

**AIRPORT HEALTH ORGANISATION
OPPOSITE RADDISON HOTEL
MAHIPALPUR, NEW DELHI**

**TENDER DOCUMENT
Tender No. I-12/18**

IMPORTANT DATES:-

1. Date & Time for sale of Tender form/ document from the office of the **AIRPORT HEALTH ORGANISATION, IGI AIRPORT, NEW DELHI** from **1200 Hrs on 16/08/2018 to 1700 Hrs on 04/09/2018** Or, Tender Document can be downloaded from the “website – ‘dghs.gov.in’ or ‘ihrpoe.co.in”.
2. Due date & time of submission of tender/proposal in the office of the APHO, IGI Airport, New Delhi --- **Up to 1100 Hrs on 05/09/2018.**
3. Due date & time of opening of sealed Tender Document in the office of the APHO, IGI Airport, New Delhi in the presence of participants---**At 1200 hrs on 05/09/2018.**

Price of the tender document**Rs. 200/- (Rupees Two Hundred only)**

Note: A demand draft of Rs. 1,00,000 (One lakh only)/- in favor of “Airport Health Officer, Airport Health Organization, Delhi”, payable at ‘Delhi’ is to be deposited as Earnest Money along with the tender quotation proposal. In case the selected vendor is not able to provide the services in the stipulated time offered to the vendor, The EMD (Earnest Money) will be forfeited.

***Note:- Micro and Small Enterprises (MSEs) – registered with District Industries Centres or Khadi and Village Industries commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, and further amendments for goods produced and service rendered –shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).**

**AIRPORT HEALTH ORGANISATION
OPPOSITE RADDISON HOTEL
MAHIPALPUR, NEW DELHI**

**TENDER DOCUMENT
Tender No. I-12/18**

The sealed Tenders Proposals are invited for Maintenance of Building, Security, Cleanliness and other allied services (for maintaining uninterrupted activities) of Airport Health Organization, IGI Airport, Mahipalpur New Delhi for the year 2018-2019 purely on contractual basis for a period of one year. The period of contract may be extended beyond one year at the discretions of the competent Authority.

1. Description of premises

Built up Area - 45000sq. ft. (approx)

Number of Floors - 6, Number of Toilets - 37, Number of Pantries - 2

Floor Type - Tiled Floors

Power backup - DG sets available (manual)

Electrical Supply - HT Panel and LT Panel both (11000 Volt to 440 Volt)

Water pump sets for filtering and lifting water upto terrace

Fire fighting system

Public sound system

Intercom (43 sets) and telephone lines

Air Conditioners (43 Split AC), General Lighting Equipment

Isolation Room with Negative Pressure System-02

Basement for Water Pumping System and Firefighting System

Lift - 01 no. for 20 persons

2. **Details of Manpower** with minimum qualifications/experience required for undertaking above activities, as per Annexure - I.

3. **Proposal is to be structured on following line: .**

a. The details of Agency

- Introduction
- Experience
- Source of Manpower
- All necessary registration certificates related to PF, ESI, Minimum Wages, Security Services and Labour Law etc.
- Financial Market Standing

b. Scope of Work

- Scope of Maintenance of building, Security, Cleanliness and Other Allied Services (for maintain uninterrupted regular activities should cover all above mentioned areas).
- Description of services for the premises to be covered under proposal
- Schedule of Recourses
- Site Team - Deployment Structure
- Site Capital Layout
- Other Operative
- Pest & Vector Control (along with details of chemical to be used, procedures, frequency and intervals of the vector & pest control applications).

c. Financial

- The remunerations payable to each category of employee shall be indicated separately, which will be as per the qualifications /experience required for each post. The service charges payable to the bidder firm shall also be indicated apart from the remuneration of the employees.
- Exceptions & Exclusions
- General terms and conditions
- The material and various equipment required has to be used are to be maintained and purchased by the selected agency. Details of these equipments should be indicated.

d. Scope of Services

The scope of this proposal should cover primarily the following areas of the above premises:

- Soft Services: Housekeeping - Maintenance of cleanliness in the premises at all times.
- Waste Management - Daily regular disposal of waste generated in the premises.
- All Engineering Services including Air Conditioner
- Electrical / Plumbing Services
- Pest & Vector Control Services

