



पवन हंस लिमिटेड
Pawan Hans Ltd



Type of Organisation	: Service Provider (Aviation Industry)
Tender Title	: Annual Rate Contract for "Supply of Housekeeping Materials " at Pawan Hans Ltd. Company Premises
Tender Ref. No.	: PHL:WR:HR&A:A:1009 dated 28/03/2018
Product Category	: House keeping Material
Sub Category	: Materials
Tender Value	: Approx. ` 1,20,000/- per annum.
Tender Type	: Single Bid Systems
Type of Bidding	: Sealed Quotation
Enter Location	: Pawan Hans Limited, Juhu Aerodrome, S.V. Road, Vile Parle (West), Mumbai – 400056
First Announcement Date	: 28/03/2018
Last Date of Submission	: 20/04/2018 at 1500 hrs
Opening Date	: 20/04/2018 at 1530 hrs
Work Description	: Providing Housekeeping Material at Company Premises.
Pre-Qualification	: -
Pre Bid Meet	: 04/04/2018 at 1100 hrs
Sector	: -
For further information, contact Mr. Asit Minz, AGM(HR&A)/ Mr. Naresh R. Burde, Sec. Officer (HR&A)	: Phone Nos.: 022 - 26261758 / 26261763
Address for communication	: JGM (HR&A), WR Pawan Hans Limited, Juhu Aerodrome, S.V. Road, Vile Parle (West), Mumbai – 400056

PAWAN HANS LIMITED
(A GOVT. OF INDIA ENTERPRISE)

TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF HOUSEKEEPING MATERIAL IN PAWA HANS LIMITED, WESTERN REGION, MUMBAI -400 056

1. INTRODUCTION:-

Pawan Hans Limited is a Government of India Enterprise having its Corporate Office, C-14, Sector- 1 Noida-201 301 and its regional office at Juhu Airport, S V Road, Vile Parle(West) , Mumbai 400 056. The present Tender is for **Annual Rate Contract for Supply of Housekeeping Materials** at Pawan Hans Limited, Western Region, Mumbai.

2. DEFINITION:-

The following terms shall have the meaning hereby assigned to them except where the context otherwise requires.

2.1 PAWAN HANS LIMITED (PHL) having its Corporate Office, C-14, Sector- 1 Noida-201 301 and its regional office at Juhu Airport, S V Road, Vile Parle(West) , Mumbai 400 056.

2.2 Tender shall mean and include the present document titled Tender for House Keeping Materials at Pawan Hans Limited, S V Road, Vile Parle(West) Mumbai .

2.3 " TENDERERS" shall mean the person(s), firm or Company who enters an agreement with Pawan Hans Ltd for execution of works Covered under this tender and shall include their executors, administrators, Successors, permitted assignees and legal heirs.

3. PARTICULARS OF TENDER & SCOP OF WORK:-

3.1 Number & Types of Housekeeping Materials required on requirement of our company on need basis only by Pawan Hans Ltd only.

3.2 Housekeeping Material used in Office Premises/PHTI and authorized department only.

3.3 A purchase order will be issued for the material as per the rate quoted by you.

3.4 Period of Supply of Material : Two years and extendable by one more year.

4. PRE- QUALIFICATION:

- 4.1 The tenderer must fulfill all the following conditions to be eligible for bidding for the contract. While bidding, the tenderer must attach relevant supporting documents.
- 4.2 The tenderer must have minimum **two years** total work experience in providing services for “ **Annual Rate Contract for Supply House Keeping Materials** “ one PSU or reputed private organization/company with a minimum contract value of 1,20,000/-per annum. In support of the same, tenderer must attach copies of proof / work order.
- 4.3 **Tender Fee** :The tenderer has to attach along with a Demand Draft for Rs. **500/-** towards tender fees drawn in favour of Pawan Hans Limited issued by a Commercial/Nationalised/Scheduled Bank payable at Mumbai. .
- 4.4 The tenderer has to attach Demand Draft of **Rs. 3,600/-** i.e., 3% of Tender Value, drawn in favour of Pawan Hans Limited payable at Mumbai, from any Commercial/Nationalized/Scheduled Bank as **Earnest Money Deposit (EMD)**.

