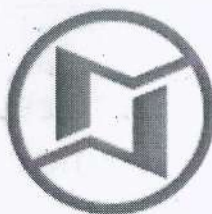


Tender No: JMRC/O&S/RS/2019-20/NIB/009

Price Rs. 5900



JAIPUR METRO

BID DOCUMENT

**HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING &
FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF
MANSAROVAR DEPOT**

Jaipur Metro Rail Corporation Limited
Directorate of Operations & Systems
Admin Building, Mansarovar Metro Train Depot,
Bhrigu Path, Mansarovar, Jaipur – 302020
Website: www.jaipurmetrorail.in
Email: edrs@jaipurmetrorail.in

A handwritten signature in blue ink, located at the bottom right of the page. The signature is stylized and appears to be a combination of letters and a flourish.

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NOTICE INVITING TENDERS

Dated: 20 FEB 2020

Jaipur Metro Rail Corporation (JMRC) Ltd. invites open online bids (two package system) for work **"CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT"**

KEY DETAILS

a)	Name of Work	HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT
b)	Approximate Estimated Cost of Work for two year (Contract price includes all taxes, duties, royalties, manpower, wages, ESI/PF etc.)	Rs. 1.30 Cr (Including GST@18% but excluding Bonus)
c)	Tender Security Amount	Rs. 2,60,000/- (Approximate 2% of the Estimated Cost) in favour of Jaipur Metro Rail Corporation as per Rule 42 of RTPPR-2013.
d)	Cost of Tender Form	Rs. 5000/- + GST@18 % (Rs.5900/-) in favour of Jaipur Metro Rail Corporation.
e)	Processing Fee	Rs.1000/-+ GST@18 % (Rs.1180/-) by Demand Draft / Bankers Cheque, payable in favour of MD, RISL, Jaipur.
f)	Online Tender Document Availability Period	From 1700 hrs 21.02.2020 Upto 1300 hrs 23.03.2020
g)	Date and Place of Pre Bid Conference	1130 hrs on 27.02.2020 Conference Room, Mansarovar Metro Train Depot, Bhargu path, Mansarovar Jaipur - 302020 Phone: 0141-2822105
h)	Last date for receiving queries/ clarifications	1700 hrs on 27.02.2020
i)	Up loading of Remarks of Metro Administration to the Issues raised in Pre bid conference.	1700 hours 28.02.2020 or Earlier
j)	Online submission start date	0900 hrs on 29.02.2020
k)	Last Date for online submission of Tender	1500 hrs on 23.03.2020
l)	Venue and Date of Physical Submission of Tender Cost,	Upto 15.00 hrs on 23.03.2020 (Financial Instruments should be submitted open and



	Bid Security and Processing Fee	checked well before submission) Office of ED (Rolling Stock), Room no 405, 4 th Floor, Admin Building, Mansarovar Metro Train Depot, Bhrigu path, Mansarovar Jaipur – 302020
m)	Time & Date of Opening of Online Technical Bid	1530 hrs on 23.03.2020
n)	Venue of Opening of Online Technical Bid	Office of The ED (Rolling Stock), Room no. 405, 4th Floor, Admin Building, Mansarovar Metro Train Depot, Bhrigu path, Mansarovar Jaipur – 302020
o)	Date, time and Venue for opening of Financial Bid of Technically qualified bidders.	Date, time and Venue of Financial Bid opening will be intimated to the Technically qualified bidders through letter/e-mail / phone
p)	Validity of Tender	120 days from the last date of submission of tender.
q)	Stipulated Date of Commencement of Work	Within seven days from the date of issue of "order to commence".
r)	Period of Completion	2 years from the stipulated date of commencement, extendable to a total period of 3 years or as per RTPPR-2013
s)	Performance Security	5% of the approved total contract price as per Rule 75 of RTPPR-2013
t)	Bonus should be paid at the rate of 8.33% or Rs 7000/- as per Clause 2.5.1 of Bid Document.	
u)	<p>Eligibility Conditions</p> <p>a) Work Experience: The bidder should essentially have 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 tenders are invited should be either of the following:</p> <p style="padding-left: 40px;">I. Three similar satisfactorily completed works each costing not less than the amount equal to approx 40% of the Estimated Cost.</p> <p style="text-align: center;">or</p> <p style="padding-left: 40px;">II. Two similar satisfactorily completed works each costing not less than the amount equal to approx 50% of the Estimated Cost.</p> <p style="text-align: center;">or</p> <p style="padding-left: 40px;">III. One similar satisfactorily completed work costing not less than the amount equal to approx 80% of the Estimated Cost.</p> <p>b) Financial Standing (Annual Turnover): The annual turnover (Audited) during each of last three financial years should not be less than 40% of the Estimated Cost.</p> <p>c) Definition of Similar work:- For consideration as an eligible 'similar work' for the purpose of experience, the listed work shall be considered only if it fulfils any of the following requirements in that work:</p>	

	<p>i. Experience in cleaning of a fleet of at least 10 metro/mono rail trains each of at least three cars and/or cleaning of a fleet of 5 airplanes.</p> <p>or</p> <p>ii. Mechanized cleaning of 'metro/mono rail train depots' and/or 'metro/mono rail stations' and/or 'metro/mono rail receiving/ Auxiliary Sub-stations' and /or' airports'/ or any Indian railways stations.</p> <p>or</p> <p>iii. Experience in Mechanized cleaning of at least 10 no's Railway A/C Passenger Trains.</p> <p>d) Tenderer should have valid GST registration certificate issued by competent authority.</p> <p>e) Applicant should have valid PAN certificate/ card issued by the Income Tax Deptt. of GOI.</p> <p>f) Applicant should have valid PF registration and ESI registration (at least before commencement of work).</p> <p>g) Tenderer should have valid ISO 9000/ 14001/ OHSAS 18001 certification.</p>
v)	<p>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.transport.rajasthan.gov.in/jmrc and state procurement portal i.e., www.sppp.raj.nic.in .</p> <p>Bidders who wish to participate in this bidding process must have registered on https://eproc.rajasthan.gov.in. To participate in online tenders, 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 outrightly.</p>

EXECUTIVE DIRECTOR (ROLLING STOCK)
Room no 405, 4th Floor, Admin Building,
Mansarovar Metro Train depot, Bhrigu path, Mansarovar,
Jaipur – 302020, Tel: 0141-2822105,
Email: edrs@jaipurmetrorail.in

1 INSTRUCTIONS TO TENDERERS¹

1.1 GENERAL

1.1.1 OBJECTIVE OF THE TENDER²

- 1.1.1.1 Jaipur Metro Rail Corporation Ltd., having its corporate office at Admin Building, Metro Depot, Bhriagu path, Mansarovar, Jaipur - 302020(hereinafter referred to as the 'Corporation' is a Special Purpose Vehicle (SPV) set up by the Government of Rajasthan undertaking as a wholly owned state enterprise for execution of the Jaipur Metro Rail Project.
- 1.1.1.2 The Phase-I A of the system, i.e., the East West Corridor A from Mansarovar to Chandpole consisting of 9 stations shall have an underground station at Chand pole.
- 1.1.1.3 Also, JMRC has Phase-I B of the system, i.e., the East West Corridor from Chandpole to Badi Chaupar, consisting of 2 Underground stations at Badi Chaupar and Choti Chaupar.
- 1.1.1.4 The maintenance depot of the entire Phase 1 (Phase IA and Phase IB) is situated at Mansarovar, and 10 train sets of four cars each are being operated between Mansarovar and Chandpole for the time being.
- 1.1.1.5 JMRC aims to provide a safe, comfortable and efficient transport system to its commuters. Cleanliness of the metro trains to international standards is of paramount importance. The depot which forms the hub of the maintenance activities shall also reflect this key philosophy.
- 1.1.1.6 Through this Tender, JMRC seeks to shortlist a reputed contractor with requisite qualifications mentioned in the Tender to undertake cleaning of the metro train and housekeeping of the maintenance depot of Phase - I.

1.1.2 INTRODUCTION

- 1.1.2.1 Sealed tenders are invited for the Tender No.' JMRC/O&S/RS/2019-20/NIB/009 ' for HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND

¹ The words 'Tenderer' or 'Bidder' have been used interchangeably in this document and refers to the definition of "Tenderer or Bidder" as defined at Clause 1.1.2.2 in the General Conditions of Contract (GCC) of Jaipur Metro Rail Corporation.

² 'Tender' and 'Bid' are used interchangeably in this document and refers to the definition of 'Tender' as defined at Clause 1.1.1.17 in the General Conditions of Contract (GCC) of Jaipur Metro Rail Corporation. Likewise, other forms of the word, e.g. 'Tendering' and 'Bidding' etc., have been used interchangeably.



HOUSEKEEPING OF MANSAROVAR DEPOT' by Jaipur Metro Rail Corporation Limited, hereinafter called the 'Employer', for Services in accordance with this Tender Package. The tender consist of the following documents, along with their Tables, appendices, addenda, corrigenda and errata if any.

- (i) Notice Inviting Tender (NIT)
- (ii) Instructions To Tenderers (ITT)
- (iii) Special Conditions of Contract (SCC)
- (iv) Technical Specifications and Scope of work
- (v) Technical Bid Formats
- (vi) Financial Bid - Bill of Quantities(BOQ)

Note:- Approved GCC and SHE Manual are uploaded and available on the JMRC website, By Signing the Bid document, firm agrees to accept the GCC and SHE. While framing the contract with the successful Bidder, the bidder shall sign the complete GCC and SHE document and submit it to the JMRC. The Contract will be governed by RTPPR 2013. Tenders shall be prepared and submitted in accordance with the instructions given herein.

1.1.2.2 Relevant address for correspondence relating to this tender is given below:

EXECUTIVE DIRECTOR (ROLLING STOCK)
Room no.405, 4th Floor, Admin Building,
Mansarovar Metro Train depot,
Bhrigu path, Mansarovar, Jaipur - 302020
Tel: +91-141-2822105, Email: edrs@jaipurmetrorail.in

1.1.2.3 Some essential data/requirements pertaining to this Tender along with reference to Clause numbers of this volume where full details have been given are detailed below

- a. 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.transport.rajasthan.gov.in/jmrc and state procurement portal i.e., www.sppp.raj.nic.in.
- b. Bidders who wish to participate in this Tendering process must register on <https://eproc.rajasthan.gov.in>. To participate in online tenders, as per Information Technology Act, 2000, tenderers 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.

1.1.3 QUALIFICATION REQUIREMENTS

1.1.3.1 ELIGIBILITY CRITERIA: Please refer key details s) of Notice Inviting Tenders.

1.1.3.2 Each agency shall submit only one tender either himself or as a partner / Lead Constituent in a joint venture/consortium for the work. The tenderer who submits more than one tender for the same work will be disqualified. All tenders submitted shall include all the information as desired herein.

1.1.3.3 General information of the tenderer shall be furnished in clause 4.7(Form T-1). Copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal place of business of the company, corporation, firm or partnership or if a joint venture including consortium, of each party thereto constituting tender will also be required to be furnished. All the group members in a joint venture will be jointly and severally responsible for the performance under the contract.

1.1.3.4 In the case of tenderer being a joint venture of two or more firms or companies as partners or as members of consortium as the case may be, joint venture data must be furnished in the format prescribed (clause 4.7 Form T-1) along with the documents as mentioned therein. The following requirements shall also be complied with.

- a. The tender, and, in the case of a successful tender, the Form of agreement, shall be individually signed so as to be legally binding on all partners/constituents as the case may be.
- b. In case of partnership, one of the partners shall be nominated as being in charge as lead or prime partner and this authorization shall be evident by submitting a power of attorney signed by the partner or legally authorized signatories of all the partners. In case of consortium, It will similarly authorize a person to be in-charge and this authorization shall be evident by a power of attorney in favour of that person.
- c. The partner in-charge or the person in-charge as aforesaid shall be authorized to incur liabilities and receive instructions for and on behalf of any and all the partners of the joint venture or constituents of the consortium and the entire execution of the contract including payment



shall be carried out exclusively through the partner in-charge of joint venture and person in-charge of a consortium.

- d. All partners of the joint venture or constituents of the consortium shall be liable jointly and severally for the execution of the contract in accordance with the contract terms and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the form of tender and the form of agreement (in case of a successful tender).
- e. In the event of default by any partner in the case of a joint venture and constituent in the case of a consortium in the execution of his part of the contract, the partner/person in-charge will have the authority to assign the work to any other party acceptable to the employer to ensure the execution of that part of the contract.
- f. A copy of the agreement entered into by the joint venture/consortium partners shall be submitted along with the tender.

1.1.3.5 In case the Tenderer is an Association, consortium or joint venture, the tenderer shall provide the following:

- a) The memorandum of understanding / joint venture agreement duly notarized indicating.
- b) Nomination of one of the members of the association, consortium or joint venture to be in-charge or lead member. This authorization shall be issued by the legally authorized signatories of all members of the association, consortium or joint venture.
- c) Details of the intended percentage participation given by each member, with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
- d) Each member of the association, consortium or joint venture shall be jointly and severally liable for the under taking of this contract.

1.1.3.6 The tenderers to qualify for award of contract shall submit a written power of attorney authorizing the signatory of the tender to commit the tenderer or each member of the partnership, consortium or joint venture.

1.1.3.7 Power of Attorney in favor of the signatory will be required to be furnished as detailed in Clause 1.4.6

1.1.3.8 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 tenderer to the Engineer and the Employer.

1.1.3.9 In the details of information submitted by the applicants at the stage of tender if any information found incorrect or suppressed, the tender may not be considered or contract will be cancelled without any financial claim/arbitration from the tender. The applicant is required to certify in the statement placed at Annexure-A (clause 4.16).

1.1.3.10 Each tenderer, or any associate will be required to confirm and declare in the tender submittal that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract. They will have to further confirm and declare in the submittal that no agency commission or any payment which may be construed as an agency commission has been, or will be paid and that tender price will not include any such amount.

1.1.4 COST OF TENDERING

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

1.1.5 SITE VISIT

1.1.5.1 Any site information / schedule of works given in this tender document are for guidance only. The tenderer is advised to visit and examine the Site of Works and its surroundings at his/their cost and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a Contract.

1.1.5.2 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 Tender. No claim on account of any reference to the site shall be considered after submission of bid.

1.2 TENDER DOCUMENTS

1.2.1 CONTENTS OF TENDER DOCUMENTS

1.2.1.1 The tenderer is expected to examine carefully all the contents of the tender documents 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 tenderer's own risk. Tenders, which are not responsive to the requirements of the tender documents, will be rejected.

1.2.2 AMENDMENT IN TENDER DOCUMENTS

- 1.2.2.1 At any time prior to the deadline for the submission of tenders, JMRC may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective tenderer, modify the tender documents by an amendment.
- 1.2.2.2 The said amendment in the form of an **addendum** will be uploaded on website only. All Bidders may remain in touch with the E-proc portal <https://www.eproc.rajasthan.gov.in> and JMRC's website <https://www.transport.rajasthan.gov.in/jmrc> or state procurement portal <https://www.sppp.raj.nic.in> for any kind of latest Information, Addendum, Clarification, etc.
- 1.2.2.3 In order to afford prospective tenderers reasonable time for preparing their tenders after taking into account such amendments, JMRC may, at his discretion, extend the deadline for the submission of tenders in accordance with clause 1.5 of ITT.
- 1.2.2.4 Any change in opening date etc shall only be intimated through website <https://www.eproc.rajasthan.gov.in>.

1.3 PREPARATION OF TENDERS

1.3.1 LANGUAGE OF TENDER

- 1.3.1.1 The tender prepared by the tenderer and all correspondence and documents relating to the tender exchanged between the tenderer and the Employer/Engineer shall be in the English language.

1.4 DOCUMENTS COMPRISING THE TENDER

1.4.1 TENDER PACKAGE

1.4.1.1 General:

Contractor must be agreed with the conditions as mentioned in Annexure-"A" (clause 4.16) (Obligation / Compliance to be ensured by Contractor). If contractor is not willing to comply for conditions as per annexure-"A"(clause 4.16), it will be considered as ineligible to participate.

1.4.1.2 A single-stage two envelope selection procedure shall be adopted. The tender is divided into two parts, viz. Technical Bid and Financial Bid:

1.4.1.2.1 **TECHNICAL BID:** This Part should contain the Technical Bid consisting of a pdf copy of this Tender Document with each page digitally signed by the Tenderer in acceptance of the terms and conditions therein, along with scanned copy of all the required documents, comprising the following:

a) Tender cost, bid security and processing fee

- i. These original Instruments should be submitted with forwarding letter mentioning the NIT No., Name of Work and particulars of these financial instruments.
- ii. At the backside of every instrument, firm needs to mention Name of Firm, NIT No. and Mobile No. of authorized signatory of the firm.
- iii. Scanned copy of Tender cost, Bid security and Processing Fee Instruments need to be submitted with the online tender and these original instruments are to be submitted as per schedule
- iv. If firm fails to submit the original instruments in the desired form and amount by the stipulated date and time then its Technical and Financial Bids shall not be opened and it shall be summarily rejected.
- v. If scanned copy of any or all of these instruments (i.e. Cost of Bid Form, Processing Fee and Bid Security) Submitted with Technical Bid does not match with the original instruments submitted by the firm then Technical and Financial Bids Submitted by the firm shall be liable for rejection.

b) Copy of the Bid Document - The bidder shall enclose digitally signed and stamped, (lead member in case of Consortium) copy of the Bid Document except the Financial Bid (BOQ). Tenders, digitally signed without any of the information desired in the prescribed formats will not be considered. Besides this all other associated / required documents shall be submitted duly numbered and digitally signed/ stamped by the bidders.

c) All applicable Annexures/Proformas shall be duly filled/submitted by the contractor as below:

	As per FORMATS
Letter of Tender with Appendix	A
Bank Guarantee for Tender Security	B
Statement of Deviations (Refer clause 4.3)	C
Format of Bank Guarantee for Performance Security	D
Form of Agreement	E
Power of Attorney	F
General Information & Joint Venture Data	T-I
Experience Record	T-II
Resources Proposed for the Work-Personnel	T-III
Resources Proposed for the work- Machinery & Equipment	T-IV
Financial Data	T-V
List of Indoor/outdoor plants	T-VII
Indemnity (By Contractor)	T-VIII
Indemnity (By Contractor's Staff)	T-IX
Format of Curriculum Vitae	T- X
Form of Bank Details For E-Payment	T-XI
Obligation/Compliance to be insured by contractor	Annexure A
Declaration by the bidder regarding qualifications	Annexure B
Grievance redressal during procurement process	Annexure C
Checklist of documents to be submitted with the tender	Annexure D

d) In case of a joint venture/consortium, information as required under clause 1.1.3.4, in respect of each partner/company including Forms T-II to T-V will be required to be furnished. Additional sheets may be used wherever necessary.

e) Documents as listed below:

- i. Notice Inviting Tender
- ii. Instructions to Tenderers
- iii. Special Conditions of Contract
- iv. Technical Specifications and Scope of Work

f) All such Annexures 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.

g) **NOTE:** PRICES SHALL BE INDICATED ONLY IN THE FINANCIAL BID (Envelope – II). **Price bid should NOT be indicated at any**

place in the Technical Bid, otherwise the Proposal shall be summarily rejected.

1.4.1.2.2 FINANCIAL BID – BILL OF QUANTITIES

- a) The Financial Bid shall be submitted online through the prescribed website as per the instructions on the webpage therein. The prices shall be submitted online in the Financial Bid Format given as **ANNEXURE E: FINANCIAL BID (BILL OF QUANTITIES)** of Tender enclosed. These prices should include all costs associated with the contract
- b) Utmost care 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, Rates for services shall be filled in relevant column 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.

1.4.1.3 Documents to be submitted by the tenderer under tender package have been described under the respective Clause 1.4.1. This list of documents has been prepared mainly for the convenience of the tenderer and any omission on the part of the Employer shall not absolve the tenderer of his responsibility of going through the various clauses in the Tender Documents including the specifications and to submit all the details specifically called for (or implied) in those clauses.

1.4.1.4 All documents issued for the purposes of tendering as described in this document and any amendment issued in accordance with Clause 1.2.2 shall be deemed as incorporated in the Tender.

1.4.2 TENDER PRICES

1.4.2.1 The tenderer is required to quote for all the items as per tender documents.

1.4.2.2 The rate and prices quoted by the tenderer will include all tax liabilities and the cost of insurance to this contract and shall be subject to adjustment during the performance of the Contract, to reflect variation in the cost of labor, material components, plant, and other general variations, in accordance with the procedure specified in Special

Conditions of Contract. The price adjustment provision will not be taken into consideration in tender evaluation.

- 1.4.2.3 The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor 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 contractor in respect thereof, which may arise.
- 1.4.2.4 The rate quoted shall be reasonable and balanced. If the Employer assesses the rates as unbalanced, he may require the tenderer to furnish detailed analysis to justify the same. If after its examination, the Employer still feels the rates to be unbalanced and/or unreasonable, the tender is liable to be rejected by the Employer.
- 1.4.2.5 The tenderer shall keep the contents of his tender and rates quoted by him confidential.
- 1.4.2.6 The tenderer shall as far as possible utilize Indian labor and staff and materials as approved by JMRC.

1.4.3 CURRENCIES OF THE TENDER

- 1.4.3.1 Tender prices shall be quoted in Indian Rupees (INR) only.