4. Terms & Conditions for Agencies:-

Thereafter-

1st Party read as : APHO Delhi

2nd Party read as : The Selected Agency

A demand draft of Rs. 1,00,000 (one lakh only)/- in favour of “Airport Health Officer, Airport Health Organization, Delhi”, payable at ‘Delhi’ is to be deposited as Earnest Money along with the tender quotation proposal. In case the selected vendor is not able to provide the services in the stipulated time offered to the vendor, The EMD (Earnest Money) will be forfeited. Micro and Small Enterprises (MSEs) – registered with District Industries Centres or Khadi and Village Industries commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, and further amendments for goods produced and service rendered –shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).

- This agreement shall be valid for a period of one year, which may be extended for such period or periods on the same terms and conditions if mutually be agreed upon.
- The proposal is to be prepared considering the latest minimum wages of Delhi Govt. as per labour Act & orders.
- The firm having experience of maintaining & providing services to international Airport building/firms will be given preference.
- The 2nd Party will be required to deposit security money of Rs. 8,00,000 (Rupees eight lakh only) as demand draft in favour of “Airport Health Officer, Delhi”, payable at ‘Delhi’ and the same shall be retained by the APHO Delhi as interest free security deposit for due & complete performance of the terms of the contract, in case of any default the security deposit will be forfeited. However the same will be refunded to the firm after successful completion of contract tenure.
- The workers deployed by the 2nd Party at no point will seek regularization in the service of APHO Delhi, sub office of DGHS.
- This shall be the responsibility of the agency (2nd Party) to obtain the Airport Entry Pass / License and necessary clearances (after getting application form for Airport entry pass duly attested by APHO) for the manpower to be posted at/inside Airport Terminal from all Govt agencies/legal authorities including Airport Authority of India and BCAS from time to time. The cost incurred for these processes shall be beard upon by the agency (2nd Party).

- 2nd Party shall be responsible for providing first aid, Medical facilities, Hospitalization and any other claim in the event of any worker sustaining any injury due to accident falling ill etc., during the tenure or after the expiry of this agreement and the 1st Party shall have no responsibility in this regard.
- 2nd Party shall be responsible for any loss or damage, theft etc. arising out of commotion or omission on the part of workers provided by the agency.
- 2nd Party shall ensure that its worker observe all formalities pertaining to safety and security.
- PF, IESII, Work contractor tax and
 1. Other statutory deductions will be made from the bill by the 2nd Party/agency as per rule. 2nd Party is required to submit documentary evidence in support of PF deposit.
 2. 2nd Party shall be responsible for implementation of all statutory rules/laws relating to Labor Laws and Social legislation such as Contract Labor Act, EPF, ESI, Wages, Workman Compensation Act, Delhi Staff Establishment Act etc.
- Employees engaged for above work shall not indulge in any activity of Airport except as detailed in the scope of work.
- The 2nd Party shall take the responsibility that Airport entry card is only used by the Worker, in whose name the Airport entry pass is issued. In case of any misuse of Airport entry pass, the 2nd Party shall be fully responsible for subsequent consequences.
- 2nd Party is required to submit :-
 - i. Police verification and antecedents report of each person to be deployed.
 - ii. Medical examination report of each person to be deployed, certifying that they don't suffer from any infectious diseases.
- Relationship between 1st Party and 2nd Party shall be that of principal to principal and there shall be no employer - employee relationship between 1st Party and the person engaged or employed by the 2nd Party, for rendering the service to the APHO under this agreement. The employees of 2nd Party shall therefore never be deemed to the employees of 1st Party under any circumstances whatsoever. The 2nd Party shall strictly ensure that its employees are not at any point of time during the validity of the contract or beyond divulge to any person/persons/or organization/organizations any information concerning the 1st Party that they happen to acquire or be aware of in the course of execution of their duties, except with prior written permission of APHO.
- The 2nd Party shall be responsible for the good conduct of its workers. If any of person engaged by them is found guilty of misconduct or dereliction of duties, the 1st Party shall have the right to refuse entry of such person(s).
- Any dispute with regards to this tender will be at the jurisdiction of Delhi courts only.
- The First Party may impose a penalty of up to 10% of the value of the contract on the Second Party for deficient services rendered by the Second Party.
- It will be open to the First Party to terminate the agreement at any time during the period of contract or forfeit the security money in case 2nd Party or its employees neglect or fail to perform the obligations as stipulated in this agreement or the 2nd Party fails to provide the satisfactory services. However, First Party shall give one month notice to 2nd Party for any lapse so noticed.

