



पवन हंस लिमिटेड  
Pawan Hans Ltd



Type of Organisation	: Service Provider (Aviation Industry)
Tender Title	: Annual Rate Contract for Supply of " <b>House Keeping Material.</b> "
Tender Ref. No.	: PHL:WR:P&A: A:1009 dated 01/05/2017
Product Category	: House Keeping Material
Sub Category	: NA
Tender Value	: <b>Approx. Rs. 1,20,000/-</b>
Tender Type	: Two 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	: <b>01/05/2017</b>
Last Date of Submission	: <b>22/05/2017 at 1500 hrs</b>
Opening Date	: <b>22/05/2017 at 15.30 hrs</b>
Work Description	: Annual Rate Contract for Supply of <b>House Keeping Material</b> at Pawan Hans Ltd. Company premises.
Pre-Qualification	: -
Pre Bid Meet	: <b>12/05/2017 at 1500 hrs</b>
Sector	: -
For further information, contact	: Phone Nos.: 022 - 26261763
Mr. Naresh Burde, Jr. Sec. Officer(P&A)	
Address for communication	: Jr. GM (HR&Admn), 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 HOUSE KEEPING MATERIAL IN**  
**PAWAN 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 Material** 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 **Supply of Housekeeping Material** 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 Material required on requirement of our company on need basis only by Pawan Hans Ltd.

3.2 Office Housekeeping Material used in PHL premises & 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 Stationery: Two years extendable by one 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 **three years** total work experience in providing services for “ **Supply of Housekeeping Material**“ one PSU or reputed private organization/company with a minimum contract value of Rs. 1,20,000/- per annum In support of the same, tenderer must attach copies of proof / work order.

4.3 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 (TWO BID SYSTEM) :

The tenderers must download the tender document from Pawan Hans website [www.pawanhans.co.in](http://www.pawanhans.co.in). Interested bidder may submit their quotes in two bids systems, the Technical bid and Price bid shall be submitted Offline only as per prescribed format by due date and time. The tender shall not be accepted in any other form( Technical Bid as per point ‘4’ above at Annexure ‘A’ and Price Bid as per Annexure ‘B’ 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 26/04/2017 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 rate of the all items taken to gather and not items wise.
- 4.4. **MSME/SSI units** : The unites registered MSME/SSI /NSIC etc, are exempted from payment of EMD subject following.
  1. Submission of registration certificate with District Industries Centers or 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. guidelines.
- 4.6. **Delivery Scheduled:** Purchase order shall be issue as per requirement and the firms shall ensure delivery of material within 10 days from the date of placement of each purchase order.
- 4.7. **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.
- 4.8. Housekeeping material samples of L-1 bidder will be deposited at stores and purchase department for feature reference.
- 4.9. Bidder must have it office in Mumbai proof of address must be uploaded in support of its claim.
- 4.10. 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.
- 4.11. 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.
- 4.12. 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.
- 4.13. 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. Jt. General Manager (HR&Admn) reserves the right to reject any or all tenders without assigning any reasons.
- 4.20. 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.
- 4.21. The rate given should include all taxes / related charges and shall remain firm and unaltered during the currency of the contract.
- 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. The Employer will notify the successful Tenderer in writing that his Tender has been accepted. The notification of award will constitute the formation of contract.

## **2. PRE-BID MEETING:**

A pre-bid meeting shall be held with the participating Agencies on **12/05/2017 at 1500 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 MATERIAL**”

**PLACE :**

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

*Please sign on all pages*

Annexure "A"



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Pawan Hans Ltd



**TECHNICAL BID FOR : SUPPLY OF HOUSEKEEPING MATERIAL**

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 :



पवन हंस लिमिटेड  
Pawan Hans Ltd



**PRICE BID FOR CONTRACT FOR : SUPPLY OF HOUSEKEEPING MATERIAL**

Sr No	Items Description	Unit	Rate per Unit	Total
1	Sunny make phenol half ltr (24 nos one in box)	nos		
2	Liquid Soap 5 Ltr Mosole	Nos		
4	Disposal hand Gloves	nos		
3	Bleaching power ISI Mark	KG		
4	Hard Broom ( size 4 ft) Coconut	Nos		
5	Soft Broom Big Size (Laxmi, Jonson)	nos		
6	Table Duster white cloth	kg		
7	Vim Bar 250 grm	nos		
8	Detol 500 ml	nos		
9	Room Freshener 300 ml Concord	nos		
10	Mop Riffils Round 12 " cotton mop with stick	nos		
11	Mop with thread 14" with Rod	nos		
12	Washing Power 1 kg	KG		



	( Active wheel )			
13	Dust Bin with flap cover ( Millan no 08)	Nos		
14	Dust Bin without flap cover	Nos		
15	Toilet Bucket (Super- 109 Ratan/ Millan )	Nos		
16	Supdi ( Millan )	Nos		
17	PVC Drum 60 ltr	Nos		
18	Quair Mat 2 X 14 "	Nos		
19	Quair Mat 48 X 30	Nos		
20	Quair Mat 40 X 60	Nos		
21	2 ft Brush Nylon	Nos		
22	Hard Broom With Stick	Nos		
23	Rubber Hole Mat Size 1.5 ft x 2 ft	Nos		
24	Rubber Hole Mat Size - 48x30	Nos		
25	Rubber Hole Mat Size - 40x60	Nos		
26	Good Night Coil ( Big Size)	Nos		
27	Odomas ( Large)	Nos		
28	Pencil cell (Medium size - Eveready)	Nos		
28	Pencil cell (small size - Duracell	Nos		
29	Plastic Rubber Mate	Nos		
30	Hit Spray ( Black hit) 225	Nos		

	ml			
31	Wiper 2 ft ( Rubber) Good Quality			
32	Mug 01 ltr ( Make - Millan)			
33	Plastic Bucket no 205 ( Make - Millan)			

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

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

PLACE :