be permitted to deploy additional manpower over and above the minimum stipulated manpower for that Station for a particular day to improve the cleaning standard or during special occasion. Such additional manpower provided will be offset to same number of shortfall of manpower for that station for that particular month with prior permission of Engineer In-charge.

**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. Bidder shall ensure to supply the material one month in advance at each station for further use during the period.

**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. cartons/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 sole responsibility of the Bidder and he will be liable to bear all financial, legal and operational liabilities resulting thereof.

**9.0 DUTIES, TAXES & LEVIES**

- 9.1 The rates quoted by the Bidder for all services i.e. manpower, machines and consumables shall be inclusive of all duties, taxes, fees and other levies except GST.
- 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 year 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 JMRC shall make arrangements for Water supply and Electricity necessary for the services.

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.

10.3 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**

14.1 The Bidder shall submit and get approved detailed working program by Engineer In-charges per the frequency shown in Schedule of work Annexure – A to M of specifications of Bid Document.

**15.0 PENALTY**

15.1 For poor quality of work i.e. improper cleaning, sanitation, non-disposal of garbage and drain blockage a spot fine for Rs. 1,000/- to Rs. 4,000/- can be imposed by Engineer- in-charge.

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 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.

- 15.4 Penalty shall be levied at the rate of Rs.250/- per day per machine in each case of short deployment of non-availability of machinery. Non-availability shall mean non-deployment of machinery or breakdown of deployed machine beyond 48 hours reported time.
- 15.5 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.
- 15.6 Summary of various penalties applicable is as follows:

SN	Type of Penalty	Amount of Penalty
1	Penalty for poor quality of work (Clause 15.1)	Spot fine Rs. 1,000/- to Rs. 4,000/- per station per day
2	Penalty for non performing of rodent treatment	Rs. 2,500/- per Station/ RSS per month
3	Penalty for short deployment / breakdown of machinery (Clause 15.4)	Rs. 250/- per day per machine
4	Theft case by bidder's employee (Clause 16.1)	Rs. 50,000/- plus recovery of cost of material
5	Penalty for delay in payment of salary to employees (Clause 21.6)	Rs. 10,000/- per incident (manpower)
6	Penalty for non compliance of labour laws and statutory obligations (Clause 21.7)	Rs. 5000/- per case

## 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 employee and staff. In case the employee is changed, then the Bidder shall inform Station Superintendent / Station controller and GM (O) 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 smoothed 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 e 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 MONTHLY PROGRESS REPORT**

The Bidder shall submit to the Engineer in charge a monthly progress report mentioning manpower employed, list of all serviceable major items of cleaning machinery and consumables etc.

**19.0 BRIEF SCOPE OF WORK**

DELETED.

**20.0 PROGRAMME OF WORK**

DELETED.

## **21.0 PAYMENT/ BONUS**

- 21.1 For the purpose of On-account payment, the Bidder shall submit detailed activities carried out as per BOQ recorded in Proforma, 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 are not carried out as per the schedule of work then the proportionate amount will be not be paid. In case of non-carrying out the work by the bidder, JMRC will be at liberty to get work done through an alternative agency. If the work is carried out through other agency under intimation to the Bidder, then the charges incurred on it will be deducted from the Bidder's bill as penalty for non-compliance.
- 21.4 The payment shall be made on a monthly basis for number 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. The contractor shall mandatorily submit certificate of compliance as per Proforma given in **Form-E** of ITB with monthly bill.
- 21.5 All ESI & PF Challan for the previous month have to be submitted along with the bills. In case of failure to submit these documents the payment shall be kept on hold till submission of above documents.
- 21.6 Bank Accounts of all the staff of the contractor have to be opened within first month of operation for crediting their salary. Without the proof of salary transfer to the respective accounts of the staff, no payment shall be made to the contractor. Payment must be released to the staff by 7th of every month. Any delay in this regard the contractor shall be liable to pay a penalty of Rs. 10,000/- per incident.
- 21.7 Compliance to all statutory obligations on labour laws shall be strictly ensured by the contractor. Any violation/ complaint received in this matter shall be liable for a penalty of Rs. 5000/- per case.
- 21.8 The contractor shall compulsorily pay Bonus to their staff as per provisions of Payment of Bonus Act-1965 and submit proof of payment on annual basis to Engineer In-charge.

## **22.0 BIDDER'S OFFICE**

The Bidder shall establish an office in the Municipal area of Jaipur in consultation with the Engineer's 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 MINIMUM WAGES**

- 25.1. Wages considered for the estimation purpose for the manpower is based on minimum wages circulated by Notification of Rajasthan government vide No. F5(6)/M.W./Labour/2000/Part/7182 notified on 06.03.2019. Accordingly, minimum wages worked out by JMRC for 4 categories of staff to be deployed for housekeeping work by the contractor is as under:-

S. No.	Emp. Category	Wages per Day
1	Staff (Highly Skilled)	299/-
2	Supervisor (20% higher of staff)	359/-
3	Manager (20% higher of supervisor)	431/-
4	Team Leader (20% higher of manager)	517/-

- 25.2 The minimum housekeeping staff required for each Station/ RSS is mentioned in Form T-III of ITB. The above wages shall be considered for calculation of deduction to be made from contractor's monthly bill for short deployment of manpower as mentioned in Clause 6.1 of SCC Part-1. In case of revision of minimum wages by Govt. of Rajasthan, the revised minimum wages as applicable shall be considered for deduction for short deployment of manpower.

#### **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 Manpower/staff in all the shifts.
- II. Availability of machines.
- III. Utilization of machine's
- IV. Stock details & utilization of Chemicals / Reagents at each station day wise.
- 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. Monthly Chemical & Machine status/record carried out as per schedule.

- VIII. A part from the above, the managers / supervisor/ Station Controller 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 minimum manpower as mentioned in Form T- III clause 8.1.5(g) of ITB 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) Aadhar 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 minimum number of Machinery & Equipments as mentioned in Form T IV clause 8.1.5(h) of ITB 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 commencement irrespective of approval of the same by the Employer.

**28.0 TOILET CLEANING**

- 28.1** The toilets should be kept clean & in hygienic condition. Toilets shall be **cleaned at every 2 hours interval. Regular check-sheet record of cleaning shall be maintained and displayed near the gate of the respective toilets.**

- 28.2 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. Clearing of drain pipe of toilets, urinals, steel drainages, gutters shall be the responsibility of housekeeping contractor's staff.