5 SUBMISSION OF TENDER (SINGLE BID SYSTEM) :

The tenderers must download the tender document from Pawan Hans website www.pawanhans.co.in. Interested bidder may submit their quotes in single bids systems, the Technical bid (Annex – B) with Price bid (Annex –A) shall be submitted office only as per prescribed format by due date and time. The tender shall not be accepted in any other form Price Bid as per Annexure ‘A’ Tenders will have to be deposited in the Tender Box kept in Room No. AB-5 located on the ground floor of Administrative Building, Pawan Hans Ltd., Juhu Aerodrome, S. V. Road, Vile Parle (West), Mumbai - 400 056 up to 1500 hrs on **20/04/2018** and the same will be opened on the same day at 1530 hrs.

1. GENERAL TERMS & CONDITIONS :

- 4.1. The bid is liable to be rejected if the EMD and tender fee is not found in order or receipt not accompanying with technical bid.
- 4.2. The EMD of unsuccessful bidders shall be return after the issuance of award to be successful bidder. No interest shall be paid by the on the EMD.
- 4.3. The tender will be appraised by committee formed by PHL. The lowest tender will be decided base on the total rates of the all items taken together and not items wise.
- 4.4. **MSME/SSI units** : The units registered MSME/SSI/NSIC etc, are exempted from payment of EMD subject following.
 1. Submission of Registration certificate with District Industrial Centers of National small Industries Corporation.
 2. Valid Registration during validity period of quotation.
- 4.5. The award to MSME firms shall be regulated as per Govt. Guideline.
- 4.6. **Period of Contract**: The contract undertaken shall be for a maximum period of **2 years** initially and the same can be further extended by **1 more year** depending upon our need

- and performance of your agency.
- 4.7. Housekeeping materials sample of L-1 bidder will be deposited at stores and purchase department for feature reference.
 - 4.8. Bidder must have its office in Mumbai proof of address must be uploaded in support of its claim.
 - 4.9. Charges per items to be quoted in Annexure-A of this tender. Collective charge for different charges together will not be considered and lead to rejection of tender.
 - 4.10. **Earnest Money Deposit** : An amount equivalent to 3% of contract value as EMD favoring "PAWAN HANS LIMITED" should accompany the tender by Demand Draft drawn on a Commercial/Nationalised/Scheduled Bank Payable at Mumbai should be submitted along with the Tender. Tender without Earnest Money Deposit shall be rejected.
 - 4.11. The EMD of the successful tenderer shall be retained and adjusted against security deposit for fulfilling terms and conditions of the Agreement during the tenure of the contract.
 - 4.12. **Delivery Scheduled**: Purchase order shall be issued as per requirement and the firms shall ensure delivery of material within 10 days from the date of placement of each purchase order.
 - 4.13. **Security Deposit** : The successful tenderer shall be required to deposit 10% of the contract value awarded towards security deposit within 21 days of receipt of Work Order/Contract letter by Demand Draft or Bank Guarantee valid for 26 months i.e. up to next one month of expiry of annual maintenance contract.
 - 4.14. In case of unsatisfactory services penalty @ 10% on each occasion shall be deducted from the monthly bills besides encasing the Security Deposit / Bank Guarantee.
 - 4.15. Pawan Hans shall not be responsible for any claim that arises due to damages/injuries pilferage to the Contractor under any circumstances while on Pawan Hans duty.
 - 4.16. If the successful tenderer fails to furnish the security deposit then the whole earnest money shall be forfeited without any reference to the tenderer.
 - 4.17. Earnest money of all unsuccessful tenderer will be returned within 60 days of the award of Contract.
 - 4.18. The tenderer must have PAN and shall be required to submit attested copy of the same on finalisation of contract.
 - 4.19. **Payment** : Payment shall be made within 15 days after end of every month on the production of bill after deduction of TDS as applicable. (The payment will be directly credited to the party's Bank A/C for which details of Bank, A/C No, branch name, IFSC and other details shall be given.
 - 4.20. The rate given should include all taxes / related charges and shall remain firm and unaltered during the currency of the contract.
 - 4.21. The rate quoted shall be inclusive of material cost, labour and transpiration etc.
 - 4.22. If the work remains unattended or is kept pending for more than 07 days without giving prior notice with justification, the security deposit shall be forfeited and the contract will be cancelled.
 - 4.23. Jt. General Manager (HR&Admn) reserves the right to reject any or all tenders without assigning any reasons
 - 4.24. The quotation without " wax seal" shall be rejected.

2. PRE-BID MEETING:

A pre-bid meeting shall be held with the participating Agencies on **04/04/2018 at 1100 hrs.** in the Office of AGM (HR&Admn) or any other suitable place depending upon the number of participants within Pawan Hans Office Premises, Juhu Aerodrome, S. V. Road, Vile Parle (West), Mumbai - 400 056. Interested parties may visit Pawan Hans Office along with an authorisation letter from the Agency.

