

Type of Organization : Service Provider (Aviation Industry)

Tender Title : Annual Maintenance Contract for Water Tank Cleaning at PHL & JHC, Mumbai-400056.

Tender Ref. No. : PHL/WR/CE/CC/2017-02

Tender Type : Offline tender.

Type of Biding : Single packet Two bid system.

Enter Location : Pawan Hans Limited, Juhu Aerodrome, S.V. Road, Vile Parle (West), Mumbai – 400056.

Estimated Amount : Rs. 4, 50,000/- per annum.

Tender Fee : Nil.

EMD : Rs. 13,500/-

First Announcement Date : 23/11/2017

Pre Bid Meet : 27/11/2017at 11:00 hrs.

Tender submission start date : 23/11/2017at 14:00 hrs.

Tender submission last date : 14/12/2017at 14:00 hrs.

Opening Date : 14/12/2017at 15:00 hrs.

Period of completion : One year reckoned from 7 th day of issue of work order.

For further information, contact : Phone Nos.: 022 - 26261771/ 26261773

Address for communication : Manager (Civil), WR
Pawan Hans Limited,
Juhu Aerodrome, S.V. Road,
Vile Parle (West),
Mumbai - 400056

TENDER INVITING NOTICE

SECTION – I

I	Tender inviting officer, Authority, Designation and Address	Manager (CIVIL), Pawan Hans Ltd., WR Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai-400056. Website: www.pawanhans.co.in www.tenderwizard.com/PAWANHANS
II	Name of the work:	Annual Maintenance Contract for Water Tank Cleaning at Pawan Hans office premises and juhu housing complex.
III	Tender documents availability	Tender document can be obtained on our website www.pawanhans.co.in or www.tenderwizard.com/PAWANHANS
IV	Date, time and place of Pre-Bid meeting	Date : 27/11/2017 Time : 1100 hrs. Place : Manager (Civil) office, Pawan Hans Limited, Vile parle (W), Mumbai -400056.
V	Start date, time and place of submission of Tender	Date : 23/11/2017 Time : 1400 hrs. Place : Manager (CIVIL) Office, Pawan Hans Ltd., WR Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai- 400056.
VI	Last date, time and Place of Tender submission	Date : 14/12/2017 Time : 1400 hrs. Place : Civil Engg. Dept. Office, PAWAN HANS LTD., WR, Aerodrome, S.V. Road, Vile Parle (W), Mumbai - 400056.
VII	Date, time and Place of Tender opening	Date : 14/12/2017 Time : 1500 hrs. Place : Civil Engg. Dept. Office, PAWAN HANS LTD., WR, Aerodrome, S.V. Road, Vile Parle (W), Mumbai - 400056.

1. TENDERING PROCESS

A: INTRODUCTION (Read carefully).

1. The offers should be submitted in two bid systems with one sealed envelope containing complete detail, qualification, experience and other parameter of the bidder excluding the financial aspect and the other sealed envelope should contain only the quotation for the rates. These envelopes should be submitted with words "Technical Bid" and "Financial bid" separately. Both the envelope should be contained in a large envelope subscribed "Annual maintenance contract for water tank cleaning at Pawan Hans Limited and Juhu Housing Complex" on receipt of the offers, initially the technical bid of all the contractor will be examined and short listed.

The Two bid tendering process comprise the following,

1. The technical bids will be opened in the first stage, at **15.00 hrs on 14/12/2017** and the same will be scrutinized and evaluated by the competent committee/authority with reference to parameters prescribed in the tender documents and the offers received from the tenderers.
- 2 In the second stage, the financial bids of only technically accepted offers (as decided in the first stage above) will be opened for further scrutiny, evaluation, ranking and placement of contract.

The financial bids of the eligible bidders will be opened only after intimating the date and time to bidder.