#### **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 DISPUTE RESOLUTION MECHANISM**

In case of any dispute arising during execution of the contract same shall be resolved through process of Conciliation and Arbitration as per provisions of Arbitration and Conciliation Act, 1996 along with latest amendments.

# **SPECIAL CONDITIONS OF CONTRACT PART-II**

## **Part – 2**

### **SPECIAL CONDITIONS OF CONTRACT (Technical)**

#### **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 to M of Specifications.
- 1.2 All major Cleaning and Housekeeping activities shall be carried out round the clock during operational or 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.
- 1.3 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 in a manner that all areas in the station always gives a perfect clean work.  
The tentative shift timings of stations are as follows. However as per Engineers in-charge shift timing may be changed as suggested by Engineer-in –Charge.
  - 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) 09:30hrs To 17.30 hrs – General shift (Team Leaders and Managers)

#### **2.0 CLEANING MATERIAL/DETERGENTS/REAGENTS:**

The environmental friendly cleaning reagents/detergents to the extent possible 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 & Equipments.**

#### **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 staff 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 personal protections equipment (Shoes, helmet, gloves etc) should be provided free of cost by the Bidders.

#### **5.0 COMMUNICATION FACILITY:**

- I. Contractor will provide the mobile phone with connection in ready to use condition to Team Leader and Managers for arrangements of cleaning activities at stations.
- II. Contractor will provide the mobile phone with connection in ready to use condition at each station with Supervisor. This 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/Letter of Commencement.
- 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 (Form T-V) 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 with JMRC LOGO, Plastic I-Card & Name badges are to be provided by the agency to worker/staff free of cost and no recovery from staff should be made for this.
- 10.2 Team Leader, Managers, Supervisors and Cleaning & Housekeeping staff shall wear neat & smart Uniform (Shirt, Pant and shoes etc.) with firm's logo on shirt. All Team Leaders, managers, Supervisors & housekeeping & cleaning staff shall be provided with name badges & Photo identity cards. Photo identity card shall be in laminated condition as approved by Engineers in-charge. A copy of the photo identity card will be submitted to the Employer having the colour photographs of the personnel and not the copy of photographs. Necessary personal protective Equipment's 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 TYPE OF MACHINES AND TECHNICAL SPECIFICATION**

- 11.1.1 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 (iv) KARCHER (v) IPC(vi)HULK LOKPAL
- 11.1.2 All the cleaning machines shall be provided according to specification mentioned. No reduction in the minimum number & specification of machines & equipment required to be deployed shall be accepted.
- 11.1.3 Brand New machines of latest model must be deployed in beginning/start of contract. Contractor shall submit the OEM certification that machine or equipment are genuine and procured from the said manufacturer.
- 11.1.4 Laminated sheets of 'DOS' & 'DONT'S' must be paste on the Machines in English and Hindi languages.
- 11.1.5 The above list is necessary however, if the bidder feels that to improve the quality of cleaning by deploying some additional machines or replacement of existing machine is to be introduced then same can be done with the permission of Engineer In-charge.

- 11.1.6 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 as per SCC Part-1 clause 37.7.
- 11.1.7 **Safety belt and other Personal Protective Equipment's** is to be used by housekeeping personnel for cleaning at height and where ever required. The same shall be provided by the housekeeping Contractor.

## 11.2 Cold Water High Pressure Jet

- 11.2.1 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.
- 11.2.2 Machine 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.
- 11.2.3 On pulling trigger the jet should start automatically immediately to provide maximum pump protection. Machine should have a wobble plate system to minimize moving elements and prevent wear & tear.
- 11.2.4 Machine should have a separate detergent tank with low pressure detergent suction through VENTURI effect, to lower the operating pressure of the machine. Detergent tank should be inbuilt.
- 11.2.5 The motor pump should have three ceramic pistons brass pump and machine have Glycerine pressure gauge display. Machine is equipped with 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. Machine RPM should be between 2500 to 3000 RPM (Min and Max respectively). Machine should have a pressure regulator installed to increase or decrease pressure base on surface type to prevent damage to the surface. Motor should be of 4 HP. Machine shall operate on single phase supply.

## 11.3 Electrically Operated Walk behind automatic Scrubber Dryer

- 11.3.1 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.
- 11.3.2 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. Machine 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.
- 11.3.3 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 equipment's if

hit by squeegee. The Squeegee should have a click mechanism for squeegee fixation. Squeegee can be easily removed / fixed with the click mechanism. Machine should have a direct suction i.e. no bends in the suction hose. It removes larger pieces of dirt without clogging. This results in better performance and reduced downtime

- 11.3.4 Machine 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.
- 11.3.5 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.
- 11.3.6 Brush Hood should be flexible and allow deflection. No cracks in case of mechanical impact. Ideal performance should be more than 1200 square meter per hour, so that entire area can be covered under the specified schedule. Scrubbing/buffing tool should be Disc Brush only.
- 11.3.7 Capacity of solution tank should be minimum 50 Liters and same should be of the recovery tank also. Machine shall be operated on single phase supply. Machine should have at least 25 meter cable length for working. Brush diameter 430mm with 165 rpm.

#### **11.4 Single Disc floor Scrubbing Machine**

- 11.4.1 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.
- 11.4.2 Machine should have closed handling, with ergonomic design which Gives protection to hands. Also, gives high electrical safety due to double insulation. Machine should have a floating pad drive to ensure a constant working pressure and enables the machine to be used on uneven floors.
- 11.4.3 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. Cable length should be at least 15 meter.
- 11.4.4 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.

#### **11.5 Wet and dry Vacuum cleaner**

- 11.5.1 This machine is required for all purpose picking up of coarse, fine, dry and damp dirt as well as water and other liquids from surface. To be used jointly with Single disc floor scrubbing machine.
- 11.5.2 Container capacity should be more than 20Liter in wet operation. Container capacity in dry operation should be more than 25Liter. Machine Container volume should be more than 45Liter.
- 11.5.3 Vacuum created should be 22KPa. Max air flow should be 60L/S. Cable length minimum 10m. Suction hose length should be more than 2.0m.
- 11.5.4 Must have Castors for easy and smooth portability.

