

METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LIMITED

PALLAVAN HOUSE, ANNA SALAI, CHENNAI - 600 002.

Tender No.7121/Civil/MTC/2021

TENDER (TWO COVER SYSTEM)

FOR THE WORK OF CLEANING OF TOILETS AND SWEEPING OF MTC

DEPOTS, WORKSHOPS AND BUS TERMINUS

PERIOD OF CONTRACT : ONE YEAR.

E.M.D. Rs.3,24,000/-

TENDER OPENING DATE & TIME : 08.11.2021 at 15.30 Hours

TENDER DOCUMENTS

1	Name of Work	CLEANING OF TOILETS AND SWEEPING OF MTC DEPOTS, WORKSHOPS AND BUS TERMINUS.
2	Serial Number	
3	Number of Sheets	
4	Number of Drawing	
5	E.M.D.	Rs.3,24,000.00
6	Issued by	Deputy Manager (Project), Metropolitan Transport Corporation (Chennai) Ltd., Pallavan House, Anna Salai, Chennai - 600 002
7	Issued to	
8	Dated Initial of H.D.	

SALIENT FEATURES IN TENDER NOTICE.

1. Name of Work : Cleaning of Toilets and Sweeping of MTC Depots, Workshops and Bus Terminus
2. Period of issue of bid (Tender) Documents. : 06.10.2021 to 06.11.2021
10.00 Hrs.to 16.00 Hrs.
3. Last Date and Time for Receipt of Bid (Tender). : 08.11.2021 upto 15.00 Hrs.
4. Office where bids are to be deposited / where bids will be opened. : Managing Director,
Metropolitan Transport Corporation
Corporation (Chennai) Ltd.,
Pallavan House,
Chennai - 600 002.
5. Time and Date of opening of bids. : 08.11.2021 at 15.30 Hrs.
6. Earnest Money to be deposited with Tender. : Rs.3,24,000/-
7. Eligibility : 5 Years experience in upkeeping works, single work costing not less than Rs.50.00 Lakhs and with annual turn over of Rs.75.00 Lakhs in any one of the preceeding 5 years(i.e.,April 2016 to March 2021) with I.S.O.Certificate in upkeeping.
8. Validity Period for Tender : 3 months from the Date of the Opening of Tender.
9. Contract Period : One Year from the date of handing over of the site.

METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LIMITED

INSTRUCTIONS TO BIDDERS

The tender consists of Technical Bid and Commercial Bid in the prescribed form.

The tenderer shall furnish two bids (a) Technical Bid and (b) Commercial Bid in two separate covers duly superscribed in the respective cover properly and lodge them in one outer cover.

Both the bids shall not be clubbed in one cover.

The prescribed format for Technical Bid and Commercial Bid of the Tender schedule shall be submitted.

The tender will be rejected if the tender is not submitted in the tender format.

The Technical Bid shall be short listed to ascertain the eligible tenderers and then offer containing the Commercial Bid in respect of successful Technical Bidders shall be opened for further processing on the specific day, which will be informed by Metropolitan Transport Corporation (Chennai) Ltd., .

Failure to submit the bids in two covers shall result in rejection of the tender summarily. The tender for technical bid shall be opened by the Tender opening Committee in the presence of Tender participants.

Only one representation of the bidder, with bidder's authorization letter will be allowed to attend the bid opening.

DD for EMD/undertaking for EMD and all other relevant documents shall be enclosed along with Technical Bid only.

Conditional offers made by the firms in the tender are liable to be rejected.

Based on the evaluation of Technical Bid, the short-listed commercial bids shall be opened on the specified date informed by Metropolitan Transport Corporation (Chennai) Ltd.,

DEPUTY MANAGER (PROJECT)

METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LIMITED
PALLAVAN HOUSE, ANNA SALAI, CHENNAI - 600 002

Tender No.7121/Civil/MTC/2021 for the work of Cleaning of Toilets and Sweeping of MTC Depots, Workshops and Bus Terminus.

TECHNICAL BID

(To be sent in a separate sealed cover superscribed)

INFORMATION ABOUT THE FIRM			
1.a	Name of the firm		
1.b	Address of the Registered Office		
1.c	Telephone No.		
1.d	E-mail Address		
1.e	Name of the Authorised Person with his Mobile No.		
2	Nature of Business		
3	Capital Employed in Rupees		
4.a	No. of Employees		
4.b	Maximum No. of labourers that that can be provide to MTC per day.		
5	Nature of the firm	a) Proprietor b) Partnership c) Private Ltd d) Public Ltd., e) Undertaking, f) Co-operative	
6	Status of the firm	a) Small Scale b) Medium Scale c) Large Scale	
7.a	In case of Small Scale Units whether registered as Small Scale Industry with Director of Industries & Commerce	a) Yes b) No	
7.b	Whether Registered Certificate of SSI is enclosed. If Yes, Registration No. & Date	a) Yes b) No	
8	Average Annual Turnover of Rs.75.00 lakhs in any one of the preceding five years (To enclose Profit & Loss & Balance sheet signed by the authorized signatory of the Tenderer & the Chartered Accountant)	Financial Year	Turnover in Rs. Lakhs
		2016-17	
		2017-18	
		2018-19	
		2019-20	
2020-21			
9.a	Whether the tenderer have undertaken Upkeeing single work order value of not less than Rs.50.00 lakhs and above in any State or Central Government departments during the year April'2016 to Mar'2021	a) Yes b) No	

Date :