2. BID QUALIFICATION CRITERIA:

The bidder shall meet the following requirement for a successful bidder:

2.1 The bidder should have submitted copy of license of civil contractor issued by concern authority.

2.2 Experience of having successfully completed Any civil repair & maintenance works such as repairing/renovation of civil works during the last 7 financial years **either** of the following:

a) 3 similar completed works costing not less than Rs. 1.80 lacs each.

or

b) 2 similar completed works costing not less than Rs. 2.25 lacs each.

or

c) 1 similar completed work costing not less than Rs. 3.60 lacs each.

Documentary proof for the above shall be submitted failure of which the offer may be disqualified.

2.3 Bidder should furnish copy of Service tax/TIN no. certificate

2.4 Minimum average Annual Turnover during last three financial years accounted up to 31st March 2017 should not be less than Rs 1.35 lacs (Documentary proof to be submitted)

3. BID REJECTION CRITERIA (BRQ):

The following shall form the basis for rejection of any bid and requirements must be adequately complied-with by the Bidder:

- (1) Bid submitted without Earnest Money Deposit (EMD) will summarily be rejected, prior to commencement of evaluation, including even not in the prescribed mode.
- (2) Bid submitted without Tender Fee will summarily be rejected, prior to commencement of evaluation, including even not in the prescribed mode. In this, there are no Tender Fees.
- (3) Bid submitted with not satisfying any one of the bid qualification criteria as mentioned at clause no. 2 of section -I
- (3) The bids received after scheduled date and time by postal or other means will not be considered.
- (4) Non furnishing of required documents forming part of the Techno-Commercial Bids.
- (5) Conditional Bids.

SECTION- II INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

1.1 Definitions:

- a. "Bidder" means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.
- b. "Supplier" means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who supplying the goods under the contract.
- c. "s" means specifications mentioned in Section III, which the Supplier is required to take the contract.
- d. "Price" means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.

Bidder must visit the site www.tenderwizard.com/PAWANHANS or www.pawanhans.co.in & go through the said tender before submitting the tender.

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. **Failure to furnish all information required as per the Bid documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.**

2. PREPARATION OF BIDS.

2.1. DOCUMENTS COMPRISING THE BID:

2.1.1 Clause by Clause compliance demonstrating substantive responsiveness to the terms & conditions along with tender document by signing and stamping on all the pages of the original bid document by authorized person (s) along with documentary proof as mentioned in eligibility conditions must be sent along with technical bid including tender fee & EMD.

2.1.2 The financial bid shall contain price schedule (Annex –II) with signature & stamp of authorized person.

Note: All the documents submitted (whether original or photocopy) in the bid must be legible & self attested.

3. BID PRICES:

- 3.1 **The bidder shall give the item wise percentage on prevailing CPWD DSR price inclusive of all levies and taxes.** The basic unit price of the price need to be individually indicated against the Price Schedule given in financial bid. The offer by the bidder shall be in Indian Rupees only. No foreign exchange will be made available by the PHL.

- 3.2 Prices indicated on the Price Schedule shall be entered in the following manner:
- (i) The price of the items shall be quoted total price (inclusive of all taxes and levies, work, materials etc) item wise.
 - (ii) The bidder shall quote only one price for each item. The price indicated by the bidder is firm and no modification in the price will be accepted.

4. EMD :

- 4.1 The bidders shall furnish EMD as part of this bid, a EMD of an amount **Rs. 13500/-** in the form of Demand Draft/ Banker Cheque drawn from any of the Nationalized /Scheduled Bank bank in favour of "PAWAN HANS LTD." payable at Mumbai. The EMD or Performance security will bear no interest whatsoever. The EMD should be sent through offline mode to AGM (CIVIL) Office, Pawan Hans Ltd., WR, Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai- 400056
- 4.2 The bid security is required to protect the PHL against the risk of bidder's conduct, which would warrant the bid security's forfeiture.
- 4.3 A bid not secured in accordance with Para 4.1 shall be rejected by the PHL being non-responsive at the bid opening stage and returned to the bidder.
- 4.4 The EMD of the unsuccessful bidder will be discharged/ returned to them at the earliest / 30 days after the award of contract/order.
- 4.5 The EMD may be forfeited:
- (a) If a bidder withdraws his bid during the period of bid validity.
 - (b) In the case of a successful bidder, if the bidder fails to sign the contract and not furnished the performance security.