- The security money of 2nd Party is also liable to be forfeited in case the firm does not fulfill the contractual obligations during the contract period for any reason whatsoever.
- That in case, second party fails wholly or partly to carry out the assigned job within the assigned time or job is not performed to the satisfaction of First Party, the contracted job may be got done by the 1st Party through some other agencies at the risk and cost of the 2nd party.
- The Second Party shall not assign the contract or any part thereof to any other party without the prior approval of the First Party.
- The management fee/ service charges of the Agency (2nd Party) should be clearly mentioned in the tender proposal.
- The officers of the First Party shall be entitled to inspect the records maintained by the Second Party in respect of the Second Party's employees deputed by it for providing the Services as referred to the First Party. The Second Party shall submit a certificate in the first week of every month to the First Party, certifying that the Second Party has complied with the provisions of all laws as applicable to it and or its employees deputed for providing the services to the First Party. The officers of the First Party shall be entitled to demand the requisite documentary proof in this regard from the Second Party, including attested photocopies of relevant registers, returns, etc. as maintained by the Second Party.

-: DIRECTIONS FOR TENDER PROPOSAL :-

1. The proposal should have all the category of manpower as mentioned in annexure-1.
 2. The manpower has to be strictly as per the guidelines and experience as mentioned in annexure-I and same has to be considered while quoting the financial bid.
 3. The technical bid has to be as per format in annexure- II.
 4. The financial bid has to be as per format in annexure-III.
- * If tender proposal is not found as per directions mentioned above, it may be rejected.**

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Annexure -I**Details of manpower required for undertaking services at APHO**

S. No.	Name / required no. of Post*	Qualification /Experience/ Responsibilities
1.	Facility Manager (1)	Dip in Elect./Mech. Engg-8-10 years Experience, overall responsibility of Administration & operational strategy
2.	Front Office Executive (2+4)	Graduate, having good knowledge and skills of computer (MS word / Excel), noting, drafting, accounting and fluency in English. Working knowledge of office work/procedure, processing of file/proposals, maintenance of file/record etc. typing speed (English - 30 word per minute). Atleast 02 FOE (Senior) must have experience of 03 years working in Govt. Office.
3.	Multi skilled Technician (1)	ITI Elect. / Mech.with 3 years experience capable of working in all the elect./ Mech, plumbing, carpentry & implementation of Field work Maintenance schedule.
4.	D.G Operator cum Elect. (3)	ITI Elect./ Mech.with 2 years -Responsible for equipment operation & log book maintenance
5.	*Plumber (1)	ITI Plumbing -2 years responsible for plumbing activities
6.	A.C Tech (1)	ITI in A.C with 2 years exposure
7.	Lift operator (1)	ITI Elect./ Mech.with 02 years exp.
8.	House lady -sweeper (1)	Literate + 1 year expo -responsible for cleaning.
9.	House Boy- sweeper (4)	Literate -1 years expo -responsible for cleaning activity
10.	Pantry Boy (1)	10 th pass + 2years expo Resp. for pantry related activities
11.	Supervisor (2)	Intermediate + 5years expo Resp. for security activity & deployment of security staffs.
12.	Security Guards (4)	10 th - 1 year exp. in security
13.	Lady guard (1)	10 th -1 year exp.
14.	Female Attendant for Yellow Fever Hospital - (2)	Able to communicate in English
15.	Watchman for Yellow Fever Hospital - (1)	Able to communicate in English

*The number of the post of different category of manpower may be increased / decreased as per need of APHO Delhi

MASSON & LABOUR- are to be arranged by the agency as & when required by the APHO, Delhi (not on regular basis). The agency may quote the daily charges for the same. However this shall not be considered in financial bid.

*PLUMBER is to be arranged by the agency as & when required by the APHO, Delhi (not on regular basis). The agency may quote the daily charges for the same. However this shall not be considered in financial bid.

