

PAWAN HANS LIMITED
(A Govt. of India Enterprise)
(WESTERN REGION)
JUHU AERODROME, S V ROAD, VILE PARE(W), MUMBAI 400056

TENDER DOCUMENT

- 1) Name of work : AMC for cleaning of open drains, Sewer chambers within PHL premises and collecting pit behind the Administration Building at WR.
- 2) Place of work : Pawan Hans Juhu Housing Complex, Daulat Nagar, Relief Road, Santacruz (West), Mumbai 400 054.
- 4) Tender No : PHL/WR/ADMN /CE / AMC/Drain-18 dated 07/04/2018.
- 5) Tender fee : Rs. 500/- payable by Demand Draft drawn in favor of Pawan Hans Ltd.
- 6) Period of work : One year and extendable by another one year on satisfactory completion of work.
- 7) EMD : Rs. 10,000/-
- 8) Performance Security : 10% of contract value.
- 9) Pre bid Meeting : 10/04/2018 till 1100 hrs.
- 10) Start Date/time of submission of tender : 10/04/2018 at 1400 hrs
- 11) Date/time of closing/ submission of tender : 23/04/2018 at 1400 hrs
- 12) Date/time of opening of bid/tender : 23/04/2018 at 1500 hrs
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Name & Designation of the officer issuing tender : Shri Mounesh Badiger, HOD (Admn)

Issued to (full name & address of the tenderer) :

Signature of Issuing Authority

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 Aerodrome, S.V. Road, Vile Parle (W), Mumbai - 400 056.

2. DEFINITION

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

- i) Pawan Hans Limited (PHL) having its Corporate Office at C-14, Sector -1, NOIDA - 201 301 and regional office at Juhu Aerodrome, S.V. Road, Vile Parle (W) Mumbai - 400 056.
- ii) "Tenderer" shall mean the person(s), firm or Company who enters into 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. MINIMUM QUALIFYING CRITERIA:

- 3.1 Experience of having successfully completed similar works such as cleaning of drains/ chambers/sump pit during the last 03 financial years tender should be **either** of the following:
 - a) 3 similar completed works costing not less than Rs. 1.34 lakhs **each**
 - b) 2 similar completed works costing not less than Rs. 1.67 lakhs **each**
 - c) 1 similar completed work costing not less than Rs. 2.65 lakhs.
- 3.2 Documentary proof for the above shall be produced along with the copy of offer/WO/Experience Certificate etc. failure of which the offer will be disqualified.
- 3.3 Copy of PAN Card no.

4. SCOPE OF WORK:

- i) **As mentioned in Bill of quantities at Annexure- B** including cleaning, inspection and etc. all complete.
- ii) Uprooting of all small plants/shrubs and small stones around drains/chambers so as to rain water should easily get into drains/chambers.
- iii) Daily disposal of waste water collected in sump pit to nallah using our submersible pumps.
- iv) Maintaining daily progress report register in connection with execution of all works as mentioned in bill of quantities along with sign of our plumber.
- V) In case of emergency arises, the contractor on his part has to use submersible water pump to clear waste water from sump pit and tarmac area.

5. **Personnel:**

The Tenderer must have in their employment personnel with required skills and sound health. The contractor will have to make his own arrangement to inspect the personnel and examine/verify their credentials, experience and physical fitness. Minimum one person shall remain present every day from 10:00 hrs. to 18:00 hrs..

6. Incomplete, conditional and time bar tenders shall be out rightly rejected.

7. **SUBMISSION OF TENDER (TWO BID SYSTEM) :**

The Tender shall be submitted in "One Sealed Envelope" with name of Tender on it. The single envelope should contain separate envelope for technical bid & financial bid. The tender shall be put in tender box kept in Room No. 6 located on the ground floor of Administrative Building at Pawan Hans Ltd., Juhu Airport, S.V. Road, Vile Parle (West), Mumbai - 400 056 up to 1400 hrs. on 23/04/2018. The Tenderer while submitting Tenders shall submit the following documents:

8. Technical Bid:

This envelope should be clearly marked as "**Technical Bid**". It shall **contain Annex- A** along with the following documents and information as under:

- 8.1.1 Complete Tender Document duly signed by the Tenderer on all pages with covering letter & a Demand Draft towards EMD of Rs. **10000/-** & tender fee of Rs. 500 both drawn from any Nationalized / Scheduled Bank in favour of Pawan Hans Ltd., payable in Mumbai.
- 8.1.2 Self attested copies of all documents, principle place of business of the person, company, firm or body, corporate submitting the Tender.
- 8.1.3 Details of experience and past performance of the Tenderer in respect of works of similar nature within the past five years.
- 8.1.4 **Relevant information along with documentary evidence regarding the minimum qualifying criteria as stipulated at Sr No 3 of this tender.**

9. Financial Bid:

The Second Envelop properly wax sealed and clearly marked as "**Financial Bid**" on it, shall contain only **Annexure-B** given in Tender Document, i.e. Schedule of Rates for AMC for cleaning of open drains, Sewer chambers within PHL premises and collecting pit behind the Administration building at WR.