**11.6 Wet and dry Vacuum cleaner(Industrial/Heavy duty)**

- 11.6.1 This Industrial Vacuum machine is required for track, Platform drainage, sucking of birds dropping, and cobwebs of station premises as well as water and other liquids from surface.
- 11.6.2 Machine Container volume should be more than 78Liter. Vacuum created should be 23.5 KPa. Max air flow should be 110Liter/Sec. Cable length minimum 7.5m. Suction hose length should be more than 2.5m. Wheels 2-fix wheels & 2-swivelling wheels.

**11.7 ESCALATOR CLEANING MACHINE**

- 11.7.1 This machine is required for escalator steps cleaning at stations. Operating width 450mm or compatible with the escalator steps. Machine shall be operated with single phase supply. Cable length shall be more than 10m. Roll Brush Motor power 120 Watt. Tank capacity is 20 Litre.

**12.0 List of Consumables, Spare parts of Machines required as per mentioned below**

- 12.1 The tentative list of Consumables, Spare parts are required for routine and smooth working of machine at stations for cleaning.

<b>List of Consumables, Spare parts required as per mentioned below</b>		
<b>S. No.</b>	<b>Machine Type</b>	<b>Spare Part required</b>
1	Cold water High Pressure Jet	Belt, Valve Kit Water Seal Kit, Oil Seal Kit, Hose Cover/ Distributor Coupling, Brush , etc.
2	Electrically operated walk Behind automatic scrubber dryer	Belt, Float compl, Castor compl, Wheel Poly-V-Belt, Coupling, Brush , etc.
3	Single disc floor scrubbing machine	Belt, Coupling, Brush, Pulley, Coupling Flange, Wheel Poly-V-Belt, etc.
4	Wet & Dry vacuum cleaner	Push Button, Filter disk, Float with bush, Hose, Angle Coupling, Squeegee with fix blades etc.
5	Wet & Dry vacuum cleaner (Industrial/ heavy duty) for Track, Platform Drain channel cleaning and sucking of bird droops. As well as cleaning of cobwebs in station premises.	Push Button, Filter disk, Float with Bush, Hose, Angle Coupling, Squeegee with Fix Blades, Pipe, etc.
6	Escalator cleaning machine	Belt, Coupling, Brush, etc.

**13.0 LIST OF SPECIFIED CHEMICALS & CONSUMABLES TO BE USED AT EACH STATION**

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	Aluminium Surfaces	J Flex Stride	Taski Diversey	1
5	Any Other Type of Surface except wooden and porous	J Flex Stride	Taski Diversey	1
6	Glass / mirror / Acrylic Surface	J Flex Glance (Ammoniated)	Taski Diversey	1.5
7	Steel Surfaces	Suma Inox	Taski Diversey	5
8	Floor Polish	TERRANOVA	Taski Diversey	2.5
9	Urinal & WC Cleaner & Sanitizer	TASKI R6	Taski Diversey	5
10	Scale marks remover	TASKI R9	Taski Diversey	0.5
11	Rust Remover & stubborn stain remover	Emeral Plus	Taski Diversey	0.5
12	Air Freshener	TASKI R5	Taski Diversey	5
13	Mosquito, Fly & General Insect repellent	FLYCO 20EC	Taski Diversey	0.3
14	Cockroach, Rat Control (Gel / Pads) (On every Fortnight)	Kilspot Nova & Rat Pads	Taski Diversey	6
15	Broom, Duster, Wipers, Bamboo, Cloths, Brushes, scorch bite & Other consumable items.	-----	-----	Full-fill the requirement of all station

**NOTE:-**

1. In case of no availability of these chemicals/ reagents alternative or equivalent chemicals may be used with prior approval of Engineer in-Charge. 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.

# VOLUME-2

## **1.0 SPECIFICATIONS FOR CLEANING & HOUSE-KEEPING ACTIVITIES**

- A). The Cleaning & Housekeeping of station buildings should be carried out as per frequency given in Annexure- A to M by using adequate number of specified machineries & equipment's. The bidder may have to use the suitable cleaning & washing Detergents/ Reagents etc. or as specified by JMRC.

### **B). CLEANING OF ARCHITECTURAL WORKS**

#### **i). 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 equipment's. The eco-friendly disinfectants detergents/ liquids shall be used. The machines/ equipment's and disinfectant detergents/ liquids should not destroy the surface of flooring. Cleaning and housekeeping operations shall not cause any damage to the buildings, equipment's, personnel etc. The concourse, platform passages area to be cleaned daily during non-operational hours (or as advised by Engineer's in-charge) 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.

#### **ii). 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 equipment's. While cleaning no damage should occur to the provided finishing works.

#### **iii). 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.

#### **iv). 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.

#### **v). 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 during cleaning.

**vi). 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.

**vii). 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. At the time of cleaning no damage to be occurred to the cleaning surfaces.

**viii). 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 Volt 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.

**ix). 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.

**x). 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.

**xi). Cleaning of D.G. Sets, room:**

Cleaning of D.G. sets, room floor are to be cleaned without causing any damage to connected panels, Battery chargers, Fuel tanks, Oil barrels etc by using suitable cleaning 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**.

**xii). Cleaning of Signalling, Equipments room:**

Cleaning of signalling room floor are to be cleaned without causing any damage by using suitable cleaning method. The Signalling rooms contain a lot of Electrical/Electronic Equipments, which should not be damaged.

**xiii). Cleaning of Telecom Equipments room:**

Cleaning of Telecom room floor are to be cleaned without causing any damage by using suitable cleaning method. The Telecom rooms contain a lot of Electrical/Electronic Equipments, which should not be damaged.

- 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.

**xiv). 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.

**xv). 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.

**xvi). Cleaning of All Equipments available in Fire fighting room(If available):**

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. If any accident occurs, shall be the sole responsibility of the bidder. No equipment should be damaged due to cleaning.

**xvii). Cleaning of Pump room:**

The Cleaning of 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. If any accident occurs, shall be the sole responsibility of the bidder. No equipment should be damaged due to cleaning.

**xviii). 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 glass from inside & outside are to be cleaned. All Safety precautions are to be taken while cleaning the Lifts.

