



पवन हंस लिमिटेड
Pawan Hans Ltd



Type of Organisation	: Service Provider (Aviation Industry)
Tender Title	: Annual Maintenance Contract for " Providing Housekeeping & Maintenance of GYM Equipment including Trainer" at Pawan Hans Juhu Housing Complex, Santacruz(W), Mumbai
Tender Ref. No.	: PHL:WR:HR&A:A:001 dated 02/11/2017
Product Category	: Services
Sub Category	: NA
Tender Value	: Approx. 2,25,000/- per annum.
Tender Type	: Two Bid System
Type of Biding	: Sealed Quotation
Enter Location	: Pawan Hans Limited, Juhu Aerodrome, S.V. Road, Vile Parle (West), Mumbai - 400056
First Announcement Date	: 03/11/2017
Last Date of Submission	: 27/11/2017 at 1500 hrs
Opening Date	: 27/11/2017 at 1530 hrs
Work Description	: Providing Housekeeping & Maintenance of GYM Equipment including Trainer" at Pawan Hans Juhu Housing Complex, Santacruz(W), Mumbai
Pre-Qualification	: -
Pre Bid Meet	: 08/11/2017 at 1100 hrs
Sector	: -
For further information, contact Mr. Akshat Bhargava, AGM(HR)/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 PROVIDING HOUSEKEEPING & MAINTENANCE OF GYM EQUIPMENTS INCLUDING TRAINER AT JUHU HOUSING COMPLEX SANTACRUZ(WEST)MUMBAI

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 **Providing Housekeeping Maintenance of Gym equipments including trainer** at Pawan Hans Juhu Housing Complex, Santacruz(w), 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 **Providing Housekeeping Maintenance of Gym equipments including trainer located at Pawan Hans Juhu Housing Complex, Santacruz(W) 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:-

The Tenderer shall provide housekeeping and maintenance of gym equipments including trainer located at Pawan Hans Juhu Housing Complex, Santacruz(W) Mumbai . The following shall be the Scope of Work:-

- 3.1 Maintenance of gym equipment and housekeeping services for the Gym.
- 3.2 Deployment of experience trainer at gym.

- 3.3 The fault in any machine / equipments should be brought to the notice of JGM(HR&A) for repair /replacement of part by the company.
- 3.4 Timely opening/closing of gym everyday as per time notified by the company.
- 3.5 Housekeeping of gym area including regular cleaning and dusting of gym area and gym equipment/electrical appliances twice a day (except National holiday and Sunday).
- 3.6 Providing gym trainer every day as per time notified by the company (except National holiday and Sunday).
- 3.7 Tenderer shall keep and maintain all the equipments in proper working conditions. The damages, if any, to the equipment be reported to JGM(HR&A).
- 3.8 The tenderer should depute skill trainer having sufficient qualification and experience.
- 3.9 The deputed trainer should have sufficient knowledge of imparting training to the users of gym.

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 **three years** total work experience with a minimum contract value of Rs. 2,25,000/- in providing Maintenance of Gym equipments including trainer in a PSU or reputed private organization/company. In support of the same, tenderer must attach copies of proof of certificate along with technical bid.
- 4.3 The tenderer has to attach along with technical bid 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. 6750/-** 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 (TWO BID SYSTEM) :**

The tenderers must download the tender document from Pawan Hans website www.pawanhans.co.in. Interested bidder may submitted their quotes in two bids systems i.e (1) Technical bid (as per Annexure - A) (2) Price bid(as per Annexure - B) in two separate sealed envelope . Thereafter, these two sealed envelopes should be placed in a third sealed envelope superscripting tender for " Providing Housekeeping & Maintenance of Gym Equipments including trainer at PHL Colony, Santacruz(W) Mumbai and should be submitted Offline only as per prescribed format (Annex "A" & "B") by due date and time. The tender shall not be accepted in any other form. 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 **27/11/2017** and the same will be opened on the same day at 1530 hrs.

6. GENERAL TERMS & CONDITIONS :

- 4.1. The tenderer shall submit the price bid strictly as per Annexure – B
- 4.2. The rate quoted by the tendered shall be firm and inclusive of all housekeeping and other services, labour etc to be incurred in executing the job and includes all statutory/contractual obligations to carry out the above job.
- 4.3. If rates in words does not tally with rates in figure then the rates correspond to the amounts in words shall be taken as correct.
- 4.4. The rates quoted by the tenderers shall be firm for the contract period. No escalation would be allowed during the period of contract. The contract shall be **valid for period of 3 years from the date of awards of contract and extendable by two years on existing rates, terms and condition.**
- 4.5. The tenderers shall obtain all required/ necessary licence form the appropriate authorities like labor etc. The tenderer can not appoint any sub tenderer for the work assigned to him.
- 4.6. The tenderer must have PAN card and GST Resigistation number (if applicable) and shall be required to submit attested copy of the same on finalisation of contract.
- 4.7. The tenderer is liable for liquidated damages for deficiencies in providing services, in adequate staff, poor maintenance, in experience trainer , etc. in and deficiency in services, in general at the discretion of authorized Pawan Hans Officers @1% on each occasion subject to a maximum of 10% of the monthly maintenance and repairing bill of tenderers.
- 4.8. 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.
- 4.9. The successful tenderer shall be required to deposit 10% of the contract value awarded towards security deposit. The tenderer shall be permitted to give bank guarantee for the total value of the security deposit from a Nationalize/ Scheduled bank as per format approved by Pawan Hans. The earnest money deposit and security deposit shall not bear any interest during the contract period.
- 4.10. The tenderer shall be responsible for fulfilling the requirements of all the existing statutory provision of state and central governments like labour license etc including minimum Wages act. Shops and establishments act, payment of wages act, payment of bonus act, ESIC and provident fund (miscellaneous provisions)act, payment of gratuity, the industrial disputes at. Contract labour (regulation and abolation) act and all other relevant / applicable labour/ industrial enactments and as may be amended/enacted from time to time, at his own cost and risk in respect of all the staff employed /engaged by him. the tenderer shall maintain records required to be maintain under this statutory enactment and authoriesd representatives of PAWAN HANS shall be entitled to inspect these records at any time.In general, the tenderer shall be responsible for strict complain of all statutory provision of the relevant labour laws applicable from time to time and particularly of the state of Maharashtra and local bodies for carrying out the above job.If due to any reason whatsoever,PAWAN HANS is liable to pay any liabilities payable by the tenderer under any of the said laws and enactments etc,PAWAN HANS shall recover the same from any dues payable to the tenderer and/or from the security deposite of the tenderer with laws and enactment etc.