SIGNATURE OF THE TENDERER WITH SEAL

9.b	If yes, Performance certificate issued by the State or Central Government departments and the ordered rate, quantity executed to be enclosed	a) Enclosed b) Not Enclosed
10	Whether the tenderer have current valid ISO Certificate (Copy of the certificate to be enclosed)	(a) Enclosed (b) Not Enclosed
11	Compliance with statutory labour laws	Compliance certificate from qualified Chartered Accountant or Company Secretary or Cost Accountant certifying that the tenderer is complying with all statutory labour laws including payment of wages Act, minimum wages Act etc.,
12.a	Income Tax PAN Number (Copy of the Certificate to be enclosed)	(a) Enclosed (b) Not Enclosed
12.b	Latest income Tax Return duly attested (Copy of the Certificate to be enclosed)	(a) Enclosed (b) Not Enclosed
12.c	GST Registration certificate (Copy of the duly attested certificate to be enclosed)	(a) Enclosed (b) Not Enclosed
12.d	Provident Fund Account Number (Copy of the Certificate to be enclosed)	(a) Enclosed (b) Not Enclosed
12.e	ESI Registration Number (Copy of the Certificate to be enclosed)	(a) Enclosed (b) Not Enclosed
12.f	License Number under Contract Labour (R&A) Act. (Copy of the Certificate to be enclosed)	(a) Enclosed (b) Not Enclosed
14	EMD Details	
14.a	Demand Draft / Bankers Cheque for EMD Amount Rs.3,24,000/-	(a) Enclosed (b) Not Enclosed
14.b	Demand Draft/Bankers Cheque No. , Date and Name of the Bank & Branch	
15	Bid Validity Period : One year / any other validity period quoted by the firm in tender will be considered subject to the final decision of MTC	Bid Valid Upto (Days from the date fixed for opening of the bid)

Note: Prequalification tenderer without the requisite documents will be rejected.

Date :

SIGNATURE OF THE TENDERER WITH SEAL

TENDER NOTICE

1. For and on behalf of Metropolitan Transport Corporation (Chennai) Ltd., sealed Tender Schedules will be received by the Deputy Manager (Project) at his office at Pallavan Salai, Anna Salai, Chennai - 600 002 upto 03.00 P.M. on 08.11.2021 for Cleaning of Toilets and Sweeping of MTC Depots, Workshops and Bus Terminus for a period of one year.
2. The tender should be in the prescribed form which can be obtained from the Assistant Manager (Cash), Metropolitan Transport Corporation (Chennai) Ltd., on all working days, from 06.10.2021 to 06.11.2021 between 10.00 A.M. and 4.00 P.M.
3. The Envelope containing the Bid shall be sealed and superscribed with, i) The Name and Address of the Bidder, ii) Bid Number iii) Bid due and opening date. On the envelope containing the bid, it should be written "Bid-not to be opened tillhours on....." (The Bidder may note that the Bid due date and time shall be duly filled and written on the envelope)
4. Receipt of Bids:
 - 4.1) Bids will not be received after the hour and date fixed as the dead line for submission of bids Telegraphic bids including telex, cable or facsimile bids will not be accepted under any circumstances.
 - 4.2) MTC will not take any responsibility for any delay including the postal delay.
 - 4.3) Bids received by post, if rejected will not be returned to the bidders.
 - 4.4) Bids opened before the due date and time for opening, due to the absence of any information on the envelope containing the bid, will be rejected.
5. The tender will be opened by the Tender Opening Committee, Metropolitan Transport Corporation (Chennai) Ltd., at his office at 03.30 P.M. as per the office clock on the same day ie., 08.11.2021.
If for any reason the office happens to be closed on the date of receipt of tenders as specified, the tender will be received and opened on next working day at the same time and place. The tenderer or their authorized agents are expected to be present at the time of opening of tenders. The tender receiving officer will, on opening each tender, attest all corrections and initial all such corrections in the presence of tenderers. If any of the tenderers or their agents finds it inconvenient to be present at the time of opening of tender then in such a case the tender receiving officer will open the tender of the absentee tenderer, make out a statement of the unattested corrections and communicate the details to him. The absentee tenderer shall then accept the statement of the correction without any question whatsoever.

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6. Tender must be submitted in sealed covers and should be addressed to the Managing Director, Metropolitan Transport Corporation (Chennai) Ltd., Pallavan House, Anna Salai, Chennai - 600 002 with the name of the work and the name of the tenderer being noted on the cover.
7. If the tender is made by an individual it shall be signed with his full name and address. If it is made by firm, it shall signed on behalf of other partners by an authorized member of the firm. If the tender is made by a company, it shall be signed by a duly authorized officer, who shall produce with his tender satisfactory evidence of his authorization. Such tendering company shall be required to furnish evidence of its existence.
- 8. The tenderers should have experience in Upkeeping works for 5 years, single work costing not less than Rs.50.00 Lakhs with annual turnover of Rs.75.00 lakhs in any one of the preceding 5 years. (ie.April 2016 to March 2021) and ISO Certificate in upkeeping.**
- 9.1 Each tenderer is requested to send the latest certificate of Income Tax verification from the appropriate Income-Tax Authority in the form prescribed thereof and also enclose S.T. Clearance Certificate obtained from Commercial Taxes Department.
- 9.2 Tenders received without certificate of Income-Tax / GST will be rejected.
- 10.1. Each tenderer must pay as Earnest Money a sum of Rs.3,24,000/- (Rupees Three lakhs twenty four thousand only) in the shape of demand draft issued by Nationalized Bank infavour of Metropolitan Transport Corporation (Chennai) Ltd., Chennai- 600 002 and kept valid for a period of 3 months from the date of opening of tender or till the decision on tender is taken (whichever is earlier). **Tenders without EMD will be summarily rejected.**
- 10.2. The Earnest Money Deposit will be retained in the case of the successful tenderer. The successful tenderer shall also furnish security deposit of Rs.3,24,000/- (Rupees Three lakhs twenty four thousand only) equivalent to EMD value, in the shape of demand draft issued by Nationalized Bank infavour of Metropolitan Transport Corporation (Chennai) Ltd., Chennai-600002 and also furnish Performance Bank Guarantee 5% of value of contract from any Nationalized Bank before signing the contract.