**xix). Cleaning of Escalators:**

All Escalators are to be carefully cleaned. The Cleaning may need special cleaning procedure by using special hand brushes(Strip brushes). Window glass/ steel/ FRP sheet cleaning kit with 30 feet extendable non-metallic telescopic pole (with extendable handle) is to be used for cleaning of escalator glass and steel panel (balustrade). The cleaning should not cause any damage to the Escalators.

**xx). Cleaning of portable fire extinguishers:**

The portable fire extinguishers wherever available in the station building/premises area should to be kept in neat condition.

**xxi). 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 –A to M) 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.

**xxii). Cleaning of Cable Trays, Cable Trench Covers etc:**

Cable Trenches covers etc are to be cleaned by using suitable cleaning method.

**xxiii). 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.

**xxiv). 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 –A to M) by suitable

method. No data should be deleted or functioning of computer withheld due to clearing operations.

**xxv). 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.

**xxvi). 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.

**xxvii). Cleaning of Office equipments**

Different types of office equipments like Almirah's, Bookshelves, and Racks etc. are to be cleaned as per frequency given in the Schedule of work (Annexure –A to M).

**xxviii). 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.

**xxix). 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, odorizers etc 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. e. 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 overflow 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 panellize as specified

**xxx). Removal/disposal of garbage/debris/waste:**

The collected garbage/debris/waste shall be disposed off to the Jaipur Municipal Corporation approved location (dumping yard) by arranging vehicle at his end on daily basis and entry of this to be made with concerned station controller. This disposal should be done without causing inconvenience to anybody.

**xxxi). 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 work (Annexure – A, B, C, D, E, F, G, H, I, J, K, L & M). While cleaning proper care should be taken, so that no accident occurs. If any accident occurs then 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.

**xxxii). Cleaning of Drainage System of entire Station premises:**

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.

**xxxiii). 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.

**xxxiv). 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.

**xxxv). Cleaning of Lighting Fixtures & Accessories**

All type of lighting fixtures (In-door as well as Outdoor) provided in 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.

**xxxvi). Pest Control and rodent Control**

Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).

**xxxvii). Parking Area**

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

## **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 AC 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 for training of staff, competency certificate work in vicinity of 25 KV in specified Performa [Form-T-V(A)] 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	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform no. 1 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>b</b>	Cleaning of Platform no. 2 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>Group-II</b>	<b>MECHANISED CLEANING OF VARIOUS ROOMS AT ENTRY - 1 &amp; 2 (UNPAID AREA)</b>		
<b>a</b>	Cleaning of Mess Room, Security Room, Store room, EFO-31, Both side TOM, HK Room, & T.O. Rest Room / Baby Feeding Room (as available) etc..	Daily	<b>9.00%</b>
<b>b</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE (PAID AREA)</b>		
<b>a</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of All 4 Staircases of concourse to platforms including its hand railings	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Pillars, Steel Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of At Entry No.-1 (From Stair case to AFC gates, including galleries, Steel Railings/ PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of At Entry No.-2 (From Stair case to AFC gates & including galleries, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		



<b>a</b>	Dry and wet Cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT :</b>		
<b>a</b>	Male, Female, Handicapped toilets, water cooler area, Locker Room and Shaft	4 times in each shift	<b>8.00%</b>
<b>Group-VII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	Cleaning of all Escalators	Two times daily	<b>3.00%</b>
<b>b</b>	Cleaning of all Lifts	Daily	<b>2.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft , Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Bitumen surface	Daily	<b>2.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at Entry 1 & 2	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit)	Fortnight	<b>1.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-IX</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Cleaning of Doors of different Rooms, Shaft, and LDB panels, ATMs or other room suggested by Engineer's Possession In charge	Weekly	<b>0.50%</b>
<b>e</b>	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish in it.	Once in a month	<b>1.00%</b>

f	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
<b>Group-X</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) : -</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS) Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) : -</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) : -</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
Total			100.00%

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.

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

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform no. 1 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>b</b>	Cleaning of Platform no. 2 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>Group-II</b>	<b>MECHANISED CLEANING OF VARIOUS ROOMS AT ENTRY - 1 &amp; 2 (UNPAID AREA)</b>		
<b>a</b>	Cleaning of Mess Room, Security Room, Store room, EFO-31, Both side TOM, HK Room, & T.O. Rest Room / Baby Feeding Room (as available) etc..	Daily	<b>9.00%</b>
<b>b</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE (PAID AREA)</b>		
<b>a</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of All 4 Staircases of concourse to platforms including its hand railings	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Pillars, Steel Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of At Entry No.-1 (From Stair case to AFC gates, including galleries, Steel Railings/ PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of At Entry No.-2 (From Stair case to AFC gates & including galleries, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		

<b>a</b>	Dry and wet Cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT :</b>		
<b>a</b>	Male, Female, Handicapped toilets, water cooler area, Locker Room and Shaft	4 times in each shift	<b>8.00%</b>
<b>Group-VII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	Cleaning of all Escalators	Two times daily	<b>3.00%</b>
<b>b</b>	Cleaning of all Lifts	Daily	<b>2.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft , Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Bitumen surface	Daily	<b>2.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at Entry 1 & 2	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit)	Fortnight	<b>1.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-IX</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Cleaning of Doors of different Rooms, Shaft, and LDB panels, ATMs or other room suggested by Engineer's Possession In charge	Weekly	<b>0.50%</b>
<b>e</b>	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish in it.	Once in a month	<b>1.00%</b>

f	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
<b>Group-X</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) : -</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS) Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) : -</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) : -</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
Total			100.00%

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.