The bidder will not be eligible to participate in the tender for same item for three year from the date of issue of Purchase order if point 4.5 (a) and (b) are not fulfilled.

4.6 Tender fee .

The bidders shall not furnish Tender fee as part of this bid, in the form of Demand Draft/ Banker Cheque drawn from any of the Nationalized /Scheduled Bank bank in favour of "PAWAN HANS LTD." payable at Mumbai. Since, there is no Tender Fees.

The EMD or Performance security will bear no interest whatsoever. The EMD & Tender fee should be sent through offline mode to JGM (ADMN) Office, Pawan Hans Ltd., WR, Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai-400056 before the closing date & time of tender i.e. 22/11/2017 till 14:00 hrs.

5. PERIOD OF VALIDITY OF BIDS :

- 5.1 Bid shall remain **valid for 90 days after the date of bid opening** prescribed by the PHL.
- 5.2 In exceptional circumstances, the PHL may request the bidder's consent for an extension to the period of bid validity. The request and the responses there to shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.

6. FORMATS AND SIGNING OF BID :

- 6.1 All pages of the Technical bid and Financial bid along with tender document shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- 6.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

7.0 SUBMISSION OF BIDS :

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

Technical bid :

The Technical bid shall be consisting of following bid documents:-

- (a) The bid should be accompanied by tender document along with scan copy EMD of **Rs. 13500/-** . The bid received without EMD will not be considered. (The scan copy of DD towards EMD (Submitted through offline mode to PHL).
- (b) All conditions as mentioned in eligibility criteria along with documentary proof (Duly signed & stamped) along with filled copy of Annexure -A

(c) Tender document duly signed & stamped by the bidder. Any other related documents.

Financial bid:

The financial bid of bidders qualified in technical bid shall be opened on the date so fixed by us for which pre-intimation will be informed/dispatched. Any effort by the Tenderer to influence the company in the process of examination, clarification, evaluation and comparison of Tenders and decision concerning award of contract may result in the rejection of the Tenderer's Tender. The financial bid shall consist of Annexure- B only.

8. LATE BIDS :

Any bid received by the PHL after the due date & time for submission of bids prescribed by the PHL shall be rejected and returned unopened to the bidder.

9. OPENING OF BIDS:

9.1 The PHL shall open bids in the presence of bidders or their authorized representatives who choose to attend at **15.00 P.M.** on due date **14/12/2017**. The bidder's representatives, who are present, shall sign in an attendance register. An Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.

9.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

9.3 The date fixed for opening of bids, if subsequently declared as holiday by the PHL or in case of any emergency, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.

10. CLARIFICATION OF BIDS :

To assist in the examination, evaluation and comparison of bids the PHL may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

11. TENDER EVALUATION:

11.1 PHL shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

11.2 Tender committee will scrutinize the bids based on the eligibility criteria and technical specification compliance. The bidders, who are not complying the eligibility criteria, technical specification and all other terms mentioned in the tender, will be summarily rejected. The technically qualified bidders only will be called for financial bid opening.

11.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the PHL. If there is a discrepancy between words and figures, the amount in words

shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

11.4 The evaluation and comparison of responsive bids shall be done on the price of the goods offered inclusive of Levies & Taxes i.e., Sales Tax, VAT & Excise Duty, octroi/ entry tax, packing, forwarding, freight and insurance etc. as indicated in the Price Schedule of the Bid Document

12. CONTACTING THE PHL:

12.1 No bidder shall try to influence the PHL on any matter relating to its bid, from the time of tendering till the time the contract is awarded.

12.2 Any effort by a bidder to influence the PHL in the PHL's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

13. PLACEMENT OF ORDER:

The PHL shall consider placement of orders for financial supplies on those bidders whose offers have been found technically and financially acceptable.

