

Uttar Pradesh State Road Transport Corporation  
ETAWAH Region



**Tender Document**

For

**FOR SELECTING AGENCY TO BUILT OWN &  
OPERATE BUS WASHING & CLEANING FACILITY**

Tender no. 002 /ETW/S.M/BUS WASHING/18

Dated 26-03-2018

The relevant dates for tenders are as under:-

1	Sale of tender document from	26-03-2018
2	Last Date for sale of Tender Form	06-04-2018 up to 13.00 hours
3	Last Date for Submission of tender document	06-04-2018 up to 14-00 hours
4	Opening of tenders (Envelope-A only) before the tenderers ( STAGE-1) <i>Tech. Bid</i>	06-04-2018 at 15-00 hours
5	Opening of Financial bids of stage-1 qualified bidders	07-04-2018 at 15-00 hours

# TERMS & CONDITIONS FOR SELECTING AGENCY TO BUILT OWN & OPERATE BUS WASHING & CLEANING FACILITY

Sealed Tenders are invited for SELECTING AGENCY TO BUILT OWN & OPERATE BUS WASHING & CLEANING FACILITY on UPSRTC buses for a period of five years and same can be extended only after evaluation of performance. The agency shall, within three months, from the date of award of tender to successful bidder start cleaning & washing buses utilizing space provided by UPSRTC.

## FORM FEES

- 1- This document is also available on the web site [www.upsrtc.com](http://www.upsrtc.com) to enable the BIDDERS to use this document for submitting their tenders in UPSRTC against the notice. The BIDDERS who submit their tenders on downloaded documents, shall also submit document fee of Rs. 1000.00 (Rs. One thousand only) + GST as applicable, in the form of account payee Bank Draft payable in favor of "U.P. State Road Transport Corporation, Lucknow" in addition to Earnest Money **in the envelope containing terms of reference and conditions** of the tenders. **This amount will be non-refundable** to the BIDDERS. In case of any ambiguity, the original document available in UPSRTC shall be treated as final document. The tenders submitted on downloaded documents without enclosing **document fee Rs. 1000.00 + GST as applicable ) in the form of Bank Draft shall not be accepted.**
- 2- Bidders are required to submit only one technical and one financial bid for cluster/Region as mentioned in FORM -C.

## VALIDITY OF TENDERS

- 3- The tenders submitted should be valid for a minimum period of 180 days from the date of the opening of tenders.

## EARNEST MONEY

- 4- An Earnest Money of Rs. 50,000 (Rs. Fifty thousand only) in the form of Account payee bank draft payable on any branch of Nationalized Bank/scheduled Bank at **ETAWAH** in favour of **SERVICE MANAGER U.P. State Road Transport Corporation, ETAWAH** should be enclosed along with the terms & conditions duly signed and stamped in the main envelope containing envelope A & B. No proposal shall be evaluated in the absence of Earnest Money on any ground whatsoever and their tenders shall not be opened & rejected.
- 5- Earnest money Rs. 50,000(Fifty thousand only) shall be Payable separately for each location of cluster.

## ACCEPTANCE & EVALUATION OF TENDERS

- 6- The two sealed envelopes, envelope A - containing "Technical Bid and details of the company in relevant formats" and envelope B - containing "Financial Bid" separately on prescribed document purchased from the Corporation or downloaded from the web site [www.upsrtc.com](http://www.upsrtc.com) complete in all respect should be put in single sealed envelope along with the earnest money and should be deposited in the tender box kept in the office of Service Manager at the respective region as per schedule. If any date declared in the tender is a holiday then next working day will be deemed as last date.
- 7- One representative of each BIDDER may participate at the time of opening the tenders. The BIDDERS may however seek any other relevant information from UPSRTC, which may or may not be provided at the discretion of UPSRTC. An application in this regard shall be made to the **Service Manager**. The decision regarding of UPSRTC. the same shall be final & binding. UPSRTC shall be free to evaluate the proposal, ask for further details, documentation, presentation before the management or any other information deemed necessary for evaluating the same. The BIDDERS shall provide all information to UPSRTC as required failing which may disqualify them from being considered for the same. UPSRTC shall be free to evaluate and call for information, from any successful BIDDER and may reject all or any proposal on any ground whatsoever without assigning any reason.
- 8- BIDDERS may include all documents they deem fit to elaborate their proposal, which may or may not be considered by UPSRTC for the purposes of evaluation. Bidders may provide a concept note detailing the offered solution, its competitive merits and benefits to UPSRTC, etc. such that the committee shall be in a position to take an informed decision.
- 9- Conditions of the BIDDERS submitted with the proposal will not be binding on UPSRTC.