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- 10.3. Earnest Money Deposit will not carry any interest. The Earnest Money Deposit will be refunded to the unsuccessful tenderers on application after intimation of rejection of the tender is sent or at the expiry of 3 months from the last date for receipt of tender whichever is earlier.
- 10.4. In addition to the EMD specified in the tender notice as noted above the tenderer should give consent in writing as per Annexure - I along with tender that he will furnish performance Bank Guarantee in the form as stipulated in Annexure II of the tender notice. If the tenderer fails to give the above undertaking along with the tender, the tender will be rejected. This performance Bank Guarantee will be retained by MTC till the completion of the contract as decided by the Managing Director, Metropolitan Transport Corporation (Chennai) Ltd.,**
- 10.5. When a tender is said to be accepted, then on intimation of acceptance by the Managing Director, Metropolitan Transport Corporation (Chennai) Ltd., the tenderer shall attend the office of the Managing Director, Metropolitan Transport Corporation (Chennai) Ltd., before the end of the specified period and shall sign an agreement in the proper departmental form for the due fulfillment of the contract. The further security deposit aggregating to 2% of the value of the accepted tender including EMD will be recovered in three equal installments from the first three consecutive bills. This security deposit together with the Earnest Money deposit and the 5% amount withheld from the running bills according to the clause 64 of general conditions of contract (Voll.II of TNBP) shall be retained as security for the due fulfillment of this contract. If upon written intimation to the successful tenderer by the Managing Director, Metropolitan Transport Corporation (Chennai) Ltd., the tenderer fails to attend the said office on or before the specified date of the intimation to the tenderer, the tender will not be considered. If upon intimation being given to the successful tenderer by the Managing Director, Metropolitan Transport Corporation (Chennai) Ltd., Chennai -2, of acceptance of his tender the tenderer fails to remit the additional Security Deposit if any, or enter into the agreement, the EMD referred in clause 8.1 of the Tender Notice shall be forfeited not as a penalty but towards payment of liquidated damages sustained as a result of such failure.
- 10.6. All EMD Security Deposit and the further Security Deposit referred to in clauses 10.2, 10.4 and 10.5 above, specially retained on behalf of the Metropolitan Transport Corporation shall not carry any interest for this contract. Such portions of the deposit which shall not have become forfeited by Metropolitan Transport Corporation (Chennai) Ltd., shall be returned to the Contractor at the expiry of 3 months after the completion of work.

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11. Out of 5% withheld from the running bills 2 1/2% will be released along with the final bill if the work is successfully completed and the balance 2 1/2% will be retained for a period of 3 months reckoned from the date of completing work.
12. The Tenderers should enclose a performance certificate issued by the Department / Institutions for whom they have executed works indicating the nature and cost of the works, experience and capacity of tools and plants etc., in possession with them.
- 13. The validity of the tender shall be for three months from the last date for receipt of tender.**
14. The Tenderer must obtain for himself on his own responsibility and at his own expense all the information which may be necessary for the purpose of tendering and for entering into contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
15. The Contractor's quotation shall be for the complete work and shall include GST, Octroi and any other Taxes and Duty or other levy, imposed by Central Government or State Government or local Authorities. The quotation shall be firm and shall not be subject to any fluctuation in prices on any account whatsoever. The quotations shall also include for transportation, loading and unloading, freight charges, transit insurance etc.,
16. The written Agreement to be entered into between the Contractor and M/s. Metropolitan Transport Corporation (Chennai) Ltd., shall be the foundation of all rights of both the parties and the contract shall not be deemed to be complete until the Agreement has first been signed by the Contractor and then by the proper officer authorized (General Manager (Technical)) to enter into contract on behalf of M/s. Metropolitan Transport Corporation (Chennai) Ltd.,
17. The Metropolitan Transport Corporation (Chennai) Ltd., shall always have the right to alter the specification, by omission or addition or deduction at its discretion. The tenderer should quote specific rates for each item in the schedule and the rates should be in Rupees and Paise. The rate should be written both in words and figures and the units in words. The Tenderer should also show the total of each item and the grand total of the whole contract, and quote in the tender the amount for which he will undertake to do the whole work subject to the condition of the contract, such amount agreeing with the

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- total amount of schedule 'A'. This tender schedule shall be executed legibly and free from erasures or over writings, or conversions of figures. Corrections, where ever unavoidable should be made by crossing out initialing dating and rewriting. While comparing the tender if there is any difference in the rate between figures and words the lower of the two shall be considered. Tenders not submitted in the proper form or in due time will be rejected.
18. The date of commencement will be the date on which the site premises is handed over to the Contractor.
 19. No part of the contract shall be sublet or delegate the work to any other person, and the Tenderer shall make their own arrangements for all the tools and plants required for the execution of the work.
 20. The Tenderers should engage and employ requisite manpower as specified by Metropolitan Transport Corporation (Chennai) Ltd., in the schedule for the work. They should ensure that entire staff are available at the site with excellent quality of service on all days including holidays.
 21. If the Tenderer fails to employ the requisite manpower as indicated above or if there is any lapse in the maintenance works or in the use of materials or labour a monthly penalty upto 10% of agreement value will be levied and recovered in the payment due to the Contractor.
 22. The Tenderer submitting a quotation which the tender accepting authority considers excessive or indicative of insufficient knowledge of current prices or a definite attempt at profiteering, will render himself liable to be debarred, if the accepting authority may decide to do so.
 23. The Tenderer shall take risk insurance at his cost against losses due to unprecedented floods and other acts of Nature and Metropolitan Transport Corporation (Chennai) Ltd., will not bear the cost towards such damages.
 24. Though the contract is initially for one year, the performance of the Tenderer will be reviewed once in six months and based on this the Contractor may be allowed to continue. If the performance is found to be satisfactory then the contract may be extended for one more year (12 months) with an increase of 5% over the current value. If found unsatisfactory, the Contract, will be terminated with 30 days advance notice, in which case the deposits paid will be forfeited.