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

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform no. 1 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>b</b>	Cleaning of Platform no. 2 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>Group-II</b>	<b>MECHANISED CLEANING OF VARIOUS ROOMS AT ENTRY - 1 &amp; 2 (UNPAID AREA)</b>		
<b>a</b>	Cleaning of Mess Room, Security Room, Store room, EFO-31, Both side TOM, HK Room, & T.O. Rest Room / Baby Feeding Room (as available) etc..	Daily	<b>9.00%</b>
<b>b</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE (PAID AREA)</b>		
<b>a</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of All 4 Staircases of concourse to platforms including its hand railings	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Pillars, Steel Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of At Entry No.-1 (From Stair case to AFC gates, including galleries, Steel Railings/ PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of At Entry No.-2 (From Stair case to AFC gates & including galleries, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		

<b>a</b>	Dry and wet Cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT :</b>		
<b>a</b>	Male, Female, Handicapped toilets, water cooler area, Locker Room and Shaft	4 times in each shift	<b>8.00%</b>
<b>Group-VII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	Cleaning of all Escalators	Two times daily	<b>3.00%</b>
<b>b</b>	Cleaning of all Lifts	Daily	<b>2.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft , Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Bitumen surface	Daily	<b>2.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at Entry 1 & 2	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit)	Fortnight	<b>1.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-IX</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Cleaning of Doors of different Rooms, Shaft, and LDB panels, ATMs or other room suggested by Engineer's Possession In charge	Weekly	<b>0.50%</b>
<b>e</b>	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish in it.	Once in a month	<b>1.00%</b>

f	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
<b>Group-X</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) : -</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS) Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) : -</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) : -</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
Total			100.00%

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.



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

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform no. 1 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>b</b>	Cleaning of Platform no. 2 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>Group-II</b>	<b>MECHANISED CLEANING OF VARIOUS ROOMS AT ENTRY - 1 &amp; 2 (UNPAID AREA)</b>		
<b>a</b>	Cleaning of Mess Room, Security Room, Store room, EFO-31, Both side TOM, HK Room, & T.O. Rest Room / Baby Feeding Room (as available) etc..	Daily	<b>9.00%</b>
<b>b</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE (PAID AREA)</b>		
<b>a</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of All 4 Staircases of concourse to platforms including its hand railings	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Pillars, Steel Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of At Entry No.-1 (From Stair case to AFC gates, including galleries, Steel Railings/ PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of At Entry No.-2 (From Stair case to AFC gates & including galleries, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		

<b>a</b>	Dry and wet Cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT :</b>		
<b>a</b>	Male, Female, Handicapped toilets, water cooler area, Locker Room and Shaft	4 times in each shift	<b>8.00%</b>
<b>Group-VII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	Cleaning of all Escalators	Two times daily	<b>3.00%</b>
<b>b</b>	Cleaning of all Lifts	Daily	<b>2.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft , Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Bitumen surface	Daily	<b>2.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at Entry 1 & 2	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit)	Fortnight	<b>1.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-IX</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Cleaning of Doors of different Rooms, Shaft, and LDB panels, ATMs or other room suggested by Engineer's Possession In charge	Weekly	<b>0.50%</b>
<b>e</b>	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish in it.	Once in a month	<b>1.00%</b>

f	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
<b>Group-X</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) : -</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS) Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) : -</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) : -</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
Total			100.00%

**Note1.**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.

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

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform no. 1 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>b</b>	Cleaning of Platform no. 2 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>Group-II</b>	<b>MECHANISED CLEANING OF VARIOUS ROOMS AT ENTRY - 1 &amp; 2 (UNPAID AREA)</b>		
<b>a</b>	Cleaning of Mess Room, Security Room, Store room, EFO-31, Both side TOM, HK Room, & T.O. Rest Room / Baby Feeding Room (as available) etc..	Daily	<b>9.00%</b>
<b>b</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE (PAID AREA)</b>		
<b>a</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of All 4 Staircases of concourse to platforms including its hand railings	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Pillars, Steel Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of At Entry No.-1 (From Stair case to AFC gates, including galleries, Steel Railings/ PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of At Entry No.-2 (From Stair case to AFC gates & including galleries, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		

<b>a</b>	Dry and wet Cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT :</b>		
<b>a</b>	Male, Female, Handicapped toilets, water cooler area, Locker Room and Shaft	4 times in each shift	<b>8.00%</b>
<b>Group-VII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	Cleaning of all Escalators	Two times daily	<b>3.00%</b>
<b>b</b>	Cleaning of all Lifts	Daily	<b>2.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft , Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Bitumen surface	Daily	<b>2.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at Entry 1 & 2	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit)	Fortnight	<b>1.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-IX</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Cleaning of Doors of different Rooms, Shaft, and LDB panels, ATMs or other room suggested by Engineer's Possession In charge	Weekly	<b>0.50%</b>

e	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish in it.	Once in a month	1.00%
f	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
<b>Group-X</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) : -</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS) Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) : -</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) : -</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
<b>Total</b>			<b>100.00%</b>

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.

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

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform no. 1 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>b</b>	Cleaning of Platform no. 2 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>Group-II</b>	<b>MECHANISED CLEANING OF VARIOUS ROOMS AT ENTRY - 1 &amp; 2 (UNPAID AREA)</b>		
<b>a</b>	Cleaning of Mess Room, Security Room, Store room, EFO-31, Both side TOM, HK Room, & T.O. Rest Room / Baby Feeding Room (as available) etc..	Daily	<b>9.00%</b>
<b>b</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE (PAID AREA)</b>		
<b>a</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of All 4 Staircases of concourse to platforms including its hand railings	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Pillars, Steel Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of At Entry No.-1 (From Stair case to AFC gates, including galleries, Steel Railings/ PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of At Entry No.-2 (From Stair case to AFC gates & including galleries, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		

<b>a</b>	Dry and wet Cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT :</b>		
<b>a</b>	Male, Female, Handicapped toilets, water cooler area, Locker Room and Shaft	4 times in each shift	<b>8.00%</b>
<b>Group-VII</b>	<b>MECHANISED CLEANING OF LIFTS AND PAVEMENT AREA : -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft, Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of all Lifts	Daily	<b>3.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft , Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Bitumen surface	Daily	<b>2.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at Entry 1 & 2	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit)	Fortnight	<b>1.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-IX</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Cleaning of Doors of different Rooms, Shaft, and LDB panels, ATMs or other room suggested by Engineer's Possession In charge	Weekly	<b>0.50%</b>



e	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish in it.	Once in a month	1.00%
f	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
<b>Group-X</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) :-</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS) Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) :-</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) :-</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
Total			100.00%

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.