14. PHL HAVE RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

PHL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the PHL's action. **Any deviations / lower specifications in this tender will not be accepted.**

15. ANNULMENT OF AWARD:

PHL reserves the right to cancel the order without assigning any reasons at any stage. PHL reserves the right to disqualify the supplier for a suitable period. PHL reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

16. SCOPE OF WORK:

The scope will be executed as per financial bid. The work will comprise of cleaning of water tank (OH & underground) at PHL & JHC with all the technical specification.

The technical specification and the scope of work is explained in detail in Annexure -B.

SECTION – III

TERMS AND CONDITIONS TO THE BIDDERS

1. SPECIAL CONDITIONS

1.1 The rate quoted is inclusive of all charge like material cost, labour cost and taxes applicable etc. with reference to this tender, including that of service tax, if any. The contractor will have to make own arrangement for storage of tools & material and its security.

1.2 Agency shall arrange subject to the provisions contained herein to safeguard the appliances, fittings materials and property of the PHL.

1.4 The bidders shall furnish EMD as part of this bid, a EMD of an amount **Rs.13500/-** (Rupees thirteen thousand five hundred only) in the form of Demand Draft/ Banker Cheque from any of the Nationalized /Scheduled Bank bank in favour of "PAWAN HANS LTD." payable at Mumbai. The EMD or Performance security will bear no interest whatsoever. The EMD should be enclosed with the Technical bid of tender document (As mentioned at Clause no. 4).

1.5 The tender fee is Nil.

1.6 Performance security of an amount of to 5% of contract value will have to be deposited within 07 days of issue of work order towards performance of work. The said Performance Guarantee shall be valid for a period of 60 days beyond date of completion of all contractual obligations. The said PS shall be refunded to supplier without any interest, whatsoever after it duly performs and completes the contract in all respects but not later than 60 days of the completion of all contractual obligations under contract.

1.7 The security deposit @ 5% of the contract value of tender including EMD shall deposit, failing which PHL at their discretion may revoke the Letter of Intent and forfeit the EMD. The Security Deposit can be paid through crossed demand draft in favour "Pawan Hans Ltd" payable at Mumbai. SD to be deducted from bills. Security deposit will be returned after defect liability period which is six months after completion of all contractual obligations i.e. complete contract period.

1.8 The performance Guarantee deposit shall be in the form of DD/Bank Guarantee issued by any nationalized scheduled bank in favor of Pawan Hans Ltd. payable at Mumbai.

1.9 If the work is delayed beyond the scheduled date of completion / authorized time period of completion, then a penalty of 0.5% of cost of contract order per week shall be levied maximum to 10%..

2.0 FORFEITURE OF EMD/PS: EMD 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. Further, If the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited and the same should be specified in the tender document. Performance security is to be forfeited in the event of a breach of contract by the supplier, in terms of the relevant contract.

- 2.1 The rate quoted shall be inclusive of all charge like transportation charges, material cost, labour cost and taxes applicable with reference to this tender, including that of service tax, if any.
- 2.2 Payment will be made on monthly basis, within 30 days from the date of submission of bill. Payment through RTGS/NEFT from our bank directly to contractor's Bank account for which bank name & branch address, IFSC code & 09 digit MICR code should be clearly mentioned.
- 2.3 PHL has the right to impose fine and recover from the agency for noncompliance of the requirements. Decision of PHL will be final.
- 2.4 Any dispute arising out of this agreement or that which may arise in future, will be resolved by taking recourse to mutual settlement in the instance, failing which the dispute will be subject to Mumbai court jurisdiction only. PHL is entitled to withhold payments due to the Agency in case of dispute of claims till it is resolved.
- 2.5 The Agency shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately.
- 2.6 All men & tools are to be arranged by the Contractor.
- 2.7 **Water & Electricity:** Contractor has to arrange their own arrangement for water & electricity for use in construction. If contractor will use PHL arrangement for water & electricity then recovery @ 0.5% towards water & 0.5% towards electricity i.e. total 1% shall be made from contractor's bill for water & electricity.
- 2.8 **Tax Deduction at Source :** Income tax shall be recovered at the rate applicable for the work and T.D.S. certificates shall issued to the Contractor at appropriate time after receipt of same from our F&A Department.
- 2.9 **The payment will be made on actual measurement of work done.**
- 3.0 No spares, consumables or any other items will be supplied by the department.
- 3.1 Conditional quotes will not be accepted.