1.4.4 TENDER VALIDITY

- 1.4.4.1 The tender shall remain valid and open for acceptance for a period of 120 days from the Last date of submission of tender.
- 1.4.4.2 In exceptional circumstances, prior to expiry of the original tender validity period, the Employer/the Engineer may request the tenderers for a specified extension in the period of validity. The request and the response there to shall be made in writing or by fax or by email. A tenderer may refuse the request without forfeiting his tender security. A tenderer agreeing to the request, shall not be required or permitted to modify his tender but will be required to extend the validity of his tender security correspondingly.

1.4.5 TENDER SECURITY

- 1.4.5.1 The tenderer shall furnish, as tender security, an amount as mentioned in key details c) of Notice Inviting Tenders.
- 1.4.5.2 The tender security may be in the form of a Bank Guarantee from a Scheduled Commercial Bank based in India. The format of the Bank Guarantee shall be generally in accordance with the sample form of tender security (Form B) included in this volume of tender documents. Other formats may be permitted subject to the prior approval of the Employer. Bank guarantee shall be irrevocable and operative for a period not less than 30 days beyond the validity of the tender (150 days from the stipulated date of opening of tender). Tender Security may also be submitted in the form of Bankers cheque or Demand Draft in favor of Jaipur Metro Rail Corporation Ltd., payable at Jaipur. The Tender Security shall be endorsed/ pledged in favor of the Employer.



- 1.4.5.3 Any tender not accompanied by an acceptable tender security will be summarily rejected by the Employer / Engineer treating as non-responsive.
- 1.4.5.4 The tender securities of unsuccessful tenderers shall be discharged/ returned by the Employer as promptly as possible, but not later than 30 days after the expiration of the period of tender validity as defined in Clause 1.4.4. In this connection, Clause 1.6.3.3 may also be referred to.
- 1.4.5.5 The tender security of the successful tenderer shall be returned upon the tenderer executing the Contract Agreement after furnishing the required performance guarantee for performance, as mentioned in Clause 1.6.5.
- 1.4.5.6 The tender security shall be forfeited:
- a. If a tenderer withdraws its tender during the period of tender validity, or
 - b. If the tenderer does not accept the correction of its tendered price in terms of Clause 1.5.9 or
 - c. In the case of a successful tenderer, if it fails to:
 - i. Furnish the necessary performance guarantee for performance as per Clause 1.6.5 and/or
 - ii. Enter into the Contract within the time limit specified in Clause 1.6.4 No interest will be payable by the Employer on the tender security amount cited above.

1.4.6 FORMAT AND SIGNING OF TENDERS

- 1.4.6.1 If the tender 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.
- 1.4.6.2 If the tender is submitted by a firm in partnership, it shall be digitally 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 tender. Alternatively, it shall be signed by all the partners.
- 1.4.6.3 If the tender is submitted by a limited company or a limited corporation, it shall be digitally 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 tender.
- 1.4.6.4 If a tender is submitted by a joint venture or consortium of two or more firms, it shall submit complete information pertaining to each firm in the joint venture or consortium and state along with the tender as to which one of the firms shall have the responsibility for tendering and for completion and due performance of the Contract and also furnish evidence admissible in law in respect of the authority assigned to such

firm on behalf of the joint venture or consortium for tendering, completion and due performance of the Contract. Full information and satisfactory evidence pertaining to the participation of each member of the joint venture or consortium in the tender shall be furnished along with the tender. All members shall be jointly and severally responsible to the Employer. Provisions under Clause 1.1.3.2 may be referred to in this connection.

- 1.4.6.5 The documents required to be submitted by the Tenderer will be as described under Clause 1.4.1 herein.
- 1.4.6.6 The bidder shall enclose digitally signed and stamped, (lead member in case of Consortium) copy of the Bid Document except BOQ. Besides this all other associated / required documents shall be submitted duly numbered and digitally signed/ stamped by the bidders. All applicable Annexures/Proformas shall be duly filled by the contractor.
- 1.4.6.7 In case of all documents listed above, the person signing the documents shall be one who is duly authorized in writing by or for and on behalf of the Tenderer and/or by a Statute Attorney of the Tenderer. Such authority in writing in favour of the person signing the tender and/or notarized certified copy of the Power of Attorney as the case may be, shall be enclosed along with the tender.
- 1.4.6.8 The complete tender 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 tenderer. All amendments / corrections shall be initialed by the person signing the tender.
- 1.4.6.9 All witnesses and sureties shall be persons of status and probity and their full names, Occupations and addresses shall be written below their signatures.

1.5 SUBMISSION OF TENDERS

1.5.1 SEALING AND MARKING OF TENDERS

- 1.5.1.1 Online tenders will have to be digitally signed and submitted in a time stamped electronic sealed box on <http://eproc.rajasthan.gov.in>.
- 1.5.1.2 PREPARATION FOR ONLINE SUBMISSION:
 - 1.5.1.2.1 To participate in online bidding process, tenderers 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, safecrypt, Ncode, etc. Tenderers who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
 - 1.5.1.2.2 The tenderer should get himself registered on procurement portal (<https://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.

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

1.5.1.4 PRE-TENDER/PRE-BID CONFERENCE.

1.5.1.4.1 A Pre-Bid conference shall be held on the date and location given in key details h) of Notice Inviting Tenders.

1.5.1.4.2 The purpose of conference will be to clarify issues and to answer the question on any matters that may be raised at that stage.

1.5.1.4.3 The tenderer is requested to submit any question in writing or fax or email, to reach the employer not later than the last date of seeking clarification as mentioned in key details.

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

1.5.1.4.5 Non attendance at the Pre-tender/Pre-bid meeting will not be a cause for disqualification of a tenderer.

1.5.2 SUBMISSION OF TENDERS

1.5.2.1 The tenders will be submitted online only at web site <http://eproc.rajasthan.gov.in>. In no case tender will be submitted physically.

1.5.2.2 ON LINE SUBMISSION:-

1.5.2.2.1 Tenderer shall submit their tender in electronic format digitally signing the same. Tenderer (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 Financial Instruments (Cost of Bid Form, E-tender Processing Fee & Bid Security). However, the original financial instrument for Cost of Bid Form, E-tender Processing Fee & Bid Security should be submitted physically in tender box at the following address of JMRC by the scheduled date and time as per NIT.

Executive Director (Rolling Stock), Room no 405,
4th Floor, Admin Building, Mansarovar metro train depot,
Bhrigu path, Mansarovar, Jaipur - 302020
Tel: +91-141-2822105

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



- 1.5.2.2.3 The documents listed in ITT along with the addenda uploaded till the date of tender submission, shall be filled by the tenderer to bind the tenderer to the contract. All the pages of the tender and documents shall be digitally signed.
- 1.5.2.2.4 The uploaded documents for technical-bid or earnest money or tender fee or processing fee or any other document required for e-tendering cannot be changed after closing date of tender and same documents are to be produced in original physical form in the office whenever asked to do so.
- 1.5.2.2.5 Utmost care be taken to name the files /documents to be uploaded on portal. There should not be any special character or space in the name of file, only underscores are permissible. All Tenders in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totaling or other discrepancies or which contain over-writing in figures or words or corrections not digitally initialed/ initialed and dated, may be liable to rejection.
- 1.5.2.2.6 Tenders sent telegraphically or through other means of transmission (Email, Tele-fax etc.), which cannot be delivered in a sealed envelope, shall be treated as defective, invalid and shall stand rejected.
- 1.5.2.2.7 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.

1.5.3 LATE TENDERS

- 1.5.3.1 Any bid after prescribed date and time as per NIT, will not be received on website. JMRC will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid last minute issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.

1.5.4 TENDER OPENING AND PRELIMINARY EVALUATION

1.5.4.1 Tender Opening

- 1.5.4.1.1 The bids will be opened online on website at the time and date as per schedule specified in the Notice Inviting Bid 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. Participating bidders can view and access the outcome of technical bid online also. The tenders shall be opened in two stages. In first stage the pre-qualification bid shall be opened and evaluated. The financial part shall be opened of responsive tenderers pre-qualified by competent authority, at a later date, which will be informed to all responsive and pre-qualified tenderers.
- 1.5.4.1.2 In first stage, pre-bid of the tenders will be opened. The tenderers' names, the presence (or absence) of Earnest Money, and other details such as deviations proposed in Covering letter, financial & technical



eligibility etc. will be announced by the Tender Opening Committee at the time of opening or same shall be made available at the web-site.

1.5.4.2 Preliminary Examination of Bids

1.5.4.2.1 The contents of the pre-bid documents of the individual tenders will be examined summarily in order to assess their formal conformity and agreement with the instructions and guidance to the Tenderers and the completeness. Any tender not conforming to any of these requirements may be disqualified forthwith at the discretion of Jaipur Metro Rail Corporation.

1.5.4.2.2 Financial Bid of all technically qualified bidders, who qualify the technical evaluation will be opened on the date and time intimated to all such bidders separately by email. Tenderers are also advised to keep abreast of the website for announcement of the date.

1.5.5 PROCESS TO BE CONFIDENTIAL

1.5.5.1 Except the public opening of tender, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of Contract shall not be disclosed to tenderers or other persons not officially concerned with such process.

1.5.5.2 Any effort by a tenderer to influence the Employer/Engineer in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in the rejection of the tenderers tender.

1.5.6 CLARIFICATION OF TENDERS

1.5.6.1 To assist in the examination, evaluation and comparison of Tenders, the Engineer / Employer may ask tenderers individually for clarification of their tenders, including breakdowns of prices. The request for clarification and the response shall be in writing or telefax or email but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer during the evaluation of tenders in accordance with Clause 1.5.9 of ITT herein.

1.5.7 DETERMINATION OF RESPONSIVENESS

1.5.7.1 Prior to the detailed evaluation of tenders, the Engineer will determine whether each tender is responsive to the requirements of the tender documents.

1.5.7.2 For the purpose, a responsive tender is one, which conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. "Deviation" may include exceptions, exclusions & qualifications. A material deviation or reservation is one which affects in any substantial way the scope, quality, performance or administration of the works to be undertaken by the tenderer under the Contract, or which limits in any substantial way, the Employer's rights or the tenderers obligations under the Contract as provided for in the

Tender documents and / or is of an essential condition, the rectification of which would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders at reasonable price. Minor deviation may be brought out in Form C.

1.5.7.3 If a tender is not substantially responsive to the requirements of the tender documents, it will be rejected by the Employer, and will not subsequently be permitted to be made responsive by the tenderer by correction or withdrawal of the non-conformity or infirmity.

1.5.7.4 The decision of the Engineer/Employer as to which of the tenders are not substantially responsive or have impractical / methods or Programme for execution shall be final.

1.5.8 EVALUATION OF TENDER

1.5.8.1 The Employer will, keeping in view the contents of Clause 1.1.3 of ITT, carry out technical evaluation of submitted technical proposals to determine that the tenderer has a full comprehension of the work of the contract. Where a tenderer's technical submittal has a major inadequacy his tender will be considered to be non-compliant and will be rejected.

1.5.8.2 All technically acceptable tenders will be eligible for consideration of their financial proposals.

1.5.8.3 The evaluation of financial proposals by the Employer / Engineer will take into account, in addition to the tender amounts, the following factors:

- a. Arithmetical errors corrected by the Employer/Engineer in accordance with Clause 1.5.9
- b. Such other factors of administrative nature as the Employer / Engineer may consider having a potentially significant impact on contract execution, price and payments, including the effect of items or unit rates that are unbalanced or unrealistically priced.

1.5.8.4 Offers, deviations and other factors, which are in excess of the requirements of the tender documents or otherwise will result in the actual of unsolicited benefits to the Employer, shall not be taken into account in tender evaluation.

1.5.8.5 Price adjustment provisions applicable during the period of execution of the contract shall not be taken into account in tender evaluation.

1.5.9 CORRECTION OF ERRORS

1.5.9.1 Tenders determined to be technically acceptable after technical evaluation will be checked by the Engineer/ Employer for any arithmetical errors in computation and summation during financial evaluation. Errors will be corrected by the Employer / Engineer as follows:

- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will be consider;

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

1.5.9.2 If a tenderer does not accept the correction of errors as outlined above, his tender will be rejected and the tender security forfeited.

1.6 AWARD OF CONTRACT

1.6.1 AWARD CRITERIA

1.6.1.1 Subject to Clause 1.4.2.4 and 1.5.8 of ITT, the Employer will award, the Contract to the tenderer, whose tender has been determined to be substantially responsive, technically & financially suitable, complete and in accordance with the tender documents.

1.6.1.2 For price evaluation of tender, the Total Overall Cost as quoted for Train cleaning, out station standings and Depot housekeeping works will be considered.

1.6.1.3 In case there is tie in prices between two or more bidders, JMRC shall resort to negotiation with all such bidders whose prices are having "tie".

1.6.2 EMPLOYER'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS

1.6.2.1 Notwithstanding Clause 1.6.1, the Employer reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders, at any time prior to award of Contract, or to divide the Contract between/amongst tenderers without thereby incurring any liability to the affected tenderer or tenderers or any obligations to inform the affected tenderer or tenderers of the grounds for the Employer's action.

1.6.3 NOTIFICATION OF AWARD (LETTER OF ACCEPTANCE)

1.6.3.1 Prior to the expiry of the period of tender validity prescribed by the Engineer/Employer, the Engineer/Employer will notify the successful tenderer by Tele-fax or email, to be confirmed in writing by registered letter, that his tender has been accepted. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall name the sum which the Employer will pay to the Contractor in consideration of the execution, completion of the works by the Contractor 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 tenderer, who will return one copy to the Employer duly acknowledged and signed by the authorised signatory, within four days of receipt of the same by him. No correspondence will be entertained by the Employer from the unsuccessful Tenderers.

1.6.3.2 The Letter of Acceptance will constitute a part of the contract.

- 1.6.3.3 Upon "Letter of Acceptance" being signed and returned by the successful tenderer as per Clause 1.6.3.1 of ITT, the employer will promptly notify the unsuccessful tenderers and discharge / return their tender securities.

1.6.4 SIGNING OF AGREEMENT

- 1.6.4.1 The Employer shall prepare the Agreement in the Proforma (Form E) included in this Document, duly incorporating all the terms of agreement between the two parties. Within 45 days from the date of issue of the letter of acceptance, the successful tenderer will be required to execute the Contract Agreement. The performance security should be submitted immediately after issue of letter of acceptance but not later than the agreement is signed between the parties. One copy of the Agreement duly signed by the Employer and the contractor through their authorized signatories will be supplied by the Employer to the Contractor.
- 1.6.4.2 Prior to signing of the Contract Agreement, the successful tenderer shall submit the following documents within a period of 30 days from the date of issue of the Letter of Acceptance:
- a. Performance Security (Performance Guarantee)
 - b. Detailed Consortium or Joint Venture Agreement (duly signed and executed) incorporating:
 - i. Percentage Participation of each member/partner.
 - ii. Joint and several liability of the partners
 - c. Detailed proof (with name list) of compliance with PF and ESI regulations for each of the deployed staff.
 - d. Copy of Valid labor license obtained from the concerning authority.
 - e. Police Verification of each staff to be deployed.

1.6.5 PERFORMANCE SECURITY

- 1.6.5.1 The successful tenderer shall furnish to the Employer a security for an amount of 5% of the approved Contract Price, in accordance with RTPPR-2013. The Performance Security can be in the form of Bank Draft or Banker's Cheque or a bank guarantee of a Scheduled Bank. The Bank Guarantee has to be from a Scheduled Bank based in India and the Form of Performance Security (Form D clause 4.4) provided in this Volume shall be used. The Performance Security shall be furnished within the time limit specified in Clause 1.6.4.
- 1.6.5.2 Failure of the successful tenderer to comply with provisions shall constitute sufficient grounds for the annulment of the award of Contract and forfeiture of the tender security.

1.6.5.3 Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the tenderer.

1.6.6 CANCELLATION OF LETTER OF ACCEPTANCE (LOA) AND FORM OF TENDER

1.6.6.1 In case successful tenderer fails to commence the work (for whatsoever reasons) as per terms and conditions of tender after issuance of LOA then the LOA shall be cancelled and the Performance Security shall be forfeited.

1.7 CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TENDER

1.7.1.1 The tenderer is required to fill and submit documents as listed herein this document, but not limited to, the checklist at Annexure D.

2 SPECIAL CONDITIONS OF CONTRACT

2.1 GENERAL

2.1.1 REPRESENTATION ON WORKS

2.1.1.1 The contractor's team leader shall be the representative of contractor on site (shall be called team leader). The instructions given by the engineer or engineer's representative to team leader shall be complied immediately. The contractor shall not replace the team leader without permission of Engineer.

2.1.1.2 The contractor either himself or nominate the one representative senior to the team leader duly authorized to take decision on behalf of contractor (shall be called contractor's representative), to attend any exigency/emergency, to attend the meetings, to solve the miscellaneous issue of site etc.

2.1.2 Sub-Contractor

2.1.2.1 Sub-contracting of whole work or any part of work shall not be permitted in the contract. If it comes to the notice of employer that the work or part of work has been subcontracted the contract will be terminated and performance bank guarantee shall be forfeited and punitive action shall be initiated against the contractor.

2.1.3 Sufficiency of accepted Contract Amount

2.1.3.1 The Contractor shall be deemed to have satisfied himself as to the correctness and sufficiency of the Contract Price. Unless otherwise stated in the Contract, the Contract Price shall cover all his obligations



under the Contract and all things necessary for Execution and Completion of the Works with High Quality Level.

2.1.3.2 The contractor shall be deemed to have satisfied himself as the sufficiency of contract prices for the payments to employees towards compliance of minimum wages, PF & ESI, etc.

2.1.4 Equipment, Machinery and Plants

2.1.4.1 Contractor shall use machine of same make and model no. as specified in Tender Documents. However contractor can also propose and use the equivalent machine/higher model with approval of the engineer.

2.1.4.2 No tools, machinery, plant and equipment shall be supplied by the Employer except as mentioned in the Tender Document. The Contractor has to arrange all tools, equipment required for the work.

2.1.4.3 The plant, machinery and equipment brought for the execution of work, unless otherwise specified, shall be ownership of contractor. However contractor shall not remove such plant, machinery and equipment without permission of employers.

2.1.4.4 The Employer shall not, at any time, be liable for the loss or damage to any of the contractor's Plant, Machinery, Temporary Works or materials.

2.1.4.5 The Employer may assist (but is not obligated to) the Contractor, where required, in obtaining clearance through the Customs of Plant, materials and other things required for the Works.

2.1.4.6 If contractor failed to provide the machinery required for the execution and quality of work, the engineer at his discretion may purchase the machinery at the risk and cost of contractor.

2.1.4.7 The contractor shall carryout transportation of the consignment (equipment, machinery) only through common carriers duly registered under the relevant law.

2.1.5 Safety

2.1.5.1 Safety Requirements

- a) The premises are having High Voltage Over Head Electric Lines, High Voltage Equipment on Train and Depot, the movement of Trains in the depot, etc. which can cause major injury, electrocution, death to the personnel and thus requirements for safety observance are very high.
- b) The contractor shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard, the team leader, manager, and supervisor must ensure the observance of safety requirements by



themselves and Cleaning Staff. It shall be the sole responsibility of the contractor to adopt all the safety measures and deploy cleaning personnel who are adequately trained in safety.

- c) The contractor is responsible to ensure that necessary and adequate personal protective equipment are all the times available for the service personnel working. Contractor shall ensure to provide the Hi-Visibility/ Reflecting Jackets to all cleaning staff along with supervisor/ team leader/ manager.
- d) It shall be the contractor's sole responsibility to make aware all of contractor's staff with the DO'S and DONT'S is attached with the tender at clause No 3.1.6

2.1.5.2 Accidents

- a) If any accident occurs due to execution of work or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the Contractor.
- b) If any damage occurs to the structures/ material & equipment as well as rolling stock due to cleaning/polishing operations, the cost of damage will be recovered from the contractor's bill.
- c) The firm must maintain a "Zero Accident Record". In case of any major accident /fatality a penalty up to 20% of total contract value will be levied. This penalty will be addition to 10% penalty levied for poor performance.

2.1.5.3 Safety and Display of Signage

- a) Contractor shall adopt the necessary safety procedures to avoid any type of accidents to passengers, Employer's personnel, any other personnel and to avoid damages to employer's assets.
- b) The contractor shall display necessary signage with the approval of the Employer or his authorized representative. The type of signage will also be got approved from the Employer or his authorized representative.

2.1.5.4 Training on Safety

JMRC will provide one day training on safety to Cleaning supervisors and team leaders. Supervisors and Team leaders shall be responsible to provide this safety training to the deputed cleaning staff. Contractor shall submit the proof of this training to JMRC. Without this training and proper proof no staff will be deputed for work in JMRC.

2.1.6 Protection of the Environment

- 2.1.6.1 The contractor shall use the environment friendly cleaning chemical and material.

- 2.1.6.2 The disposal of garbage shall be in environment friendly manner with proper segregation of biodegradable and non-biodegradable waste. Govt. circular regarding restriction on use of Single use Plastic should be followed.
- 2.1.6.3 The garbage shall be collected in bags during cleaning and shall be disposed off by the contractor outside the depot area in JMC/JDA's disposal yard / scrap yard. Nothing shall be paid extra by Employer for this to the contractor.
- 2.1.6.4 The Contractor 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 Contractor shall observe the following instructions.
- 2.1.6.5 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 Contractor's expense. All work areas shall be smoothened and graded in a manner to confirm to natural appearance of the landscape as directed by the Engineer.
- 2.1.6.6 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 Contractor's cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the Engineer. Trees shall not be used for anchorage. The Contractor shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at Contractor's expenses.
- 2.1.6.7 In the conduct of cleaning activities and operation of equipment, the Contractor shall utilize such practicable methods and devices as are reasonably available to control, prevent and otherwise minimize air/noise/water pollution.
- 2.1.6.8 Separate payment shall not be made for complying with provisions and all cost shall be deemed to have been included in the price in the Bill of Quantities.
- 2.1.6.9 The contractor shall abide by the provisions of ISO 14001.

