

**OFFICE OF THE EXECUTIVE ENGINEER (CP)
NEW DELHI MUNICIPAL COUNCIL
ROOM NO. 1611, 16th FLOOR, PALIKA KENDRA
SANSAD MARG, NEW DELHI**

D./ /EE (CP) /2015-16

DATED:- 12.10.2015

SEALED QUOTATIONS

Short notice item rates sealed quotations are hereby invited by the Executive Engineer, C.P. Division, NDMC, New Delhi at Room No. 1611, 16th Floor, Palika Kendra, New Delhi-11001 from approved and eligible B & R contractor (holding valid registration certificate of approved category and class) of NDMC and those of appropriate category and class of CPWD, MES, Railways, DDA, MCD, DJB & State PWD (B&R) or State Government Department dealing with building and roads, if there is no State PWD (B&R) which will be received up to 04:00 pm on 14.10.2015 and will be opened on the same day in the presence of interested parties as witnesses for the work:-

Name of work: Operation and maintenance of various toilet in Connaught Place area under Connaught Place Division during 2015-16.

Sub Head: Operation and maintenance of 19 Nos. toilet blocks in Connaught Place area for the period of two months.

Estimate cost:

Time: 02 months


S. No.	Particulars	Quantity	Rate	Unit	Amount
1.	Cleaning, sweeping and watch and ward of toilets blocks in the Connaught place including day to day maintenance of electric items by providing of ladies safai karamchari for ladies toilet & gents safaikaramchari for gents toilet in each shift i.e. 6am to 2pm, & 2pm to 10pm & chowkidar in 10pm to 6am as well as supervisor, electrician, plumber & sewer man to be provided in general shift as per detail below and as per entire direction of Engineer-in-charge.				
(a)	Safai Karamchari	3172.00		Days	
(b)	Chowkidar	1159.00		Days	
(c)	Supervisor	122.00		Days	
(d)	Plumber	31.00		Days	
(e)	Electrician	31.00		Days	
(f)	Sewer man	31.00		Days	
(g)	Carpenter	8.00		Days	
2.	Supplying and stacking of material for day to day cleaning, sweeping work (for one years):				

(a)	Phenyl of approved make.	290.00		Litre	
(b)	Detergent powder for cleaning of approved make.	290.00		Kilogram	
(c)	Hydrochloric acid.	116.00		Litre	
(d)	Naphthalene balls	76.00		Kilogram	
(e)	Hand wash	10.00		Litre	
(f)	Glass cleaner (750ml bottle)	29.00		Litre	
(g)	Phool Jharu (400gm)	76.00		Litre	
(h)	Poncha (22' x 22')	76.00		Litre	
3.	Providing and fixing P.V.C. waste pipe for sink or wash basin including P.V.C. waste fittings complete : flexible pipe - 32mm dia.	30.00		Each	
4.	Providing and fixing PTMT stop cock of approved quality and colour. 15 mm nominal bore, 86 mm long, weighing not less than 88 gms.	5.00		Each	
5.	Providing and fixing slim type florescent tube light 36 watt of approved make.	10.00		Each	
6.	Providing and fixing CFL lamp type 11-W for ceiling light twin tube type	10.00		Each	
7.	Providing and fixing CFL lamp type 13-W for ceiling light twin tube type.	20.00		Each	
8.	Providing and fixing CFL lamp type 18-W for ceiling light twin tube type.	20.00		Each	
9.	Providing and fixing starter for tube light.	10.00		Each	
10.	Providing and fixing PTMT 15 mm Urinal spreader size 95x69x100mm with 1/2" BSP thread and shapes, weighing not less than 60 gms.	10.00		Each	
11.	Providing and fixing PTMT Ball cock of approved quality, colour and make complete with Epoxy coated aluminium rod with L.P./ H.P.H.D. plastic ball. 15 mm nominal bore, 105 mm long, weighing not less than 138 gms.	5.00		Each	
12.	Providing and fixing ballast 11 watt of approved make.	10.00		Each	
13.	Providing and fixing ballast 13 watt of approved make.	10.00		Each	
14.	Providing and fixing ballast 18 watt of approved make.	10.00		Each	
15.	Providing and fixing PTMT Waste Coupling for wash basin and sink, of approved quality and colour. Waste coupling 31 mm dia of 79 mm length and 62mm breadth weighing not less than 45 gms.	5.00		Each	
16.	Providing and fixing sheet cover 8"	10.00		Each	

	x 5" on existing board.				
17.	Providing & fixing electric switch 5 AMP (modular) of approved make.	15.00		Each	
18.	Providing & fixing PTMT handhold pressure washing jet for European W.C. of approved design	5.00		Each	
19.	Providing and fixing P.V.C. low level flushing cistern with manually controlled device (handle lever) conforming to IS : 7231, with all fittings and fixtures complete. 10 litre capacity – White	2.00		Each	
20.	Providing and fixing controlled flush, low level cistern made of vitreous china with all fittings complete. 10 litre (full flush) capacity-white.	2.00		Each	
21.	Providing and fixing solid plastic seat with lid for pedestal type W.C. pan complete : White solid plastic seat with lid.	2.00		Each	
22.	Providing and fixing mirror of superior glass (of approved quality) and of required shape and size with plastic moulded frame of approved make and shade with 6 mm thick hard board backing : Rectangular shape 1500x450 mm.	5.00		Square Metre	
23.	Providing and fixing IS : 12817 marked stainless steel butt hinges with stainless steel screws etc. complete : 125x64x1.90 mm.	10.00		Each	
24.	Providing and fixing aluminium tower bolts, ISI marked, anodized (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete : 300x10 mm	5.00		Each	
25.	Providing and fixing aluminium handles, ISI marked, anodized (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete : 125 mm.	10.00		Each	
26.	Providing and fixing 12 mm thick pre-laminated particle board flat pressed three layer or graded wood	5.00		Square Metre	

	particle board conforming to IS: 12823 Grade I Type II, in paneling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings and directions of engineer-in-charge. Pre-laminated particle board with decorative lamination on both sides.				
				Total	
	Condition:-				
i.	The quotationer shall deposit the earnest money @ 2% of estimated cost amounting to Rs 40,120 /- in any of the following terms i.e. treasury pChallan, Banker's cheque, demand draft & FDR from any scheduled bank in favour of the Secretary, NDMC.				
ii.	The eligible lowest quotationer has to deposit performance guarantee @ 5% of the estimated cost in any of the following terms i.e. treasury Challan, Banker's cheque, demand draft & FDR from any scheduled bank in favour of the Secretary, NDMC at the time of acceptance of the quotation.				
iii.	The quotationer should have : (a) valid registration as (B&R) contractor (holding valid registration certificate of approved category and class) of NDMC and those of appropriate category and class of CPWD, MES, Railways, DDA, MCD, DJB & State PWD (B&R) or State Government Department (b) Valid sale tax/ VAT registration (c) valid EPF/ ESI registration (d) Valid labour license (e) Electrical license (f) valid ISO 9001:2008 certification for housekeeping services (f) PAN card.				
iv.	The eligible quotationer shall have to submit three similar works each of value not less than 8.02 Lacs or two similar works each of value not less than 12.03 Lacs or one similar works of value not less than Rs. 16.04 Lacs in last seven years ending last day of the month previous to the one in which the quotation are invited as experience certificate.				
v.	The work shall be completed within 02 months after the date of issue of work order otherwise penalty @1% per day delay subjected to maximum 10% of gross amount of work order shall be levied.				
vi.	Necessary recoveries shall be made from the bill as per rule.				
vii.	The work shall be executed as per latest CPWD specification and to the entire satisfaction of Engineer-in-charge.				
viii.	The earnest money given by all the quotationer except the lowest quotationer shall be refunded immediately after the opening of quotation or latest within a week from date of receipt of quotation and for the lowest quotationer. EMD of the lowest quotationer will be returned after receiving performance gurantee . If lowest quotationer withdraw his quotation before commencement/ completion of work or fail to commence/complete the work within the prescribed time period as specified in NIQ then the Engineer-in-charge shall without prejudice to any other right or remedy is at liberty to forfeit 50% of the or whole of the earnest money of the quotationer.				
ix.	The contractor whose quotation is accepted will also be required to furnish either copy of applicable licenses /registration or proof of applying for obtaining labour liecenses, registration with EPFO, ESIC and BOCW Welfare Board within a period of 7 days from the date of issue of acceptance letter.				
x.	No Running Account Bill shall be paid for the work till the applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable are submitted by the contractor to the Engineer-in-Charge. Junior Engineer –in-Charge of work must certify & established that all payments to labourers employed on work have been fully paid by contractor through ECS or NEFT or by cheque or online transfer into their bank account.				
xi.	The contractor shall have registration with EPFO and ESI. The ESI and EPFO- contributions on the part of employer in respect of the contract shall be paid by the contractor. These contributions on the part of the employer paid by the contractor shall be reimbursed by the Engineer-in-charge to the contractor on actual basis. The applicable and eligible amount of EPF and ESI shall be reimbursed preferably within 7 days but not later than 30 days of submission				

	of documentary proof of payment provided same are in order.
xii.	Sales Tax/VAT (except Service Tax), Building and other Construction Workers Welfare Cess or any other tax or Cess in respect of this contract shall be payable by the contractor and NDMC shall not entertain any claim whatsoever in this respect. However, in respect of service tax, same shall be paid by the contractor to the concerned department on demand and it will be reimbursed to him by the Engineer-in-Charge after satisfying that it has been actually and genuinely paid by the contractor.
xiii.	Wages due to every worker shall be paid to him direct by contractor through bank or ECS or online transfer to his bank account. All wages shall be paid through Bank or ECS or online transfer. It shall be the duty of the contractor to ensure the disbursement of wages through bank account of labour.
xiv.	Additional conditions for execution of work enclosed as per annexure 'A'.


 (W.Parashar)
 EE (CP)

Annexure Á'

ADDITIONAL CONDITIONS

1. The quotationer must give the offer for operation & maintenance of complete work as per the schedule for work for twp months from the date of taking over the site. The list of toilets is enclosed. However, the contractor must visit the site, before quoting the rates. Rates so quoted should be inclusive of all type of taxes.
2. The glass surface for doors, windows etc. shall be cleaned gently with wet/dry cleaning methods as per frequency given in the schedule of maintenance task.
3. Different type of doors etc. shall be cleaned by suitable (wet or dry or both) cleaning methods as required. No, scratches or damages shall occur on the surfaces being cleaned.
4. Stainless steel railing to be cleaned along-with the balusters by wet/dry cleaning methods. While cleaning no damage shall occur to the surfaces.
5. The toilets are to be cleaned and to be kept neat & in hygienic condition. Necessary disinfection is to be used for cleaning of toilet/urinal/wash basins & flooring. Liquid soap, toilet tissues, odozoires etc. to provide on consumable basis as & when required at the cost of contractor. These items should be made available in the adequate quantity at various places in the Bathrooms & Toilets etc.
6. The blockage in the sewage/water supply pipes shall be attended immediately. The water leakage pipelines to be attended immediately. The blockage/leakage or any type of attention required for sanitary fittings like washbasins, cisterns, W.C.pans etc to be made immediately. The washbasins, cisterns etc., if overflows due to blockage or due to any defect in the fittings should be attended immediately. The over flow in the water tanks shall be attended immediately. Contractor should take care about no water stagnation occurs in the premises due to leakage of pipes/over flow & spillage of water.
7. The drainage system provided in premises to be cleaned regularly and ensure that no blockage of water occurs.
8. The electrical equipment/fittings should be checked regularly and set right for its proper functioning.
9. The manpower as per the schedule is to be deployed for smooth operation & maintenance, cleaning & security. In no case labour deployed shall be less than the specified scheduled. The contractor will carry out preventive maintenance servicing and break down job by deploying additional staff and taking into consideration rest/relievers for the staff deployed and nothing extra shall be paid in this regard.
10. The NDMC shall not be responsible for any financial loss for any injury, major/minor nature of accident of company's staff deputed for the work under the contract.

11. The quotationer shall be liable to make good the damage caused to property/installation of NDMC during the execution of work.
12. Plumbers having following qualifications shall only be deployed for the job:-
 - (i) Persons who have passed certificate course from recognized institution in the trade of plumbing of 2years duration.
 - (ii) One year practical experience of handling pumps.
13. Security arrangements for the work shall be in accordance with general requirements and the contractor shall confirm to such requirements and shall be held responsible for the action or inaction on the part of the staff, employees.
14. The work shall be carried as per CPWD specifications 2009 Vol.-I to II with upto date correction slips and as per specifications/preventive maintenance schedule of work or as per specifications.
15. The successful quotationer should submit the list of staff with completer bio-data, to be deployed for running & maintenance of each services within 15days after award of work.

LIST OF TOILETS

1. Toilet at Sansad Marg.
2. Jeevan Bharti Marg
3. SBS Marg Opposite 'G' Block
4. Near Railway colony opposite H-Block.
5. Near ESS No. 5 C.P.
6. Near Super Bazar
7. Near ECE House
8. Central Park opposite B-Block
9. Central Park opposite D-Block
10. Central Park opposite F-Block
11. Middle Circle A Block near RR-2
12. Middle Circle A Block near RR-3
13. Middle Circle B Block near RR-3
14. Middle Circle K Block
15. Middle Circle D Block near RR-5
16. Middle Circle E Block near RR-5
17. Middle Circle E Block near RR-6
18. Middle Circle F Block near RR-6
19. Middle Circle F Block near RR-7