AC Technician is to be arranged by the agency for two month May and June as & when required by the APHO, Delhi (not on regular basis). The agency may quote the daily charges for the same. However this shall not be considered in financial bid.

Contd.....P/8

TECHNICAL BID FORM

1.	Name of the Contract	
2.	Name of the Company/Establishment	
3.	Full Address of Registered/Head Office	
4.	Full Address in Delhi with proof. (Must)	
5.	Telephone No./ Mobile No./Fax No./Contact Person in Delhi	
6.	Nature of company (whether proprietorship Firm/ Partnership Firm Ltd.	
7.	E.M.D of Rs. 1.0 Lacs enclosed/ Copy of relevant Certificate for exemption of EMD (Must)	
8.	Particulars of registration-Issued in the name of the Tenderer (If yes, give following details)	
8.1	PAN/GIR No. (Must)	
8.2	PF Registration with No. (Must)	
8.3	ESI Registration (Must)	
8.4	GST Registration No. (Must)	
8.5	Company Registration No./ License No.	
8.6	No. of the Registration Certificate Under Private Security Agencies Regulation Act 2005 and Delhi Pvt. Security Agencies (Regulation) Rules 2009	
8.7	Whether having 03 yrs. Experience	
9	Whether self attested copies of contract (s) and performance certificate issued by the user, as a proof of experience, enclosed (Must)	
10	Whether having working office in Delhi (Must)	
11	Bidders has to submit certificate for successful & satisfactory completion of the following work within last seven years: - i. Single work of Rs.80 Lacs in one year or ii. Two works of Rs.54 Lacs in one year or iii.) Three work of Rs. 45 Lacs in one year	
12	Whether self attested copies of Balance Sheet, Profit & Loss A/C in support of 11 above enclosed (Must)	
13	Has any Director/Partner/Proprietor been convicted any time by Court of Law? (If yes, give details) if no submit affidavit	
14	Has your company been Blacklisted by any agency of the airport or elsewhere (if yes, give details) if no submit affidavit	
15.	Whether self attested copies of Income Tax return for the Financial Years, 2014-15, 2015-16 and 2016-17, enclosed (Must)	
16.	Clear mention of chemical and method to be used for vector & Pest Control (mosquito, fly, cockroaches, rodents and other vectors) with frequency & interval of method (Minimum frequency of inspection & methods application is weekly.) the different methods of mosquito control are mentioned on next page	
17	Clear mention of material & equipment to be used for cleaning (no material/equipment will be provided by APHO, Delhi.	

-Vector & Mosquitoes Control methods-

It includes measures for the control of mosquitoes, rodents, housefly, cockroaches & other vectors

Mosquito control methods includes-

1. Detection & Elimination of vector breeding places/sources (weekly Interval)
2. Anti Larval measures in Stagnant Water Bodies/collection places (Weekly Interval)
3. Anti-adult methods (Space Spraying & Indoor Residual spraying at interval as recommended)

WHOPES-recommended compounds and formulations for control of mosquito larvae

Insecticide compounds and formulation(s) ¹	Class group ²	Dosage (active ingredient)		
		General (open water bodies)		Container-breeding (mg/L)
		(g/ha)	(mg/m ³)	
<i>Bacillus thuringiensis israelensis</i> , strain AM65-52, WG (3000 ITU/mg)	BL	125–750 ³	12.5–75 ³	1–5 ³
<i>Bacillus thuringiensis israelensis</i> , strain AM65-52, GR (200 ITU/mg)	BL	5,000–20,000 ³	500–2000 ³	-
Chlorpyrifos EC	OP	11–25	1.1–2.5	-
Diffubenzuron DT, GR, WP	BU	25–100	2.5–10	0.02–0.25
Novaluron EC	BU	10–100	1–10	0.01–0.05
Pyriproxyfen GR	JH	10–50	1–5	0.01
Fenthion EC	OP	22–112	2.2–11.2	-
Pirimphos-methyl EC	OP	50–500	5–50	1
Temephos EC, GR	OP	56–112	5.6–11.2	1
Spinosad DT, EC, GR, SC	SP	20–500	2–50	0.1–0.5
Spinosad 83.3 monolayer DT	SP	250–500	25–50	-
Spinosad 25 extended release GR				
Open bodies of water	SP	250–400	25–40	-
Control of <i>Culex quinquefasciatus</i> in open bodies of water with high organic matter	SP	1000–1500	100–150	-

¹ DT = tablet for direct application; GR = granule; EC = emulsifiable concentrate; WG = water-dispersible granule; WP = wettable powder.