- 10- The documents containing tenders shall be free from cutting and erasures. However, alterations, if any, in the proposal should be attested properly by the BIDDER, failing which the proposal is liable to be rejected.
- 11- UPSRTC will not be responsible for any delay in obtaining the proposal document by the BIDDERS from UPSRTC or submission of the completed document to the respective region.
- 12- Tenders not conforming to any terms and conditions or incomplete in any respect are liable to be rejected.
- 13- In case of BIDDERS whose tenders are not considered for opening of Financial Bids for any reason whatsoever, or unsuccessful BIDDERS after Financial Bids are opened, the Earnest Money amount shall be refunded, however this shall be done only after the final decision of the committee on the said tender. The earnest money shall be forfeited in case of non acceptance by BIDDER after opening of financial bids or with drawl from participation at any stage after submission of bid.
- 14- All eligible bidders shall be deemed to have been technically qualified, however, in view of the number of bidders the Corporation reserves the right to consider any number of bidders for opening of Financial Bids as the committee thinks fit.
- 15- Before finalization of the bidder, anyone, some all can be called which will be at the discretion of the committee.
- 16- Bidder has to quote only One Rate For all depot in the Cluster as mentioned in annexure C. It is mandatory for a bidder to apply for all depot/ locations mentioned in a specific cluster.
- 17- **All the** participating bidder will be required to submit an affidavit along with tender (technical bid) that they have not been blacklisted by any Centre/State Govt. Deptt/STU/PSU. Any tenderer that has been blacklisted by any such agencies will not be allowed to qualify in the technical bid.
- 18- In any depot in one shift of 8 hrs, maximum 25 buses & in two shifts maximum 50 buses or 60% buses of the buses at the depot, whichever is less will be considered maximum limit of washing & cleaning for one working day.
- 19- In each depot mentioned in the cluster as per Annexure-C Automatic Bus Washing Plant has to be installed and vacuum cleaner of required capacity.
- 20- The agreement will be done with in 90 days from the date of issue of work order after installation of Automatic Bus Washing Plant and other cleaning equipment and its successful trial operation in the respective depot. **It is mandatory for the successful bidder to whom agreement would be made that they have to be registered in labour department before the agreement.**

#### **PROJECT IMPLEMENTATION**

- 21- The technically qualified BIDDER will be required to present a concept document, systems design, financial viability of plan clearly indicating No. of persons deployed, their salary etc. and implementation plan. before issue of work order.

#### **FINANCIAL BID, IMPLEMENTATION, PAYMENT**

- 22- Financial Bids shall be evaluated on **lowest washing & cleaning charges per bus as per form B**. The bidder shall quote for **24x7x365 days** operations.
- 23- Payment Terms as under -  
 Washing & cleaning Bill shall be submitted by bidder on fortnightly basis to Asst. Regional Manager of respective depot of UPSRTC under which the washing Plant With Water Recycling Facility is installed and same will be duly verified, cleared within next 15 days from date of submission after verification of CC TV/ VTS footage by ARM/SM, proper functioning of the CC TV camera will be the responsibility of service provider.
- 24- The prices quoted in the tenders should clearly mention washing & cleaning charges per bus exclusive of all the taxes, the applicable at current effective rates should be mentioned separately.
- 25- On the submission of bill Service Manager Will make the payments @ Rs.....inclusive of all taxes / service tax per bus per day.
- 26- The payment will be made on fortnightly basis against invoice/bill with pan number raised by Service provider after satisfactory, affirmative report by owner.
- 27- **TDS** and any other applicable taxes as prevailing rates will be deducted before making the payment.

#### **PENALTY**

- e- After cleaning if bus is found dirty before putting into service, a penalty of 50% of the rate quoted per bus shall be imposed and no payment of cleaning of bus in question shall be made.
- e- For making of alternate arrangement 15 days will be allowed. In these 15 days 25% of the quoted rates per day per bus shall be allowed, after completion of these 15 days, an additional period of 15 days shall be given by R.M. and the rate shall remain 25% of the quoted rate per day per bus.

**28-** If after 30 days the plant is not set right then the contract will be cancelled.

**29.** Service provider has to keep in pool necessary aggregates so that automatic washing should be in service for 95 % of time in the month.

**SECURITY DEPOSIT**

**30.** Successful tenderes have to deposit security amount equivalent to the 10% value of six month of their billing amount. Earnest money will be adjusted in the Security Deposit Amount of the successful tenderer..