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25. The Metropolitan Transport Corporation (Chennai) Ltd., besides the review once in 6 months, reserves its right to terminate the contract either in part or in whole, in case of poor performance, misrepresentation of facts, non-compliance of the terms and conditions, non-payment of taxes and statutory dues, rules and regulations, safety codes etc., by giving 30 days advance notice, in which case the deposits paid will be forfeited.
26. It shall be expressly understood by the Tenderer that on receipt of written communications of acceptance of tender from the accepting authority there emerges a valid contract between the Metropolitan Transport Corporation (Chennai) Ltd., and the Tenderer for execution of the work.
27. In event of the work being transferred to any other officer of Metropolitan Transport Corporation the officer concerned having jurisdiction over the work shall be competent to exercise all the powers and privileges reserved in favour of the Metropolitan Transport Corporation (Chennai) Ltd.,
28. Any specifications for items which are not available in any of the documents, then the work shall be executed according to sound engineering practice as approved or instructed by the Deputy Manager (Project).
29. On evaluation of the tender, if it is found that the overall quoted amount of the tender is less than 5 to 15% of the value of work put to tender, the Contractor shall pay an additional security at 2% of the estimated value. If the tender discount exceeds 15 to 20%, the Contractor shall pay an additional security deposit of 50% of the difference between the quoted amount and estimated amount. Failure to furnish the additional security deposit within 15 days from the date of receipt of acceptance order and execute the agreement shall entail cancellation of award of contract and forfeiture of EMD furnished.
30. The Managing Director, Metropolitan Transport Corporation (Chennai) Ltd., reserves the right to reject any tender or all the tenders without assigning any reason thereof.
31. The courts of Chennai shall have the exclusive jurisdiction in all matters pertaining to this contract.

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TENDER OFFER

To

The Managing Director,
Metropolitan Transport Corporation (Chennai) Ltd.,
Pallavan House,
Anna Salai,
Chennai - 600 002.

Sir,

I/ We do hereby tender and, if this tender be accepted, undertake to execute the following work "Upkeeping in various Depots and Bus Terminals of M/s. Metropolitan Transport Corporation (Chennai) Ltd., Chennai for a period of one year", as shown described in the specifications with such variations by way of alterations of, additions to, and omissions from the said works and method of payment as provided for in the conditions of contract for the sum of Rs.....(Rupees..... only).

I/ We have also completed the process of items in schedule 'A' annexed (in words and figures) for which I/We agree to execute the work and receive payment on measured quantities as per the general and special conditions of contract."

I/We hereby distinctly and expressly declare and acknowledge that before the submission of my/our Tender, I/We have carefully followed the instructions in the tender notice and that I/We have made such examination of the contract document and of the plans, specification and quantities, and of the location where the said work is to be done and such investigation of the work required to be done and in regard to the materials required to be furnished to enable me/us to thoroughly understand the intension of and the requirement, covenants agreements, stipulation and restrictions contained in the contract and in the said plans and specification and condition and agree that I/we will not hereafter make

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any claim or demand upon the Metropolitan Transport Corporation (Chennai) Ltd., based upon or arising out of any alleged misunderstanding or misconception or mistake on my/our part of the said requirement, covenants, agreement stipulations, restrictions and condition. If a contract for works is placed on a Tenderer with higher rates in preference to the lowest acceptable offer, in consideration of offer of earlier performance of works, the Contractor will be liable to pay the Metropolitan Transport Corporation (Chennai) Ltd., the difference between the contract amount and that of the lowest acceptable offer in case of failure to perform the work specified in the tender and incorporated in the contract.

I/We being reputed Contractor in
..... enclose the latest Income Tax Verification/ have already produce Income Tax Verification certificate (here particulars of the previous occasion on which the certificate was produced should be given). The local address of the Contractor/s for services of all letters and notices will be as follows. Address:

I We enclose G.S.T. clearance Certificate obtained from Commercial Taxes Department. (Service Tax certificate enclosed).

I we enclose D.D of Rs..... (Rupees.....
.....only) as Earnest Money Deposit which will not bear or carry any interest in the form of drawn/endorsed/pledged in favour of Deputy Manager (Project), Metropolitan Transport Corporation (Chennai) Ltd.,

I am/we are
and hence exempted from payment of EMD.

If my/our Tender is not accepted this EMD sum shall be returned to me/us on

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my/our application when intimation is sent to me/us of rejection or at the expiry of 3 months from the last date for receipt of this Tender whichever is earlier. If my/our Tender is accepted the Earnest Money Deposit shall be retained, by the Metropolitan Transport Corporation (Chennai) Ltd., as security for the fulfillment of the Contract. If upon written intimation to me/us by the Deputy Manager (Project) Office I/we fail to attend the said Office before the end of the period specified on such intimation the tender will not to be considered and if on intimation being given to me/us by the Deputy Manager (Project) regarding acceptance of my/our Tender I/We fail to make the Additional Security Deposit and furnish the Bank Guarantee and to enter into the required agreement as defined in clauses 10.4 & 10.5 of the Tender Notice, then I/We agree to the forfeiture of the earnest money. If any notice, is served on me/us delivered to me/ us (Registered or Ordinary) or left at my/our address given herein, such notice sent by person/post/fax will be deemed to have been served on me/us.