2.1.7 ELECTRICITY AND WATER



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

2.1.7.2 The contractor shall make his own arrangements to tap the Electricity from the nominated sockets / points. The contractor shall tap the Electricity as per IE Rules & IE Act (Latest) duly following all safety precautions. The contractor shall submit full scheme for the requirement of Electricity & water. If scheme mentions Electricity requirement which is beyond the capacity of the Employer, in that case the contractor shall make his own arrangements / alternative arrangements.

2.1.7.3 The Contractor should make his own arrangements to draw the water from the available water point to the working place in such a manner without affecting the premises.

2.1.7.4 The Contractor should make his own arrangements for Electricity and Water at its own cost, if the Employer fails to provide Electricity and Water supply due to technical or any other reasons beyond the control of the Employer.

2.1.8 Material

2.1.8.1 The contractor shall use the material, cleaning chemicals, and consumable as specified in the technical specification and scope of work. The Contractor has to arrange all material, cleaning reagents and consumables required for the work. The Contractor shall have to identify sources for supply of all such cleaning reagents and consumable material and get them approved by the Engineer before the use. The Contractor shall submit the sample to the Engineer and shall use them only after the sample is approved. Nothing extra shall be payable to the Contractor on this account.

2.1.9 Site Office and Store

2.1.9.1 The contractor shall be provided room in depot for making site office and for storage of contractor's material. If the space provided by the employer is insufficient, it shall be the responsibility of the Contractor to arrange at his own expense the required office or store room. The office and store room such provided/constructed shall only be used for site requirement not for any other purpose.

2.1.9.2 The contractor shall provide free access to the Engineer and the Engineer's Representative who will have right of inspection including that of instructing the Contractor to remove a particular material from the stores and not to use the same on the Works.

2.1.10 Security of the Site

- 2.1.10.1 The Police Verification shall be made available by the contractor for each and every staff of contractor. Without police verification no staff shall be permitted to enter the premises.
- 2.1.10.2 Security arrangements for the work shall be in accordance with general requirements and the Contractor shall confirm to such requirements and shall be held responsible for the action or inaction on the part of his staff, employees.
- 2.1.10.3 Contractor's employees and representatives shall wear Identification Badges (cards), uniforms, helmets, gum boots, Hi-visibility / Reflecting Jackets and other safety / protection wear as directed by In-charge and to be provided by the Contractor. Badges shall identify the Contractor and show the employee's name and number and shall be worn at all times while at site.
- 2.1.10.4 All vehicles used by the Contractor shall be clearly marked with the Contractor's name or identification mark.

2.1.11 Contractor's Operations on Site

- 2.1.11.1 All of the contractor's staff, supervisor, manager, and team leaders shall follow the rules and regulations, procedures in the depot premises. The contractor shall make aware all of his staff for the same.

2.2 STAFF AND LABOUR

2.2.1 Rates of Wages and Payment of Wages

- 2.2.1.1 The minimum wages considered for the purpose of this tender shall be as per the latest updated notification/ circular issued by Department of Labour, Government of Rajasthan, which may be referred on their website at <http://www.rajlabour.nic.in/>
- 2.2.1.2 The contractor shall pay the staff and labour as per this notification/ circular. However if the new notification/ circular is issued by the concerned authorities for revision of minimum wages during the currency or before finalization of the contract, the contractor shall be bound to implement the same immediately. The wages of Manager shall be 10% higher than the supervisor's and team leader's wages shall be 20% higher than supervisor's wages.
- 2.2.1.3 The Contractor will ensure to open bank accounts for each worker employed by him and his sub-contractors and all the payments to workers will be released through bank accounts.



2.2.2 Labour Law & Obligation of Contractor

2.2.2.1 In dealing with labour and employees, the Contractor shall comply fully with all laws and statutory regulations pertaining to engagement, payment and upkeep of the labour in India. Some of the obligations of the contractor are as below for the guidance of contractor.

- a) License for employing contract labour.
- b) Payment of wage on 7th of every month through bank only and same shall be verified by the nominated representative of employer in the compliance of Minimum wages Act.
- c) Providing First Aid facilities to contract workers at work sites,
- d) Maintain Register of workmen employed
- e) Issue employment card to contract workers
- f) Issue service certificate
- g) Maintain Muster Roll, Wage Register, Deduction Register and Overtime Register
- h) Send Half yearly return
- i) Regular health checks up of contract workers and maintaining health register under BOCW Act.
- j) Compliance of provisions of ESI, PF and Workmen compensation Act.
- k) To ensure treatment in case of accident/injuries suffered in performance of work including wages and compensation under WC Act.
- l) Send Accident report to Regional Labour Commissioner (RLC).
- m) Observance of working hours, weekly rest and overtime payment as per BOCW Act.
- n) To provide personal protection equipment viz. helmet, boots, reflective jackets at its own cost.

2.2.3 Provision of Efficient and Competent Staff

2.2.3.1 The personnel deployed for the cleaning operations should be qualified, trained, efficient, competent and quality conscious in the relevant work and have the knowledge of Cleaning and safety procedures.

2.2.3.2 Contractor shall submit the documentary evidence of formal training imparted to staff prior to deputing staff for train cleaning. The Training period of cleaning staff /Supervisor shall not be lower than 3 days.

2.2.4 Preservation of Peace and orderly conduct

2.2.4.1 The contractor shall be fully responsible to ensure the discipline, and orderly conduct among the staff deployed for work. Smoking & Consumption of Tobacco in any form is not allowed. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots.

2.2.4.2 The Engineer may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor's Representative, who in the opinion of the Engineer, persists in any misconduct, is incompetent or negligent in the performance of his duties, fails to conform with any provisions of the Contract, or persists in any conduct which is prejudicial to safety, health, or the protection of the environment. Any claim or dispute arises due to removal of such person shall have to be dealt only by the contractor and employer shall not be the party to such action in any case.

2.2.5 Labour to be Contractor's Employee

2.2.5.1 Labour deployed shall only be the contractor's employee. Deployment of labour hired through sub-contractor is not permitted. If any case of hiring of labour through sub-contractor comes to the notice of employer, then it shall be considered as the sub contracting of contract and action shall be initiated accordingly.

2.2.6 Police Verification

2.2.6.1 The contractor shall carryout antecedent check and the police verification of all of the staff and shall submit the same before deploying the staff. No justification of the contractor not submitting the police verification on account of delay by the police authority or otherwise shall be entertained.

2.2.7 Uniforms

2.2.7.1 All Managers, Supervisors, Cleaning and horticulture staff and representative of contractor shall wear neat and smart Uniform (Shirt, Pant, shoes etc.) with Firm's logo and JMRC Logo as per JMRC Policy. The personnel without uniform shall not be permitted in the premises and penalties shall be imposed on the contractor.



2.2.8 Photo Identity Cards

- 2.2.8.1 The contractor shall provide the photo identity cards to all of the contractor's staff (Contractor's Representative, Team Leaders, Managers, Supervisors, Cleaning and horticulture Staff). Before deputing the staff for cleaning a copy of the photo identity card will be submitted to the engineer. Staff without identity card shall not be permitted to enter in the premises.
- 2.2.8.2 Only with the permission of the engineer, Identity card shall be signed by either the contractor himself or contractor's representative and shall have the contractor's stamp. The identity card signed by any other person shall not be valid.
- 2.2.8.3 The photo has to be printed along with the other details on the paper and then laminated. The identity card having pasted photo shall not be valid. Before deputing the staff for cleaning a copy of the photo identity card will be submitted to the Employer.

2.2.9 Entry Exit Pass

- 2.2.9.1 The engineer shall provide the entry exit pass to the staff deputed after submittal of antecedent check, police verification, contractor's photo identity card and indemnity bond by the contractor.

2.2.10 COMMUNICATION FACILITIES TO STAFF

- 2.2.10.1 The contractor shall, at its own cost, provide the mobile phone communication facilities to contractor's Team Leader, Manager and Supervisors and the mobile number shall be provided to Engineer or JMRC i.e. employer.

2.3 WORK EXECUTION AND QUALITY CONTROL

2.3.1 Manner of execution

- 2.3.1.1 The contractor shall comply the schedules, procedures, methodology, work instruction given in technical specification and scope of work. The contractor shall use only the specified material and machines
- 2.3.1.2 If employer does not give cleaning and housekeeping procedures, the contractor shall give the cleaning and housekeeping procedures and the same shall be got approved by the Engineer. Contractor shall submit the detailed Cleaning procedures for all different type of cleaning and housekeeping.

2.3.2 Inspection

- 2.3.2.1 The contractor supervisor and manager shall supervise and monitor the quality of the work executed and fill up the check sheet and submit to the engineer's representatives. The engineer's representatives shall inspect and cross check the work for the quality and verify the work accordingly.
- 2.3.2.2 The engineer's representative shall also inspect and check for the compliance of contractor for the availability of proper and specified material, consumable, machinery, tools etc. The engineer representative shall also inspect and check compliance of contractor for the availability of sufficient manpower, all the staff in proper uniform and have the identity card, staff is disciplined, use of protective equipment, observance of safety etc . Any shortcoming noted during such inspection shall be rectified by the contractor immediately failing which the penalty shall be imposed.

2.3.3 Records

- 2.3.3.1 Contractor will have to maintain proper records of Cleaning, Wax polishing of Rolling Stock (Trains) and Cleaning & Housekeeping of depot premises, outstation standings for each activity. Similarly, Contractor will have to make a plan for Cleaning & Wax polishing of Rolling Stock and Cleaning & Housekeeping of depot premises, outstation standings as per direction of In-charge. Some of the records to be maintained are as follows:
- a. Deployment of manpower per day.
 - b. Availability of Machines/Plants/Equipment.
 - c. Stock details and utilization of Chemicals / Reagents / Detergents/consumables.
 - d. Check sheets for Details of Cleaning and Wax polishing of Rolling Stock (Trains) and Cleaning, Housekeeping and gardening of depot premises, outstation standings activities, carried per day as per cleaning schedule of work.
 - e. Monthly summary of work carried out in as per schedule of work
 - f. Monthly report submittal

2.4 TIME MANAGEMENT

2.4.1 Contract Period



2.4.1.1 The contract is for initially for 2 years. The contract shall be extended on the basis of satisfactory performance of the contractor for total period up to 3 years as per RTPPR-2013.

2.4.2 Depot Premises Work Timings

2.4.2.1 The tentative shift timings following in various JMRC offices are as follows: -

- 1) General shift : 0900 hrs to 1730 hrs (including lunch break from 1300 hrs to 1330 hrs.)
- 2) Morning Shift : 0630 hrs. to 1400 hrs.
- 3) Evening Shift : 1400 hrs. to 2130 hrs.
- 4) Night Shift : 2130 hrs. to 0630 hrs.

2.4.2.2 However based on actual need, contractor may need to work in one or more shifts and payments shall be made accordingly. The shift timings may be different for different buildings/ Premises. Similarly different buildings may work in one or more shifts.

2.4.2.3 In the case of morning shifts, the major portion of the cleaning should be completed by 8.30 hrs.

2.4.3 Train Cleaning and Wax Polishing Timing

2.4.3.1 The normal working hours for contractor for most of the all cleaning activities of the rolling stock i.e. daily cleaning, Internal/External heavy cleaning, wax polishing, Roof cleaning, Floor polishing, etc. in depot are expected to be from 21.00 hrs. to 06.00 hrs. Daily. However this activity may have to be done during day time also as per requirement.

2.4.3.2 Some of the activities shall also be done during day time depending upon the availability of train.

2.4.3.3 The working hours can be changed by JMRC on Sunday or holiday or other working days for cleaning/wax polishing of Rolling Stock after giving 8-hour prior intimation to the contractors.

2.4.3.4 Contractor shall use Industrial Wet & Dry Vacuum Cleaners and Portable Scrubbers during Internal Heavy Cleaning. With the Mechanized cleaning, it should be possible to complete the cleaning of a 4 car Train in 04 hours.

2.4.4 Suspension of work

2.4.4.1 *The work is of essential service required for the passenger. The suspension of work by the contractor or contractor's staff even for a single day may lead to heavy penalties on the contractor up to termination of contract and forfeiture of performance security.*

2.5 CONTRACT PRICE AND PAYMENT

2.5.1 The Contract Price

2.5.1.1 Contract Price, shall be inclusive of all taxes, duties, royalties etc. Nothing extra (except the GST as applicable) shall be payable over the quoted rates. However, Bonus will be paid over and above by the contractor and will be paid/Reimbursed by JMRC on submission of proof of distribution of Bonus to the H/K staff.

2.5.1.2 Bonus should be paid at the rate of 8.33% or Rs. 7000/- whichever is higher for 26 days in a month (yearly). Normally bonus may be distributed once in a year by the contractor. Bonus will be paid over and above to the wages paid to H/K staff and supervisors by the contractor and will be paid/Reimbursed by JMRC on submission of bills along with proof of distribution of Bonus to the H/K staff.

2.5.1.3 The Contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. He shall keep the Employer fully indemnified against liability of tax, interest, penalty etc., of the Contractor's in respect thereof, which may arise.

2.5.2 Price Variation

2.5.2.1 Any escalation in the minimum wages by Dept. of Labour, Government of Rajasthan shall be compensated with price variation formula as below.

Total quoted cost of work (without GST) = "TC"

2.5.2.2 *Total increased Labor Cost due to escalation in minimum wages (number of staff as per minimum specified in ITT Form T-III) "LC" = $365 \times \text{Number of Staff} \times (\text{revised minimum wage per day} - \text{present minimum wages per day})$, as per SCC clause 2.2.1)

2.5.2.3 Percentage Increase "P" = $(LC \times 100) / TC$

2.5.2.4 Revised rate of Activities shall be = Accepted rate of BOQ activities + $((\text{Accepted rate of BOQ activities} \times "P") / 100)$

2.5.2.5 Accepted rate of BOQ activities shall be the rates as in original LOA issued to the contractor at the time of award of contract. The revised rates shall be applicable w.e.f. the date of escalation of the minimum wages.

() Formula shall be applicable for individual categories of manpower separately and "LC" will be the sum of individual values.*

2.5.2.6 The tenderer should quote the rates considering current minimum wages & VDA etc as on "date" as well as periodical increase during the currency of contract.

2.5.3 Advance

2.5.3.1 No advance shall be paid.

2.5.4 On account payment Application for Interim Payment certificates

2.5.4.1 Payment shall be made monthly on submission of Bills by contractors separately for Depot and Rolling Stock and bill will be verified at concerned depot. The value of all work done in accordance with the Contract, and the amount which is finally due, and For the purpose of On-account payment, the contractor shall submit detailed activities carried out as per BOQ recorded in Measurement sheets, Abstract sheets along with recorded bill for the item actually executed for checking and payment. Payment will be effected based on unit rates as approved in the Bill of Quantities.

2.5.4.2 The contractor shall submit the check sheets, Service Sheets etc duly signed by the engineer's representative for work done.

2.5.4.3 If any activities are not carried out as per the schedule of work the proportionate amount will be deducted from the bill. If the work carried out through other agency under the intimation to contractor and the charges incurred on it will be deducted from the contractor's bill. In addition the applicable penalty will be levied as per Special Condition of Contract.

2.5.4.4 Contractor shall abide the Minimum Wages Act and JMRC representatives shall verify and/or witness all related payments.

2.5.5 Payment in Applicable Currencies

2.5.5.1 Payment shall be done in INR only.

2.6 PENALTY & DEDUCTION

2.6.1.1 Penalty for poor quality of work shall be imposed subject to max. of 10 % of Contract value. The decision regarding Penalty & Imposing Penalty shall be of JMRC. This is in addition to the proportional amount to be deducted for non-completion or not carrying out the work.

2.6.1.2 The firm must maintain a "Zero Accident Record". In case of any major accident /fatality a penalty up to 20% of the bill for the month in which the incidence taken place shall be imposed. This penalty will be addition to 10% penalty levied for poor performance.

- 2.6.1.3 If Team Leader, Manager, Supervisor, cleaning & Housekeeping staff, gardener are found absent or short, a deduction at the rate of equivalent to daily wage plus Rs 100/- per employee per day will be charged subject to the actual execution, completion and quality of work. The rate of wages shall be as per minimum wages rate as applicable to each category of staff as per S.C.C. Clause 2.2.1.
- 2.6.1.4 It should be clearly understood that if, total penalty and deductions in any one year of the contract exceeds 10% of the value of contract, the contractor will be blacklisted from JMRC for participation in the similar category of works.
- 2.6.1.5 If during inspection, the workers are not found in uniform, a penalty of Rs.50 per employee per day will be imposed.
- 2.6.1.6 If during inspection, the workers are not found in proper PPE (Personnel protective equipment) a penalty up to Rs.200 per employee per day will be imposed.
- 2.6.1.7 In case of unavailability of proper chemicals for described usage, penalty up to Rs. 500.00 per day will be imposed.
- 2.6.1.8 The Contractor shall co-ordinate his programme to the extent feasible with the programmers of other contractors to be engaged at the site or in the vicinity of the site, as furnished by the Engineer so that the works can be carryout as per the overall programme.
- 2.6.1.9 In case of unavailability of consumables e.g.; Naphthalene Ball, Room Freshener, Liquid Hand Wash, Machine consumables etc. a penalty of Rs 500/- per incident shall be imposed.
- 2.6.1.10 In case of unavailability or use of improper hand tools and tackles e.g.; wiper, mops, duster etc a penalty of Rs 500/- per incident shall be imposed.
- 2.6.1.11 In case of non-attendance of complaint, within 24 hrs, Rs.500.00 will be charged for each case.
- 2.6.1.12 In case of any damage done by any of the worker of the contractor to the property of the Employer, the actual amount will be recovered or the contractor shall repair / replace such damaged part at its own cost to the satisfaction of the Employer.
- 2.6.1.13 In case disposal of cleaning waste is not done by the contractor at the prescribed Jaipur Municipal Corporation (JMC) site, a penalty of Rs.500/- per incident will be imposed.

2.6.1.14 Breakdown time of any machine should not be more than **48 hours**. In case the machine is not made available or repaired for more than 07 days, Employer shall procure or get machine repaired at the risk and cost of contractor and the amount shall be deducted from contractor's bills or performance guarantee. The penalty beyond breakdown time of 48 hrs will be imposed as per the following table.

S.No.	Description of Machine	Penalty machine per day (Rs.)
1	Compact drier for under seat cleaner	100
2	Portable type Wet & Dry Vacuum cleaner for under seat cleaner (height 350mm)	100
3	Portable type Single Disc Mini Scrubber	100
4	Wax Polishing Machine	200
5	Glass cleaning tools with long handle	50
6	High rise ladders (non-conductive)	50
7	Grass cutting machine & Horticulture	100
8	Weed/Bush cutter machine	100
9	Battery operated Industrial drier cum scrubber for shop floor/office	300
10	Two bucket trolley system	50
11	Axe	20
12	Trowel	20
13	Spade with Wooden Handle	20
14	Wooden Handle Hedge Cutter	20
15	Hand Sickle with wooden handle	20
16	Garden Pipe 1/2 " (feet)	20
17	Scrubber brush for floor Scrubbing Machine	20
18	Cutter of Grass cutting machine	20
19	Cutter of weed/bush cutting machine	20
20	String for grass cutting machine Bundle	20
21	Petrol/Kerosene for Weed/Bush and grass	20

2.6.1.15 A number of activities are listed against BOQ items in "Technical specifications and scope of work". Contractor shall perform all the activities. If contractor does not perform all the activities, the proportional amount for the activities not performed shall be deducted. JMRC decision for amount to be deducted shall be final.

2.6.1.16 Verification of work shall be done in percentage term considering deployment of manpower, machinery, consumables etc. In case of any work of improper cleaning, due to short supervision, short deployment of man power / equipment/ machinery, consumables etc. as compared to requirement prescribed in the contract, only proportionate amount

shall be payable to the contractor as per BOQ JMRC decision for amount to be deducted shall be final .

2.6.1.17 The penalties as above shall not relieve the contractor from his obligation to execute the works or from any other of his obligations and liabilities under the contract.

2.6.1.18 Contractor performance shall be evaluated at the end of every year before extension of the contract for next year. If contractor performance does not found satisfactory the contract will not be extended for next year. Decision of JMRC will be final.

2.7 RISK AND RESPONSIBILITY

2.7.1 Indemnity

2.7.1.1 Contractor shall submit the indemnity bond (Form T-VIII & T-IX) such that the contractor's staff shall not claim of any type e.g.; payment, employment etc. with employer. After completion of contract the contractor shall withdraw all of his staff from the site without any claim.

2.7.2 Use and Care of Site

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

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

2.7.2.3 All Electrical and Electronic equipment shall be cleaned under the supervision of an authorized representative of JMRC.

2.7.2.4 The contractor shall clean only these areas of the Electrical / Electronic & other specified equipment which are either mentioned in the specifications or are permitted by the Employer or mentioned by the authorized representative of the Employer.

2.8 INSURANCE

2.8.1 Insurance for Workers

2.8.1.1 All of the contractor staff shall have to be covered under ESI. The contractor shall take insurance policy at his own cost as specified in the workmen's compensation act for the contractor's staffs those are not covered by the ESI.