3. JURISDICTION

The agreement including all matters connected with this contract shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Mumbai.

4. ARBITRATION

In case of any dispute relating to the contract the matter shall be refer to a sole arbitrator for adjudication through arbitration. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings. The Chairman cum Managing Director, PAWAN HANS shall nominate the Arbitrator.

5. DECLARATION

I/We have read and understood the attached terms and conditions of the tender for Annual Rate contract for “ Supply of Housekeeping Materials .”

PLACE :

SIGNATURE OF AUTHORISED OFFICIAL

DATE :..../..../2018

OF FIRM /COMPANY WITH SEAL

Please sign on all pages





पवन हंस लिमिटेड
Pawan Hans Ltd



Annuxure "A"

PRICE BID FOR : SUPPLY OF HOUSEKEEPING MATERIALS

Sr No	Items Description	Qtn	Rate Per Unit	Total
1	Sunny Make Phenol – Half ltr. (24 bottle in one box)			
2	Liquid Soap 1. One Ltr 2. Five Ltr.	Nos Nos		
3	Disposal Hand Gloves	Nos		
4	Bleaching Powder ISI mark	5 kg		
5	Soft Broom Big Size (laxmi/Jonson)	Nos		
6	Hard Broom (size 4 ft) Make - Coconut	Nos		
7	Table Duster (white cloth)	nos		
8	Vim Liquid - 250 ml.	Nos		
9	Detol liquid - 500 Ml	Nos		
10	Room Air Freshener- Lovin Concord	Nos nos		
11	Round Mup Reffils 12” Cotton mup with stick(G/Q)	Nos		
12	Mup With Thread 14” with stick	Nos		
13	Washing power - Wheel	1 kg		
14	Dust Bin With Flap Cover (millon no 08)	Nos		
15	Dust Bin Without flap Cover	Nos		
16	Toilet Bucket (Super – 109 Ratan/ Millon)	Nos		
17	Plastic Bucket no 205- Millon	Nos		
18	Supdi (Millon)	Nos		
19	Plastic Mug 1 ltr	Nos		
20	Wiper 2 ft (Rubber) Good Qt.	Nos		

21	PVC Drum 60 Ltr(Millin)	Nos		
22	2 Ft Brush (Nylon)	Nos		
23	Hard Broom with Stick	Nos		
24	Pencil Cell 1. SmallAAA (Duracell) 2 Big AA	Nos Nos		
25	Rubber Hole mat Size-1.5 ft x 2 ft)	Nos		
26	Rubber Hole mat Size-40"x30")	Nos		
27	Rubber Hole mat Size-40" x 60")	Nos		
28	Quair Mat 2 ft x 14"	Nos		
29	Quair Mat 48" x 30"	Nos		
30	Quair Mat 40" x 60"	Nos		
31	Plastic Rubber Mat	Nos		
32	Good Night Coil (Big size)	pkt		
33	Odomos (Large)	Nos		
34	Hit Spray (Black Hit) 625 ml	Nos		
35	Cherry Boot Polish (black)	Nos		
36	Cherry Boot Polish (Brown)	Nos		
37	Brasso	Nos		
38	Flap Cover Dust Bin 120 ltr(Trolley type) Make - Millon	Nos		
39	Soft Cane Broom with Stick (plastic)	Nos		
40	Mask	Nos		
			Total	

Overwriting is not allowed. Any overwriting would lead to summary rejection of the tender unless it is signed in full

PLACE :

**SIGNATURE OF AUTHORISED OFFICIAL
OF FIRM /COMPANY WITH SEAL**

DATE :/...../2018



Annexure "B"



पवन हंस लिमिटेड
Pawan Hans Ltd



TECHNICAL BID FOR : HOUSE KEEPING MATERIAL

- 1) Tenderer Name
- 2) Tenderer Address with Telephone, Fax and E-mail
- 3) Registration No. if any of the tenderer (Attached Copy)
- 4) **Tender Fee Details : Demand Draft NO**
Dated/...../2017 Amount Rs. only.
- 5) **EMD Details : Demand Draft NO**
Dated/...../2017 Amount Rs. only.
- 6) Copy of all the above documents and work order in support of the similar work experience as mentioned in the point no 4. Entitled 'Prequalification' of the tender, should be enclosed along with Technical Bid.

DATE:/...../2018

(Signature of the Authorised Official of
the Firm with Seal)

PLACE :