**TERMINATION**

**31.** On completion of bidding process UPSRTC shall enter into a contract with the successful bidder. UPSRTC shall evaluate the performance of the contract on a time to time basis. All conditions of termination of contract by way of completion, breach, *force majeure*, etc. shall apply as per the contract. The draft contract shall be made available to successful bidder and signed by mutual consent. However, UPSRTC reserves the right to terminate the contract at any stage without assigning any reason whatsoever. UPSRTC would not be under any obligation to give any clarifications for such termination.

**32.** UPSRTC, reserves the right to reject any or all the tenders without assigning any reason whatsoever. UPSRTC would not be under any obligation to give any clarifications to those BIDDERS whose tenders have been rejected.

**33.** In the event of any dispute, any officer of UPSRTC nominated by the Managing Director UPSRTC, Lucknow shall be the sole arbitrator and his decision shall be final and binding on both the parties. All disputes are subject to Lucknow jurisdiction.

**DECLARATION BY THE BIDDERS:-**

It is hereby declared that I / We the undersigned, have read and examined all the terms and conditions etc. of the proposal document for which I / We have signed and submitted the proposal under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the proposal document are fully acceptable to me / us and I / We will adhere by the conditions laid down in the entire document This is also certified that I / We / our principal firm have no objection in signing the contract as required if the opportunity for the work against this proposal is given to me / us.

<b>Signature</b>	
<b>Name of Signatory</b>	
<b>Designation</b>	
<b>Date</b>	
<b>Official Seal</b>	

**FORM – A**

DETAILS REQUIRED IN ENVELOPE - A

**TECHNICAL BID  
DETAILS OF BUS WASHING & CLEANING AGENCY FOR EVALUATION**

1	<b>Name of Organisation &amp; Constitution</b>	
2	<b>Address</b> (Enclose details like registered office, date of incorporation & certificate, local office, etc.)	
3	<b>Telephone no.</b>	
4	<b>Fax no.</b>	
5	<b>e-mail id</b>	
6	<b>URL / website</b>	
7	<b>Sales Tax registration details &amp; no.</b>	
8	<b>Income Tax details, copy of last 3 ITRs &amp; PAN no &amp; service tax registration no. and details</b>	
9	<b>Name of present clients (enclose list &amp; relevant certificates)</b>	
10	<b>Name of Banker with branch code, Name &amp; Account no.</b>	
11	<b>Company Profile</b>	
	Availability of persons for handling washing & cleaning	

**ASSESSMENT OF ELIGIBILITY**

1	<b>Details of form fees (Rs. 1000/- + GST as applicable non-refundable - if form is downloaded)</b>	
	Draft No.	
	Issuing bank	
	Payable at (branch in Lucknow)	
2	<b>Details of Earnest Money (Rs. 50,000/-)</b>	
	Draft No.	
	Issuing bank	
	Payable at (branch in Etawah)	
3	<b>Whether the bidder is ready to quote one rate for one cluster</b>	
4	<b>Whether the bidder is ready to submit an affidavit along with tender (technical bid) that they have not been blacklisted by any Centre/State Govt. Deptt/STU/PSU.</b>	

<b>Signature</b>	
<b>Name of Signatory</b>	
<b>Designation</b>	
<b>Date</b>	
<b>Official Seal</b>	

**FORM – B**  
**DETAILS REQUIRED IN ENVELOPE - B**  
**FINANCIAL BID - DATA SHEET FOR ETAWAH REGION AS PER FORM “C”**

S.No	Item	Landed Cost Rs.
1	<b>Washing &amp; cleaning charges per bus</b>	
2	<b>Service tax and/or any other tax</b>	

UPSRTC shall be free to decide on No. of clusters to be given.

<b>Signature</b>	
<b>Name of Signatory</b>	
<b>Designation</b>	
<b>Date</b>	
<b>Official Seal</b>	

**REQUIREMENT OF UPSRTC**

Bus washing has to undertaken by installing an automatic washing Plant in UPSRTC premises with all standard equipment of washing buses up to 11 feet height with following minimum standard. Automatic bus washing machine with two brush self propelled totally automatic plant with water Recycling Facility and with High Pressure Pump.

**ADDITIONAL ITEMS REQUIRED**

- 1- Vehicle guide rails.
- 2- Side Brush guards.
- 3- Trafficator lights.
- 4- Stain-chain for supply services.
- 5- JST Stream under chassis wash system Automatic with manual start off.
- 6- Submersible pump has to be installed on each location and will be handed over to UPSRTC after 5 years.

The equipment will be provided with automatic start system which will be actuated by the movement of vehicle

- 7- Vacuum cleaner.
- 8- CC TV Camera.