2.8.2 Third party insurance



- 2.8.2.1 The Contractor shall insure against liability to third parties in the joint names of the Employer, the Contractor and Sub-contractors, (wherever applicable) for any loss, damage, death or bodily injury which may occur to any physical property (except things insured otherwise) or to any person (except persons insured by the employer, staff of other contractors working in the premises, contractor staff), which may arise out of the performance of the Contract. **The insurance shall be at least for the amount Rs.1,00,000 /- for each incident with number of incidence 10 per year.**

3 TECHNICAL SPECIFICATION AND SCOPE OF WORK

3.1 GENERAL

- 3.1.1.1 The cleaning/wax polishing of the train will be carried out when the train is stabled in the Inspection Shed, Washing line or stabling line at Depot, Stabling line at the terminal stations or as directed by the Engineer.
- 3.1.1.2 For monthly heavy wash, the washing line or location as directed by the Engineer shall be used.
- 3.1.1.3 All movement of Rolling Stock (coaches) where the cleaning/wax polishing is to be done and after cleaning/wax polishing shall be made by JMRC.
- 3.1.1.4 JMRC will arrange opening and closing the doors of coaches (trains).
- 3.1.1.5 All Electrical & electronic equipment shall be cleaned under the supervision of an authorized representative of the JMRC.
- 3.1.1.6 The contractor shall clean only these areas of the Electrical/ Electronic and other specified equipment, which are either mentioned in the specification or permitted by the Employer or mentioned by the authorized representative of the Engineer.
- 3.1.1.7 The proper record for the chemical and detergent used for cleaning shall be maintained by the contractor. The engineer's representative shall frequently monitor the consumption. The engineer on his discretion may advise to the contractor to handover the cleaning chemical and detergent to employer's store at site and get issued from there.
- 3.1.1.8 Cleaning of toilets at depot shall be done every 02 hrs or more and an inspection sheet shall be kept in the toilets.
- 3.1.1.9 Apart from the daily cleaning the heavy washing and deep cleaning activities with use of phenol, chemicals with the heavy cleaning machine shall be done every week in all the buildings.



3.1.1.10 The consumables eg; Air/Room Freshener, Naphthalene Balls, Odonizer, Urinal cubes. Tissue papers etc shall be provided in abundant and there shall be no shortage.

3.1.1.11 There are chemical substances with different reaction time (from few minutes to more than 24 hours). In any case the following substances shall not be used at all: gasoline / petrol, acetone, trichloroethylene and all the aggressive organic solvents (xylene, toluene, dichloroethylene, trichloroethylene, etc.) Also strong acids/alkaline are to be completely avoided (hydrochloric acid, formic acid, nitric acid, sulphuric acid, caustic soda, etc.).

3.1.1.12 The dilution suggested by supplier for the chemicals and cleaning reagents shall be followed.

3.1.2 SPECIFICATION FOR TRAIN CLEANING REAGENT

S. No	Name of Chemicals and Detergents	Make	Area of application
1	Tasky R 2	Johnson Diversy	Body Panel, Window Glass, Stainless Steel
2	Tasky R 3	Johnson Diversy	Window Glass
3	Tasky Spiral (F-11)	Johnson Diversy	Floor, Stainless Steel, Train Roof and Body
4	Rubbing Compound	3M	Body Side Interior Painted Surface
5	Wax foam Polish	3M	Body Side Interior Painted Surface
6	Methanol, Ethanol, Isopropanol	Medical grade methanol of standard firm	All Places except these product can cause any damage
7	D 7 or Glow side		Stainless Steel Grab Pole and Bar, Seat
8	Gum Remover	Taski Johnson Diversy	For chewing gum
9	Jontec Resitol	Johnson Diversy	Floor

3.1.3 SPECIFICATION FOR DEPOT CLEANING CONSUMABLE

3.1.3.1 The contractor shall submit the details of consumable he intend to use for approval of engineer. The consumable shall be branded and of high quality and specification in general to be followed as below. Engineer may reject the proposed consumable by the contractor and direct contractor a particular item at his discretion, the contractor shall follow



the engineer direction. The quantity shall be as desired by the engineer according to site and work requirement.

- | | | |
|--------|---|----------------------------------|
| I) | Liquid Hand Wash | - Dettol |
| II) | Tissue paper box | - Maple |
| III) | Air/Room Freshener | - Premium |
| IV) | Naphthalene Balls | - |
| V) | Odonizer | - Odonil etc |
| VI) | Toilet Cleaner | - Harpic |
| VII) | Urinal cube | - Dabur A-1 |
| VIII) | Urinal Mat | - |
| IX) | Glass Wiper | - Gala/Spotzero |
| X) | Floor cleaning chemical | - Lizole |
| XI) | Small Dust Bin(With pedal) | - |
| XII) | Large Dust Bin | - |
| XIII) | Garbage Bin | - Neel Kamal/cello or equivalent |
| XIV) | Bucket(Small and Big) | - Cello/Milton |
| XV) | Helmets | |
| XVI) | Safety Belt | |
| XVII) | Yellow Duster | |
| XVIII) | Clay/sand Flower pots(Life 2 yrs)& weather plant(life 1 yr) | |
| XIX) | Door mats thick rubberize(approx. 2'*1') | |
| XX) | Coconut Broom | |
| XXI) | Hard Cleaning Bamboo Broom | |
| XXII) | Garden Gloves Anti Cut Type | |

3.1.4 SPECIFICATION FOR MACHINES

3.1.4.1 The make and model of the machine and requirements are specified in the ITT Form-T-IV. However, if contractor desires to use similar or equivalent machines, prior approval of JMRC would be required.

3.1.5 SPECIFICATION FOR HAND TOOLS AND CLEANING APPLIANCES

3.1.5.1 The contractor shall submit the details of hand tools and cleaning appliances he intend to use for approval of engineer. The hand tools and cleaning appliances shall be branded and of high quality and specification in general to be followed as below. Engineer may reject the proposed consumable by the contractor and direct contractor a particular item at his discretion, the contractor shall follow the engineer direction.

- a. Wiper - Neel Kamal/TTS or equivalent
- b. Mop - TTS/Scotch bright or equivalent
- c. Long Handle Brush -Johnson/Karcher/Roots/NeelKamal/TTS or equivalent

- d. Squeegee - Neel Kamal/Scotch bright /TTS or equivalent
- e. Microfiber cloth -Branded and High Quality
- f. Hand brush -Branded and High Quality
- g. Dusters -Branded and High Quality
- h. Others - Branded and High Quality

3.1.6 SAFETY DO'S AND DON'T'S

3.1.6.1 The premises are having High Voltage Over Head Electric Lines, High Voltage Equipment on Train and Depot, the movement of Trains in the depot, Rail Track, Sophisticated Equipment etc. which can cause major injury, electrocution, death to the personnel and thus requirements for safety observance is very high.

3.1.6.2 The following rules /guidelines must be followed to ensure personal safety as well as depot safety

3.1.6.2.1.1 While moving in the Depot

- Do not cross the track, always use the walkway provided adjacent to the track for accessing the Stabling Lines
- Do not cross in front of energized train (when it head light is glowing)
- Do not put your leg or other body part in between of any points
- Do not move idle on track
- Do not move under high tension line with long bar and rods
- Be careful of high tension overhead line
- Be careful of movement of points while crossing the track near point machine
- Be careful of uneven way due to spreading of ballast
- Always response to horn (whenever heard of horn just check around)

3.1.6.2.1.2 While working in the train

- Do not board/jump off moving train (doesn't matter how slow it is)
- Do not go under the train (when it is energized)
- Do not touch any part or equipment mounted under the train
- Do not touch or disturb any set up or equipment in any open boxes/cubicle
- Do not direct water jet towards high tension overhead line
- Do not clamp safety belt with overhead line (while working on the roof)
- Do not run on slippery area or wet floor



- Do not try to access any of the roof platform other than the designated gate/door
- Do not try to access the roof platform without any prior permission
- Do not jump from the train in inspection bay line (use ladder with proper clearance from the train) as train floor is very high at inspection bay
- Do not put ladder or other working platform beyond yellow line (marked on the floor of Inspection Bay Line)
- During external washing of train at IBL, OHE line of the track on which train is and of adjacent line must be isolated
- Always wear safety belt while working on the roof and belt must be properly secure (not with OHE)
- Before accessing the roof, isolation of overhead line must be ensured by checking status of discharged rod hanging
- Be careful while working on roof (for slippery roof & sharp edges)
- Be careful of other activities happening around
- Report any damage caused (to train or other property) or any other suspicious object to PPIO In charge or INSPECTION Supervisor.

3.1.7 Safety and Environmental Procedure

The cleaning and wax-polishing agency should:

- Obtain authorization to work from the person-in-charge of
- Control Centre/PPIO.
- Fix a "Not to Go" target at each end of the train.
- Scrubbing, rubbing and polishing machines shall be operated by trained persons only. When it is not feasible to use scrubbing machine, wax-polishing machine, rubbing machine, hand brushing is to be carried out.
- Do not operate any equipment of the train.
- Do not work on train when it is moving.
- Report any damage arising from cleaning work to the authorized representative of Employer.
- While cleaning and washing the roof, proper safety to be taken and safety belts to be used.

3.1.8 GARBAGE DISPOSAL

3.1.8.1 The garbage shall be collected in bags during cleaning and shall be disposed off by the contractor outside the depot area in JDA/ JMC's disposal yard / scrap yard daily. Nothing shall be paid extra by JMRC for



this to the contractor. The bin shall be supplied by the contractor according to site and work requirement and on direction of engineer.

3.2 SCOPE OF WORK AND PROCEDURE OF TRAIN CLEANING

3.2.1.1 The scope of work and the procedure for train cleaning and wax polishing shall be as per table below. The contractor shall follow the same.

S.No.	Work contents	Tool & Material
1. DAILY CLEANING INTERNAL		
1.1.	SALOON INTERIOR	
1.1.1.	LIGHT COVERS	
	<ol style="list-style-type: none"> 1. Clean the light covers with wet cloth and using specified cleaning agent. 2. Wipe with dry cloth. 3. No grease, no dust, no finger print, no water, no gum should be left behind 	-Wet Cloth and Sponge -R2 -Dry cloth
1.1.2.	FLOOR COVER- FLOOR COVERING & THRESHOLD	
	<ol style="list-style-type: none"> 1. Clean the dust with broom and Vacuum Cleaner. Remove the gum etc. 2. Wet the floor sufficiently with water and specified cleaning agent 3. Scrub the floor with long handle brush 4. Wash and Wipe out water 5. Mop the floor with clean water 6. No tissue, no litter, no foot-print, no gum, no dirty mark no water should be left behind 	-Vacuum Cleaner -Trapezoidal Broom - Long Handle Hand Scrubber/Brush -Wiper-Plain Mops -Micro fibre Mops - Tasky Spiral diluted in water-No sharpening knife for gum removal,
1.1.3.	GANGWAY	
	<ol style="list-style-type: none"> 1. Protect the gangway thread plate such that water do not go inside the coupler 2. Wet the gangway with slight water and specified cleaning agent. Scrub the gangway thread plate with hand brush. Mop the gangway thread plate. 3. Clean the gangway internal surface with wet mop by scrubbing and mopping. 4. Remove any substances e.g. gum, graffiti 5. No grease, no tissue, no litter, no dust, no finger print, no foot-print, no water, no gum should be left behind 	-Mops -Hand Brush -Hand Spray Guns -Microfibre Cloth and Sponge -No sharpening knife for gum removal
1.1.4.	PASSENGER SEAT	
	<ol style="list-style-type: none"> 1. A little wet wiping with microfiber cloth and cleaning 	-Mops -Hand Brush- Hand Spray Guns-

S.No.	Work contents	Tool & Material
	2. No grease, no dust, no finger print, no water, no gum should be left behind	Microfiber Cloth and Sponge -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water
1.1.5.	PASSENGER RETENTION -GRAB HANDLE, GRAB POLE & RAIL ,STRAP HANGER & DRAUGHT SCREEN	
	1. A little wet wiping with microfiber cloth and cleaning 2. No grease, no dust, no finger print, no water, no gum should be left behind	- Mops -Hand Brush -Hand Spray Guns - Microfiber Cloth and Sponge -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water
1.1.6.	INTERIOR PANEL AND WINDOW GLASS: SIDE PANEL, GANGWAY END PANEL , CEILING COVEING, ROUTE MAPS, ALL STICKERS/LABELS , WINDOW GLASS & PIB SCREEN ETC	
	1. Wet the area with spray gun having water and specified cleaning agent. 2. Wipe and scrub the area with microfiber cloth. 3. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind. 4. Do not use wet cloth or spray gun for camera.	- Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water
1.1.7.	PASSENGER BODY SIDE DOOR & DOOR PANEL	
	1. Wet the Area with spray gun having water and specified cleaning agent. 2. Wipe and scrub the area with microfiber cloth. 3. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind	-- Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth - No sharpening knife for gum removal - Tasky R2 & R3 diluted in water
1.1.8.	AIR CONDITIONER-AIR CONDITIONER OUTLET, RETURN AIR GRILL & AIR DUCT OUTLETS	
	1. A little wet wiping with microfiber cloth and cleaning 2. No grease, no dust, no finger print, no water, no gum should be left behind	-Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth and Sponge -No

S.No.	Work contents	Tool & Material
		sharpening knife for gum removal -Tasky R2 & R3 diluted in water
1.1.9.	FIRE EXTINGUISHER AND FIXING POSITION	
	<ol style="list-style-type: none"> 1. A little wet wiping with microfiber cloth and cleaning 2. No grease, no dust, no finger print, no water, no gum should be left behind 	-Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth and Sponge -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water
1.2.	CAB FACILITIES	
1.2.1.	FLOOR COVER- FLOOR COVERING & THRESHOLD	
	<ol style="list-style-type: none"> 1. Clean the dust with broom and Vacuum Cleaner. Remove the gum etc. 2. Wet the floor sufficiently with water and specified cleaning agent 3. Scrub the floor with long handle brush 4. Wash and Wipe out water 5. Mop the floor with clean water 6. No tissue, no litter, no foot-print, no gum, no dirty mark no water should be left behind 	-Vacuum Cleaner -Trapezoidal Broom - Long Handle Hand Scrubber/Brush -Wiper -Plain Mops -Microfiber Mops - Tasky Spiral diluted in water -No sharpening knife for gum removal,
1.2.2.	CAB DOOR	
	<ol style="list-style-type: none"> 1. Wet the Area with spray gun having water and specified cleaning agent. 2. Wipe and scrub the area with microfiber cloth. 3. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 	-- Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water
1.2.3.	CAB INTERIOR PANEL: DRIVER CONSOLE, AUXILIARY CONSOLE, CEILING, CAB BACK WALL, DRIVER SEAT AND AUXI. SEAT, DOORS, TNI SCREEN AND DIF SCREEN ETC.	
	<ol style="list-style-type: none"> 1. Soak the microfiber cloth with water and specified cleaning agent. 	-- Mops -Hand Brush

S.No.	Work contents	Tool & Material
	<ol style="list-style-type: none"> Wipe, scrub and clean the area with wet microfiber cloth. Do not use the spray gun in Cab to avoid any water or detergent penetrating into switch block of train operator console and other equipment No grease, no dust, no finger print, no water, no gum should be left behind. Do not use wet cloth or spray gun for various display screens. 	<ul style="list-style-type: none"> -Microfiber Cloth -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water
1.2.4.	EXTERNAL DRIVER'S CAB AND WIND SCREEN	
	<ol style="list-style-type: none"> Wet the surface with microfiber mop soaked into water and specified cleaning agent. Squeegee the water with window squeegee. Use only insulated material handle of mop and squeegee. Do not spray the water as High Voltage Danger. Do not use long handle mop and squeegee as High Voltage Danger. No grease, no dust, no finger print, no water, no gum should be left behind. 	<ul style="list-style-type: none"> -Window Squeegee with insulated short Handle -Microfiber Mops with insulated short Handle -Tasky R2 & R3 diluted in water
1.2.5.	SALOON WINDOW GLASS	
	<ol style="list-style-type: none"> Glass of trains which are passed through the auto wash plant shall be wiped off immediately after auto wash plant. Trains which are not passed through auto wash plant shall be cleaned manually. Wet the surface with microfiber mop soaked into water and specified cleaning agent. Squeegee the water with window squeegee. Use only insulated material handle of mop and squeegee. Do not spray the water as High Voltage Danger. Do not use long handle mop and squeegee as High Voltage Danger. No water mark, no dust, no finger print, no water, no gum should be left behind. 	<ul style="list-style-type: none"> - Window Squeegee with insulated Handle -Microfiber Mops with insulated Handle -Tasky R2 & R3 diluted in water
1.2.6	DRIVER CAB FRONT GLASS CLEANING BOTH SIDE	
	<ol style="list-style-type: none"> Wet the surface with microfiber mop soaked into 	Window Squeegee

S.No.	Work contents	Tool & Material
	<p>water and specified cleaning agent.</p> <p>2. Squeegee the water with window squeegee.</p> <p>3. Use only insulated material handle of mop and squeegee.</p> <p>4. Do not spray the water as High Voltage Danger.</p> <p>5. Do not use long handle mop and squeegee as High Voltage Danger.</p> <p>6. No water mark, no dust, no finger print, no water, no gum should be left behind.</p>	<p>with insulated Handle</p> <p>-Microfiber Mops with insulated Handle</p> <p>-Tasky R2 & R3 diluted in water</p>
1.3. INTERNAL FLOOR/SEATS CLEANING AT MANSAROVER OF ALL TRAINS IN REVENUE HOUR(IN TWO SHIFT)		
1.3.1	FLOOR COVER- FLOOR COVERING & THRESHOLD	FLOOR COVER- FLOOR COVERING & THRESHOLD
	<p>1. Clean the dust with broom and Vacuum Cleaner. Remove the gum etc.</p> <p>2. Wet the floor sufficiently with water and specified cleaning agent</p> <p>3. Scrub the floor with long handle brush</p> <p>4. Wash and Wipe out water</p> <p>5. Mop the floor with clean water</p> <p>6. No tissue, no litter, no foot-print, no gum, no dirty mark no water should be left behind</p>	<p>-Vacuum Cleaner</p> <p>-Trapezoidal Broom</p> <p>- Long Handle Hand Scrubber/Brush</p> <p>-Wiper-Plain Mops</p> <p>-Micro fibre Mops</p> <p>- Tasky Spiral diluted in water-No sharpening knife for gum removal,</p>
1.3.2	PASSENGER SEAT	
	<p>1. A little wet wiping with microfiber cloth and cleaning</p> <p>2. No grease, no dust, no finger print, no water, no gum should be left behind</p>	<p>-Mops -Hand Brush- Hand Spray Guns- Microfiber Cloth and Sponge -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water</p>
2. CLEANING OF ROOF		
	<p>1. Wet the area with spray gun having water and specified cleaning agent.</p> <p>2. Scrub the Train Roof with hand soft scrubbing pad.</p> <p>3. Rinse the Train Roof thoroughly with water.</p> <p>4. Wipe off to dry the car body</p> <p>5. No grease, no dust, no finger print, no water, no</p>	<p>-Spray Gun</p> <p>-Hand Soft Scrubbing Pad</p> <p>-wiper and squeegee</p> <p>-Micro fiber Mops</p> <p>- Tasky R2/R3 diluted in water</p>

S.No.	Work contents	Tool & Material
	<p>gum, no black spot, no dirty marks should be left behind</p> <p>6. The Train Roof should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface</p>	-No sharpening knife for gum removal,
3. INTERNAL HEAVY CLEANING		
3.1	SALOON INTERIOR	
3.1.1	FLOORING - FLOOR COVERING ,FLOOR BOARD & THRESHOLD	
	<ol style="list-style-type: none"> 1. Clean the dust with broom and Vacuum Cleaner. Remove the gum etc. 2. Wet the floor sufficiently with water and specified cleaning agent 3. Scrub thoroughly the floor with single disc scrubbing machine. 4. Wipe off the water, cleaning agent and dirt, with Vacuum Cleaner. 5. Rinse the floor with clean water and suck the water with vacuum cleaner 6. Mop the floor with microfiber mop soaked with clean water 7. No tissue, no litter, no foot-print, no gum, no dirty mark, no water should be left behind. 8. The floor should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the floor. 	<ul style="list-style-type: none"> - Vacuum Cleaner -Trapezoidal Broom - Single Disc Scrubbing Machine -Wiper -Plain Mops -Microfiber Mops - Tasky Spiral diluted in water -No sharpening knife for gum removal,
3.1.2	GANGWAY	
	<ol style="list-style-type: none"> 1. Protect the gangway thread plate such that water do not go inside gangway convolute and fall on the coupler. 2. Open the fixed Tread Plate and the flexible Tread plate. 3. Scrub the dust with hand brush and remove the debris from under the tread plate area using vacuum cleaner 4. Close the fixed Tread Plate and the flexible Tread plate. 5. Wet the gangway thread plate with slight water and specified cleaning agent. Scrub the gangway thread plate with single disc scrubbing machine. 6. Wet mops with microfiber cloth the gangway thread plate several times. 7. Clean the gangway convolutes with wet 	<ul style="list-style-type: none"> -Vacuum Cleaner - Hand Scrubber and Brush - Single Disc Scrubbing Machine -Wiper -Plain Mops -Microfiber Mops - Tasky Spiral diluted in water -No sharpening knife for gum removal,