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

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform no. 1 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>b</b>	Cleaning of Platform no. 2 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>Group-II</b>	<b>MECHANISED CLEANING OF VARIOUS ROOMS AT ENTRY - 1 &amp; 2 (UNPAID AREA)</b>		
<b>a</b>	Cleaning of Mess Room, Security Room, Store room, EFO-31, Both side TOM, HK Room, & T.O. Rest Room / Baby Feeding Room (as available) etc..	Daily	<b>9.00%</b>
<b>b</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE (PAID AREA)</b>		
<b>a</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of All 4 Staircases of concourse to platforms including its hand railings	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Pillars, Steel Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of At Entry No.-1 (From Stair case to AFC gates, including galleries, Steel Railings/ PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of At Entry No.-2 (From Stair case to AFC gates & including galleries, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		

<b>a</b>	Dry and wet Cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT :</b>		
<b>a</b>	Male, Female, Handicapped toilets, water cooler area, Locker Room and Shaft	4 times in each shift	<b>8.00%</b>
<b>Group-VII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	Cleaning of all Escalators	Two times daily	<b>3.00%</b>
<b>b</b>	Cleaning of all Lifts	Daily	<b>2.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft , Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Bitumen surface	Daily	<b>2.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at Entry 1 & 2	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit)	Fortnight	<b>1.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-IX</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Cleaning of Doors of different Rooms, Shaft, and LDB panels, ATMs or other room suggested by Engineer's Possession In charge	Weekly	<b>0.50%</b>

e	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish in it.	Once in a month	1.00%
f	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
<b>Group-X</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) :-</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS) Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) :-</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) :-</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
<b>Total</b>			<b>100.00%</b>

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.

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

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform no. 1 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>b</b>	Cleaning of Platform no. 2 (Floor Area, Emergency Panel/Booth, Drainage & Steel Railing/ PVC hand railing )	Two times daily	<b>10.00%</b>
<b>Group-II</b>	<b>MECHANISED CLEANING OF VARIOUS ROOMS AT ENTRY - 1 &amp; 2 (UNPAID AREA)</b>		
<b>a</b>	Cleaning of Mess Room, Security Room, Store room, EFO-31, Both side TOM, HK Room, & T.O. Rest Room / Baby Feeding Room (as available) etc..	Daily	<b>9.00%</b>
<b>b</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE (PAID AREA)</b>		
<b>a</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of All 4 Staircases of concourse to platforms including its hand railings	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Pillars, Steel Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of FRP sheets at inner sides of concourse	Monthly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of At Entry No.-1 (From Stair case to AFC gates, including galleries, Steel Railings/ PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of At Entry No.-2 (From Stair case to AFC gates & including galleries, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		

<b>a</b>	Dry and wet Cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT :</b>		
<b>a</b>	Male, Female, Handicapped toilets, water cooler area, Locker Room and Shaft	4 times in each shift	<b>8.00%</b>
<b>Group-VII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	Cleaning of all Escalators	Two times daily	<b>3.00%</b>
<b>b</b>	Cleaning of all Lifts	Daily	<b>2.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft , Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Bitumen surface	Daily	<b>2.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at Entry 1 & 2	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit)	Fortnight	<b>1.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-IX</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Cleaning of Doors of different Rooms, Shaft, and LDB panels, ATMs or other room suggested by Engineer's Possession In charge	Weekly	<b>0.50%</b>

e	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish in it.	Once in a month	1.00%
f	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
<b>Group-X</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) :-</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS) Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) :-</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) :-</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
<b>Total</b>			<b>100.00%</b>

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.

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

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform no. 1 (Floor Area, Emergency Panel/Booth, wall, Drainage & Steel Railing/ PVC hand railing, Pillars and Others space on platforms )	Two times daily	<b>10.00%</b>
<b>b</b>	Cleaning of Platform no. 2 (Floor Area, Emergency Panel/Booth, wall, Drainage & Steel Railing/ PVC hand railing, Pillars and Others space on platforms )	Two times daily	<b>10.00%</b>
<b>c</b>	Cleaning of Station Controller Room with Equipments and furniture's and all other technical rooms floor	Daily	<b>3.00%</b>
<b>Group-II</b>	<b>MECHANISED CLEANING OF ROOMS AT ENTRY -1, 2 &amp; 3</b>		
<b>a</b>	Cleaning of Entry 1 & 2 floor area, EFO, TOM, Shafts, Stone jali, Walls, Steel hand railings, Mess Room, Security Room, Store room, HK Room & <b>Baby Feeding Room</b> (as available) etc..	Daily	<b>6.00%</b>
<b>b</b>	Cleaning of Entry 3 floor area, EFO, TOM, Shafts, Stone jali, Walls, Steel hand railings, Security Room, Store room & others Room (as available) etc..	Daily	<b>3.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING OF ROOMS AT CONCOURSE/PASSAGE</b>		
<b>a</b>	Cleaning of Walls, Pillars, Steel hand Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>b</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of All Staircases of concourse/passage to platforms including it's handrailings	Two times daily	<b>4.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of Entry No.-1&2 (From Stair case to AFC gates, including galleries, Bitumen surfaces, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of Entry No.-3 (From Stair case to AFC gates & including galleries, Bitumen surfaces, Steel Railings/PVC hand railing & Lift Lobby Shafts)	Two times daily	<b>4.00%</b>
<b>GROUP-V</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		
<b>a</b>	Cleaning of Dry and wet cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>Group-</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT : -</b>		



<b>VI</b>			
<b>a</b>	All Male, Female, Handicapped toilets, water cooler area, Locker Room and Shafts	4 times in each shift	<b>8.00%</b>
<b>Group-VII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	<b>Cleaning of all Escalators</b>	Two times daily	<b>3.00%</b>
<b>b</b>	<b>Cleaning of all Lifts</b>	Daily	<b>2.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft, Pavement Area and Circulating Area etc.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Rolling Shutters at Entry 1, 2 & 3	Daily	<b>2.00%</b>
<b>c</b>	Cleaning of Emergency fire Exit	Weekly	<b>1.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit) & Drainage System etc.	Fortnight	<b>3.00%</b>
<b>E</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-IX</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q- Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish in it.	Once in a month	<b>1.00%</b>
<b>e</b>	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	<b>1.00%</b>
<b>f</b>	Cleaning of Doors of different Rooms, Shaft, and ATMs or other room suggested by Engineer's Possession In charge	Weekly	<b>0.50%</b>
<b>Group-X</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) : -</b>		
<b>a</b>	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	<b>2.00%</b>
<b>b</b>	Cleaning of DG Set Room and Shutters	Two times in a month	<b>1.00%</b>
<b>c</b>	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	<b>1.00%</b>
<b>d</b>	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	<b>0.50%</b>
<b>e</b>	Cleaning of Auxiliary Supply System (ASS) Room & All Fire Hydrant Cabinets.	Weekly	<b>4.00%</b>
<b>f</b>	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	<b>0.50%</b>
<b>Group-XI</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) : -</b>		
<b>a</b>	Cleaning of Signaling Equipment Room, Telecom Equipment Room & Signaling UPS Room with Furniture	Once in a week	<b>2.00%</b>
<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF</b>			

Group- XII	STAFF) : -		
<b>a</b>	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	<b>1%</b>
<b>Total</b>			<b>100.00%</b>

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.

**ANNEXURE – J****Schedule of Cleaning and Housekeeping items at Chhoti Chaupar Metro Station**

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform (Floor Area, Panel, Emergency Booth, Drainage & Steel Railing/PVC hand railing, wall, Pillars and Others space on platforms )	Two times daily	<b>15.00%</b>
<b>b</b>	Cleaning of Emergency staircase and Fire Exits	Daily	<b>1.00%</b>
<b>GROUP-II</b>	<b>MECHANISED CLEANING OF ROOMS AT ENTRY -1, 2, 3 &amp; 4</b>		
<b>a</b>	Cleaning of Entry 1,2,3 & 4 floor area, EFO, TOM, Shafts, Stone jali, Walls, Steel hand railings, Mess Room, Security Room, Curator room, Store room, HK Room & <b>others Room</b> (as available) etc..	Daily	<b>8.00%</b>
<b>b</b>	Tunnel Ventilation Fan Room both sides	Fortnight	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE</b>		
<b>a</b>	Cleaning of All Staircases of passage to platforms including it's hand railings	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Walls, Pillars, Steel hand Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room, Station Manager Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of all other technical Room with Equipments and furniture's etc.	Weekly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING OF ART GALLERY AND OTHERS AREA BETWEEN GROUND AND CONCOURSE LEVEL: -</b>		
<b>a</b>	Cleaning of Art Gallery, Kund at ChhotiChaupar, Curator room, Security room and other Rooms if available between ground to concourse level.	Daily	<b>5.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of Entry No.-1, 2, 3 & 4 (From Stair case to AFC gates, including galleries, Steel Railings/PVC hand railing, Wall, Escalator Panels & Lift Lobby Shafts )	Two times daily	<b>8.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		

<b>a</b>	Cleaning of Dry and wet cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>GROUP-VII</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT : -</b>		
<b>a</b>	All Male, Female, Handicapped toilets, water cooler area, Locker Room and Shafts	4 times in each shift	<b>8.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	<b>Cleaning of all Escalators</b>	Two times daily	<b>3.00%</b>
<b>b</b>	<b>Cleaning of all Lifts</b>	Daily	<b>2.00%</b>
<b>Group-IX</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft, Bitumen surface, Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Emergency fire Exit	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at all Entry 1, 2, 3 & 4	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit) & Drainage System etc.	Fortnight	<b>2.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-X</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt and rubbish	Once in a month	<b>1.00%</b>

	in it.		
e	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
f	Cleaning of Doors of different Rooms, Shaft, and ATMs or other room suggested by Engineer's Possession In charge	Weekly	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) : -</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS 1 & 2), Including other area in Tunnel Vaentilation Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XII</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) : -</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XIII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) : -</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
<b>Total</b>			<b>100.00%</b>

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.

**ANNEXURE – K****Schedule of Cleaning and Housekeeping items at Badi Chaupar Metro Station**

Item No.	Description of items	Frequency	Percentage weightage
<b>GROUP-I</b>	<b>MECHANISED CLEANING OF PLATFORMS: -</b>		
<b>a</b>	Cleaning of Platform (Floor Area, Panel, Emergency Booth, Drainage & Steel Railing/PVC hand railing, wall, Pillars and Others space on platforms )	Two times daily	<b>15.00%</b>
<b>b</b>	Cleaning of Emergency staircase and Fire Exits	Daily	<b>1.00%</b>
<b>GROUP-II</b>	<b>MECHANISED CLEANING OF ROOMS AT ENTRY -1, 2, 3 &amp; 4</b>		
<b>a</b>	Cleaning of Entry 1,2,3 & 4 floor area, EFO, TOM, Shafts, Stone jali, Walls, Steel hand railings, Mess Room, Security Room, Curator room, Store room, HK Room & <b>others Room</b> (as available) etc..	Daily	<b>8.00%</b>
<b>b</b>	Tunnel Ventilation Fan Room both sides	Fortnight	<b>1.00%</b>
<b>Group-III</b>	<b>MECHANISED CLEANING AT CONCOURSE</b>		
<b>a</b>	Cleaning of All Staircases of passage to platforms including it's hand railings	Two times daily	<b>4.00%</b>
<b>b</b>	Cleaning of Floor area and other area etc.	Two times daily	<b>4.00%</b>
<b>c</b>	Cleaning of Walls, Pillars, Steel hand Railings, Drainage System & Shafts at Concourse level.	Daily	<b>3.00%</b>
<b>d</b>	Cleaning of Station Controller Room, Station Manager Room with Equipments and furniture's	Daily	<b>2.00%</b>
<b>e</b>	Cleaning of automatic fare collection system & Glass barriers adjacent to AFC gates	Daily	<b>2.00%</b>
<b>f</b>	Cleaning of all other technical Room with Equipments and furniture's etc.	Weekly	<b>1.00%</b>
<b>Group-IV</b>	<b>MECHANISED CLEANING OF ART GALLERY AND OTHERS AREA BETWEEN GROUND AND CONCOURSE LEVEL: -</b>		
<b>a</b>	Cleaning of Art Gallery, Kund at Chhoti Chaupar, Curator room, Security room and other Rooms if available between ground to concourse level.	Daily	<b>5.00%</b>
<b>Group-V</b>	<b>MECHANISED CLEANING FROM GROUND TO CONCOURSE : -</b>		
<b>a</b>	Cleaning of Entry No.-1, 2, 3 & 4 (From Stair case to AFC gates, including galleries, Steel Railings/PVC hand railing, Wall, Escalator Panels & Lift Lobby Shafts )	Two times daily	<b>8.00%</b>
<b>Group-VI</b>	<b>MECHANISED CLEANING OF TRACK &amp; ROOF: -</b>		