- 4.11. The tenderer shall be responsible to either grant leave as per applicable act or pay wages in lieu of leave.
- 4.12. The tenderer shall be responsible for discipline, code of conduct of his employee and in their observing all the security and safety regulation and instruction as may be issued by Pawan Hans for time to time. Failure to follow discipline and instruction of Pawan Hans will be construed as misconduct and will be seriously viewed.
- 4.13. The tender/rates shall be valid for 3 months from the date of opening of tender for acceptance by Pawan Hans. During this period of 3 months the tenderer shall not revise tendered rates. In case the tenderer revise the rates, the EMD of such tenderer shall be forfeited.
- 4.14. An act on the part of the tenderer or his employees which will be prejudicial to the reputation of the company shall be considered as grave breach of the conditions of the contract and shall render the tenderer liable for immediate termination.
- 4.15. The contract a terminated by either side by giving 3 months notice by either side. Also, any repetitive deficiencies in performance of the tenderer are liable for termination of contract.
- 4.16. In case f any suit or other legal proceeding arising under or relating to the contract to be entered into, the courts at Mumbai only shall have the jurisdictions.
- 4.17. Pawan Hans reserves the right to reject any or all tenders without assigning any reasons thereof. Pawan Hans also reserves the right to fix one or more tenderers to render the services at lowest rates.
- 4.18. Payment shall be made within 30 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.
- 4.19. 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.
- 4.20. The rate given should include all taxes / related charges and shall remain firm and unaltered during the currency of the contract.
- 4.21. 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.
- 4.22. Timing of the Gym shall be as under

	Morning	Evening
Gents	06:00 AM to 8:00AM	07:00 PM to 09:00 PM
Ladies	10:00 AM to 12:00 AM	05:00 PM to 07:00 P M

7. **PRE-BID MEETING:**

A pre-bid meeting shall be held with the participating Agencies on **08/11/2017 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.

8. **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.

9. **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.

10. **DECLARATION**

2.1 I/We have read and understood the attached terms and conditions of the tender for Annual Rate contract for “ Providing Housekeeping Maintenance of Gym equipments including trainer located at Pawan Hans Juhu Housing Complex, Santacruz(W) Mumbai .

PLACE :

SIGNATURE OF AUTHORISED OFFICIAL

DATE :..../..../2017

OF FIRM /COMPANY WITH SEAL

Please sign on all pages





पवन हंस लिमिटेड
Pawan Hans Ltd



Annuxure "A"

LIST OF EQUIPMENTS AT PAWAN HANS JUHU HOUSING COLONY GYM

Sr No	Items
01	Vibration Belt
02	Adjustable Bench Supine inclfine
03	Four Stations
A	Leg press sited
B	Peck Desk
C	Bench Prest Cum Shoulder Press
D	Bicp Triceps
04	Abdominal Board
05	Hyper Extension
06	Arm Bar Curl Seated
07	Multi hip M/C
08	Spinning Cycle
09	Smith M/C heavy duty
10	Smith M/C Adj Bench
11	Sport Art T- 650 Treadmill (2)
12	Sport Art E825 Cross Trainer

PLACE :

SIGNATURE OF AUTHORISED OFFICIAL

DATE :..../..../2017

OF FIRM /COMPANY WITH SEAL

Please sign on all pages





पवन हंस लिमिटेड
Pawan Hans Ltd



Annuxure "B"

PRICE BID

1. Price Bid for providing housekeeping & maintenance of gym equipments including trainer at Pawan Hans Juhu Housing Complex, Santacruz(w), Mumbai

N.B: Duly accepted laid down terms and conditions, we quote the following rates:

Sr No	Particulars	MONTHLY CHARGES(Rs)
1	CHARGES FOR HOUSEKEEPING & MAINTANCNE OF GYM EQUIPMENTS INCLUDING ONE TRAINER.	
2	GST *	
3	OTHER CHARGES IF ANY	
Total		
(Rs in words :		

* GST as applicable will be payable by the tenderer.

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 :/...../2017





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Pawan Hans Ltd



TECHNICAL BID FOR : HOUSEKEEPING & GYM MAINTENANCE

1) Tenderer Name

2) Tenderer Address with Telephone, Fax and E-mail

3) Registration No. 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:/...../2017

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

PLACE :