S.No.	Work contents	Tool & Material
	<p>microfiber mop by scrubbing and mopping.</p> <p>8. No grease, no tissue, no litter, no dust, no finger print, no foot-print, no water, no gum should be left behind</p> <p>9. The gangway and gangway thread plate should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface</p>	
3.1.3	PASSENGER SEAT	
	<p>1. Wet the Area with spray gun having water and specified cleaning agent.</p> <p>2. Scrub the seats with hand soft scrubbing pad.</p> <p>3. Wipe off the seats with microfiber cloth</p> <p>4. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind</p> <p>5. The seats should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface</p>	<p>-Spray Gun</p> <p>-Hand Soft Scrubbing Pad</p> <p>-Microfiber Mops</p> <p>- Tasky R2/R3 diluted in water</p> <p>-No sharpening knife for gum removal,</p>
3.1.4	PASSENGER RETENTION- GRAB HANDLE, GRAB POLE & RAIL, STRAPHANGER & DRAUGHT SCREEN	
	<p>1. Wet the Area with spray gun having water and specified cleaning agent.</p> <p>2. Scrub Steel Parts with hand soft scrubbing pad.</p> <p>3. Wipe off the Passenger Retention with wet microfiber cloth</p> <p>4. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind</p> <p>5. The Passenger Retention should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface</p>	<p>-Spray Gun</p> <p>-Hand Soft Scrubbing Pad</p> <p>-Microfiber Mops</p> <p>- Tasky R2/R3 diluted in water</p> <p>-No sharpening knife for gum removal,</p>
3.1.5	INTERIOR PANEL AND WINDOW: GLASS-SIDE PANEL ,GANGWAY END PANEL, ROUTE MAPS ,CEILING COVERING ,PIB SCREEN & ADVERTISEMENT PANELS	
	<p>1. Wet all the Interior Panels and Window Glasses with spray gun having water and specified cleaning agent. No area should be left</p> <p>2. Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad.</p> <p>3. Do not use wet cloth or spray gun for</p>	<p>- Spray Gun</p> <p>-Microfiber Cloth</p> <p>- Tasky R2/R3 diluted in water</p> <p>-No sharpening knife for gum removal,</p>

S.No.	Work contents	Tool & Material
	<p>camera.</p> <ol style="list-style-type: none"> 4. Clean all nook and corner and no area shall be left. The special tools may be required for non access area. 5. Wipe all the interior panel with microfiber cloth and water 6. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 7. All the Interior Panel and Window Glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface 	
3.1.6	PASSENGER BODY SIDE DOOR, DOOR COVERING PANELS PANEL	
	<ol style="list-style-type: none"> 1. Wet Passenger Doors and Window Glasses with spray gun having water and specified cleaning agent. No area should be left 2. Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad. 3. Clean all nook and corner and no area shall be left. The special tools may be required for non access area. 4. Wipe all the Passenger Doors and Window Glasses with microfiber cloth and water 5. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 6. All the Passenger Doors and Window Glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface 	<ul style="list-style-type: none"> - Spray Gun -Microfiber Cloth - Tasky R2/R3 diluted in water -No sharpening knife for gum removal
3.1.7	AIR CONDITIONER--AIR CONDITIONER OUTLET, RETURN AIR GRILL & AIR DUCT OUTLETS	
	<ol style="list-style-type: none"> 1. Scrub the dust, dirt and mud deposited at the Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets with the brush and suck through vacuum cleaner. Use special tools for nooks, corner etc. 2. Wet Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets with spray gun having water and specified cleaning agent. No area should be left 3. Scrub the area with microfiber cloth such that 	<ul style="list-style-type: none"> -Spray Gun -Microfiber Cloth - Tasky R2/R3 diluted in water -No sharpening knife for gum removal

S.No.	Work contents	Tool & Material
	<p>adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad.</p> <p>4. Clean all nook and corner and no area shall be left. The special tools may be required for non access area.</p> <p>5. Wipe all the Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets with microfiber cloth and water</p> <p>6. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind</p> <p>7. All the Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface</p>	
3.1.8	FIRE EXTINGUISHER AND FIXING POSITION	
	<p>1. A little wet wiping with microfiber cloth and cleaning</p> <p>2. No grease, no dust, no finger print, no water, no gum should be left behind</p>	<p>-Spray Gun</p> <p>-Hand Soft Scrubbing Pad</p> <p>-Microfiber Mops</p> <p>- Tasky R2/R3 diluted in water</p> <p>-No sharpening knife for gum removal,</p>
3.2	CAB FACILITIES	
3.2.1	FLOOR COVER- FLOOR COVERING & THRESHOLD	
	<p>1. Clean the dust with broom and Vacuum Cleaner. Remove the gum etc.</p> <p>2. Wet the floor sufficiently with water and specified cleaning agent</p> <p>3. Scrub the floor with long handle brush</p> <p>4. Wash and Wipe out water</p> <p>5. Mop the floor with clean water</p> <p>6. No tissue, no litter, no foot-print, no gum, no dirty mark, no water should be left behind</p>	<p>-Vacuum Cleaner</p> <p>-Trapezoidal Broom</p> <p>- Long Handle Hand Scrubber/Brush</p> <p>-Wiper</p> <p>-Plain Mops</p> <p>-Microfiber Mops</p> <p>- Tasky Spiral diluted in water</p> <p>-No sharpening knife for gum removal,</p>
3.2.2	CAB DOOR	
	<p>1. Wet the area with spray gun having water and specified cleaning agent.</p> <p>2. Wipe and scrub the area with microfiber cloth.</p> <p>3. No grease, no dust, no finger print, no water, no</p>	<p>-- Mops</p> <p>-Hand Brush</p> <p>-Hand Spray Guns</p> <p>-Microfiber Cloth</p>

S.No.	Work contents	Tool & Material
	gum, no black spot, no dirty marks should be left behind	-No sharpening knife for gum removal -Tasky R2 & R3 diluted in water
3.2.3	CAB INTERIOR PANEL: DRIVER CONSOLE, AUXILIARY CONSOLE, CEILING, CAB BACK WALL, DRIVER SEAT AND AUXI. SEAT, DOORS, TNI SCREEN AND DIF SCREEN ETC.	
	<ol style="list-style-type: none"> 1. Wet all the Interior Panels and Window Glasses with Wet Microfiber cloth having water and specified cleaning agent. No area should be left 2. Do not use wet cloth or spray gun for various display screens. 3. Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad. 4. Clean all nook and corner and no area shall be left. The special tools may be required for non access area. 5. Wipe all the interior panel with wet microfiber cloth 6. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 7. All the Interior Panel and Window Glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface 	-- Mops -- Hand Brush -- Microfiber Cloth -- No sharpening knife for gum removal -- Tasky R2 & R3 diluted in water
4. WAX POLISHING		
	SALOON INTERIOR (GANGWAY VESTIBULE WALLS & SWING PANELS, SIDE WALLS, AIR-CONDITIONERS PANELS, CAB TO SALOON DOORS) AND DRIVER'S CAB (CONTROL CONSOLE, AUXILIARY CONTROL PANEL, FAULT INDICATION PANEL, "A" SIDE PARTITION, "B" SIDE PARTITION, "B" CABINET PANEL ETC.)	
	<ol style="list-style-type: none"> 1. Wax polishing shall be done after Internal Heavy Cleaning is done 2. After internal heavy cleaning rub the surface with rubbing compound. 3. Wipe off rubbing compound with microfiber cloth 4. Apply the foam polish and polish the surface 	-- Perfect IT foam polish 05995 (Make-3M) -- 3M Rubbing Compound -- Foam pad (make-

S.No.	Work contents	Tool & Material
	5. The surface should be shining after the application of polish	3M) -Polish Machine -Ethanol or methanol -Abrasive disc (Make-3M)
5. HEAVY CLEANING EXTERNAL		
5.1	EXTERNAL DRIVER'S CAB	
	<ol style="list-style-type: none"> 1. Wet the area with spray gun having water and specified cleaning agent. 2. Scrub the External Driver's Cab with hand soft scrubbing pad. 3. Rinse the External Driver's Cab thoroughly with water. 4. Wipe off to dry the car body 5. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 6. The External Driver's Cab should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface 	-Spray Gun -Hand Soft Scrubbing Pad -wiper and squeegee -Micro fiber Mops - Tasky Spiral -R2/R3 diluted in water -No sharpening knife for gum removal,
5.2	EXTERNAL CAR BODY AND WINDOW GLASS	
	<ol style="list-style-type: none"> 1. Wet the area with spray gun having water and specified cleaning agent. 2. Scrub the External Car Body with hand soft scrubbing pad. 3. Rinse the External Car Body thoroughly with water. 4. Wipe off to dry the car body 5. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 6. The External Car body should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface 	-Spray Gun -Hand Soft Scrubbing Pad -wiper and squeegee -Micro fiber Mops - Tasky R2/R3 diluted in water -No sharpening knife for gum removal,
6. FLOOR POLISHING		
	<ol style="list-style-type: none"> 1. Clean the dust with broom and Vacuum Cleaner. Remove gum etc. 2. Wet the floor sufficiently with water and specified cleaning agent 3. Scrub thoroughly the floor with single disc scrubbing machine. 4. Wipe off the water, cleaning agent and dirt, with 	- Vacuum Cleaner -Trapezoidal Broom - Single Disc Scrubbing Machine -Wiper -Plain Mops -Microfiber Mops

S.No.	Work contents	Tool & Material
	<p>Vacuum Cleaner.</p> <p>5. Rinse the floor with clean water and suck the water with vacuum cleaner</p> <p>6. Mop the floor with microfiber mop soaked with clean water</p> <p>7. No tissue, no litter, no foot-print, no gum, no dirty mark, no water should be left behind.</p> <p>8. The floor should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the floor.</p> <p>9. Apply the 03 coat of Floor Polish with special applicator.</p> <p>10. Let the Floor Polish to dry.</p>	<p>-special Polish applicator</p> <p>-No sharpening knife for gum removal,</p> <p>- Tasky Spiral diluted in water</p> <p>-Taski Jontec Resitol F2J Floor Polish</p>

3.3 SCOPE OF WORK AND PROCEDURE FOR DEPOT HOUSEKEEPING

The scope of work and the procedure for Depot Housekeeping shall be as per Tables 01 to 10 given below. The contractor shall follow the same.

3.3.1 Table 01: Schedule of Cleaning and Housekeeping items of Work shop bay at Mansarovar Train depot.

S.No	Description of items	Remarks
1.	Wet cleaning & wiping of passages & different type of floor area provided in work shop bays.	Kota/ marble stone; cement concrete
2.	Cleaning of Different types of finishing works	Metal Cladding; Aluminium glazing etc.
3.	Cleaning of Sign Boards/ Name Boards/Notice boards	
4.	Supply and Cleaning of Dust bins,	
5.	Removing/ disposing of collected garbage/debris,	
6.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors.	
7.	Cleaning of Fire Hydrants and Panels	
8.	Cleaning of Track plinths & Inspection pits	
9.	Cleaning of Electrical Switch boards /Panels /distribution boards	
10.	Cleaning of Indoor lighting & accessories	
11.	Cleaning of Fans/exhaust fans & accessories	
12.	Cleaning of Roof Inspection Platform	
13.	Cleaning of compressed air pipe lines and related equipment	

14.	Cleaning of Main Gate Panels and shutters	
15.	Any other equipment/ Misc. work.	
16.	Cleaning of Sky light area	
17.	Over Head Crane	
18.	Cleaning of Cable Trays.	
19.	Cleaning of Roof Ceiling/Suspended ceiling etc.	
20.	Cleaning of High Bay Light and Accessories	

**3.3.2 TABLE 02: Schedule of Cleaning and Housekeeping items of
Workshop Building Ground Floor Sections, Rooms & Toilets. at
Mansarovar Train depot**

S.No.	Description of items	Remarks
1.	Wet cleaning & wiping of different type of floor area provided in work shop Building.	
2.	Cleaning of Sign Boards/ Name Boards/Notice boards	
3.	Cleaning of different types of doors/windows frames & shutters	
4.	Supply and Cleaning of Dust bins	
5.	Removing/ disposing of collected garbage/debris	
6.	Any other equipment/ Misc. works.	
7.	Cleaning of Drainage, Sewerage, sanitation etc. of toilets/bath room.	
8.	De dusting and/or wet washing of Door mats thick rubberise	
9.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	
10.	Cleaning of Fire Hydrants and Panels	
11.	Cleaning of Electrical Switch boards /Panels /distribution boards	
12.	Cleaning of all Rolling stock equipment, tools & instruments and test benches	
13.	Cleaning of Telephone sets & accessories	
14.	Cleaning of Computers & accessories	
15.	Cleaning of office equipment & Furniture	
16.	Cleaning of roof ceiling/suspended ceiling & Air diffusers	
17.	Cleaning of Cable Trays, Indoor lighting & accessories	
18.	Cleaning of Air conditioners/Air coolers/Fans & Exhaust fans	



**3.3.3 TABLE 03: Schedule of Cleaning and Housekeeping items of
Inspection Bays- 1, 2 & 3 at Mansarover Train depot**

S.No.	Description of items	Remarks
1.	Wet cleaning and wiping of floor, Passages & different types of floor area provided in inspection bays.	
2.	Supply and Cleaning of Dust bins	
3.	Removing/ disposing of collected garbage/debris	
4.	Cleaning and attention of all inspection Pit & its drains	Cement concrete
5.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	
6.	Cleaning of Fire Hydrants and Panels	
7.	Cleaning of Electrical Switch boards /Panels /distribution boards	
8.	Cleaning of Power supply. equipment	
9.	Cleaning of Fans/exhaust fans & accessories	
10.	Cleaning of compressed air pipe lines and related equipment	
11.	Cleaning of Roof Access platform	
12.	Cleaning of Sign Boards/ Name Boards/Notice boards	
13.	Cleaning of MS pipe hand rail/Movable Ladders etc.	
14.	Cleaning of Inspection Bays Track and Track mounting columns	
15.	Cleaning of Roof Ceiling etc.	
16.	Cleaning of High Bay lights and all accessories	
17.	Cleaning of Sky Light Area	
18.	Cleaning of cable Trays, Indoor lighting & accessories	
19.	Cleaning of EOT Cranes and Other Structure available	
20.	Cleaning of Different types of finishing works	
21.	Cleaning and attention of all inspection Pit & its drains	
22.	Any other equipment/ Misc. work.	

3.3.4 Table 04: Schedule of Cleaning and Housekeeping items of Time office, Test track, ETP, Pump room, Outside ASS at Mansarover Train Depot

S.No	Description of items	Remarks
A. Time office		
Schedule- Daily & as and when required		
1.	Wet cleaning and wiping of Different floor types of floor area provided in security & Time office	Marble, Kota stone; cement concrete etc.
2.	Cleaning and wiping of toilets/bath room in each shift	
3.	Cleaning of Different types of doors/ windows frames& shutters	
4.	Cleaning of Depot main Gate panels of Gate No-1 with all accessories.	
5.	Cleaning of duty Room with office equipment of gate no.- 1	
6.	Cleaning of office equipment/Furniture	
7.	Supply and Cleaning of Dust bins	
8.	Removing/ disposing of collected garbage/debris	
9.	Cleaning of Electrical Switch boards /Panels /distribution boards	
10.	Cleaning of Sign Boards/ Name Boards/Notice boards	
11.	Cleaning of Access system equipment	
12.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
13.	Cleaning of Cable Trays, Indoor lighting of time office & external lighting of gates & accessories	
14.	Cleaning of Air conditioners/Air coolers/Fans & Exhaust fans etc.	
B. Test Track		
S.No.	Description of items	Remarks
Schedule- Daily & as and when required		
1.	Cleaning maintenance of, shrubs hedging in the test track	Bituminous /Concrete
2.	Cleaning maintenance of, shrubs hedging along with test track (both sides)	
3.	Cleaning maintenance of, shrubs hedging along with boundary adjoining test track	
4.	Any other work	
C. Effluent Treatment Plant		
S.No	Description of items	Remarks
Schedule- Daily & as and when required		

1.	Scrubbing, Wet cleaning and Wiping of different types of floor area provided in effluent building	Kota stone; cement concrete etc.
2.	Cleaning of Different types of finishing works	
3.	Removing/ disposing of collected garbage/debris	
4.	Cleaning of Sewage & Effluent equipment	
5.	Cleaning of Fire Hydrant and panels	
6.	Cleaning of Pump room with equipment available	
7.	Cleaning of equipment i.e. electrical/mechanical equipment and pipe lines	
8.	Cleaning of Bar Screen of ETP	
9.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
10.	Cleaning of cable trays, Indoor lighting & accessories	
11.	Cleaning of Different types of finishing works	
12.	Removing/ disposing of collected garbage/debris	
D. Pump house Plant		
S.No	Description of items	Remarks
Schedule- Daily & as and when required		
1.	Scrubbing & Deep Cleaning /Wet cleaning and wiping of different types of floor area provided in pump room	Marble, Kota stone; cement concrete etc.
2.	Cleaning of pumps, panels, motors and drainage	
3.	Cleaning of Different types of doors/ windows frames	
4.	Cleaning of office equipment/Furniture etc.	
5.	Supply and Cleaning of Dust bins	
6.	Removing/ disposing of collected garbage/debris	
7.	Cleaning of all M&P's inside pump house	
8.	Cleaning of level indicator and Bore well starter panel pressure switch Gauges etc.	
9.	Cleaning of Fire pump, diesel fire pump, electrical panel, pipe line & accessories etc.	
10.	Cleaning of water treatment system with all	



	accessories	
11.	Cleaning of Fans/Exhaust fans & accessories	
12.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
13.	Cleaning of U.G. fresh water tank, soft water tank & fire tank etc.	
14.	Cleaning of Cable Trays, Indoor lighting Electrical panels & accessories	
E. Outside ASS		
S.No	Description of items	Remarks
Schedule- Daily & as and when required		
1.	Cleaning /Wet cleaning of different types of floor area provided outside ASS	Damar road; cement concrete etc.

3.3.5 Table 05: Schedule of Cleaning and Housekeeping items of DCOS Stores and P. Way offices at Mansarovar Train Depot

S.No	Description of items	Remarks
A. DCOS Store		
Schedule- Daily & as and when required		
1.	Wet cleaning and wiping of floor, Passages & different types of floor area provided in DCOS Store	Marble, Kota stone; cement concrete etc.
2.	Cleaning of loading /unloading passage & ramp area.	Dovetex tiles; Ceramic glazed tiles etc.
3.	Cleaning of Sign Boards/ Name Boards/Notice boards	
4.	Cleaning of Different types of doors/ windows frames & shutters	
5.	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	
6.	Cleaning of office equipment/Furniture	
7.	Supply and Cleaning of Dust bins	
8.	Removing/ disposing of collected garbage/debris	
9.	Cleaning of Portable Fire extinguishers/smoke detectors/ Fire detectors	
10.	Cleaning of Fire Hydrants and Panels	
11.	Cleaning of Electrical Switch boards/ Panels/ distribution boards	
12.	Cleaning of material handling equipment	
13.	Cleaning of vertical Carousal system equipment	
14.	Cleaning of Lorries/Trucks/stackers	

15	Cleaning of Material Racks & Storage Racks	
16	Cleaning of Main Gate panels and rolling shutters	
17	Grass cutting & cleaning of area around DCOS building	
18	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
19	Cleaning of Sky light area	
20	Cleaning of Cable Trays, Indoor lighting & accessories	
21	Any other equipment/ Misc. works	

S.No.	Description of items	Remarks
B. P. Way offices		
Schedule- Daily & as and when required		
1.	Wet cleaning and wiping of floor, Passages & different types of floor area provided in P. Way office	Kota stone; cement concrete etc.
2.	Cleaning and wiping of toilets/bath room	
3.	Cleaning of Different types of finishing works	Dovetex tiles; Ceramic glazed tiles
4.	Cleaning of Sign Boards/ Name Boards/Notice boards.	
5.	Cleaning of Different types of doors/ windows frames& shutters	
6.	Cleaning of office equipment/Furniture etc.	
7.	Supply and cleaning of Dust bins	
8.	Removing/ disposing of collected garbage/ debris	
9.	Cleaning of Drainage, Sewerage & sanitation etc. of toilets/bath room	
10.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	
11.	Cleaning of Fire Hydrants and Panels	
12.	Cleaning of Electrical Switch boards /Panels /distribution boards	
13.	Cleaning of Track Equipment	
14.	Cleaning of Machinery and Plants	
15.	Cleaning of Material handling equipment	
16.	Cleaning of JMRC Transport vehicle (Rail /Road) including Motor Trolleys	
17.	Grass cutting of area around P. Way office	
18.	Cleaning of Cable trays , Indoor lighting & accessories	
19.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	

20.	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	
21.	Cleaning of Material handling equipment	
22.	Cleaning of JMRC Transport vehicle (Rail /Road) including Motor Trolleys	
23.	Grass cutting of area around P.Way office	
24.	Any other work equipment/ Misc. works	

3.3.6 Table 06: Schedule of Cleaning and Housekeeping items at Pit wheel Lathe, Interior cleaning shed and Automatic Wash Plant at Mansarovar Train Depot