**Scope of the work**

- A-** Bus should be fully cleaned from inside as well as outside.
- B-** Floor should be washed and cleaned using dry/wet vacuum cleaner.
- C-** Window glass and wind screen glass should be washed using detergent and it should be stain free after cleaning.
- D-** Passenger seat and back should be cleaned and dried using compressed air in such a way that it should be stain free & neat.
- E-** All type of stickers or pamphlets other than advertisement authorized by UPSRTC shall be removed while washing and cleaning of the bus from outside as well as inside.
- F-** Under Chasis wash should be done once in a week of every bus.

**SERVICE LEVEL NORMS AND RESPONSE TIME.**

1. Service Provider have to keep in pool necessary aggregates so that automatic washing should be in service for 95% of time in the month.
2. No interruption in services shall be allowed under any circumstances. Service Provider have to make alternative arrangements of washing & cleaning of buses on own in case of disruption.
3. No bus should be found dirty before putting into service after cleaning.
4. Original service has to be resumed within 36 hour maximum.
5. Service Provider shall maintain adequate manpower & spares at each location.
6. Service Provider have to keep operations in service for 24x7x365 days.
7. The cleaning & washing of bus should be done by Service Provider in such a way that each bus is cleaned and washed properly.

**FORM – C**

**LOCATION WHERE BUS WASHING & CLEANING FACILITY IS TO BE DEVELOPED**

क्षेत्र का नाम	डिपो का नाम	बसों की संख्या	क्षेत्र का नाम जिसके द्वारा टेण्डर किया जाना है।
इटावा	1-शिकोहाबाद डिपो	86	इटावा
	2-मैनपुरी डिपो	62	
	3-औरैया डिपो	80	

**Note – This list may increase or decrease as per UPSRTC requirement.**

**ADDITIONAL TERMS & CONDITIONS**

- Complete Specification of Automatic Bus Washing Plant With Water Recycling Facility mentioned in Bill of Quantity giving details should be mentioned while quoting.
- Prequalification of tender shall be judged with regard the each Bid answer of Technical Bid is mandatory. In case bidder fail to fill Technical Bid with supporting document the tender may be disqualified.
- Required electrical point up to sub-meter shall be provided by UPSRTC but the payment of electric bill is to be made by the firm on actual consumption basis.
- Bidder has to mention clearly the accepted/not accepted in front of each clause.
- In case bidder is other than manufacturer, bidder has to mention the Brand Name of Machine as per minimum standard Provided by UPSRTC and manufacturer's address.
- After acceptance of the Financial Bid, an agreement shall be made with the parties by respective Regional Manager of UPSRTC.
- The party shall provide stamp papers for the agreement.
- Driver for Shunting of the buses shall be provided by UPSRTC.
- The firm will be free to take away of the Washing Plant with Water Recycling Facility installed by the firm only if there is no legal or financial issue with UPSRTC.
- If No Objection Certificate is required for installation of Submersible Pump the same has to be taken by the approved tenderers. Necessary support shall be provided by UPSRTC.

SIGNATURE OF TENDERER  
(WITH STAMP)

SIGNATURE OF ISSUING OFFICER  
(WITH STAMP)

कार्यालय सेवा प्रबन्धक  
उ० प्र० परिवहन निगम  
इटावा

पत्रांक .391 / इआर / सेप्र / बस सफाई / 2018

दिनांक 23.03.2018

**प्रतिलिपि:**— निम्नलिखित को सूचनार्थ एवं आव यक कार्यवाही हेतु प्रेषित।

- अपर प्रबन्ध निदेशक महोदय परिवहन निगम मुख्यालय लखनऊ।
- सहायक प्रबन्धक एम०आई०एस० महोदय परिवहन निगम मुख्यालय लखनऊ।
- क्षेत्रीय प्रबन्धक महोदय / सहायक क्षेत्रीय प्रबन्धक (वित्त) इटावा।
- निगम वेबसाइट अपलोड हेतु [bablu@otpl.co.in](mailto:bablu@otpl.co.in), [update@otpl.co.in](mailto:update@otpl.co.in) & [tender@upsrtc.com](mailto:tender@upsrtc.com)
- समस्त सहायक क्षेत्रीय प्रबन्धक इटावा क्षेत्र को इस आ य से कि आप उक्त टेण्डर अपने नोटिस बोर्ड पर प्रचार प्रसार हेतु चस्पा करें।
- नगर पालिका नोटिस बोर्ड इटावा / से०प्र० कार्यालय नोटिस बोर्ड।

(सुरेन्द्र कुमार)  
सेवा प्रबन्धक  
इटावा