I/We fully understand that on receipt of communication of acceptance of Tender from the accepting Authority, there emerges a valid contract between me/us and Metropolitan Transport Corporation (Chennai) Ltd., shall be the foundation of the rights of both the parties and the contract shall not be deemed to be completed until the agreement has first been signed by me/us and then by the Deputy Manager (Project) to enter into contract on behalf of Metropolitan Transport Corporation (Chennai) Ltd.,.

In consideration of the payment of Rs..... Rupees
..... only) or such other sum as may be arrived at under relevant clauses of General Conditions of contract and Special Conditions of contract relating to payment of lump sum basis or by final measurement at unit prices, I/We agree, subject to said condition to execute and complete the works shown upon the drawings and described in the general conditions and special conditions.

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I / We agree that the time should be considered as the essence of this contract and to commence the works as soon as the contract is accepted by the competent authority and the site (or premises) is handed over to me/us and to carry out the work for the stipulated period of one year from the date of handing over of the site.

I/We agree that upon the terms and condition of this contract being fulfilled and performed to the satisfaction of the Deputy Manager (Project), (CW) the Security Deposited by me/us as herein before cited or such portion thereof as I/We may be entitled to under the said condition be paid back to me /us provided for in clauses 10.6 and 11 of tender notice and the performance Bank Guarantee returned as provided for in clauses 10.4 of Tender Notice.

The Courts of Chennai shall have the exclusive jurisdiction in all matters pertaining to this contract.

CONTRACTOR

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ANNEXURE - I

UNDERTAKING

I/We hereby agree to produce performance Bank Guarantee for a value of Rs..... of the value of the contract for the agreement time, in the form of a Bank Guarantee from a Nationalized Bank at the time of awarding of the contract, in case if my /our tender is considered for award on intimation as per clause 10.4 of Tender Notice.

SIGNATURE OF CONTRACTOR.

CONTRACTOR

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ANNEXURE - II

THE PROFORMA FOR THE PERFORMANCE GUARANTEE FOR THE FULFILLMENT
OF THE TERMS OF THE CONTRACT.

MODEL FORM OF BANK GUARANTEE BOND
TO BE GIVEN BY A NATIONALISED BANK

To

The Managing Director,
Metropolitan Transport Corporation (Chennai) Ltd.,
Pallavan House, Anna Salai,
Chennai - 600 002.

Dear Sir,

1. In consideration of the Managing Director, Metropolitan Transport Corporation (Chennai) Limited, (hereinafter called 'MTC') having agreed to exempt (hereinafter called 'the said Contractor(s)') from the demand, under the terms and conditions of an Agreement dated.....made between..... for..... (hereinafter called 'the said Agreement') of security deposit for the due fulfilment by the said contractor(s) of the terms and conditions contained in the said Agreement, on production of a bank Guarantee for Rs..... (Rupees.....Only. We (hereinafter referred (indicate the name of the bank) to as 'the Bank') at the request of (Contractor(s)) do hereby undertake to pay to MTC an amount not exceeding Rs..... against any loss or damage caused to or suffered or would be caused to or suffered by MTC by reason of any breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement.
2. We (indicate the name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from MTC stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the MTC by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....
3. We undertake to pay to MTC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) /supplier(s) in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

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The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor(s) /supplier(s) shall have no claim against us for making such payment.

4. We,.....(indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of MTC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till office / Department/ Ministry of certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the we shall be discharged from all liability under this guarantee thereafter.
5. We (indicate the name of bank) further agree with MTC that MTC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by MTC against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of MTC or any indulgence by MTC to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) /supplier(s).
7. We (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of MTC in writing.
8. Dated the day of for
..... (indicate the name of the Bank).

CONTRACTOR

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AGREEMENT

Articles of agreement made this daybetween Metropolitan Transport Corporation (Chennai) Ltd., Chennai 600 002 represented by the (hereinafter called the Metropolitan Transport Corporation (Chennai) Ltd., which expression shall mean and include unless the repugnant to the context or meaning thereof its successors, administrators and assignees) of the one part and (herein after called the 'Contractor' which expression shall mean and include unless repugnant to the context or meaning there of its successors, administrators, executors and assignees) of the other part having their office at

WHEREAS the Contractor have agreed to execute the work of Upkeeping in various Depots and Bus Terminals of Metropolitan Transport Corporation (Chennai) Ltd., Pallavan House, Anna Salai, Chennai - 2 for a period from to for a sum of Rs..... (Rupees..... only) and whereas the Contractor have further agreed to abide by the terms and conditions set forth in the articles in the Agreement, schedules attached herewith.

MANAGING DIRECTOR

No. OF CORRECTIONS

CONTRACTOR

GENERAL TERMS AND CONDITIONS

1. The common systems in the Terminal mean the entire developed area like Main Terminal, Bus fingers with its finishes and partitions, pedestrian walkways, City Terminal, Landscape, Roads with pavement storm water drain network, water supply and sewerage system with sump and pump room, water treatment plants with borewells, fire fighting system and fire extinguishers with sump and pump room, toilets with fittings, all electrical installations including substation, transformer generator, motors and pumps, light fittings, fans, highmast/street lighting, advertisement materials, information / bus route boards etc.,
2. The Contractor should have their contact office at Chennai with telephone and attendant, and should engage the required personnel as specified into the schedule of work to ensure excellent quality of service on all days including holidays and shall keep the attendance register which is liable for checking by the Metropolitan Transport Corporation (Chennai) Ltd.,
3. The Contractor would also ensure that due care is taken in employing proper persons to ensure smooth execution of the jobs covered in this contract and shall provide all his employees with uniform, identification badges with photos at his own cost, as approved by Metropolitan Transport Corporation (Chennai) Ltd.,
4. The Contractor shall remove from work his workers who are found to be negligent in their duties or whose presence in the premises is otherwise objectionable.
5. The Contractor would ensure responsibility to obtain necessary licences and ensure compliance of all the statutory regulations such as ESI, PF., etc., that are in force and that may become applicable in future from time to time in all matters concerning this contract.
6. The Contractor would take necessary insurance cover for accidents and towards any other dues that would become payable by him under "Workmen Compensation Act" or any other statute that would be applicable. The Metropolitan Transport Corporation (Chennai) Ltd., will not become liable under this account.
7. The Contractor would indemnify Metropolitan Transport Corporation (Chennai) Ltd., against all liabilities and any amount that may become payable due to lapse or non-compliance of any statutory obligations by him.

NO.OF. CORRECTIONS

CONTRACTOR

8. The Contractor would be responsible for all breakages or loss of any property attached to the Terminal as well as that of the co-agencies working in the terminal (movable, immovable in this Terminal) attributable to the Contractor's negligence and the cost of such damages/ replacement would be borne by the Contractor.
9. The Contractor shall report immediately, any incident/evidence, which may indicate or is likely to lead to the collapse of the maintenance system and to immediately take emergency corrective steps to avoid any major fault for damages to the system.
10. The Metropolitan Transport Corporation (Chennai) Ltd., will not be responsible for any personal injury or loss to the representatives / labourers of the Contractor or loss of materials owned by Contractor while he is on the job at the Terminal.
11. The Contractor should observe all the disciplinary and safety codes as applicable in general and as specified in particular in the Terminal. He should also work in co-ordination with other maintenance agencies for the overall benefit of the Terminal.
12. The Contractor should carryout any other instruction as given from time to time by the Branch Manager or Deputy Manger (Project) of Metropolitan Transport Corporation (Chennai) Ltd.,.
13. The Branch Manager or Deputy Manager (Project) can give a call to the Contractor whenever any unexpected problem developed in the system which will be called as "Emergency Call" and such problem should be attended immediately on emergency basis.
14. If the Inspection Officer finds any lapse in the maintenance work or in the use of materials or labour he may impose suitable monetary penalties upto 10% of the agreement value which will be recovered in the monthly payments due to the Contractor.
15. In the event of the work being transferred to any other Officer Metropolitan Transport Corporation the Officer concerned having jurisdiction over the work shall be competent to exercise all the powers and privileges reserved in favour of the Metropolitan Transport Corporation (Chennai) Ltd.,

NO.OF. CORRECTIONS

CONTRACTOR.

16. Rs.....of the value of contract be deposited in favour of the Deputy Manager (Project) beyond the agreement time as performance Bank Guarantee (vide 10.4 of tender notice). Any loss / damage to any movable immovable property in the terminal that could not be recovered will be adjusted from this cash deposit if such loss/ damage is due to the negligence on the part of the Contractor. This deposit amount will not bear any interest and the amount remaining after the adjustment for any loss/ damage will be refunded on successful completion of the contract period and after proper handing over of the charges to the new incumbent. In case if the loss is more than the deposit value the same will be recovered from the other payments due to the Contractor, or under Tamilnadu Revenue Recovery Act (Tamilnadu Act-II 1864) as amended from time to time.
17. The Contractor should submit his payment invoice in duplicate every month enclosing the inspection report if any issued by the Inspecting Officers.
18. Payment will be made on monthly basis taking into consideration of the following
- a. Subject to the attendance of required number of workers on all days.
 - b. Subject to the certification of the bill after adjusting the penalty / recovery if any.
 - c. Subject to the condition that all the clauses specified in the agreement are complied with.
 - d. Subject to the maintenance of records if any stipulated by the Deputy Manager (Project).

MANAGING DIRECTOR

NO.OF. CORRECTIONS

CONTRACTOR

UP KEEPING

SPECIAL CONDITIONS:

1. Articles and utensils required for cleaning purposes like Broom Stick, Bamboo Stick, Ladders, Brushes, Dusters cloths, Mops, Buckets, Mugs, Detergents, Disinfectants, Soap oil, Phenyl, Naphthalene balls, Odonil cakes, Air refreshment etc., of good reputed quality with required quantity should be provided by the Contractor at his own cost. It should be ensured by the Contractor that these items are always available / used inadequate quantity to carryout a good job at Bus depots, terminus & Workshops.
2. The Contractor shall shift any office materials, rearranging furniture for conference meetings, functions etc., in the terminal as and when instructed without affecting the normal maintenance work and at no extra cost.
3. Adequate number of FRB dustbins of suitable size (at least 50 No's) and FRB wheels barrows (at least 5 No's) to be provided for the effective collection and transfer of the garbage in the Terminal.
4. The collected garbage to be transfer with the help of tractor or other means to the nearby transfer station.
5. The Contractor has to provide Uniform and Badges with photos to all the 180 workers and 6 supervisors at his own cost.
6. Periodically cleaning the man hole chamber once in a week.

DAILY SCOPE OF WORK:

1. To keep the Depot and Terminal clean and tidy by sweeping / mobbing using detergents / disinfectants of all the common areas round the clock.
2. Cleaning of all dustbins and waste paper baskets etc., in the MTH / Bus Fingers and other common areas as well as open terrace, round the clock and transport the garbage out of the Terminal by means of wheel barrow and tractor.
3. Cleaning of the cob-webs, in the entire common area of the Terminals, washing and scrubbing of the MTH / Bus Fingers floor areas with detergents, dirt removing chemicals of wall cladding using suitable cleaning materials.
4. Wiping and polishing all the main door glasses, partition glasses, windows, door handles, name plates, stainless steel / brass letters, staircase handrails etc.,

MANAGING DIRECTOR

NO.OF. CORRECTIONS

CONTRACTOR

Name of Work: CLEANING OF TOILETS AND SWEEPING OF MTC DEPOTS,
WORKSHOPS AND BUS TERMINUS

DETAILED ESTIMATE

S.No.	TERMINUS SWEEPERS SCOPE OF WORK	Total persons per day (General Shift)
1	Cleaning sweeping of all common area including Time Keeper room and Crew Rest Room at Bus Terminals for one year in the following designated work places each day including the cost of utensils consumable articles and collecting all the waste thrown out materials, with help of FRB dust bins and wheel barrows and transferring the collected waste garbage to designated transfer stations, at the below mentioned places.	
	1. Besant Nagar Bus Stand	1
	2. Gandhi Nagar Bus Stand	1
	3. Thiruvanmiyur Bus Stand	3
	4. Adambakkam Bus Stand	1
	5. Kannagi Nagar Bus Stand	1
	6. Mandaveli Bus Stand	1
	7. Foreshore Estate Bus Stand	1
	8. T.Nagar Bus Stand	3
	9. K.K.Nagar Bus Stand	1
	10. Iyyapanthangal Bus Stand	1
	11. Vadapalani Bus Stand	2
	12. Avadi Bus Stand	2
	13. Ambattur Bus Stand	1
	14. Thiruverkadu Bus Stand	1
	15. Anna Nagar Bus Stand	1
	16. J.J.Nagar(West) Bus Stand	1
	17. J.J.Nagar (East) Bus Stand	1
	18. M.M.D.A. Bus Stand	1
	19. Ayanavaram Bus Stand	1
	20. Perambur Bus Stand	1
	21. Thiru vi Ka Nagar Bus Stand	1
	22. Villivakkam Bus Stand	1
	23. Periyar Nagar Bus Stand	1
	24. Kannathasan Nagar Bus Stand	1
	25. Padiyanallur Bus Stand	-
	26. Vallalar Nagar Bus Stand	1
	27. Tollgate Bus Stand	1
	28. Thiruvottiyur Bus Stand	1
	29. Ennore Bus Stand	1
	30. M.K.B.Nagar Bus Stand	1
	31. Perumbakkam Bus Stand	1
		36

S.No.	SCAVENGERS SCOPE OF WORK	Total persons per day (General Shift)
2(a)	Maintenance and Up-keeping of Common Toilets in the Depot and Terminus in good condition by employing the following category of personnel Scavengers and Supervisors for cleaning of urinals, Wash basins and IWC, using detergents / disinfectant's round the clock during day and removal of garbage and cubwebs daily removing the blockages from sanitary line with in the floors and upto the main line connections, at the below mentioned places.	
	1. Tambaram Depot.	1
	2. Chrompet Depot,Work shop & Training Centre	3
	3. Alandur Depot	1
	4. Adambakkam Depot & Bus Terminus	1
	5. Guindy Bus Terminus.	1
	6. Saidapet Depot	1
	7. Head Quarters.	2
	8. Adyar Depot	1
	9. Besant Nagar Depot & Bus Terminus.	1
	10. Thiruvanmiyur Depot & Bus Terminus	2
	11. Mandaveli Depot & Terminus.	1
	12. P.R.D. work shop.	1
	13. T.Nagar Depot & Bus Terminus	2
	14. K.K.Nagar Depot & Terminus.	1
	15. Vadapalani depot	2
	16. Iyyapanthangal Depot & Bus Stand	1
	17. Anna Nagar Depot & Bus Stand	1
	18.J.J.Nagar East & West Bus Stand	1
	19. Thiruverkadu Bus Terminus	1
	20. Ambattur Depot & Bus Stand.	2
	21. Central Depot	1
	22. Avadi Depot and Bus Stand	2
	23. Ayanavaram Depot and Bus Terminus.	1
	24. Perambur depot	1
	25. Perambur Bus Stand	1
	26. Thiru vi ka Nagar & Periyar NagarTerminus	1
	27. Vyasarpadi Depot	1
	28. Kannathasan & MKB Nagar Bus Terminus	1
	29. Madhavaram Depot	1
	30. Basin Bridge Depot	1
	31. Tondiarpet I Depot & Tollgate Bus Stand.	2
	32. Tondiarpet II Depot & RWS	2
	33. Thiruvottiyur Depot & Bus stand.	1
	34. Ennore Depot & Bus Terminus	1
	35. Poonamallee Depot	1
	36. Kundrathur Depot	1
	37. Chemmenchery Bus Terminus	1
	38. Padiyanallur Depot	1
	39. Kannagi Nagar Depot & Bus Terminus	1
		49

S.No.	SUPERVISORS	Total persons per day
2(b)	PLACES OF WORK	(General Shift)
	1. Mandaveli Depot cum Bus Terminus, Thiruvanmiyur Depot cum Bus Terminus, Adyar Depot, Besant Nagar Bus Terminus, Perumbakkam Depot cum Bus Terminus, Kannagi Nagar Depot cum Bus Terminus, Chemmencherri Bus Terminus, Gandhi Nagar Bus Terminus, Foreshore Estate Bus Terminus, PRD.	1
	2. Saidapet Depot, T.Nagar Depot cum Bus Terminus , Alandur Depot, K.K.Nagar Depot cum Bus Terminus, Adambakkam Depot cum Terminus and Guindy Bus Terminus.	1
	3. Tambaram Depot, Chrompet Depot I , Chrompet Depot II, Chrompet Workshop, Training Center, Bus Body Building Unit, Kundrathur, Iyyappanthangal, Vadapalani Depot cum Bus Terminus, Poonamallee Depot.	1
	4. Central Depot, Ayanavaram Depot cum Bus Terminus, Perambur Depot, Perambur Bus Terminus, Anna Nagar Depot, Ambattur Depot, Avadi Depot cum Bus Terminus, Thiruverkadu Bus Terminus, Villivakkam Bus Terminus, .Periyar Nagar Bus Terminus, Thiru-Vi-Ka Nagar Bus Terminus, MMDA Bus Terminus, J.J.Nagar East & West Bus Terminus.	1
	5. Tondiarpet Depot I , Tondairpet Depot II, Thiruvottiyur Depot cum Bus Terminus, Ennore Depot cum Bus Terminus, RWS, Tolgate Bus Terminus, Vallalar Nagar Bus Terminus.	1
	6. Madhavaram Depot , Vyasarpadi Depot, Basin Bridge Depot, MKB Nagar Bus Terminus, Padiyanallur Depot cum Bus Terminus, Kannadhasan Nagar Bus Terminus.	1
	6 X 30 = 180 Man days per Month	6

S.No.	DEPOT SWEEPERS SCOPE OF WORK	Total persons per day (General Shift)
3	Cleaning and sweeping of yard, inspection pit, Scrapping of M Shed yard surface, Crew rest room, time keeper office and Administrative Office etc., all working places at Bus Depot for 1 year in the following designated depot each day including the cost of utensils consumable articles and collected all the wastes thrown out materials with the help of dust bins and wheel barrows and dumped in specific place at the below mentioned places.	
	1. Ayanavaram Depot	3
	2. Central Depot & Staff car (2+1)	3
	3. Ambattur Depot	4
	4. Avadi Depot	2
	5. Anna Nagar West Depot	2
	6. Tondiarpet I	3
	7. Tondiarpet II & Tyre Section (3+1)	4
	8. Thiruvottiyur Depot	3
	9. Ennore Depot	2
	10. Padiyanallur Depot	2
	11. Madhavaram Depot	2
	12. Vyasarpadi Depot	5
	13. Basin Bridge Depot	2
	14. Adyar Depot	4
	15. Thiruvanmiyur Depot	2
	16. Mandaveli Depot	2
	17. Kannagi Nagar Depot	1
	18. Perumbakkam Depot	3
	19. Adambakkam Depot	1
	20. Saidapet Depot	2
	21. K.K. Nagar Depot	6
	22. T. Nagar Depot	1
	23. Alandur Depot	2
	24. Iyappanthangal Depot.	3
	25. Vadapalani Depot	3
	26. Poonamallee Depot	2
	27. Chrompet Depot I	3

S.No.	DEPOT SWEEPERS SCOPE OF WORK	Total persons per day (General Shift)
	28. Chrompet Depot II	2
	29. Chrompet BB Unit Store & Central Store	1
	30. Chrompet Tyre Section	1
	31. Chrompet Half FC Unit	1
	32. Chrompet Training Centre	1
	33. Kundrathur Depot	1
	34. Head Quarters	3
	35. PRD	4
	36. RWS	4
	37. Perambur Depot	1
	38. Tambaram Depot	3
	39. Head Quarters - Dispensary	1
		95

REMARKS: Bold letters denotes Reporting Place.

METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LIMITED
PALLAVAN HOUSE, ANNA SALAI, CHENNAI - 600 002

COMMERCIAL BID – Schedule A
(Not Transferable)

Tender No.7121/Civil/MTC/2021 for the work of Cleaning of Toilets and Sweeping of MTC Depots, Workshops and Bus Terminus.

Price should be quoted only on this Schedule :

S.No.	SAC Code	Description	Unit	Total Man days per Month (a)	Rate per Man per Day* (b)	Total Amount per Month c=(axb)
1		TERMINUS SWEEPERS : Cleaning sweeping of all common area including Time Keeper room and Crew Rest Room at Bus Terminals for one year in the following designated work places each day including the cost of utensils consumable articles and collecting all the waste thrown out materials, with help of dust bins and wheel barrows and transferring the collected waste garbage to designated transfer stations of 31 Bus Terminus of MTC. (36 Terminus sweepers per day)	1 Man day (One Man day only)	1080 Man days		
2		Maintenance and Up-keeping of Common Toilets in the Depot and Terminus in good condition by employing the following category of personnel Scavengers, Supervisors for cleaning of urinals, Wash basins and IWC, using detergents / disinfectant's round the clock during day and removal of garbage and cobwebs daily removing the blockages from sanitary line with in the floors and up to the main line connections etc., by employing supervisory the overall sweeper and scavengers etc., complete by employing supervisors.				
2.a		Scavengers (49 Scavengers per day)	1 Man day (One Man day only)	1470 Man days		
2.b		Supervisor's (6 Supervisors per day)	1 Man day (One Man day only)	180 Man days		
Date :			Signature of the Tenderer with seal			

S.No.	SAC Code	Description	Unit	Total Man days per Month (a)	Rate per Man per Day* (b)	Total Amount per Month C=(axb)
3		DEPOT SWEEPERS : Cleaning and sweeping of yard, inspection pit, scrapping of M shed yard surface, crew rest room, time keeper office and administrative office etc., all working places of all Bus Depots, Workshops for 1 year in the following designated depot each day including the cost of utensils consumable articles and collected all the wastes thrown out materials with the help of dust bins and wheel barrows and dumped in specific place at Depots). (95 Sweepers per day)	1 Man day (One Man day only)	2850 Man days		
Total Amount						
1	GST	SGST %				
		CGST %				
2	Terms of Payment	45 Days Credit from the date of submission of bills or any other payment terms quoted by the firm in the tender document will be considered subject to the final decision of MTC				
Date :						Signature of the Tenderer with seal

- Note : 1. *The above quoted price should be inclusive of labour, articles and utensils required for cleaning of toilets and Sweeping of MTC Depots, Workshops and Bus Terminus (Please refer the Up keeping special conditions).
2. The rate should be written both in words and figures.