S.No.	Description of items	Remarks
(A) Pit Wheel lathe:		
Schedule- Daily & as and when required		
1.	Scrubbing & Deep Cleaning /Wet cleaning and wiping of different types of floor area in pit wheel lathe building	Kota stone; cement concrete etc.
2.	Supply and Cleaning of Dust bins	
3.	Removing/ disposing of collected garbage/debris	
4.	Scrubbing and deep cleaning of under floor area, passages & different types of floor area provided in pit wheel lathe building	Cement concrete etc.
5.	Cleaning of Different types of finishing works	
6.	Cleaning of Pit wheel lathe machine, shunter & associated equipment	
7.	Cleaning of Sign Boards/ Name Boards/Notice boards	
8.	Cleaning of Office equipment/Furniture	
9.	Cleaning and washing of Track plinth/Cleaning line/ Pit line etc.	
10.	Cleaning and attention of all drains	
11.	Cleaning of Electrical Switch boards /Panels /distribution boards	
12.	Cleaning of Fire Hydrants and Panels	
13.	Cleaning of Main Gate Panels	
14.	Cleaning of Fans/exhaust fans & accessories	
15.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
16.	Cleaning overhead cranes and its equipment	
17.	Cleaning of cable trays, Indoor lighting & accessories	
S.No.	Description of items	Remarks
(B) Interior Cleaning Shed		
Schedule- Daily & as and when required		
1.	Wet cleaning and wiping of passages, platform &	Kota stone;

S.No.	Description of items	Remarks
	different types of floor area	cement concrete etc.
2.	Supply and Cleaning of Dust bins	
3.	Removing/ disposing of collected garbage/debris	
4.	Scrubbing and deep cleaning of Plat form, provided in interior cleaning shed	Cement concrete etc.
5.	Cleaning and attention of all drains	
6.	Cleaning of Sign Boards/ Name Boards/Notice boards	
7.	Cleaning of Electrical Switch boards /Panels /distribution boards	
8.	Cleaning and washing of Track plinth/Cleaning line/ Pit line etc.	
9.	Cleaning of Different types of finishing works	Metal Cladding etc.
10.	Cleaning of Cable trays, Indoor lighting & accessories	
11.	Cleaning of Fans/exhaust fans & accessories	
12.	Cleaning of Fire Hydrants and Panels	
13.	Any other equipment/ Misc. items	

(C) Automatic coach wash Plant

Schedule- Daily & as and when required

1.	Wet cleaning and wiping of Automatic coach wash plant floor	Kota stone;cement concrete etc.
2.	Cleaning of Different types of finishing works	
3.	Cleaning of Sign Boards/ Name Boards/Notice boards	
4.	Cleaning of Different types of doors/ windows frames & shutters	
5.	Cleaning of Office equipment/Furniture etc.	
6.	Supply and Cleaning of Dust bins	
7.	Removing/ disposing of collected garbage/debris	
8.	Cleaning of Recycling tank	
9.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	
10.	Cleaning of Pumps	
11.	Cleaning of Electrical Switch boards /Panels /distribution boards	
12.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
13.	Cleaning of Indoor lighting & accessories	
14.	Cleaning of Fans/exhaust fans & accessories	



15	Cleaning of External lighting fittings & accessories	
16	Cleaning of Automatic coach wash plant equipment	
17	Cleaning of RO plant & equipment	
18	Cleaning of water tanks	
19	Any other equipment/ Misc. items	

**3.3.7 TABLE 07: Schedule of Cleaning and Housekeeping items of
Stabling line (covered & open) from 1 to 15 shed at Mansarover
Train depot**

S.No.	Description of items	Remarks
Schedule- Daily & as and when required		
1.	Collecting the garbage which accumulate in dirty trains & pick up the debris from SBL and cleaning of Platform and Pathway	
2.	Supply and Cleaning of Dust bins	
3.	Removing/ disposing of collected garbage/debris	
4.	Check the water supply and no water leakage be there.	
5.	Cleaning of sign board / name boards/ notice board.	
6.	Cleaning and attention of all drains.	
7.	Cleaning of electrical switch boards/ panel / distribution boards.	
8.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
9.	Cleaning of Cable Trays, Indoor lighting & accessories	
10.	Cleaning of Columns etc.	
11.	Any other equipment/ miscellaneous work.	

**3.3.8 Table 08: Schedule of Cleaning and Housekeeping items of
Car/Scooter Parking area, Circulating area road and Railing &
Fencing around workshop & inspection bay.**

Item No.	Description of items	Remarks
A. : Car/Scooter Parking area		
Schedule- Daily & as and when required		
1.	Cleaning of parking area	Bituminous /Concrete
2.	Cleaning of the finishing work, shed etc.	

Item No.	Description of items	Remarks
3.	Any other equipment/ Misc. work.	

S.No.	Description of items	Remarks
B. Circulating Area Road		
Schedule- Daily & as and when required		
1.	Cleaning of bitumen surface/concrete surface etc. of circular road, branch roads in the depot & front area outside of depot gate.	
2.	Cleaning of different type of pavement/circulating area	
3.	Cleaning of Kerb stones and interlocking tiles around the road.	
C. Railing & Fencing around workshop & inspection bay		
1.	Cleaning of different type of pavement, Railing and Fencing around workshop & Inspection Bay area	

3.3.9 Table 09: Schedule of Cleaning and maintenance of lawns, Shurbs, hedging grass cutting, trees trimmimg, Manuring and watering, etc. and grass/Jungle cutting of Stabling yard area, infront of Stabling yard, DCOS Building, infront of Workshop, Inspection bay, Admin Building, Automatic wash plant, Test Track, around gate no. 1 & circulating area etc. at Mansarovar Train Depot

S.No	Description of items	Remarks
(A) Gardening and Horticulture (Near DCOS, workshop, and area along with circular road		
Schedule- Daily & as and when required		
1.	Cleaning, maintenance of lawns, shrubs hedging including watering, cleaning and replantation of new flower plant/grass in place of damaged plants/grass	
2.	Grass Cutting ,trimming & shaping of plants, shrubs, trees and removal of wild grass/plants/Jungle cutting etc.	
3.	Watering and cleaning of trees and plants etc in entire depot area except lawn area.	
4.	Manuring in all trees, plants and grass etc.	
5.	Trimming of plants, trees, vines etc along with the boundary walls	
(B) Wild Grass and Bush Cutting of entire depot area		

S.No	Description of items	Remarks
Schedule- Daily & as and when required		
1.	Grass Cutting and removal of wild grass/plants of Stabling yard area, In front of Stabling yard, DCOS building, in front of workshop, Inspection bay, P Way siding, Blow Down plant, Automatic wash plant, Test Track, around gate no-1, Circulatory Road area, area around complete boundary wall , area between two tracks and across tracks , Admin building etc.	

(C) Supply and Maintaining of Indoor/Outdoor plants & Flower pots		
S.No	Description of items	Remarks
Schedule- Monthly & as and when required(for 100 plants)		
1.	Supplying Arranging and Placing "All weather plants (Life one year) 1.5-2 feet height" in Clay/Sand/Flower Pots (Life 2 years). The plant should be healthy and good looking. Loading/Unloading up keeping, maintenance of plants will be the responsibility of contractor.	Min. No. of Varieties and Qty of indoor, outdoor plants and Flower pots shall be as per Engineer in charge approval.
2.	Maintenance of Plant by regular watering, trimming, shaping, cleaning, replacing the weak and dead plants etc. Plants to be provided shall be selected by JMRC. The contractors shall maintain required no. of plant through out the contract period.	

3.4 PROCEDURES FOR CLEANING AND HOUSEKEEPING ACTIVITIES

3.4.1.1 The cleaning & Housekeeping of all buildings/Premises should be carried out as per frequency given in Tables by adequate No. of trained personnel and by using machineries & equipment. The contractor may have to use the suitable cleaning & washing Detergents/ reagents etc. or as specified by JMRC.

3.5 CLEANING OF ARCHETECTURAL WORKS FOR BUILDINGS AT MANSAROVAR DEPOT

3.5.1 Floor at Depot and passage:

3.5.1.1 Different type of floors provided for depot, passage provided in all buildings, Inspection bay, workshop bay should be kept neat & tidy condition by using wet & dry cleaning methods with adequate trained personnel, machines & equipment. The Eco friendly disinfection detergents / liquids shall be used. The machines /equipment& Disinfection detergents /liquids should not destroy the surface of



flooring. Cleaning & housekeeping operations shall not cause any damage to the Buildings, Equipment, and Personnel etc.

3.5.1.2 The Oil/grease stains and slippery will develop frequently on the surface of the floors, walls etc. of the work shop area; So proper cleaning should be done to clean the said stains and slippery portion. No damage to the floor surface to be occurred due to **excessive cleaning operations**.

3.5.1.3 The Platform, Passages area to be cleaned daily as per the frequency given in the schedule of work, Work shop & inspection bays area; without affecting the operation of depot & workshop etc. The necessary safety signage boards shall be used to avoid any accidents.

3.5.1.4 Different types of floor area in all rooms of all buildings

3.5.1.5 Different types of Floors including skirting/dado provided in different rooms of all buildings to be cleaned as per the frequency by using wet & dry cleaning methods by deploying adequate trained personnel and cleaning equipment/ machines. The cleaning area should be kept neat & tidy condition. All rooms are to be cleaned and shall look neat & clean all the time. While cleaning no damage to be occurred to the flooring, carpet, and equipment provided in the rooms

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

3.5.2.1 Different type of finishes like glass mosaic tile; acrylic polyurethane enamel paint applied on wood or metal works; Metal cladding; Dovetex tiles etc. shall be cleaned as per frequency given in the schedule of work (Tables) by using wet & dry cleaning methods with adequate trained personnel & cleaning equipment. While cleaning no damage should occur to the provided finishing works.

3.5.3 Cleaning of doors/windows frames & shutters:

3.5.3.1 Different type of paneled or glazed doors/windows like wooden, Aluminum.

3.5.3.2 Galvanized steel sheet doors, fire rated door etc. shall be cleaned by wet & dry cleaning methods as per frequency. No scratches or damage to be occurred on the cleaning surfaces.

3.5.4 Cleaning of Glasses fixed to the doors, windows, Work shop & Inspection Bays etc.:

3.5.4.1 The Glass surface shall be cleaned gently with wet/dry cleaning methods as per frequency given in the schedule of work (Tables). While cleaning the high raised glass surface proper care should be taken so

that no cracks/ breakage occurred. Suitable detergent/liquid soaps to be used for cleaning.

3.5.5 Cleaning of Sky lights

3.5.5.1 The sky lights wherever provided in the roofing area of the buildings should be cleaned as per the frequency mentioned in Tables. While cleaning necessary care should be taken such that while cleaning no roof sheets, glass etc. should not get damaged. Normally the sky lights are at higher heights, so adequate plan should make to reach the cleaning area.

3.5.6 Cleaning of shutters:

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

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

3.5.7.1 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.

3.5.8 Cleaning of suspended ceiling:

3.5.8.1 Different type of ceiling like Arm strong ceiling, gypsum ceiling etc. to be cleaned with suitable method and trained personnel and equipment. This activity should be carried out with due care, while cleaning no commuters should be affected.

3.5.9 Cleaning of Workshop and Inspection building etc. roof ceiling:

3.5.9.1 The workshop roof Ceiling provided with different type of roof sheets on the structural steel truss etc. to be cleaned by using suitable methods with adequate trained personnel and cleaning equipment. No hazards should be occurred while cleaning.

3.5.10 Cleaning of Bitumen Surface:

3.5.10.1 Bitumen surface provided for the service roads, circulating area parking area is to be cleaned by using dry cleaning methods and concrete surface for the roads etc. is to be cleaned by using wet & dry cleaning methods as per frequency given in the schedule of work (Tables). Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements to be affected due to cleaning operations.



3.5.11 Cleaning of Pavement:

3.5.11.1 Pavement of concrete blocks, stone blocks etc. to be cleaned by using dry sweeping or any suitable method, which is provided along with, service roads/ circulating area/parking area. Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements to be affected due to cleaning operations.

3.5.12 Cleaning of tree guards:

3.5.12.1 Tree guards wherever provided is to be cleaned by using suitable methods. The painted surface should not be deteriorated while cleaning.

3.5.12.2 The indoor plants/ flower pots etc. Should be provided as required and maintain the same.

3.5.13 Cleaning of Kerb Stones:

3.5.13.1 Kerb stones wherever provided should be cleaned by suitable method. It should be ensured that no Fungus formation/stains are developed on the exposed surface of stone. The fluorescent sticker fixed / Paint applied to the kerb stone should not be deteriorated while cleaning.

3.5.14 Cleaning of Roof:

3.5.14.1 The roof surface of all buildings should be cleaned by the suitable method. While cleaning necessary safety procedure is to be adopted.

3.5.15 Cleaning of Mirrors:

3.5.15.1 The mirrors should be cleaned neatly with suitable methods. The due care should be taken about the breakage of mirror or deterioration of its glassiness.

3.5.16 Cleaning of Ceramic Jalli / concrete blocks Jalli

3.5.16.1 The Ceramic jalli /concrete blocks Jalli should be cleaned wherever available, by suitable methods. Proper cleaning equipment/trained personnel to be used for cleaning as per frequency given in the schedule of work (Tables). While cleaning no portion of ceramic Jalli/ concrete blocks Jalli destroyed and inconvenience to the users to be caused.

3.6 ELECTRICAL & FIREFIGHTING WORKS:

3.6.1 Cleaning of butterfly valves / landing valves /internal hydrants, piping of all types and Fire Hydrant panels.

3.6.1.1 All type of valves provided for firefighting pipe lines are to be carried out as per frequency given in the schedule of work (Tables) by dry and wet cleaning methods. It should be ensured that no dust should be accumulating on the valves. The exposed surface of the pipe also to be cleaned and kept in neat condition always.

3.6.2 Cleaning of portable fire extinguishers/Smoke detectors/Fire detectors

3.6.2.1 The portable fire extinguishers/smoke detectors/Fire detectors wherever available in the different building areas are to be kept in neat condition.

3.6.3 Switch boards / Panels/ Main and sub Distribution boards:

3.6.3.1 Different type of Switchboards / Panels/main and sub distribution boards provided in different rooms / locations are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. No stains/impressions should be remained on Switchboards / Panels/Distribution boards after cleaning. The said boards should be kept in good & clean always. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.

3.6.4 Cleaning of lighting & accessories:

3.6.4.1 Indoor lighting luminaries with all accessories i.e. fluorescent lamps With/without louvers, which are provided in rooms, concourse, platform, and passages etc. in different buildings, are to be kept neat & tidy condition by using adequate trained personnel/ equipment.

3.6.4.2 External lighting luminaries with all accessories i.e. fluorescent Lamps, Floodlights with/without covers, which are provided outside the building are to be kept neat & tidy condition by using adequate trained personnel/ equipment. Proper safety signage is to be put while cleaning. No traffic should be affected due to cleaning operations. High Mast lightings should be cleaned properly with due care.

3.6.5 Cleaning of Fans/Exhaust fans:

3.6.5.1 Different sweep sizes of ceiling & Exhaust fans are to be cleaned by suitable cleaning method which are provided in Rooms/plat form /passage area of all buildings on depot area. No stains or impressions should be remained on both sides of fan blades.

3.6.6 Cleaning of Air-Conditioners: -

3.6.6.1 All type of Air-conditioners like Window type, Split type, package types etc. are to be cleaned by using suitable cleaning methods as per the frequency given in Schedule of work. All safety precautions need to be taken while cleaning Electrical Equipment only outer body of equipment along with Louver etc. are to be cleaned.

3.6.7 Cleaning of Panels & All Electrical Equipment in compressor room:

3.6.7.1 The different types of Electrical equipment along with the panels available in compressor rooms are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.

3.6.8 Cleaning of All Equipment available in Fire fighting system

3.6.8.1 The different types of equipment available for Firefighting room are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. No equipment should be damaged due to cleaning

3.6.9 Cleaning of All Equipment available in Pump room & R.O. Room

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

3.6.10 Cleaning of Inspection pit area at Internal cleaning shed

3.6.10.1 The vertical and bottom surface of the inspection pit area should be cleaned after finishing the day's work and as & when required. No Oil/Grease stains should be remained in the inspection pit area. The dust / garbage collected should be disposed frequently.

3.6.11 Cleaning of Inspection ramp area at automatic washing plant

3.6.11.1 The vertical and bottom surface of the inspection pit area should be cleaned after finishing the day's work and as & when required. No

Oil/Grease stains should be remained in the inspection pit area. The dust / garbage collected should be disposed frequently.

3.6.12 Cleaning of area at blow down plant & Internal cleaning Shed

3.6.12.1 The blow down plant should be cleaned with adequate cleaning methods. The dust should be removed using adequate method.

3.7 GENERAL CLEANLINESS:

3.7.1 Cleaning of Telephone sets and accessories:

3.7.1.1 Telephone instruments provided in all the rooms of different buildings/Premises are to be cleaned by using suitable method. Telephone instrument should not be affected due to cleaning operations.

3.7.2 Cleaning of Computers and accessories:

3.7.2.1 Computers and its accessories like CPU; UPS; Printer, Keyboard Monitor etc. are to be cleaned as per frequency given in the Tables by suitable method. No data should be deleted or functioning of computer withheld due to cleaning operations.

3.7.3 Cleaning of Signage boards/Notice boards:

3.7.3.1 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.

3.7.4 Cleaning of Parking sheds:

3.7.4.1 Parking shed roof and columns to be cleaned by using dry/Wet cleaning. While cleaning care should be taken. To avoid any breakage of the roof sheets etc.

3.7.5 Cleaning of furniture provided in all rooms/offices:

3.7.5.1 The different type of furniture provided in all rooms /offices of all buildings are to be cleaned by suitable methods.

3.7.6 Cleaning of Office equipment

3.7.6.1 Different types of office equipment like Almirahs, Bookshelves, and Rakes etc. are to be cleaned as per frequency given in the schedule of work (Tables).

3.7.7 Supply and Cleaning of Dust bins:

- a) The contractor shall supply adequate no. of Small and Big dust bins with the approval of Employer.
- b) Samples to be approved by Employer.
- c) Each service room shall be provided with dustbins of small size equal to sitting provided in that room.
- d) At various locations Big dust bins with covers shall be provided.
- e) Every inspection bay shall be provided with minimum 2nos big dustbins each side.
- f) In workshop bay, minimum 01 no. big dustbin shall be provided to each side of car lifted for overhauling.
- g) Every section in workshop bay shall be provided with minimum 01 no big dustbins each side.
- h) Dustbins shall be cleaned as per the requirement on daily basis.
- i) Adequate no. of spare dust bins shall be kept to replace damaged /dirty dust bins.
- j) If Required Big size Garbage bin (metal container) shall be provided in adequate nos. with covers to finally collect the waste/garbage. Such Garbage bin should be sealed & be emptied in the nominated JMC locations. The dustbins to be transported in sealed condition only. Spare Garbage bins shall be kept when Garbage bin are sent for waste disposal. The Garbage bins are to be kept in neat and clean manner & should be cleaned and washed on daily basis.

3.7.8 Cleaning & washing of Track plinth:

3.7.8.1 By using adequate trained personnel & equipment/machineries, the contractor should clean track bed structure with in the different buildings/premises area. Washing of track plinth should be done with suitable methods as per the frequency given in the Tables. While cleaning proper care should be taken, so that no accident occurs. Any accident if occurs, shall be the sole responsibility of the contractor. Track bed structure should not be destroyed while cleaning. While cleaning lubricant material, which is applied to the track fastenings 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 authorized Representative of Employer. One or both rails might be used for traction return current. While cleaning the Track Bed, the contractor shall not disturb the existing track arrangement, other Traction, E&M, Signaling, Communication equipment provided near the Track.

3.8 CLEANING OF MECHANICAL EQUIPMENT:

3.8.1 Cleaning of Electric Bogie Tractor (Zephir make)

3.8.1.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.2 Cleaning of RRM (Niteq- Make)

3.8.2.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.3 Cleaning of Synchronized Pit Jacks:

3.8.3.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning of the floor (underground) to be done as per the requirement. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.4 Cleaning of Fork Lifts

3.8.4.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.5 Cleaning of Bogie Turn Table (BTT) :

3.8.5.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning no part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.6 Cleaning of Various Test benches:



3.8.6.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.7 Cleaning of Pallet trucks:

3.8.7.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.8 Cleaning of all OH & Jib Cranes:

3.8.8.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.9 Cleaning of Re railing equipment

3.8.9.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.10 Cleaning of Automatic Coach Washing Plant:

3.8.10.1 Buildings related to automatic coach wash plant, Platform and all other equipment provided to be cleaned as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.11 Cleaning of Vertical carousal /storage systems

3.8.11.1 This equipment provided in the DCOS stores building. The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning no part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.12 Cleaning of Under floor Wheel lathe:

3.8.12.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.13 Cleaning of all other type machines & Plants

3.8.13.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.14 Cleaning of Trucks/Lorries:

3.8.14.1 External Body and cab of the Trucks/Lorries to be cleaned using dry to be carried out as per the frequency given in the schedule of work.

3.8.15 Cleaning of Sofa and chair covers:

3.8.15.1 Sofa and chair covers provided in the officers room, Tech. Cell, Visitors Room, conference room, meeting room, training room or any other room etc. shall be washed and Ironing of the covers should be carried out as per the frequency given in the schedule of work.

3.8.16 Cleaning of Vertical vanish /Blinds:

3.8.16.1 Vertical vanishes /Blinds provide in various buildings to be carried out as per the frequency given in the schedule of work. Dry whipping & dusting to be done. While cleaning no stripes to be damaged.

3.8.17 Cleaning of Tools:



3.8.17.1 The tools are to be cleaned as per the frequency given in the schedule of Work (Tables). The tools to be kept in place properly after cleaning. The cleaning of tools should be done whenever not in function.

3.8.18 Cleaning of Training Aids:

3.8.18.1 Different type of training aids like OHP; LCD, Screen etc. to be cleaned with due care, such that no equipment is affected.