2 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 there under and for the time being in force shall apply to the arbitration proceedings. The Chairman cum Managing Director, Pawan Hans Ltd. shall preferably nominate the arbitrator.

3.3 For any accident/incident the bidder will be responsible.

3.4 Extension of Time Limit : Extension of time can be granted for completion of work, which shall be treated as authorized time period of completion only on written request giving full justifications & authentic reasons.

3.5 Final Bill Clearance :- After completion of work all debris & wastage material should be shifted out of the PHL office complex and payment of final bill after clearance of site.

3.6 Payment Terms : No advance payment will be made for commencing the job. Full & final payment will be released on actual measurement basis within 30 days after submission of bill in duplicate.

Payment may done through electronic fund transfer from our bank directly to contractor's Bank Account for which Bank name & Branch address, IFSC code & 09 digit MICR code should be clearly mentioned

PRICE BID

Annexure - B

Ref: PHL/WR/CE/CC/2017-02

NAME OF WORK: Annual Maintenance Contract for Water Tank Cleaning at PHL & JHC,
Mumbai-400056.

Sr no	DESCRIPTION`	QTY	UNIT	RATE (RS.)	AMOUNT
	<u>Cleaning Works</u>				
1	Cleaning of underground/OH or terrace water storage tanks including chemical treatment using Anti bacterial agent as per standards and relevant IS code consisting of following process:- Dewatering the tank with submersible pump, de-silting and removing of left over dirty water up to 100 to 150 mm in the bottom of the tank and sludge with special sludge pump, cleaning of walls and ceiling with special mechanized high pressure jet machines by rotary jet system at 100-120 Bar pressure (120 Kg /sq cm) which dislodges the layer of dirt, algae, fungus stuck on its surface usage of scrubbing machines for old stains and cleaning chemicals if required of make Eureka Forbes Ltd, floor of the dirty tank should be thoroughly cleaned up by fry jet cleaner to accumulate all dirt ,the remaining sludge should than be removed by sludge pumps, the dirt silt and other foreign material should further be removed by Industrial Vaccum Cleaners to make the floor totally dirt free, application/spraying of Anti Bacterial chemicals to ensure total sterilization of tank from the inside, inside of the tank should be treated with ultraviolet Radiator to kill further floating bacteria/virus in order to make the tank totally dean, bacteria free and safe for storage of drinking water. All the above operations should be executed by trained workers and technicians, properly dressed along with gum boots, to work as per the direction of Engineer in charge.				
A	<u>Pawan Hans colony</u>				
1	Underground RCC tank size 6x6x3 m. aprox. (build in two parts)	3			
2	Over-head RCC water tank	19			
3	PVC water tanks 200 ltr.				
4	PVC water tanks 1000 ltr.				
5	PVC water tanks 2000 ltr.				
B	<u>Pawan Hans Limited</u>				
1	Underground RCC tank size 10.45x6.25x2.10 m. approx. (built in two parts)	1			
2	Over-head RCC water tank	1			
3	PVC water tanks (1000 ltr.)	1			
4	PVC water tanks (2000 ltr.)	5			

2. Proof of WO order /LOI/ work completion certificate as per the terms mentioned in **Eligibility criteria (Clause no. 2 of section I)** : (Please enclose proof of the same):

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

3. Copy of license of civil contractor issued by concern authority – Yes/No

4. Particulars as given to be submitted

Particulars	Reg. No & date	Proof submitted
Mention the registration numbers:		
a) PANNO.		Yes/No
b) GST no.		Yes/No

5. Minimum average Annual Turnover during last three financial years accounted upto 31st March 2017 should not be less than Rs 1.35 lacs. (Documentary proof to be submitted)

6. Copy of duly singed & stamped tender document.

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

Signature of the authorized person

Name:

Date:

Place:

Designation: Company Seal:
