

**PART 'A'**

**TENDER NO. AEES/P&GA/Cos.Maint/F.3/2011-12/6462  
dated 6/1/2012**

**TENDER FOR HOUSEKEEPING SERVICES AT AECS-1, 2, 3, 4, 5, 6  
& JUNIOR COLLEGE AT ANUSHAKTINAGAR, MUMBAI-400 094**

**Name of work: Housekeeping Services at AECS-1, 2, 3, 4, 5, 6 & Junior College at Anushaktinagar, Mumbai-400 094**

**TENDER NO: AEES/P&GA/Cos. Maint/F.3/2011-12/6462**

<b>Sr. No.</b>	<b>Description</b>
1	Section I - Tender Notice
2	Section II - Form of agreement and general rules/directions for the guidance of the Contractor
3	Section III - Item Rate Tender for Works
4	Section IV - Special Instructions to the Contractors

## SECTION – I

### TENDER NOTICE

**ATOMIC ENERGY EDUCATION SOCIETY**  
**(An autonomous body under Department of Atomic Energy, Govt. of India)**

**Central Office,  
Western Sector,  
Anushaktinagar,  
Mumbai-400 094  
Ph Nos.25503310/25503328/  
25565049/25571501 Ext.222**

### NOTICE INVITING TENDER

**TENDER NO: AEES/P&GA/Cos. Maint/F.3/2011-12/6462**

1	Sealed Item rate tenders in two-parts in the prescribed form are hereby invited on behalf of Chairman, Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai-400 094 for the following work from Contractors having adequate experience and capabilities to execute such magnitude of similar works and who have similar experience with different units of Department of Atomic Energy (DAE), Nuclear Power Corporation of India Ltd., Public Sector Undertakings, CPWD, Railways, PWD, MCGM etc.	
	i) Name of work	Housekeeping services at Atomic Energy Central School Nos.1, 2, 3, 4, 5, 6 & Junior College at Anushaktinagar, Mumbai-400 094
	ii) Estimated Cost of work	Rs. 40,00,000/-
	iii) Period of Contract	Twelve calendar months
	iv) Cost of Tender Document:	Rs.300/- (Non-refundable) in cash or DD of a Nationalised Bank issued in favour of 'Atomic Energy Education Society'.
	v) Earnest Money Deposit	Rs.80,000/-
	Note: Earnest Money Deposit (EMD) of Rs. 80,000/- (Rupees eighty thousand only)) to be submitted alongwith the tender document issued in favour of 'Atomic Energy Education Society' by way of a DD of a Nationalised Bank.	
2	Tender document is prepared in two parts viz. Part-A (Technical Bid) and Part-B (Price Bid). Part-A consists of the tender document that includes form for tender agreement, conditions of contract, special instructions to the tenderers, technical specifications etc. Part-B consists of Tender Document that gives Schedule of Quantities, list of material to be supplied by the Contractors, etc. Submission of application for purchase of tender is from <b>9/1/2012 to 13/1/2012</b> on working days (Monday to Friday) between 10.30 hrs. and 16.00 hrs. and tender documents will be issued to the eligible tenderers from <b>17/1/2012 to 31/1/2012</b> . Applications received after this date shall not be	

	considered for issue of tender. The application should be submitted along with:										
	a)	Average annual financial turnover for "Annually maintaining cleanliness of toilets, corridors, flooring, window glasses, etc" should be at least Rs. 12,00,000/- (Rupees twelve lakhs only) during last 3 years. This should be duly audited by a registered Chartered Accountant.									
	b)	The applicant should not have incurred loss in more than one year during the last three years and shall not be under court receivership or under liquidation.									
	c)	Year-wise list of works carried out during last 3 years as well as list showing the cost of works in progress.									
	d)	Performance certificate in respect of completed works and reasons for delays, if any.									
	e)	PAN No. and current Income Tax clearance certificate									
	f)	Attested copy of proof of Service Tax Registration.									
	g)	Audited Balance Sheet and Profit and Loss Account									
	h)	List of available machinery.									
	i)	List of technical manpower along with organizational structure.									
	j)	Proof of having satisfactorily completed (based on certification of performance by client of the works) 3 (Three) similar works each of value not less than Rs. 12,00,000/- ( <i>30% of the tendered value</i> ) or 2 (Two) similar works each of value not less than Rs. 20,00,000/- ( <i>50% of the tendered value</i> ) or 1 (One) similar work of value not less than Rs. 30,00,000/- ( <i>75% of the tendered value</i> ). For this purpose, 'cost of work' shall mean gross value of the completed work including the cost of material supplied by the Govt./Client, but excluding those supplied free of cost. Similar works means maintaining cleanliness of toilets, corridors, flooring, etc.  The tender documents (Part- A & B) can be purchased from the General Administration Section, AEES on any working day between 10.30 hrs. to 16.00 hrs. on payment of Rs.300/- in the form mentioned above from <b><u>17/1/2012 to 31/1/2012</u></b> .									
3	Tenders are required to be submitted in separate sealed and superscribed envelopes as <b>"Housekeeping Services at Atomic Energy Central School Nos.1, 2, 3, 4, 5, 6 &amp; Junior College at Anushaktinagar, Mumbai"</b> ,										
	<table border="1"> <tr> <td>I</td> <td>First Envelope</td> <td>EMD</td> </tr> <tr> <td>II</td> <td>Second Envelope</td> <td>Part-A (Technical Bid)</td> </tr> <tr> <td>III</td> <td>Third Envelope</td> <td>Part-B (Price Bid)</td> </tr> </table>		I	First Envelope	EMD	II	Second Envelope	Part-A (Technical Bid)	III	Third Envelope	Part-B (Price Bid)
I	First Envelope	EMD									
II	Second Envelope	Part-A (Technical Bid)									
III	Third Envelope	Part-B (Price Bid)									
	<p><b>The technical bid and the price bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should be sealed and duly superscribed with the name of the Work and due date. EMD of requisite value shall be put in separate cover and the two-part cover shall only be opened after confirming the submission of EMD in the specified form.</b></p> <p>It will be obligatory on the part of all tenderers to return the tender documents at the time of opening the tender whether they are making the bid or not. Making of photocopies of the tender documents and drawings is prohibited</p>										

4	Tenders will be received up to <b>1600 hrs. on 17/2/2012</b> in the office of ADMO-III, AEES and Part-A (Technical Bid) will be opened on the same day at <b>1630 hrs.</b> in the presence of attending tenderers. Tenders not accompanied with Earnest Money Deposit are liable for rejection. Price bids of only those Contractors which are found technically eligible for the award of contract will be opened and communicated to successful tenderers who are qualified through technical evaluation involving visits to the bidders' ongoing/completed work sites and holding technical discussions.
5	Tenders with any condition including conditional rebate shall be rejected. However, tenders with unconditional rebate will be accepted.
6	The time allowed for carrying out the work will be twelve calendar months to be reckoned from the 15 <sup>th</sup> day after date of written order to commence the work or from the first day of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
7	Tender will be kept valid for 120 days from the date of opening the Technical Bid (Part-A)
8	In case, the last date of sale and/or the date of receipt and opening of the tender are declared as holidays, the respective dates shall be treated as postponed to the next working day.
9	Tenders are to be in the prescribed form of Atomic Energy Education Society. <b>Tenderers should quote in figures as well as in words the rates and amounts tendered by them.</b> The amount for each item should be worked out and the requisite total given. All corrections shall be attested by the dated initials of the tenderer. The tenderers not tendering for this work after purchase of tender documents must return the tender documents to the General Administration Section, Central Office within 10 days from the due date of tender. However, the cost of the tender documents will not be refunded.
10	After opening of the Technical Bid (Part-A) of the tender, bidders shall be evaluated for their techno-commercial capability to carry out the work based on the following:
	a) Financial soundness and turnover during the last 3 years
	b) Technical capabilities in regard to tendered work.
	c) Nature of works executed in the last 3 years.
	d) Organizational structure.
	e) PAN No. and current Income Tax Clearance Certificate
	f) Attested copy of proof of Service Tax Registration.
	g) Audited Balance Sheet and Profit and Loss Account
	h) Tendency of the firm with respect to making extraneous claims and disputes.
	i) Site mobilization and planning ability.
	J) An inspection team duly constituted, if required, may visit selected sites(s) of the tenderer.

11	<p>The Contractor whose tender is accepted will be required to furnish by way of <b>Security Deposit</b> for the due fulfillment of his contract, such sum as will amount to <b>5% of the contract value of work. In addition, the contractor shall be required to deposit an amount equal to 5% of the contract value of the work as Performance Guarantee</b> within 15 days after the date of issuing of letter of acceptance/Work Order and in any case before commencement of work. Performance Guarantee of 5% should be in the form of Bank guarantee/Fixed Deposit Receipts of Nationalised Banks.</p> <p>The Security Deposit will be collected by deductions @ 10% of the gross amount of the Running Bill of the Contractor till the sum (alongwith the sum already deposited as Earnest Money Deposit) will amount to 5% of the contract value of work. The Security Deposit will also be accepted <b>in the form of Fixed Deposit Receipt of Nationalised Banks.</b> The Security Deposit shall be endorsed in favour of 'AEES'. Security Deposit &amp; Performance Bank Guarantee shall be released /returned after the expiry of the contract period.</p>
12	<p>If the successful tenderer <b>fails to furnish the prescribed performance guarantee</b> on or before the stipulated date of commencement, AEES shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if this successful tenderer <b>fails to commence the work within the stipulated time</b>, AEES shall without prejudice to any other right or remedy available in law, be at liberty to <b>forfeit the said earnest money and the performance guarantee absolutely.</b></p>
13	<p>The acceptance of tender will rest with Secretary, Atomic Energy Education Society, on behalf of Chairman, AEES who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.</p>
14	<p>All rates shall be quoted on the proper form of the tender alone.</p>
15	<p>On acceptance of the tender, the name of the accredited representatives(s) of the contractor who would be responsible for taking instructions from the respective Principals shall be communicated to AEES.</p>
16	<p>Special care should be taken to write the rate in figures as well as in words and the amount in figures only in such a way that interpretation is possible. The total amount should be written both in figures and in words. In case of figures, the word "Rs." should be written before the figure of rupees and word 'P' after the decimal figures e.g. Rs.1.25 p. and in case of the words the word 'Rupees' should precede and the word 'paise' should be written at the end. Unless the rate is in whole rupees and followed by the word 'only' it should invariably be upto two decimal places. While quoting the rate in schedule of quantities the word 'only' should be written closely following the amount and it should not be written in the next line.</p>
17	<p>This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Secretary, AEES in this regard shall be final and binding on all.</p>

18	Sales Tax or any other tax on material in respect of this Contract shall be payable by the contractor and AEES will not entertain any claim whatsoever in this respect. However, any change in the existing taxes and levies or new taxes and levies if introduced by the Government after the receipt of offer as well as during the currency of the Contract will be duly considered and paid extra, subject to documentary proof. For this purpose the tenderer may furnish the details of taxes and levies that have been considered in the offer and rates assumed thereof.					
19	The tender for works shall remain open for acceptance for a period of 120 days from the date of opening of Technical Bid of Part-A. <b>If any tenderer withdraws his tender within the validity period or make any modifications in the terms and conditions of the tender which are not acceptable to AEES, then AEES shall without prejudice to any right or remedy, be at liberty to forfeit the Earnest Money absolutely.</b>					
20	It will be obligatory on the part of the tenderer to sign the tender document for all the component parts.					
21	This Notice Inviting Tender shall form the part of the contract document.					
22	The Contractor shall submit a detailed list of similar works carried by them for the last 3 years including annual turnover and also works in hand (progress) in the following pro-forma.					
	<b>Name of work</b>	<b>Name &amp; Address of Establishment under whom work is being executed</b>	<b>Value of work</b>	<b>Completion time as per contract</b>	<b>Position of Work in Progress</b>	<b>Remarks</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
23	<b>Please note the following:</b>					
	a)	Cheques for Earnest Money Deposit will not be accepted.				
	b)	Solvency certificate, when asked for, should be of value not less than 40% of the tender amount and should be dated not earlier than 31/1/2011 and may be submitted along with Technical Bid (Part-A)				
	c)	Tender forms are not transferable.				
	d)	<b>Tender documents will not be sent from AEES office by post or courier.</b>				
	e)	<b>Tender documents to AEES can be sent by Post/Courier/ hand delivery</b>				
24	Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection					

**Secretary  
Atomic Energy Education Society  
For and on behalf of Chairman, AEES**

**SECTION - II**

**FORM OF AGREEMENT AND GENERAL RULES  
DIRECTIONS FOR THE GUIDANCE OF THE CONTRACTORS**

**ATOMIC ENERGY EDUCATION SOCIETY**  
**(An autonomous body under Department of Atomic Energy, Govt. of India)**  
**Central Office, Western Sector,**  
**Anushaktinagar, Mumbai-400 094**

FORM OF TENDER AND GENERAL RULES AND DIRECTION  
FOR THE GUIDANCE OF CONTRACTORS

1	<p>All works proposed for execution by the contract will be notified in a form of invitation to tender published in Mumbai Newspaper publications- Loksatta/ Navbharat Times/ Mumbai Mirror</p> <p>This form will state the work to be carried out as well as the date for submitting and opening tenders and the time allowed for carrying out the work, also the amount of earnest money to be deposited with the tender. <b>Copies of the specifications &amp; other documents required in connection with the work can be viewed from website <a href="http://www.aees.gov.in">www.aees.gov.in</a>.</b></p>
2	<p>In view of the tender being submitted by a partnership firm, it must be signed separately by each member thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorising him to do so, such power of attorney to be produced with the tender, and it must be disclosed that the firm is duly registered under the Indian Partnership Act.</p>
3	<p>Receipts for payment made on account of work when executed by a partnership firm must also be signed by the all partners. Except where the Contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give effectual receipts for the firm.</p>
4	<p>Any person who submits a tender shall fill up the usual printed form stating at what cost he is willing to undertake the work. Tenderers who propose any alteration in work specified in the said form of invitation of tender or in the time allowed for carrying out the work or which contain any other conditions of any sort will be liable for rejection.</p> <p>The amount must be quoted in decimal coinage both in words and figures.</p>
5	<p>Secretary, AEES or his duly authorized assistant, will open tenders in the presence of any intending Contractors who may be present at the time and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the earnest money forwarded therewith shall thereupon be given to the Contractor who shall thereupon for the purpose of identification sign copies of the specifications and other documents mentioned in rule - 1. In the event of a tender being rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the contractor making the same.</p>
6	<p>The office inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest tender.</p>
7	<p>The Contractor shall be responsible for seeing that he procures a receipt signed by the Accounts Officer or by a duly authorized AAO/AA.</p>

8	Rates quoted by the Contractor in item rate tender in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figures and in words. However, if a discrepancy is found, the rates which correspond to the amount worked out by the contractor shall be taken as correct.
9	If the amount of the item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.
10	Whether the rate quoted by the contractor in figures and in words tallies, if the amount is not worked out correctly the rate quoted by the contractor shall be taken as correct and not the amount.
11	If it is found that the tender is not submitted in the proper manner, or contains too many corrections of absurd rates, or amount, it will be open for AEES to take the suitable disciplinary action against the contractor.

## **SECTION - III**

### **ITEM RATE TENDER FOR WORKS**

I/We hereby tender for the execution of the work specified in the under written memorandum within the time specified in such memorandum at the rates specified therein, and in accordance with all respects with the specifications, instructions in writing and the conditions of contract and with such material as are provided for by and in all respects in accordance with such conditions so far as possible.

#### MEMORANDUM

- (a) General Description : Houskeeping services at AECS-1, 2, 3, 4, 5, 6 & AEJC, Anushaktinagar, Mumbai-400 094
- (b) Estimated cost : Rs. 40,00,000/-
- © Earnest Money : Rs. 80,000/-
- (d) Security Deposit : 5% of the tendered value of the work put to tender.
- (e) Performance Bank Guarantee : 5% of the tendered value of the work put to tender.

The Security Deposit will be accepted in the form of Fixed Deposit Receipt/ Bank Guarantee of Nationalised Bank. The earnest money deposited in the form of 'Demand Draft' at the time of tender will be treated as part of Security Deposit. The Security Deposit shall be endorsed in favour of 'Atomic Energy Education Society, Anushaktinagar, Mumbai - 400094.'

Time allowed for the work is 12 months from the date of issue of Work Order.

Should this tender be accepted, in whole or in part, I/We hereby agree

- (i) to abide by and fulfill all the terms and provisions of the said conditions annexed hereto and all the terms and provisions contained in notice inviting tenders so far as applicable, and/or in default thereof to forfeit and pay to AEES the sum of money mentioned in the said conditions. A sum of Rs.80,000/- is hereby forwarded in the form of 'Demand Draft' as earnest money. If I/We fail to commence the work specified in the above Memorandum, I/We agree that AEES shall, without prejudice to any other right or remedy, be at the liberty to forfeit the said earnest money absolutely otherwise, the said earnest money shall be retained by it towards security deposit mentioned against Clause (d) of the above mentioned Memorandum.

- (ii) to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations in cleaning area as may be ordered, up to a maximum of 25 (Twenty five) percent at the rates quoted in the tender documents.

I/We agree that should I/We fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of invitation of tender shall be absolutely forfeited by AEES.

Dated the ..... day of ..... 20.....

Witness+ ..... \*Signature .....

Address

.....  
.....  
.....

The above tender is hereby accepted by me on behalf of Chairman, AEES dated the ..... day of ..... 20

++ .....

\* Signature of the contractor before submission of tender.

+ Signature of witness of contractor's signature.

++ Signature of the Officer by whom accepted.

## SECTION - IV

### SPECIAL INSTRUCTIONS TO THE CONTRACTORS

**Name of Work : Cosmetic Maintenance in AECS-1, 2, 3, 4, 5, 6 & Junior College  
Anushaktinagar, Mumbai-400 094**

### SPECIAL INSTRUCTIONS TO THE CONTRACTORS

1	The tenderer is requested to visit the site to acquaint himself with the site conditions, working conditions, approaches, availability of other facilities for his labour force before submitting the tender.
	<b>Location &amp; Scope of Work :</b> <b>Scope of Work</b> : Cosmetic Maintenance in AEC School Nos.1, 2, 3, 4, 5, 6 & Atomic Energy Junior College, Anushaktinagar, Mumbai 94. <b>Location</b> : Atomic Energy Central School Nos. 1, 2, 3, 4, 5, 6 & Atomic Energy Junior College, Anushaktinagar, Mumbai 94.
	<b>Item No. 1 : Sweeping &amp; Mopping</b> :- The work includes sweeping , mopping and removal of cobwebs of all rooms/ corridors, floors, staircases, surrounding walls and all other surface areas adjacent to the floors of AEC Schools & Junior College. All above areas of floor shall be swept with soft broom and then mopped manually using well cleaned moist cotton mops dipped in the suitable water detergent/disinfectant. The mopping to be repeated with ordinary water, the mop being squeezed before use, dipped in fresh water for every 20/30 sq.m. area of mopping. Mopping shall be carried out in such a way that no stains are seen when the area is dried. The sweeping and mopping of floors shall be carried out one time (one operation) per day on all working days. Further, cleaning of terrace of the school buildings has to be carried out once in every 15 days. All consumables including brooms, phenyl, moppers, cleaning material, etc. shall be provided by the Contractor.
	<b>Item No. 2 : Collection and disposal of garbage</b> :- Garbage including papers are to be collected and disposed at garbage points one time (one operation) per day on all working days. Buckets & other required material to be provided by the Contractor.
	<b>Item No. 3 : Cleaning of toilet Blocks</b> :- This work includes cleaning WCs, latrines, urinals, wash basins, bathrooms, mirrors, floors etc., in the toilet blocks including removal of chokes. This work includes cleaning of all glazed tiles of walls with suitable cleaning powders/agent, acid etc. and scrubbed with appropriate brush and cleaning with plain water. All stains shall have to be removed in such a manner that no marks are visible. Removal of chokes in wash basins, urinals, outlet points etc. also includes in the scope of this work. Filling of liquid soap to the dispensers attached with the basin are included in the scope of work without any extra payment. Cleaning of toilet blocks shall have to be carried out minimum twice in a day (two operations) or as per the requirement of the school on all working days. All consumables like detergent, liquid soap, toilet brush etc. to be supplied by the Contractor.

	<b>Item No. 4 Cleaning of Window glass panes :-</b> This work includes cleaning of window glasses of Schools & Jr. College building twice in every month by means of wet cloth followed by dry soft duster. The material like liquid soap, dusters, etc. to be supplied by the Contractor.																														
	<b>Item No.5</b> Out of the total number of cosmetic workers provided, <b>minimum 15 No. of female workers have to be deployed for cleaning of Girls Toilets,</b> to take care of the basic needs of Pre-Prep & Prep students and other related cleaning work of their classrooms and washrooms.																														
2	<b>Note</b>																														
a	All consumables and cleaning accessories shall be supplied by the Contractor.																														
b	The frequency of sweeping and cleaning of floors, sweeping of terraces etc. toilet units, shall have to be carried out as per tender schedule. However, in case of any unusual occurrence of dirtiness in shabby look in any of unit/areas, same shall be cleaned urgently by the contractor without any extra payment.																														
c	Ladies toilets should be cleaned by ladies only. Suitable manpower shall be available at the premises continuously for this type of work.																														
d	<p><b>The cleanable carpet area of each school is mentioned below</b></p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>School/JC</th> <th>Carpet area for cleaning (Sq. mtrs.)</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>AECS-1, Mumbai</td> <td>3090</td> </tr> <tr> <td>02</td> <td>AECS-2, Mumbai</td> <td>3295</td> </tr> <tr> <td>03</td> <td>AECS-3, Mumbai</td> <td>4058</td> </tr> <tr> <td>04</td> <td>AECS-4, Mumbai</td> <td>3867</td> </tr> <tr> <td>05</td> <td>Aster Studio (Annex. Bldg. to AECS-4)</td> <td>235</td> </tr> <tr> <td>06</td> <td>AECS-5, Mumbai</td> <td>6440</td> </tr> <tr> <td>07</td> <td>AECS-6, Mumbai</td> <td>3670</td> </tr> <tr> <td>08</td> <td>AEJC, Mumbai</td> <td>7615</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total</b></td> <td><b>32270</b></td> </tr> </tbody> </table>	Sr. No.	School/JC	Carpet area for cleaning (Sq. mtrs.)	01	AECS-1, Mumbai	3090	02	AECS-2, Mumbai	3295	03	AECS-3, Mumbai	4058	04	AECS-4, Mumbai	3867	05	Aster Studio (Annex. Bldg. to AECS-4)	235	06	AECS-5, Mumbai	6440	07	AECS-6, Mumbai	3670	08	AEJC, Mumbai	7615	<b>Total</b>		<b>32270</b>
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08	AEJC, Mumbai	7615																													
<b>Total</b>		<b>32270</b>																													
e	<b>If the contractor engages less than the number of labourers offered in the quotation on any day, Rs.500/- (Rupees five hundred only) per head per day will be deducted as penalty from the contractor's monthly bill.</b>																														
f	<b>The contractor should maintain monthly muster roll in respect of the labourers duly certified by the Head of AECS/JC which has to be enclosed alongwith monthly bill. Further, a certificate of monthly supply and usage of cleaning material duly signed by Head of AECS/JC is also to be forwarded to Central Office for releasing payment.</b>																														
g	<b>The contractor shall pay the minimum wages to the labourers as prescribed by the Government of India from time to time in the presence of Head of AEC Schools/JC or his representative.</b>																														

	h	The contractor shall give the labourers suitable uniform, identity card & shoes to identify their staff by security and other departmental personnel.
	i	The Contractor shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work. Fine as deemed fit shall be imposed on the Contractor.
	j	The labourers deployed shall be required to report for work at 07.00 hrs and would leave at 15.30 hours.
3	<b>COMMENCEMENT AND COMPLETION OF WORK IN PROPER SCHEDULE</b>	
	The work included in this tender shall be commenced immediately after the date of written order to commence the work is issued by AEES. The work shall be carried out for a period of 12 months and shall throughout the stipulated period of the contract, be proceeded with all due diligence and to the entire satisfaction of the Heads of AEC Schools/JC or his authorized representative and as specified in the specifications, schedule of quantities, etc.	
4	<b>INSPECTION</b>	
	The work shall be conducted under the general direction of the Heads of AEC Schools/JC and is subject to inspection by his appointed representative to ensure strict compliance with the terms of contract. If the work is not in accordance with the requirements of this contract, no payment shall be released by AEES on submission of the bill by the contractor.	
5	<b>TENDER RATES</b>	
	The rates quoted by the tenderer in the schedule shall be inclusive of all taxes or any other duties levied by the Government. The contractor when called for by AEES should furnish detailed analysis in support of the rates quoted by him. AEES reserves the right to utilize the analysis thus supplied in setting any deviations of claims arising on this contract.	
6	<b>GOVERNMENT LABOUR LAWS</b>	
	The contractor has to follow strictly the Government Labour Acts which are in force at present and all necessary arrangements for labour security, life insurance & medical insurance have to be made by the Contractor at his own cost.	
7	<b>SECURITY REGULATIONS</b>	
	The Contractor has to follow strictly the security regulations prevailing in the areas from time to time, specially in regard to the working hours, movement of material and entry permits. All the workers of the contractor should be in a possession of identity cards (to be arranged by the contractor) in order to ensure that unauthorized persons will not enter into work site. Any breach of regulations will be seriously viewed.	
8	<b>POLICE VERIFICATION</b>	
	Police verification certificate in respect of labourers and supervisors, if insisted by DAE, DCS&EM, AEES or any statutory Govt. body during the contract period has to be submitted by the Contractor.	
9	<b>CARE OF WORKS</b>	
	From the commencement to the completion of works, the contractor shall take full responsibility for the care thereof and of all temporary works and in case any damage, lose or injury shall happen to the work from any causes whatsoever shall at his own cost repair, make good the same, so that on completion, the works shall be in good order and condition and in conformity in every respect with the requirements of the contract and the instructions of the respective Heads of AECS/JC.	

10	<b>REMOVAL OF WORKMEN &amp; SUPERVISORY STAFF</b>
	The contractor shall employ only such persons as are carefully skilled and experienced in their several trades and Secretary, AEES, shall be at liberty to object and require the Contractor to remove from the works any persons employed by the contractor in or about the execution of works who, in the opinion of Secretary, AEES, misconduct himself or is incompetent or negligent in the proper performance of his duties and all such persons shall not again be employed upon the works without the permission of the Secretary, AEES.
11	<b>WITHDRAWAL OF TENDER</b>
	The tender should be valid for a minimum period of 120 days from the date of opening of the same. If the tenderer withdraws or modifies his tender within the period of 120 days, his earnest money deposit will be liable for forfeiture.
12	<b>MEASUREMENTS</b>
	Where mode of measurement is not specified, the measurements will be taken on site as per latest I.S. Code of Practice for measurements. The contractor or his representative shall accompany the Secretary, AEES or his representative, when required to do and assist in taking measurements and shall agree to the measurements recorded on the spot. All measuring tapes that may be required for taking measurements shall be of steel and shall be supplied by the Contractor.
13	<b>CONTRACTOR'S STAFF</b>
	The tenderer shall furnish along with this tender, the list of supervisory staff with their qualifications and experience he proposes to employ for execution of the work covered by this contract.
14	Any breach of above security regulations and rules in force from time to time will be viewed seriously.
15	<b>LIST OF WORKS CARRIED OUT BY TENDERERS</b>
	The tenderer shall also submit along with the tender, a list of works and also the approximate cost of each work carried out by him in the past for different Government Departments or Public Bodies.
16	<b>PROPER INSTRUCTIONS</b>
	Secretary, AEES shall have full power and authority to issue instructions to the contractor from time to time during the progress of work, such instructions as shall be necessary for the purpose and adequate execution and maintenance of the work and the contractor shall carry out the work and be bound by the same.
17	<b>WORK TO THE SATISFACTION OF THE HEADS OF AECS/JC</b>
	The Contractor shall execute and complete and maintain the works in strict accordance with the entire satisfaction of the Heads of AECS/JC or their authorised representative and shall comply with and adhere strictly to the instructions of the Heads of AECS/JC or their authorised representative on any important matter concerning the work. The contractor shall take instructions and directions only from the Heads of AECS/JC or their authorised representative.
18	<b>ACCESS TO SITE</b>
	Secretary, AEES and any persons authorised by him shall at all times have access to the site.

19	<p>The tenderers are required to note that the Contractor has to comply with the provisions of the 'Contract Labour (Regulation &amp; Abolition) Act 1970' and rules of orders issued thereunder from time to time.</p> <p><b>As per the said act and Control Rules, it is obligatory on the part of the Contractor to pay minimum wages as prescribed under the Minimum Wages Act, 1948 as applicable in Greater Mumbai to the labour employed by him on the work.</b></p> <p><b>The tenderer may bear this in mind while working out their rates for submitting tenders.</b></p>
20	<p><b>Mode of payment:</b></p> <p>The Contractor has to submit one consolidated invoice for all AECS/JC to AEES alongwith necessary certification from the respective Principal of AECS/JC on the muster roll of the labourers, certification of having provided satisfactory services and quantity of material supplied and used.</p> <p>Based on the certification and muster roll submitted, payment will be made by cheque on monthly basis for having cleaned the premises for actual no. of working days in a month including National Holidays.</p>
21	<p><b>SALES TAX ON TURNOVER</b></p> <p>The amount paid by way of sales tax on the value of works executed against this contract, in accordance with the provisions of 'Maharashtra Sales Tax on the Transfer of Property in goods involved in the Execution of Works Contracts Act, 1985' will be reimbursed to the contractor on production of proof of payment, viz. a copy of challan under which payment of sales tax has been made, supported by a certificate from the contractor's Chartered Accountant statutory auditors to the effect that the amount of sales tax claimed for reimbursement has actually been paid by the contractor on the value of work executed against this contract and that the sales tax so paid by the contractor is the final tax payable under the Act. For this purpose the contractor shall also furnish a certificate as indicated below with the claim :</p> <p>I/We hereby certify that my/our Registration Certificate under the Maharashtra Sales Tax on the transfer of property in goods involved in the execution of Works Contract Act, 1985 is in force on the date on which the sale of goods specified in this bill is made by me/us and the tax under the Act has been paid and included in my/our return under the Act. It is also certified that the tax paid by me/us is the actual and final tax payable under the Act.</p> <p>It is further certified that in the event of my/our getting refund in whole or part of the sales tax from the Sales Tax Authorities, I/We shall pass on the benefit to Atomic Energy Education Society by remitting the amount equivalent to the amount of refund obtained by me/us to Accounts Officer of the Atomic Energy Education Society.</p>

**PART 'B'**

**TENDER NO. AEES/PC&GA/Cos.Maint/F.3/2011-12/6462**

**Name of work: Housekeeping Services at AECS-1, 2, 3, 4, 5, 6 &  
Junior College at Anushaktinagar, Mumbai-400 094**

<b>Sr. No.</b>	<b>Description</b>
1	Tender Notice
2	Schedule -A
3	Schedule -B

**ATOMIC ENERGY EDUCATION SOCIETY**  
(An autonomous body under Department of Atomic Energy, Govt. of India)

**Central Office,  
Western Sector,  
Anushaktinagar,  
Mumbai-400 094**

**NOTICE INVITING TENDER**

**TENDER NO: AEES/P&GA/Cos. Maint/F.3/2011-12/6462**

1	Sealed Item rate tenders in two-parts in the prescribed form are hereby invited on behalf of Chairman, Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai-400 094 for the following work from Contractors having adequate experience and capabilities to execute such magnitude of similar works and who have similar experience with different units of Department of Atomic Energy (DAE), Nuclear Power Corporation of India Ltd., Public Sector Undertakings, CPWD, Railways, PWD, MCGM etc.	
	i)	Name of work Housekeeping services at Atomic Energy Central School Nos.1, 2, 3, 4, 5, 6 & Junior College at Anushaktinagar, Mumbai-400 094
	ii)	Estimated Cost of work Rs. 40,00,000/-
	iii)	Period of Contract Twelve calendar months
	iv)	Cost of Tender Document: Rs. 300/- (Non-refundable) in cash or DD of a Nationalised Bank issued in favour of 'Atomic Energy Education Society'.
	v)	Earnest Money Deposit Rs.80,000/-
	Note: Earnest Money Deposit (EMD) of Rs. 80,000/- (Rupees eighty thousand only) to be submitted alongwith the tender document issued in favour of 'Atomic Energy Education Society' by way of a DD of a Nationalised Bank.	
2	Tender document is prepared in two parts viz. Part-A (Technical Bid) and Part-B (Price Bid). Part-A consists of the tender document that includes form for tender agreement, conditions of contract, special instructions to the tenderers, technical specifications etc. Part-B consists of Tender Document that gives Schedule of Quantities, list of material to be supplied by the Contractors, etc.	
	Submission of application for purchase of tender is from <b>9/1/2012 to 13/1/2012</b> on working days (Monday to Friday) between 10.30 hrs. and 16.00 hrs. and tender documents will be issued to the eligible tenderers from <b>17/1/2012 to 31/1/2012</b> . Applications received after this date shall not be considered for issue of tender. The application should be submitted along with:	
	a)	Average annual financial turnover for "Annually maintaining cleanliness of toilets, corridors, flooring, window glasses, etc" should be at least Rs. 12,00,000/- (Rupees twelve lakhs only) during last 3 years. This should be duly audited by a registered Chartered Accountant.
	b)	The applicant should not have incurred loss in more than one year during the last three years and shall not be under court receivership or under liquidation.
	c)	Year-wise list of works carried out during last 3 years as well as list showing the cost of works in progress.

	d)	Performance certificate in respect of completed works and reasons for delays, if any.									
	e)	PAN No. and current Income Tax clearance certificate									
	f)	Attested copy of proof of Service Tax Registration.									
	g)	Audited Balance Sheet and Profit and Loss Account									
	h)	List of available machinery.									
	i)	List of technical manpower along with organizational structure.									
	j)	<p>Proof of having satisfactorily completed (based on certification of performance by client of the works) 3 (Three) similar works each of value not less than Rs. 12,00,000/- (<i>30% of the tendered value</i>) or 2 (Two) similar works each of value not less than Rs. 20,00,000/- (<i>50% of the tendered value</i>) or 1 (One) similar work of value not less than Rs. 30,00,000/- (<i>75% of the tendered value</i>). For this purpose, 'cost of work' shall mean gross value of the completed work including the cost of material supplied by the Govt./Client, but excluding those supplied free of cost.</p> <p>Similar works means maintaining cleanliness of toilets, corridors, flooring, etc.</p> <p>The tender documents (Part- A &amp; B) can be purchased from the General Administration Section, AEES on any working day between 10.30 hrs. to 16.00 hrs. on payment of Rs.300/- in the form mentioned above from <b><u>17/1/2012 to 31/1/2012.</u></b></p>									
3	<p>Tenders are required to be submitted in separate sealed and superscribed envelopes as <b>"Housekeeping Services at Atomic Energy Central School Nos.1, 2, 3, 4, 5, 6 &amp; Junior College at Anushaktinagar, Mumbai"</b>,</p> <table border="1" data-bbox="441 1079 1351 1192"> <tr> <td>I</td> <td>First Envelope</td> <td>EMD</td> </tr> <tr> <td>II</td> <td>Second Envelope</td> <td>Part-A (Technical Bid)</td> </tr> <tr> <td>III</td> <td>Third Envelope</td> <td>Part-B (Price Bid)</td> </tr> </table> <p><b>The technical bid and the price bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should be sealed and duly superscribed with the name of the Work and due date. EMD of requisite value shall be put in separate cover and the two-part cover shall only be opened after confirming the submission of EMD in the specified form.</b></p> <p>It will be obligatory on the part of all tenderers to return the tender documents at the time of opening the tender whether they are making the bid or not. Making of photocopies of the tender documents and drawings is prohibited</p>		I	First Envelope	EMD	II	Second Envelope	Part-A (Technical Bid)	III	Third Envelope	Part-B (Price Bid)
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III	Third Envelope	Part-B (Price Bid)									
4	<p>Tenders will be received up to <b>1600 hrs. on 17/2/2012</b> in the office of ADMO-III, AEES and Part-A (Technical Bid) will be opened on the same day at <b>1630 hrs.</b> in the presence of attending tenderers. Tenders not accompanied with Earnest Money Deposit are liable for rejection. Part-B (Price Bid) of tender will be opened at a later date to be specified and communicated to successful tenderers who are qualified through technical evaluation involving visits to the bidders' ongoing/completed work sites and holding technical discussions.</p>										
5	<p>Tenders with any condition including conditional rebate shall be rejected. However, tenders with unconditional rebate will be accepted.</p>										

6	The time allowed for carrying out the work will be twelve calendar months to be reckoned from the 15 <sup>th</sup> day after date of written order to commence the work or from the first day of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
7	Tender will be kept valid for 120 days from the date of opening the tender (Part-A)
8	In case, the last date of sale and/or the date of receipt and opening of the tender are declared as holidays, the respective dates shall be treated as postponed to the next working day.
9	Tenders are to be in the prescribed form of Atomic Energy Education Society. <b>Tenderers should quote in figures as well as in words the rates and amounts tendered by them.</b> The amount for each item should be worked out and the requisite total given. All corrections shall be attested by the dated initials of the tenderer. The tenderers not tendering for this work after purchase of tender documents must return the tender documents to the General Administration Section, Central Office within 10 days from the due date of tender. However, the cost of the tender documents will not be refunded.
10	After opening of Part-A of the tender, bidders shall be evaluated for their techno-commercial capability to carry out the work based on the following:
	a) Financial soundness and turnover during the last 3 years
	b) Technical capabilities in regard to tendered work.
	c) Nature of works executed in the last 3 years.
	d) Organizational structure.
	e) Available resources & their deployment to carry out the tendered work.
	f) Quality consciousness.
	g) PAN No. and current Income Tax clearance certificate
	h) Attested copy of proof of Service Tax Registration.
	i) Audited Balance Sheet and Profit and Loss Account
	j) Adherence to time schedule for the completed works.
	k) Tendency of the firm with respect to making extraneous claims and disputes.
	l) Site mobilization and planning ability.
	m) An inspection team duly constituted, if required, may visit selected sites(s) of the tenderer.
11	The Contractor whose tender is accepted will be required to furnish by way of <b>Security Deposit</b> for the due fulfillment of his contract, such sum as will amount to <b>5% of the contract value of work. In addition, the contractor shall be required to deposit an amount equal to 5% of the contract value of the work as Performance Guarantee</b> within 15 days after the date of issuing of letter of acceptance/Work Order and in any case before commencement of work. Performance Guarantee of 5% should be in the form of Bank guarantee/Fixed Deposit Receipts of Nationalized Banks. The Security Deposit will be collected by deductions @ 10% of the gross amount of the Running Bill of the Contractor till the sum (alongwith the sum already deposited as Earnest Money Deposit) will amount to 5% of the contract value of work. The Security Deposit will also be accepted <b>in the form of Fixed Deposit Receipt of Nationalized Banks.</b> The Security Deposit shall be endorsed in favour of 'AEES'. Security Deposit & Performance Bank Guarantee shall be released /returned after the expiry of the contract period.

12	The acceptance of tender will rest with Secretary, Atomic Energy Education Society, on behalf of Chairman, AEES who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
13	All rates shall be quoted on the proper form of the tender alone.
14	On acceptance of the tender, the name of the accredited representatives(s) of the contractor who would be responsible for taking instructions from the respective Principals shall be communicated to AEES.
15	Special care should be taken to write the rate in figures as well as in words and the amount in figures only in such a way that interpretation is possible. The total amount should be written both in figures and in words. In case of figures, the word "Rs." should be written before the figure of rupees and word 'P' after the decimal figures e.g. Rs.1.25 p. and in case of the words the word 'Rupees' should precede and the word 'paise' should be written at the end. Unless the rate is in whole rupees and followed by the word 'only' it should invariably be upto two decimal places. While quoting the rate in schedule of quantities the word 'only' should be written closely following the amount and it should not be written in the next line.
16	The Chairman, AEES through Secretary, AEES reserves the right to accept the whole or only part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
17	Sales Tax or any other tax on material in respect of this Contract shall be payable by the contractor and AEES will not entertain any claim whatsoever in this respect. However, any change in the existing taxes and levies or new taxes and levies if introduced by the Government after the receipt of offer as well as during the currency of the Contract will be duly considered and paid extra, subject to documentary proof. For this purpose the tenderer may furnish the details of taxes and levies that have been considered in the offer and rates assumed thereof.
18	The tender for works shall remain open for acceptance for a period of 120 days from the date of opening of tenders (Part-A). <b>If any tenderer withdraws his tender within the validity period or make any modifications in the terms and conditions of the tender which are not acceptable to AEES, then AEES shall without prejudice to any right or remedy, be at liberty to forfeit the Earnest Money absolutely.</b>
19	It will be obligatory on the part of the tenderer to sign the tender document for all the component parts.
20	This Notice Inviting Tender shall form the part of the contract document.

21	<p>The Contractor shall submit a detailed list of similar works carried by them for the last 3 years including annual turnover and also works in hand (progress) in the following pro-forma.</p> <table border="1" data-bbox="315 331 1390 604"> <thead> <tr> <th data-bbox="315 331 467 541">Name of work</th> <th data-bbox="467 331 704 541">Name &amp; Address of Establishment under whom work is being executed</th> <th data-bbox="704 331 857 541">Value of work</th> <th data-bbox="857 331 1052 541">Completion time as per contract</th> <th data-bbox="1052 331 1224 541">Position of Work in Progress</th> <th data-bbox="1224 331 1390 541">Remarks</th> </tr> <tr> <th data-bbox="315 541 467 604">1</th> <th data-bbox="467 541 704 604">2</th> <th data-bbox="704 541 857 604">3</th> <th data-bbox="857 541 1052 604">4</th> <th data-bbox="1052 541 1224 604">5</th> <th data-bbox="1224 541 1390 604">6</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of work	Name & Address of Establishment under whom work is being executed	Value of work	Completion time as per contract	Position of Work in Progress	Remarks	1	2	3	4	5	6						
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23	<p>Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection</p>																		

**Secretary**  
**Atomic Energy Education Society**  
**For and on behalf of Chairman, AEES**

## Schedule – A

**Schedule showing the material of good / standard quality to be supplied by the Contractor on monthly basis to each AEC School & Junior College for the contracted work to be executed.**

Name of work: Housekeeping services at AECS-1, 2, 3, 4, 5, 6 & JC at Anushaktinagar, Mumbai - 400 094 .

<b>Sr. No.</b>	<b>Cleaning Material</b>	<b>Quantity per school</b>
01	Phenyle	20 ltrs. Monthly
02	Bleaching Powder	5 Kg. Monthly
03	Napthalene Balls	1 Kg. Monthly
04	Table cloth Duster	10 Nos. Monthly
05	Liquid Soap	3 ltrs. Monthly
06	Hard Broom	5 Nos. Monthly
07	Soft Broom	5 Nos. Monthly
08	Mops (cotton)	5 Nos. Monthly
09	Dettol Bottle (500 mls)	3 Nos. Monthly
10	Washing powder (Wheel / Nirma)	3 Kg. Monthly
11	Lavatory Brushes	10 Nos. for one year
12	Cobweb Cleaner	10 Nos. for one year
13	Plastic Buckets (capacity 20 ltrs or more)	5 Nos. for one year

**Note :** 1. Any other material required for cleaning purpose/ disposal of garbage may be mentioned separately.

2. Statement of material supplied and used on monthly basis to be enclosed with the monthly bill duly certified by the In/charge of respective AECS/JC.

**Signature with seal**

**Schedule- B**

**Nature of Work: Cosmetic Maintenance in AECS /JC at Mumbai**

Sr. No	Scope of work	No. of working days	Rate per day (Rs.)	Amount (Rs.)
<b>1</b>	<b>Housekeeping Contract for Atomic Energy Central School Nos. 1, 2, 3, 4, 5, 6, Junior College &amp; ASTER Studio (Annex. Bldg. AECS-4, Mumbai) comprises of the following jobs cited below :</b>			
	<b>a</b> Sweeping, mopping and removing cobwebs of the corridors, classrooms, staircase. <b>(minimum once a day or as per the requirement of school)</b>	<b>226</b>		
	<b>b</b> Collection and disposal of wastes such as papers, polythene, thermocol, cardboards in the school/College premises <b>(once a day or as per the requirement of the school)</b>			
	<b>c</b> Cleaning of WCs, urinals, wash basins, bathrooms, mirrors and removal of chokes in the school premises. <b>(minimum twice in a day or as per the requirement of the school).</b>			
	<b>d</b> Cleaning of the window glass panes of school premises. <b>(Once in a month).</b>			
<b>Total</b>				
Service Tax @ ____%.				
PF/EIS/bonus/overhead charges				
<b>Grand Total</b>				
<b>Rupees (in words)</b>				

**Note:**

- 1. The rates quoted for cosmetic services should be inclusive of cleaning material.**
- 2. Contractor will deploy the trained and sufficient workers who are below the age of 50 years as well as physically fit and mentally alert. Further, all the manpower to be engaged should not be below 18 years of age.**
- 3. The period of contract of 226 working days is tentative. The actual no. of working days during the contract period may vary slightly as per functional requirements of Atomic Energy Central Schools/Junior College at Anushaktinagar.**
- 4. Further, payment will be made at actuals, ie for number of days for which cosmetic services provided including material charges.**