PENALTY CONDITION/ CLAUSE

1. Only the authorized representative of the quotationer shall be allowed to work and no part of the contract shall be further sublet to any other sub-contractor without the specific approval of the Engineer-in-Charge.
2. The quotationer shall be responsible to rectify minor complaint within 24 hours after receipt/occurrence of complaint & major break down in any Electrical/Sanitary installation shall be rectified within 1 day failing which penalty @` 1,000/- per day shall be imposed.
3. The quotationer shall maintain attendance register of manpower deployment as specified shall be made available 24-hours to the Engineer-in-Charge or the authorized representative. Failing which following penalty will be imposed & recovered.
 - Non-availability of record/register Rs. 1000/-
per day
 - Supervisor/Electrical/ Wireman/Plumber Rs. 1000/-
each per shift/per day
 - Safai Karamchari/Sweeper/ Security Guard/Chowkidar Rs. 900/-
each per shift/per day
4. Penalty for non-completion of work or improper quality of work i.e. improper cleaning, sanitation, improper supervision, short deployment of equipments/ machines and use of inferior quality of consumables etc. will be levied as follows:-

Penalty:- @Rs.1000/- per day for each activity subject to Max. upto Rs.5000/- per day. The decision regarding penalty & imposing of the Penalty shall be of concerned Engineer-in-Charge. This is in addition to the proportional amount to be manpower & for short deployment of machines/equipments etc.
5. If any activities not carried out as per the schedule of work the proportionate amount will be deducted from the bill.

ANNEXURE-III

Minimum labour/Staff required to be deployed in shifts of a day shall be as follows in morning, evening & Night Shifts i.e. 6:00 AM to 2:00 PM, 2:00PM to 10:00PM & 10PM to 6:00AM respectively.

1. Safai Karamchari (Male) (19 Morning Shift & 19 Evening Shift)	- 38 No. (Per Day)	}	For 19 Nos. TOILETS
2. Safai Karamchari (Female) (7 Morning Shift & 7 Evening Shift)	- 14 No. (Per Day)		
3. Supervisor	-01 Nos in each shift	}	
4. Chowkidar	- 19 Nos. (Per Day)		
5. Plumber	- 01 Nos. (in alternate days)		
6. Electrician	- 01 Nos. (in alternate days)		
7. Sewer-man	- 01 Nos. (in alternate days)		
8. Carpenter	- 01 Nos (once in a week)		

Note:-

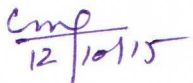
- a) No deviation in the deployment of min. no. of personnel shall be acceptable.
- b) The min. no. of personnel as mentioned above are required to be deployed for maintenance on daily basis in various shifts of the day as specified.
- c) The min. no. of personnel required to be deployed has to be physically deployed on daily basis and therefore any personnel required to be deployed for taking care of leave reserve & relievers etc. have to be additionally provided by the contractor as per the statutory norms or rules etc. as applicable.
- d) The upper age limit for Chowkidar shall be 50 years except for Ex-service man for which statutory norms or rules shall be applicable.
- e) The staff deployed shall be in proper uniform.

CHECK LIST FOR
SCHEDULE OF MAINTENANCE TASK & PAYMENT CRITERIA

Sr. No	Description of item/maintenance task	Frequency of Operation Daily
1.	Cleaning of MS/stainless steel railing including balusters & signages	Daily & as and when required
2.	Cleaning of doors/windows	Daily
3.	Cleaning /sweeping of pavement/walkways/Floors	Once in each shift & as and when required
4.	Cleaning of litterbins etc.	Once in each shift & as and when required including disposal of litters etc. to the nearest NDMC dustbin
5.	Cleaning & Sanitation of Toilets	Regular cleaning of toilets in each shift as and when required including dry and wet mopping to keep the floor clean and dry at all times
6.	Cleaning of sanitary fixtures	2 to 3 times in a shift & as and when required to keep fixture neat and clean
7.	Removal/disposal of waste in toilets	Once in each shift & as and when required
8.	Checking of all plumbing/ electrical connections/fitting/fixtures in all the toilet	Monthly or as and when required
9.	Cleaning of surrounding of toilets	Daily & as and when required
10.	Cleaning of overhead water storage tanks	As and when required

Note:-

- a) Quotationer shall maintain the maintenance book in which the entries shall be made after carrying out routine maintenance/preventive maintenance. He shall give prior information to department about the maintenance/repair being carried out.
- b) Payment:- The contractor will be paid on monthly basis after rendering satisfactory services to complete satisfaction/engineer-in-charge.
- c) The inspections shall be carried out by the authorized representatives of NDMC regularly and surprise checks shall also be made by the senior officers, which shall be recorded in the maintenance/inspection register.
- d) The quotationer shall provide at site of work drop box/suggestion box for feedback from the general public and feedback received through NDMC website shall also form part of quality of services rendered for payment purpose.
- e) Engineer-in Charge shall accept as otherwise provided, ascertain and determine, by measurement, the value in accordance with the contract, of the work done. All measurements of all items having financial value shall be entered in measurement book and / or level field book so that a complete record is obtained of all works performed under the contract.


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