3.8.19 Cleaning & sanitation of Bathrooms & Toilets:

3.8.19.1 The Bathrooms & Toilets provided in the different buildings/ premises are to be cleaned and to be kept neat & in hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/ urinals/wash basins & flooring. Liquid soap, toilet tissues, odorizers, naphthalene balls etc to be provided on consumable basis as & when required at the cost of contractor. These items should be made available in the adequate quantity at various places in the Bathrooms & Toilets etc. The hourly chart for cleaning of Bath rooms and Toilets shall be displayed in bath room. The fittings installed in bath room & Toilets shall be checked in each shift and status for any damage, theft shall be hand over to next shift and be reported to JMRC staff.

3.8.19.2 The blockage in the Sewage/water supply pipes shall be attended immediately. The water leakage in pipe fitting i.e. Taps, Bends, Valves etc. to be attended immediately. The Employer will supply the required fittings or contractor shall make his own arrangements with the approval of the Employer. The replacement fittings should match the original fittings standards and brand. The blockage / leakage or any type of attention required for sanitary fittings like Washbasins, Cisterns, W.C.pans etc. to be made immediately. If any fitting required for replacement, the contractor shall make his own arrangements with the approval of Employer if Employer does not supply the same. The washbasins, cisterns etc. if overflows due to blockage or due to any defects in the fittings should be attended immediately. The over flow in water tanks shall attend immediately. If any fitting required for replacement, the contractor shall make his own arrangements with the approval of Employer if Employer does not supply the same. Contractor should take care about no water stagnation in the different buildings/ premises due to leakage of pipes/overflows and spillage of water.

3.8.20 Cleaning of Drainage System of entire depot premises

3.8.20.1 The drains provided at different locations i.e. RCC gutters provided at roof, 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. 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.

3.8.21 Cleaning of Water tanks

3.8.21.1 Cleaning of Over head / under ground water tanks provided in the buildings situated at depot area shall be cleaned with suitable cleaning agents and fresh water. The necessary arrangements shall be made to empty the water from the underground water tank. The cleaning of water tank shall be done with the approval of Employers authorized representative. No residual of cleaning agents should be left in the water tank after completion of cleaning.

3.8.22 Miscellaneous items/Any Other work:

3.8.22.1 The items which are not specified in the schedule of work (Annexure) to be carried out as and when required as per the Employers authorized representative.

3.9 SUPPLY, CLEANING, WATERING AND MAINTENANCE OF PLANTS AND LAWNS

3.9.1 Supply, Cleaning, watering & maintenance of Indoor & outdoor plants

- a) The Indoor plants / Outdoor plants and Flower pots shall be of good quality. According to weather varieties of plants shall be arranged in **Clay/Sand/Flower Pots (Life 2 years)** .The indoor /outdoor plants shall be of the **minimum height of 1.5 to 2 feet(Life one years)** to look attractive with the approval of Employer.
- b) Proper bottom covers shall be provided to avoid the spillage/leakage of water from the pots to the floor.
- c) All indoor/outdoor plants shall be well maintained .If any plant is not in good condition, the same shall be replaced with good quality plant.
- d) All indoor/outdoor plants shall be arranged in the station premises with the approval of Employer.
- e) All plants will always look good and fresh.

3.9.2 Cleaning, Watering & Maintenance of Lawns

- a) The Lawn developed by Doob grass or any means to be maintained & cleaned properly by using dry & wet cleaning methods. Trimming of extra growth to be carried out as & when required. The grass should not be destroyed due to improper cleaning methods or any means.

- b) Regular watering shall be done to keep the grass always in good condition.
- c) Manuring shall be done as per the requirement.
- d) Hedging of shrubs.
- e) Trees are to be trimmed regularly.

3.9.2.1 The rate quoted shall be inclusive of all labour/materials/cartage lead, lifts/up keeping/ maintenance like watering, manuring etc. The contractor will have to provide watering pipes, pipe fittings etc.

3.9.2.2 The premises should not become dirty/ Slippery while watering / maintaining the plants or lawns.

3.9.3 Wild Grass /wild plant cutting in depot area

3.9.3.1 Regular Wild Grass /wild plant cutting of area around complete depot boundary wall, Stabling yard area, In front of Stabling yard, around DCOS building, in front of workshop, Inspection bay, P Way siding, Blow Down plant, Automatic wash plant, Test Track, around gate no-1, Circulatory Road area & DCC area between two tracks and across track etc. as per schedule and as & when required.

3.10 SCHEDULE OF RATES & ACTIVITIES (Activity wise break up):

SCHEDULE – 1: Cleaning & wax polishing of Rolling Stock (Metro Train Coaches)

Payment shall be made as per the following weightage for activities coinciding with the respective details in the Technical Specifications and Scope of Work and (Refer Clause 3.2) .

S.N o.	Description of work	No. of train sets (4car)	Activity / Train Set / Year	No. of activities per year = No. of train set x Activity per train set	% Rate/Train Set/Activity
1	a. Daily Light Internal Cleaning and Driver's Cab External Cleaning	7	365	2555	3.02 % of (a)*
	b. Front Glass Cleaning				
2	Cleaning of Roof	10	12	120	2.61 % of (a)*
3	Heavy Cleaning (Internal)	10	12	120	17.40 % of (a)*
4	Wax Polishing	10	2	20	25.22 % of (a)*
5	Heavy Cleaning (External)	10	12	120	3.65 % of (a)*
6	Floor polishing	10	4	40	23.50 % of (a)*

(a)*=Accepted Rate/Train set/Month as Sl.No. 1.00, sub-head 1.01 of Bill of Quantities (BOQ)

NOTES:

1. The quantity of work, Trains may vary as per site requirement during contract period.
2. The payment will be made on actual basis for the units maintained and for the period of maintenance.
3. The rates above shall be applicable for train composition of 04 cars. Any change in composition of trains shall be paid proportionately.

SCHEDULE – 2: Cleaning and Housekeeping Services of Depot Premises, Horticulture and Maintenance of Garden at Mansarovar Train Depot

Payment shall be made as per the following weightage for activities coinciding with the respective tables and groups in the Technical Specifications and Scope of Work (Refer Clause 3.3).

S.No		Description of Items	Unit	Quantity per year	Quantity per 2 year	% rate of Activity as per rate filled in BOQ at 2.01
Table	Item					
				(A)		(B)
1 Clause 3.3.1		Work Shop bays 1& 2 (S. No 2.01 of BOQ)				
			Daily	365	730	0.027938
2 Clause 3.3.2		Workshop Building (S. No. 2.02 of BOQ)				
			Daily	365	730	0.030644
3 Clause 3.3.3		Inspection Bays 1, 2 & 3 (S. No. 2.03 of BOQ)				
			Daily	365	730	0.027938
4 Clause 3.3.4		Time Office , Test Track, ETP, Pump Room, Outside ASS (S. No. 2.04 of BOQ)				
	A	Time Office	Daily	365	730	0.002794
	B	Test Track	Daily	365	730	0.002794
	C	Effluent Treatment Plant	Daily	365	730	0.002794
	D	Pump Room	Daily	365	730	0.002794
	E	Outside ASS	Daily	365	730	0.002794
5 Clause 3.3.5	A	DCOS Office	Daily	365	730	0.007526
	B	P.Way Office	Daily	365	730	0.007526
6 Clause		PIT Wheel Lathe , Interior Cleaning Shed and AWP (S. No. 2.06 of BOQ)				

3.3.6	A	PIT Wheel Lathe	Daily	365	730	0.004296
	B	Interior Cleaning Shed	Daily	365	730	0.004296
	C	Automatic Wash Plant	Daily	365	730	0.004296
7 Clause 3.3.7	Stabling Yard (S.No.2.07 of BOQ)					
	A		Daily	365	730	0.012346
8 Clause 3.3.8	Car Parking, Circulating area road and Railing & Fencing around workshop (S. No. 2.08 of BOQ)					
	A	Car Parking	Daily	365	730	0.006010
	B	Circulating area road	Daily	365	730	0.024475
	C	Railing & Fencing around workshop	Daily	365	730	0.006010
9 Clause 3.3.9	Maintenance of lawns, Shurbs, hedging grass cutting, trees trimming, Manuring and watering, etc. and grass/Jungle cutting of Stabling yard area, in front of Stabling yard, DCOS Building, in front of Workshop, Inspection bay, Admin Building, Automatic wash plant, Test Track, around gate no. 1 & circulating area etc. at Mansarovar Train Depot (S. No. 2.10 of BOQ)					
	A	Gardening and Horticulture	Daily	365	730	0.040825
	B	Wild Grass and Bush Cutting of entire depot area	Daily	365	730	0.043579
	C	Supply & maintain Indoor Plants/Out door Plants/ Flower pots	Per Month (For 100 plants)	12	24	0.374075

Note:

- 1) R(*)= Accepted Rate per year (filled by the bidder in the BOQ at 2.01 i.e. (Rate for 01 year) of Bill of Quantities (BOQ),
- 2) A = No. of activities per year
- 3) B = Percentage rate of each activity

Rate of activities shall be calculated as follows

Activity rate in value terms (C) =(B)*(R*)/100 (in Rs.)

3.11 MACHINERY AND CONSUMABLE REQUIREMENTS:

3.11.1 Essential Machinery to be deployed

The Contractor shall essentially deploy the following machinery and shall maintain them and use them at all times during the duration of the Contract.



Contractor may handed over these machine to JMRC Store one time and then may issue for their use.

SL. No	Name of machinery	Make/Model No.	Qty
1	Compact drier for under seat cleaner (height 350 mm approx.)	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root/charnock/Eureka Forbes or similar.	1
2	Portable type Wet & Dry Vacuum cleaner for under seat cleaner (height 350mm approx.)	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root / charnock/Eureka Forbes or similar.	1
3	Portable type Single Disc Mini Scrubber	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root / charnock/Eureka Forbes or similar.	1
4	Wax Polishing Machine	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root/ charnock/Eureka Forbes or similar.	1
5	Glass cleaning tools with long handles	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root/ Flipper/charnock/Eureka Forbes or similar.	5
6	High rise ladders (non-conductive)	-	2
7	Grass cutting machine & Horticulture Machine	-	1
8	Weed/Bush cutter machine	-	1
9	Battery operated Industrial drier cum scrubber for shop floor/office	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root/ charnock/Eureka Forbes or similar.	1
10	Two bucket trolley system	-	2
11	Axe		2
12	Trowel		4
13	Spade with Wooden Handle		4
14	Wooden Handle Hedge Cutter		6
15	Hand Sickle with wooden handle		8
16	Garden Pipe 1/2 " (feet)		300

17	Scrubber brush for floor Scrubbing Machine		2
18	Cutter of Grass cutting machine		4
19	Cutter of weed/bush cutting machine		4
20	String for grass cutting machine Bundle		6
21	Petrol/Kerosene for Weed/Bush and grass cutter machine		100 ltr

3.11.2 Approximate consumption of cleaning chemicals and other consumable required for train cleaning, wax polishing, floor polishing of rolling stock activities

Estimates for the work have been worked out on the basis of the following consumption of cleaning chemicals for cleaning of the rolling stock and related activities. The same may be taken as an indicative annual requirement during the course of the contract. **Contractor may handed over these cleaning chemicals and other consumable on the six monthly basis to JMRC Store.**

S.No.	Name of Item	UNIT	Approximate Annual QTY requirement
1	3M Foam polish	Ltrs	10
2	3M Rubbing Compound	Ltrs	10
3	Johntec resitol	Ltrs	240
4	R2	Ltrs	556
5	R3	Ltrs	227
6	Taski Spiral (F11)	Ltrs	636
7	Applicator cloth	Nos	40
8	Bamboo brush (Life one month)	Nos	208
9	Big bucket (Life02 month)	Nos	63
10	Big Wiper (Life01 month)	Nos	187
11	Duster	Nos	3035
12	Floor Cleaning M/c Pad (Life One month)	Nos	4
13	Floor duster (Poccha)	Nos	1698
14	Foam pad	Nos	40
15	Glass wiper (Life 01 month)	Nos	157
16	Hand brush (Life 01 month)	Nos	85
17	Helmet	Nos	1
18	Mug (Life02 month)	Nos	197

S.No.	Name of Item	UNIT	Approximate Annual QTY requirement
19	Plastic pipe (Life 6 months)	Nos	1000
20	Red pad	Nos	40
21	Safety Belt (Life one year)	Nos	1
22	Sand paper	Nos	120
23	Scotch Brite	Nos	2404
24	Small bucket (Life 02 month))	Nos	59
25	Small wiper (Life 01 month)	Nos	191
26	Clean Cloth	Nos	40

3.11.3 Approximate consumption of cleaning chemicals and other consumable required for housekeeping activities of depot premises:

Estimates for the work have been worked out on the basis of the following consumption of cleaning chemicals for housekeeping of the depot. The same may be taken as an indicative annual requirement during the course of the contract. **Contractor may handed over these cleaning chemicals and other consumable to JMRC Store on 6 month basis and then JMRC issue the material for their use.**

SL. No.	Material	Unit	Approx. Qty / Year
1.	Liquid Hand Wash	Ltr	120
2.	Tissue Paper box	Box	36
3.	Air/Room Freshner	Pcs	12
4.	Napthalence Balls	Kg	6
5.	Odonizer	75g piece	144
6.	Toilet Cleaner	Ltr	60
7.	Urinal Mat	No.	20
8.	Urinal cube	Packet	24
9.	Glass wiper	Nos.	12
10.	Floor cleaning chemical	Ltr	15
11.	Small Dust Bin (with pedals)	Nos.	20
12.	Large Dust Bin	Nos.	10
13.	Buckets (Small & Big mix)	Nos.	25
14.	Helmets	Nos.	15
15.	Safety Belts	Nos.	4
16.	Yellow Duster	Lump Sum/month	12
17.	Clay/Sand/Flower Pots (Life 2 yrs) and weather plants (Life one year) 1.5-2 feet height	Nos.	200
18.	Door mats thick rubberize (Approx. 2' x 1'	Nos.	15



SL. No.	Material	Unit	Approx. Qty / Year
	size)		
19.	Coconut Broom	Nos.	100
20.	Hard Cleaning Bamboo Broom	Nos.	100
21.	Garden Gloves Anti Cut Type	(paires)	24
22.	Lump sum provision for Garbage disposal outside Depot		
23.	Lump sum provision for Grass disposal outside Depot		
24.	Misc. Tools & Plants	Lump Sum	Lump Sum

4 FORMATS FORMING PART OF TECHNICAL BID

4.1 FORM A FORM OF TENDER

Note :

- I. The Appendix forms part of the Tender.
- II. Tenderers are required to fill up all the blank spaces in this Form of Tender and Appendix.

Name of Work: HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING
& FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING
OF MANSAROVAR DEPOT

To

EXECUTIVE DIRECTOR (ROLLING STOCK)
JAIPUR METRO RAIL CORPORATION LTD,
4th Floor, Admin Building, Mansarovar metro train depot,
Bhargu path, Mansarovar, Jaipur -302020

1. Having visited the site and examined the General Conditions of Contract as well as Special Conditions of Contract, Specifications, Instructions to Tenderers, for the execution of above named works, we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Specifications, and Addenda for the sum of Rs. _____ (Amount in figures and words) for _____ or such other sum as may be ascertained in accordance with the said conditions.
2. We acknowledge that the Appendix forms an integral part of the Tender.
3. We undertake, if our Tender is accepted, to commence the works within 7 days of issue of the Engineer's 'order to commence' and to complete the whole of the Works comprised in the Contract up to 24 months calculated from the date of Commencement of the work, as indicated in the Appendix.
4. If our Tender 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 General Conditions of the Contract and as indicated in the Appendix.
5. We have independently considered the amount as per the General Conditions of Contract as liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
6. We agree to abide by this Tender 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.

7. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
8. We declare that the submission of this Tender confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of 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 tender price does not include any such amount.
9. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
10. We understand that you are not bound to accept the lowest or any tender you may receive.
11. If our Tender is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

Dated this.....day of..... 20__

Signature

Name..... in the capacity of

duly authorized to sign Tenders for and on behalf of.....

Address

Witness – Signature

Name

Address

Occupation



4.1.1 APPENDIX TO THE FORM OF TENDER

	Condition of Contract	
i.	Amount of Bank Guarantee as Performance Security	5 percent of the Contract Price.
ii.	Minimum amount of Third Party Insurance	Rs.1.0 lakh for any one incident, with no. of incidents -10 in a year.
iii	Period for commencement of work from the date of issue of letter of acceptance	Within 7 days of issue of the Engineer's order to commence
iv	Contract Period from the date of commencement of work	2 years and extendable as per SCC
v	Penalty for non completion of work or poor quality of work	As per Clause 2.6 of SCC
vi	The firm must maintain a "Zero Accident Record".	In case of any major accident/ fatality a penalty of not exceeding 20% of total contract value will be levied.

Signature of authorised signatory on behalf of Tenderer

Date _____

Name

Place _____

Address

4.2 FORM B FORM OF BANK GUARANTEE FOR TENDER SECURITY

4.2.1.1 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.

4.2.1.2 Whereas _____ (name of tenderer) (hereinafter called "the tenderer") has submitted its tender dated _____ for contract for HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT of rail/metro corridor of Jaipur MRTS project hereinafter called "**the tender**".

and whereas the tenderer is required to furnish a bank guarantee for the sum of Rs. _____ (Rupees _____) as tender security against the tenderer's offer as aforesaid.

and whereas _____ (name and address of the bank) have, at the request of the tenderer, agreed to give this guarantee as hereinafter contained.

4.2.1.3 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 Tenderer in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Tenderer.
- 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 Tenderer.
- c. That any account settled between the Employer and the Tenderer 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 tender submission.
- e. That the expression 'the Tenderer' and 'the Bank' herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

4.2.1.4 THE CONDITIONS OF THIS OBLIGATION ARE:



- a. If the Tenderer withdraws his Tender during the period of Tender validity specified in the Form of Tender, or
- b. If the Tenderer does not accept the correction of his tender price in terms of Clause 1.5.9 of the "Instructions to Tenderers".
- c. If the Tenderer having been notified of the acceptance of his tender by the Employer during the period of tender validity:
 - i. Fails or refuses to furnish the Performance Security in accordance with Clause 1.6.5 of the "Instructions to Tenderers" and/or
 - ii. Fails or refuses to enter into a Contract within the time limit specified in Clause 1.6.4 of the "Instructions to Tenderers".

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
Authorized Official
of the Bank

Signature of the witness
.....

Name of Official
Designation
I.D. No.

Name of the Witness
.....

Stamp/Seal
of the Bank

Address of the Witness
.....



4.3 FORM C PROFORMA FOR STATEMENT OF DEVIATIONS

(Refer Clause 1.5.7)

4.3.1.1 The following are the particulars of deviations from the requirements of the Instructions to Tenderers", "General Conditions of Contract" , "Special Conditions of Contract and Tender Specifications:

Clause	Deviations	Remarks (including justification)	Price adjustment for withdrawal of each Deviations

Signature of Tenderer

Note

1. Where there is no deviation, the statement should be returned duly signed with an endorsement indicating '**No Deviations**'.
2. The tenderer shall indicate price adjustment against each deviation, which he shall like to add to the tender price for withdrawing of his deviations if the same are unacceptable to the Employer.



4.4 FORM D Format of Bank Guarantee for Performance Security

4.4.1.1 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.

4.4.1.2 Whereas Jaipur Metro Rail Corporation Limited has awarded the contract for HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT for of Rail /Metro Corridor of Jaipur MRTS Project(hereinafter called "the contract") to M/s _____ (Name of the Contractor) _____ (hereinafter called "the Contractor").

4.4.1.3 AND WHEREAS the Contractor 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).

4.4.1.4 Now we the Undersigned _____ (Name of the Bank)

4.4.1.5 Being fully authorised 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.

4.4.1.6 After the Contractor 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 Contractor 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 Contractor 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 damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Contractor 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.

- 4.4.1.7 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 60 days longer than the Defect Liability Period).
- 4.4.1.8 At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Contractor or if the Contractor 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 4.4.1.6, 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 Contractor
- 4.4.1.9 The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
- 4.4.1.10 The neglect or forbearance of the Employer in enforcement of payment of any moneys, 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.
- 4.4.1.11 The expressions "the Employer", "the Bank" and "the Contractor" 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) 20__ being herewith duly authorized. For and on behalf of the _____ Bank.

Signature of authorised 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 abovenamed _____

In the presence of :

Witness 1.

Witness 2.

Signature

Signature

Name

Name

Address

Address

4.5 FORM E FORM OF AGREEMENT

(Refer Clause 1.6.4 of "Instructions to Tenderers")

This Agreement is made on the _____ day of _____ 2020 Between EXECUTIVE DIRECTOR (ROLLING STOCK), JAIPUR METRO RAIL CORPORATION LTD, Room no. 405, 4th Floor, Admin Building, Mansarovar Metro Train depot, Bhargu path, Mansarovar, Jaipur – 302020 herein after called "the Employer" of the one part and _____ (Name and Address of Contractor) hereinafter called "the Contractor" of the other part. Whereas the Employer is desirous that (certain Goods and Services should be provided and) certain Works should be executed, viz Contract No. "JMRC/O&S/RS/2019-20/NIB/009" HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT of Rail/Metro Corridor of Jaipur MRTS Project hereinafter called "the Services" and has accepted a Tender by the Contractor for the execution and completion of such Services (***) as well as guarantee of such services) and the remedying of defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

4.5.1.1 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.