10. Opening of the Tenders:

10.1 On the date and time specified in the Tender Notice, following procedure will be adopted for opening of the tender.

The main sealed envelope contains Envelope of "Technical bid" and "Financial bid" with clearly mentioning name of the work. Initially the Main envelope will be opened along with Technical bid envelope.

The names of Tenderers qualified in Technical bid shall be announced within **ten days** of opening of Technical bid. The Financial bid of all the Tenderers shall be kept aside in a sealed envelope.

The Tenderer who does not qualify in technical bid may collect their sealed financial bid envelope from the Employer within 10 days of the announcement. Such Envelopes shall be destroyed after the period of 10 days.

The qualified tenderers in technical bid are qualified for opening of Financial bid envelope and the financial bid will be opened on the date so fixed by us for which pre-intimation will be given.

- 10.2 To assist in the examination, evaluation and comparison of Tenders PHL may ask any tenderer, individually for clarification of his Tender. The request for clarification and the response shall be in writing, but no change in price or substance of the Tender shall be sought, offered or permitted or the Tenderer be permitted to withdraw his Tender before the expiry of the Tender validation period.
- 10.3 The tenders will be checked by the PHL for any arithmetical errors in computation and summations as under:

Where there is discrepancy between amounts in figures and words, only the lower of the two rates quoted either in figures or in words shall be construed as correct and valid.

Where there is discrepancy between the unit price and total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will prevail.

- 10.4 PHL will notify the successful Tenderer in writing that his Tender has been accepted. The notification of award will constitute the formation of contract.

11. GENERAL TERMS & CONDITIONS :

- 11.1 Period of Contract : The contract undertaken shall be for a period of one year initially and the same can be further extended by one more year depending upon our need and performance of tenderer.
- 11.2 The tenderer shall provide services on all the 7 days of the week.
- 11.3 Tender validity period is 90 days.
- 11.4 The tenderer / agency shall change the personnel on demand within 24 hours if they commit acts like sleeping while on duty, negligent performance on duty, Disobedience and dishonesty, Indulging in illegal activities which may jeopardize the interests of company/govt. and any other misconduct. Identity card to be displayed by employees of contractor at all times during duty hours.
- 11.5 The tenderer shall also inform Names, Qualification and Experience of key Personnel proposed for Administration and execution of the Contract, both on and off site.
- 11.6 Self attested copy of PAN Card.
- 11.7 Over-writing in the Tender Document is not permitted. Interpolations, alterations, deletions or additions, if any shall be duly authenticated by the signatures of the Tenderer. The signatures shall be of the same person who has signed the Tender Form.
- 11.8 The tenderer is required to comply with all the statutory provisions of ESIC, PF, bonus and other applicable Act/Laws etc. pertaining to the personnel engaged.

11.9 Terms of Payment : No advance payment. Contractor must submit the monthly proof of payment of minimum wages as per Maharashtra state laws in the bank account along with PF, ESI etc. along with bill and payment of bills/invoices will be made within 30 days after receipt of original bills along with supporting documents like attendance, challans etc.. The tenderer has to provide e-payment details like Bank Name, Bank Address, Bank Code, Branch Code, RTGS, IFSC, MICR Code, PAN Number & Party's Account Number.

11.10 Tax: Applicable tax shall be deducted at source.

11.11 The contract can be terminated by PHL without providing any reason with one month's notice.

12. EARNEST MONEY DEPOSIT & TENDER FEE :

12.1 Tender fee as stipulated in the tender notice shall accompany technical bid. The tender fee shall be in the form of Demand Drafts in favour of "Pawan Hans Limited" from any Nationalized/Scheduled Bank payable at Mumbai. This tender fee is non-returnable.

12.1 .Earnest Money as stipulated in the tender notice shall accompany technical bid. The earnest money shall be in the form of Demand Drafts in favour of "Pawan Hans Limited" from any Nationalized/Scheduled Bank payable at Mumbai.

12.2 The earnest money shall remain deposited with Pawan Hans Ltd. for a period of at least 90 days from the date of opening of the tender. If the validity of the offer is extended, the earnest money duly extended shall also be furnished failing which the offer, after the expiry of the afore said period, shall not be considered by PHL. No interest shall be payable by Pawan Hans Ltd. on earnest money.