<b>a</b>	Cleaning of Dry and wet cleaning of Track Plinth within Station Boundary on Both Tracks	Weekly and as when required (under non operational hours provided power block is made available by JMRC).	<b>3.00%</b>
<b>b</b>	Cleaning of Roof ceiling and Roof Arches Cleaning	Monthly	<b>2.00%</b>
<b>GROUP-VII</b>	<b>MECHANISED CLEANING OF TOILETS AND WATER COOLER PIT : -</b>		
<b>a</b>	All Male, Female, Handicapped toilets, water cooler area, Locker Room and Shafts	4 times in each shift	<b>8.00%</b>
<b>Group-VIII</b>	<b>MECHANISED CLEANING OF ESCALATORS AND LIFTS: -</b>		
<b>a</b>	<b>Cleaning of all Escalators</b>	Two times daily	<b>3.00%</b>
<b>b</b>	<b>Cleaning of all Lifts</b>	Daily	<b>2.00%</b>
<b>Group-IX</b>	<b>MECHANISED CLEANING OF GROUND LEVEL: -</b>		
<b>a</b>	Cleaning of Lift Lobby, Lift Lobby Shaft, Bitumen surface, Pavement Area and Circulating Area	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Emergency fire Exit	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Rolling Shutters at all Entry 1, 2, 3 & 4	Daily	<b>2.00%</b>
<b>d</b>	Cleaning of Glasses at Roof and side wall of entries (Entry/Exit) & Drainage System etc.	Fortnight	<b>2.00%</b>
<b>e</b>	Cleaning of Parking Area including Tower Ground Base (as available)	Weekly	<b>3.00%</b>
<b>Group-X</b>	<b>Sign Boards/ Name Boards/Notice boards and Supply of items for wastage cleaning &amp; Disposal of wastage</b>		
<b>a</b>	Disposal of wastage garbage and providing of new garbage bags after cleaning/empty of Dust bins.	Daily	<b>2.00%</b>
<b>b</b>	Cleaning of Sign Boards/ Name Boards/Notice boards/ PA/PIDS/Master Clock	Daily	<b>1.00%</b>
<b>c</b>	Cleaning of Wheelchairs, stretchers, ladder, Q-Managers, frisking area and equipments	Daily	<b>0.50%</b>
<b>d</b>	Supply of dustbins and Bio-degradable garbage, disposal bags and disposal of waste garbage, dust, dirt	Once in a month	<b>1.00%</b>

	and rubbish in it.		
e	Cleaning of cable Trays, cable trench Covers, Cleaning of suspended ceiling, Cleaning of Ceramic/Stone Jali etc.	Once in a month	1.00%
f	Cleaning of Doors of different Rooms, Shaft, and ATMs or other room suggested by Engineer's Possession In charge	Weekly	0.50%
<b>Group-XI</b>	<b>MECHANISED CLEANING OF ELECTRICAL ITEMS (PREFERABLY IN PRESENCE OF E&amp;M STAFF) : -</b>		
a	Cleaning of floor area of Electrical UPS, Pump Rooms and their Equipments and Staircase with Railings	Two times in a month	2.00%
b	Cleaning of DG Set Room and Shutters	Two times in a month	1.00%
c	Cleaning of Indoor and External lighting fittings, Switch boards & accessories	Two times in a month	1.00%
d	Cleaning of Butterfly valves / landing valves/ internal hydrants/ piping of all types	Two times in a month	0.50%
e	Cleaning of Auxiliary Supply System (ASS 1 & 2), Including other area in Tunnel Ventilation Room & All Fire Hydrant Cabinets.	Weekly	4.00%
f	Cleaning of Fans/exhaust fans & Portable fire extinguishers	Once in a month	0.50%
<b>Group-XII</b>	<b>MECHANISED CLEANING OF S&amp;T ITEMS (PREFERABLY IN PRESENCE OF S&amp;T STAFF) : -</b>		
a	Cleaning of Signalling Equipment Room, Telecom Equipment Room & Signalling UPS Room with Furniture	Once in a week	2.00%
<b>Group-XIII</b>	<b>PEST, MOSQUITO/INSECT &amp; RODENT CONTROL (IN PRESENCE OF STAFF) : -</b>		
a	Pest control, Mosquito control & Rodent control of the entire each station area including all rooms once in a month (Mosquito/Insect control is to be done as and when required).	Monthly	1%
<b>Total</b>			<b>100.00%</b>

**Note:**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.



**ANNEXURE – L****Schedule of Cleaning and Housekeeping items at RSS (Mansarovar & Sindhi Camp)**

<b>Item No.</b>	<b>Description of items</b>	<b>Frequency</b>	<b>Percentage weightage</b>
<b>Group-I</b>	Cleaning of Floor Area, hand railing, wall, Pillars, doors and other space in Sub-Station except panels )	Daily	<b>100.00%</b>

**ANNEXURE – M****Schedule of Cleaning and Housekeeping items at RSS Sindhi camp)**

<b>Item No.</b>	<b>Description of items</b>	<b>Frequency</b>	<b>Percentage weightage</b>
<b>Group-I</b>	Cleaning of Floor Area, hand railing, wall, Pillars, doors and other space in Sub-Station except panels )	Daily	<b>100.00%</b>

**Note: Point No. 1 to 3 is for Annexure- L & M**

1. The approximate floor area for this station cleaning which includes Platforms, Concourse, Passage, Staircases, Entry/Exit and Rooms is approximately 8200 Sq. meters.
2. The items, quantities, frequency, percentage weightage shown in this Annexure are for the billing purpose for itemNo.-1 in BOQ of each station. The certification of these items/works shall be done on daily basis by concerned shift duty Station Controller and billing shall be done for the verified work only. It is advised that, Bidder should visit the site for assessment of work before quoting the rate.
3. The frequency of Mechanized cleaning in the table above is the minimum required. However, Jaipur Metro Rail Corporation representative may direct to representative of agency to clean a space area/equipment as per requirement to keep the station neat and clean. The agency shall arrange to carry out such cleaning work accordingly. No claims whatsoever will be entertained for such cleaning.