4.5.1.2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- (i) Letter of acceptance
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Technical Specification
- (v) Notice Inviting Tender and Scope of Work
- (vi) Bill of Quantities
- (vii) Form of Tender with Appendix
- (viii) Addendums, if any
- (ix) Other conditions agreed to and documented as listed below:
 - (i) Tenderer's Work Schedule as amended if required.
 - (ii) Statement of deviations (if applicable)
 - (iii) Any other item as applicable

4.5.1.3 In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor 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.

4.5.1.4 The Employer hereby covenants to pay the Contractor in 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.

OBLIGATION OF THE CONTRACTOR

4.5.1.5 The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor 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 contractor in respect thereof, which may arise.

4.5.1.6 The staff/labour recruited by the Contractor for HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT will be the sole responsibility of the Contractor and JMRC will not be involved in it in any way. The staff / labour so recruited by the Contractor will not have any right whatsoever at any stage to claim employment in JMRC.

4. JURISDICTION OF COURT

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

4.5.1.8 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
Contractor**

Signature of the authorised
official

Name of the official

Stamp/Seal of the Contractor

**For and on behalf of the
Employer**

Signature of the authorised official

Name of the official

Stamp/Seal of the Employer

SIGNED, SEALED AND DELIVERED

By the said

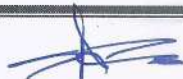
Name: _____

on behalf of the Contractor in the

By the said

Name: _____

on behalf of the Employer in the



presence of:
Witness _____

Name _____

Address _____

presence of:

Witness _____

Name _____

Address _____

Note :

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



4.6 Form F Power of Attorney for Signing of Bid

Know all men by these presents, We.....(name of the firm and address of the registered office) do here by irrevocably constitute, nominate, appoint and authorize Mr./Ms.(name)..... Son/daughter/wife of..... and presently residing at....., who is presently employed with us and holding the position of.....as our true and lawful attorney (hereinafter referred to as the "Attorney")to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our tender no. JMRC/O&S/RS/2019-20/NIB/009 for qualification and submission of our Bid for the works, including but not limited to signing and submission of all tenders, bids and other documents and writings, and other conferences and providing information/ responses to JMRC, representing us in all matters before JMRC, signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our bids, and generally dealing with the JMRC in all matters in connection with or relating to or arising out of our Bid for the said Projects and/or upon award thereof thousand /or till the entering into of the Contracts with JMRC.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us. IN WITNESS WHEREOF WE ,THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF.....,20__.

For (Signature)

(Name, Title and Address) Witnesses:

Accepted

.....Signature)

(Name, Title and Address of the Attorney)

(Notarized)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favors of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.



4.7 FORM T-I GENERAL INFORMATION AND JOINT VENTURE DATA

Notes:

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

1 Bidder Company details (in case of consortium, details of Lead Partner)

- (a) Name of Bidder Company:
- (b) Address of the corporate headquarters and its branch office(s), if any, in India:
- (c) Date of incorporation and/ or commencement of business:

2 Particulars of the Authorised Signatory of the Applicant:

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Phone Number:
- (e) Fax Number:

3 PAN Number (attach photocopy):

4 GST. No (attach copy of the registration certificate):

5 PF and ESI compliance

- a. PF registration no.:
- b. ESI registration no.:
- c. Code no. as per ESI Act 1948.

6 Bank Account Details (for purpose of receiving payment from JMRC) :

- a. Name of the Account Holder:
- b. Name of the Bank:



- c. Branch Address:
- d. 9-digit MICR Code:
- e. Account type (SB, Current, Cash Credit A/c, etc.):
- 7 Valid ISO 9000 certificate enclosed
(Yes/No)
- 8 Valid ISO 14001 certificate enclosed
(Yes/No)
- 9 Valid OHSAS 18001 certificate enclosed
(Yes/No)
- 10 In the case of a consortium:
- a. Names of participating members / constituents
- (a)
- (b)
- (c)
- b. Address, telephone, Tele-fax and email of each members / constituent.
- | Registered Office | Office for correspondence |
|--------------------|---------------------------|
| (a) _____
_____ | |
| (b) _____
_____ | |
| (c) _____
_____ | |
- c. Distribution of responsibilities among partners / constituents.
(Among other details, specify the sub-items of works for which each of the partners / constituents would be responsible).
- d. Date and place of joint Venture/ Consortium Agreement.
- e. Names and Addresses of Bankers to the Joint Venture/ Consortium
- f. Names and Addresses of Associated Companies to be involved in the Project and whether Parent / subsidiary/ others.
- g. If the company is subsidiary, what involvement, if any, will the Parent Company have in the Project?



4.8 FORM T-II EXPERIENCE RECORD

1. Total number of years of experience in "HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT" services.(As per NIT key details clause(u).
2. Details of experience in "HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT" as required by JAIPUR METRO RAIL CORPORATION for last five years. (As per NIT key details clause(u).

Sl. 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.	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Notes :

- (i) Details preferably should be in above format.
- (ii) The details of work including the cost of the work and date of completion etc. should be supported by notarized/attested and self-certified copy of each of the work Completion certificates issued by
 - a) an officer not below the rank of Executive Engineer or equivalent in case of work done for a Central/State Govt. Department and corresponding PSU's.
 - b) a Chartered Accountant under his seal and signature, in case of work done for private entities.
- (iii) Additional pages may be attached if required. All the pages must be signed by the authorized signatory of the tenderer.



**4.9 FORM T-III RESOURCES PROPOSED FOR THE WORK – PERSONNEL
(FOR MANSAROVAR TRAIN DEPOT and 10 NO TRAIN 4 CAR EACH)**

S.No.	Designation	Min. No. of Personnel required for 10 no. Trains (Each train is 4 coach configuration)	Min. No. of Personnel proposed to be deployed For 10 Trains (Each train is 4 coach configuration)	Min. No. of Personnel required (for Housekeeping) in Depot	Min. No. of Personnel proposed to be deployed (for Housekeeping) in Depot	Relevant Years of Experience in cleaning & Housekeeping	
						Minimum experience Required (Yrs)	Proposed experience
1	Team Leader(20% Higher of Highly skilled Minimum Wages)	-		01		2	
2	Managers (10% Higher of Highly skilled Minimum Wages)	01		-		1	
3	Supervisors (Highly skilled)	01		02		1	
4	Trained staff (skilled)	12		20			
	Total	14		23			

**4.9.1 Tentative MANPOWER REQUIREMENT (estimation purpose) FOR
TRAIN CLEANING ACTIVITIES of 10 trains 4 cars each.**

S.No	Activity	Frequency of Activity	Persons Required per 4 car activity	Time Allowed (Hrs.)
1.	Daily Light Cleaning	Daily (7 trains)	5	2
2.	Cleaning of Roof:	Monthly	5	4
3.	Heavy Internal: Cleaning	Monthly	9	4
4.	Floor polishing	Quarterly	4	3
5.	Wax Polishing	Six Monthly	4	5
6.	Heavy External Cleaning	Monthly	5	4

**4.9.2 TANTATIVE MANPOWER REQUIREMENT (ESTIMATION PURPOSE)
FOR HOUSE KEEPING ACTIVITIES IN DEPOT PREMISES**

S.no	Manpower	Requirement in Depot Premises	Remarks
1	Team Leader	1	Total staff 23
2	Manager	-	
3	Supervisor(Highly Skilled)	2	
4	Housekeeping Staff(Skilled)	20	

Note:

- No Deviation in the Deployment of min. no. of personnel for Train Cleaning and Cleaning & Housekeeping shall be acceptable. If any Tenderer proposes deviation in the Tender, such Tender shall not be considered and shall be rejected.

- b. The personnel shall be deployed by the contractor proportionate to actual no. of trains required to be cleaned.
- c. In order to achieve a very high standard of Train cleaning & Housekeeping, if required, more no. of personnel than the min. no. of personnel as mentioned above can be deployed. However, the Deployment of personnel shall never be less than the min. no. of personnel to be deployed as mentioned above.
- d. The Min. no. of personnel as mentioned above are required to be deployed on a daily basis in various shifts of the day as specified in this Tender.
- e. Any Personnel required to be deployed for taking care of Leave Reserve & Rest givers etc. have to be additionally provided by the contractor as per the Statutory norms or rules etc. as applicable.
- f. The CVs of the Team Leader, Managers are to be submitted along with the Tender. All CVs are to be signed by the proposed personnel and shall be verified by the Tenderer.

4.10 FORM T-IV RESOURCES PROPOSED FOR THE WORKS - MACHINERY & EQUIPMENT (FOR MANSAROVAR DEPOT)

- (i) Tenderer may list out the requirements of different types of Machinery and Equipment for completion of the work up to 12 months and furnish details relating to them in the Performa given below.
- (ii) If the number of units available of any particular type of equipment is less than the requirement, the tenderer should indicate how he proposes to meet the shortfall.

S. No.	Type of Equipment required for the work	Make/Model	Min. Equip ment requi red for the work	Details of equipment proposed by tenderer			Remarks if any
				Quantit y	Make	Model	
1	Compact drier for under seat cleaner (height 350 mm approx.)		1				Whether contractor is having the capacity to keep the equipment in good fettle. If yes, give details of the maintenance system i.e. In house or through External agencies.

2	Portable type Wet & Dry Vacuum cleaner for under seat cleaner (height 350mm approx.)	1				
3	Portable type Single Disc Mini Scrubber	1				
4	Wax Polishing Machine	1				
5	Glass cleaning tools with long handle	5				
6	High rise ladders (non- conductive)height 20 feet	2				
7	Petrol/engine operated Grass cutting machine & Horticulture Machine 28"	1				
8	Petrol/Kerosene/ Battery operated Weed/Bush cutter machine	1				
9	Battery operated Industrial drier cum scrubber for shop floor/office	1				
10	Two bucket trolley system	2				
11	Axe	2				
12	Trowel	4				
13	Spade with Wooden Handle	4				
14	Wooden Handle Hedge Cutter	6				
15	Hand Sickle with wooden handle	8				

16	Garden Pipe 1/2 " (feet)		300				
17	Scrubber brush for floor Scrubbing Machine		2				
18	Cutter of Grass cutting machine		4				
19	Cutter of weed/bush cutting machine		4				
20	String for grass cutting machine Bundle		6				
21	Petrol/Kerosene for Weed/Bush and grass cutter machine		100 ltr				

Note: THE QUANTITIES SHOWN ABOVE ARE THE MINIMUM REQUIRED FOR THE WORK. NO DEVIATION FROM THE MINIMUM QUANTITY AS MENTIONED ABOVE SHALL BE ACCEPTABLE. CONTRACTOR SHALL USE MACHINE OF SAME MAKE AND MODEL. AS SPECIFIED IN ABOVE TABLE. HOWEVER CONTRACTOR CAN ALSO PROPOSE AND USE THE EQUIVALENT MACHINE/HIGHER MODEL OF MAKE "MAN MACHINE/KARCHER/JOHNSON DIVERSY/HAKO/ROOTS/EUREKA FORBES/CHARNOCK" ONLY WITH APPROVAL OF JMRC.

4.11 FORM T-V FINANCIAL DATA

a. Total value of work done during the Last Three Years (For each member in case of Joint Venture/Consortium)

S.No.	Description	Year 2016- 2017 (Rs.in Lacs)	Year 2017- 2018 (Rs.in Lacs)	Year 2018- 2019 (Rs.in Lacs)
(1)	(2)	(6)	(7)	(8)
1.	Total value of work done			

Note:

Attach the following:

(In case of consortium/ joint venture enclose the following documents of all partners)

- Attested copies of the financial statements of the last three financial years, duly certified by Chartered Accountant.
- Income Tax Return for last three years.



b. List of all Ongoing Contracts

Name of the applicant (constituent member in case of Group)	Total number of works in hand	Number of contracts of each type		Number for which applicant went in for		Number of contracts in which date of completion given in the original has already burst	**Total value of balance works yet to be done in Rupee equivalent as on 31/03/2019			
				Arbitration	Litigation		Year 2016-2017	Year 2017-2018	Year 2018-2019	Year 2019-2020

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

4.11.1.2 This figure should also include the year-wise break-up of part value of works to be executed in the two years period (2016-2020) even if completion of such works spills over beyond this two years period (2016-2020).

4.12 FORM T-VII INDOOR/OUT DOOR PLANTS PROPOSED FOR THE WORK

(A) Indoor Plants:

SL. No.	Proposed Type of Indoor Plants as per Winter Season(Life one year with 1.5 to 2 feet height)	Proposed Type of Indoor Plants as per Summer Season(Life one year with 1.5 to 2 feet height)
1		
2		
3		
4		
5		
8		
9		
10		
11		
12		
13		
14		
TOTAL		

(B) OUTDOOR (PARTIAL OPEN/PARTIAL SHADE AREAS):

SL. No.	Proposed Type of outdoor Plants as per Winter Season(Life one year with 1.5 to 2 feet height)	Proposed Type of outdoor Plants as per Summer Season(Life one year with 1.5 to 2 feet height)
1		
2		
3		
4		
5		
6		

7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
	TOTAL	

NOTE: Successful Tenderer will have to submit a detailed list of Indoor/Outdoor plants for approval by the JMRC.



4.13 FORM T VIII INDEMNITY (to be filled by contractor)

(To be filled by Contractor)

I on behalf of M/s hereby agree and undertake that I have understood all the safety rules and procedures and all staff working on behalf of M/s will abide by all safety rules and procedures. I declare that I M/s will be responsible for any safety violations/ accident etc. JMRC will not be responsible in case of any accident / incident and will not compensate financially or otherwise.

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

Name of Indemnifier

Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

4.14 FORM T-IX INDEMNITY (to be filled by Team Leader/Manager /Supervisor /Housekeeping staff)

(To be filled by contractor staff individually)

I hereby agree and undertake that I have understood all the safety rules and procedures and I will abide by all safety rules and procedure. I declare that I will be responsible for any safety violations/ accident etc. JMRC will not be responsible in case of any accident / incident and will not compensate financially or otherwise.

Name of Indemnifier

Signature of Indemnifier

Name of Contractor

Signature of Contractor

FORM T-X

4.15 FORM T-X CURRICULUM VITAE (to be filled by all staff)

Affix self-
attested
photograph

NAME

: _____

FATHER NAME

: _____

DATE OF BIRTH

:

PERMANENT ADDRESS

: _____

RESIDENTIAL ADDRESS

:

MARITAL STATUS

: _____

EDUCATIONAL QUALIFICATION

: _____

TECHNICAL QUALIFICATION

: _____

EXPERIENCE

: _____

LANGUAGE KNOWN

:

NATIONALITY

:

CATEGORY

:

DATE:

PLACE:
SIGNATURE

Thumb Impression

Designation of staff
.....

(To be filled by contractor)

Attested by authorised person:

(Seal & Signature of proprietor)

Phone/Mobile No: -

4.15.1 T-XI FORM OF BANK DETAILS FOR E-PAYMENT

Beneficiary name:

Beneficiary Address :

Line-1:	
Line-2:	
District/City:	State:
Pin Code:	Tele/Fax:
Mobile alert:	

Bank Details:

Bank Name:	
Branch Name and Address:	
Beneficiary A/C No.	Beneficiary A/C Type (Saving/Current):
Beneficiary A/c Name:	
Nine - Digit branch MICR Code:	
IFSC Code of the branch:	

Stamp & Signature of Authorized Signatory

4.16 Annexure- A OBLIGATION / COMPLIANCE TO BE INSURED BY CONTRACTOR

S.No.	Items	Compliance of Contractor (To be filled by Contractor)	
		YES	NO
1	License for employing contract labour		
2	Compliance of Minimum wages Act by Payment of wage on 7 th of every month in the presence of nominated representative of employer or Bank Payment.		
3	Compliance of provisions of ESI, PF and Workmen compensation Act		
4	To ensure treatment in case of accident / injuries suffered in performance of work including wages and compensation under WC Act.		
5	Send Accident report to Regional Labour Commissioner (RLC).		
6	Observance of working hours, weekly rest and overtime payment as per section 28 of BOCW Act.		

Note: A non-filling or 'NO' by contractor will leads to non eligibility for contractor in further tendering process.

Signature with Seal of Contractor/Proprietor

Engineer-in-charge/ consultant for the contract

4.17 Annexure B: DECLARATION BY THE BIDDER REGARDING QUALIFICATIONS

Declaration by the Bidder

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

1. I/we possess 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 years 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:

Signature of bidder

Place:

Name:

Designation:

Address:



4.18 Annexure C: GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS

The designation and address of the First Appellate Authority is Director(O&S)
JAIPUR METRO RAIL CORPORATION, JAIPUR.

The designation and address of the Second Appellate Authority is MD, JAIPUR
METRO RAIL CORPORATION, JAIPUR.

(1) Filing an appeal

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

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

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

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

(4) 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 authorized representative.

(5) 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.

(6) 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.



4.19 ANNEXURE D: CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Sl No	Document	No. of sets to be submitted	Reference to Clause No.	Attache d at Page No. (To be filled by Contractor)
	TENDER PACKAGE COMPRISING OF:			
1	Obligation / Compliance to be insured by Contractor (Annexure-"A" 4.16)	One in Original	4.16	
2	Tender security (Form B 4.2) enclosed in a separate envelope	One in Original	Key details c) of NIT	(Yes / NO)
3	Power of attorney for individuals signing on behalf of Company/Firm	One in Original	1.1.3.4	
4	Income Tax Return for last three years.	Attested copy	4.11	
5	GST registration	Attested copy	1.1.3.1	
6	PF registration Certificate	Attested copy	1.1.3.1	
7	ESI registration certificate	Attested copy	1.1.3.1	
8	Tender documents (i.e. NIT, ITT, SCC, Technical Specification, GCC, BOQ)	One in Original	1.4.1.2	
9	Statement of deviations from Tender Documents (Form C)	One in Original	4.3	
10	General information on the tenderer shall be furnished in Form T-I	One in Original	1.1.3.3	

Signature of Authorised Signatory

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11	Resources proposed for the work- Personnel with qualification and professional experience of each key staff member (Form T-III)	One in Original	4.9	
12	Resources proposed for the work-Machinery & Equipment (Form T-IV).	One in Original	4.90	
13	Financial Data (Form T-V)	One in Original	4.11	
14	Form of Tender and Appendix thereof (Form A)	One in Original	4.1	
15	Indoor /Outdoor plants proposed for the works(Form T-VII)	One in Original	3.9.1	
16	Indemnity by contractor (Form T-VIII & T-IX)	One in Original	4.13 & 4.14	
17	Curriculum Vitae (CV) of deployed Team leader and Manager (Form T-X)	Original	4.15	
18	ISO9000, ISO14001 and OHSAS 18001certificate	Attested copy	1.1.3.1	
19	Form of Bank Details For E-Payment(T-XI)	One in Original	4.15.1	

5 ANNEXURE E: FINANCIAL BID (BILL OF QUANTITIES)

The following format is to be filled and submitted online by the tenderer.

IMPORTANT: The tables as reproduced below are for reference only and the same are not to be submitted in hard form.

5.1.1 Format of Bill of Quantities (to be filled online only)

Bid Inviting Authority: EXECUTIVE DIRECTOR (ROLLING STOCK), JAIPUR METRO
RAIL CORPORATION LTD

Name of Work: CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING
STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT

Contract No: JMRC/O&S/RS/2019-20/NIB/009

**Bidder
Name:**

PRICE SCHEDULE:

(This BOQ template should not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and values only)

1. Before filling the rates, the bidders are advised to refer to scope of work as given at clause 3.00 of bid document. Payment will be made on the basis of activity wise breakup as mentioned in schedule 1 and schedule 2 of clause 3.10 of bid document which prescribed the weightage for various sub activities.
2. Before bidding, the bidders are also advised to refer to the machinery and consumables requirement as given in clause 3.11 of bid document for the purpose of estimating their cost.
3. ***Bidder shall quote the rate inclusive of all expenses i.e. labour, material, transportation, taxes on chemicals, statutory contribution i.e. PF, ESI & wages etc. but excluding GST and Bonus. Bonus will be paid over and above by the contractor and will be paid/Reimbursed by JMRC on submission of proof of distribution of Bonus to the H/K staff as per***



detailed at clause 2.5 of Bid document. All amounts are to be filled in Indian Rupees only. Applicable GST payment for housekeeping services will be paid extra on actual basis as applicable at the time of billing.

4. The quantity of work and availability of site may vary as per site requirement during contract period.
5. The payment will be made on actual work done basis for the units maintained and for the period of maintenance.
6. If the cost of any item is observed to be unjustified, the bid may be rejected. For eg., Bidder shall take into account compliance of minimum wages, PF,ESI etc, and if quoted rates are determined to be non-complying with the same, the bid will be summarily rejected.
7. IMPORTANT:
 - a) S.No 1.00 incorporate activities of S.no 1.01
 - b) S.No 2.00 incorporate activities of S.no 2.01

S.No	Item Description	Duration of Contract (A)	Units (Per year) (B)	Rate/year to be entered by Bidder in INR Rs. C	Total amount in figure Rs. D = A * C	Total amount in words Rs. E
1	Comprehensive cleaning and Wax Polishing of Trains					
1.01	Comprehensive cleaning and Wax Polishing of Trains as per contract including machinery, plants, tool, equipments, chemicals,	02	years			

	consumables as per technical specification and scope of work of clause 3.2 and per activity rate given at clause 3.10 (Schedule-1) of Bid Document					
2	Depot Housekeeping					
2.01	Depot Housekeeping as per contract including machinery, plants, tool, equipment, chemicals, consumables as per technical specification and scope of work of clause 3.3 and per activity rate given at clause 3.10 (Schedule-2) of Bid Document	02	years			