12.3 The earnest money deposited is liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender, any condition in any respect within the period of validity of his offer.

12.4 The earnest money of the successful tenderer may be returned without interest after the performance security deposit as required, is deposited and formal agreement duly signed by the tenderer is received by Pawan Hans Ltd.

12.5 If the successful tenderer fails to furnish the performance security deposit as required and fails to return the formal agreement duly accepted, then the earnest money shall be liable to be forfeited by the Administration Department of Pawan Hans Ltd. and also will be forfeited if tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the validity of its tender.

13 Liquidity Damages Clause (LDC):

Delay in providing services/absenteeism/unsatisfactory services will attract a Penalty of 0.5% per week or part thereof delay subject to a maximum of 10% of annual contract value.

14. PERFORMANCE SECURITY:

14.1 Performance Security is to be paid by contractor in token of the due fulfillment of a contract. The amount of Performance Security required will 10% of the contract value.

- 14.2 Performance Security may be furnished in the form of Demand Drafts in favor of "Pawan Hans Limited" from any Nationalized/Scheduled Bank payable at Mumbai. . The Performance Security Deposit may be furnished within 21 days of notification of award and it should remain valid for a period of 60 days beyond date of completion of contractual obligation. The Security deposit will be returned to the contractor without any interest after duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.
- 14.3 Performance security is to be forfeited in the event of a breach of contract by the bidder, in terms of relevant contract.

15. A Pre-Bid Meeting

A pre-bid meeting shall be held with the participant agencies so as to know their scope of work as well as queries, if any before submission of tenders/offers. The same shall be held on 10/04/2018 at 1100 hrs. in the Office of HOD(Admn) or any other suitable place depending upon the no. of participants within Pawan Hans Office Premises, Juhu Aerodrome, S. V. Road, Vile Parle (West), Mumbai - 400056.

16. Jurisdiction :

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

17. Arbitration :

In case of any dispute arising out of interpretation of specifications or any terms and conditions including special conditions of contract or arising during the execution of the work/contract, shall be referred to a sole arbitrator for adjudication through arbitration. The arbitration shall be conducted in accordance with the provisions of Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings. The Chairman cum Managing Director, Pawan Hans Ltd. shall nominate the arbitrator.

18. The tender and terms & conditions of the tender must be unconditionally accepted by the tenderer/bidder.

TECHNICAL BID

1. Name, address & Contact No. Of the concern:

2. Proof of WO order /LOI/ work completion certificate as per the terms mentioned in eligibility criteria: (Please enclose proof of the same):

Sl. No.	Year	Name of the client with the address and contact number	Contract Value	Proof submitted
1				Yes/No
2				Yes/No
3				Yes/No

3. Particulars as given to be submitted (**Documentary proof is required to be attached**)

Sl. No.	Particulars	Reg. No & date	Proof submitted
1)	TENDER FEE		Yes/No
2)	EMD		Yes/No
3)	PAN		Yes/No

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name:

Designation:

Company Seal:

Date:

Place:

Financial Bid

Annex – B

BILL OF QUANTITIES

Name of Work: Annual Contract for cleaning of open drainage system and collection pit behind Admin Building within our office premises.

S N	Description of work	Qty	Rate	Amount
01	Cleaning of open drains with removal of waste material like plastic bags, muck, semi-solid from drains, cutting wild vegetation near drain all along the boundary & stacking away the same for disposal to outside area of company premises on day-to- day basis with the help of labours or machinery for a period of one year.	12 months		
02	Maintaining (Daily disposal of waste water with help of our submersible pumps) & Cleaning of 13.50 m x 17.50 m x 5 m deep collection tank behind Admin Bldg Complete by removing the waste material, muck, semi-solid products etc. Four times in a year at an interval of approx. 03 months time.	04 times		
03	Spraying the Mosquito Larvedite Oil (MLO) Chemical as per Manufactures Specifications on open drains, sump pit & in chambers. (Once a week min. 4 times in a month).	48 times		
04	Cleaning of Sewer chambers existing in our area stacking away the muck for disposal to outside area of company premises on monthly basis and/ or on requirement basis.	12 Months		
Total Rs				
Taxes (If any)				
Total Rs				

(Rupees (In words) : _____)

Note: The rate quoted should be all inclusive of labour material ,taxes ,etc, as applicable to this annual contract. It will be responsibility of the contractors to put the number of labours or machinery required for the purpose of satisfactory executing the above contract. The payment of Sr.No.01, 03 & 04 will be made on monthly basis while for Sr.No 02 item will be made for approx. every 03 months interval,.

Name & Address of Contractor

(Signature of Contractor)