² BL = Bacterial Larvicide; BU = Benzoylureas; JH = Juvenile Hormone Mimics; OP = Organophosphates; SP = Spinosyns.

³ Formulated product.

Notes:

1. Reports of the WHOPES Working Group Meetings (available at: <http://www.who.int/whopes/recommendations/en/>) and the WHOPES publication "Pesticides and their application for control of vectors and pests of public health importance" (available at http://whqlibdoc.who.int/hq/2006/WHO_CDS_NTD_WHOPES_GCDPP_2006.1_eng.pdf) should be consulted for guidance on use and recommendations;
2. The WHO Guidelines for drinking-water quality (http://www.who.int/water_sanitation_health/dwa/gdwa3rev/en/) provides authoritative guidance and should be consulted for application of insecticides in potable water for mosquito larviciding; and
3. WHO recommendations on the use of pesticides in public health are valid ONLY if linked to WHO specifications for their quality control (available at: <http://www.who.int/whopes/quality/en/>).

WHO recommended insecticides for space spraying against mosquitoes

Compound and formulation	Indoor		Outdoor	
	(g AI/ 1000 m ³)		(g AI/ha)	
	Cold	Thermal	Cold	Thermal
	fog	fog	fog	fog
Deltamethrin UL	0.5	0.05	0.5 – 1.0	0.5 – 1.0
Deltamethrin EW	-	0.05	1	-
Lambda-cyhalothrin EC	-	-	1 - 2	2
Malathion EW and UL	-	-	112-600	112-600
Permethrin (25 cis:75 trans; 10.35% w/w) + S-bioallethrin (0.14 w/w) + piperonyl butoxide (9.85% w/w) EW	0.55 permethrin	0.73 permethrin	-	-
d-d, trans-cyphenothrin EC	0.1 - 0.2	0.2	3.5 - 4.00	3.5 - 4.0

EC = Emulsifiable concentrate; EW = emulsion, oil in water; UL = ultra-low volume (ULV) liquid

Notes:

1. Reports of the WHOPES Working Group Meetings (available at <http://www.who.int/whopes/recommendations/wgm/en/>) and the WHOPES publication *Pesticides and their application for control of vectors and pests of public health importance* (available at http://whqlibdoc.who.int/hq/2006/WHO_CDS_NTD_WHOPES_GCDPP_2006.1_eng.pdf) should be consulted for guidance on use and recommendations;
2. WHO recommendations on the use of pesticides in public health are valid **ONLY** if linked to WHO specifications for their quality control (available at <http://www.who.int/whopes/quality/newspecif/en/>).

WHO recommended insecticides for indoor residual spraying against malaria vectors

<i>Insecticide compounds and formulations</i> ¹	<i>Class group</i> ²	<i>Dosage (g a.i./m²)</i>	<i>Mode of action</i>	<i>Duration of effective action (months)</i>
<i>DDT WP</i>	OC	1-2	contact	>6
<i>Malathion WP</i>	OP	2	contact	2-3
<i>Fenitrothion WP</i>	OP	2	contact & airborne	3-6
<i>Pirimiphos-methyl WP, EC</i>	OP	1-2	contact & airborne	2-3
<i>Pirimiphos-methyl CS</i>	OP	1	contact & airborne	4-6
<i>Bendiocarb WP, WP-SB</i>	C	0.1-0.4	contact & airborne	2-6
<i>Propoxur WP</i>	C	1-2	contact & airborne	3-6
<i>Alpha-cypermethrin WP, SC</i>	PY	0.02-0.03	contact	4-6
<i>Alpha-cypermethrin WG-SB</i>	PY	0.02-0.03	contact	up to 4
<i>Bifenthrin WP</i>	PY	0.025-0.05	contact	3-6
<i>Cyfluthrin WP</i>	PY	0.02-0.05	contact	3-6
<i>Deltamethrin SC-PE</i>	PY	0.02-0.025	contact	6
<i>Deltamethrin WP, WG, WG-SB</i>	PY	0.02-0.025	contact	3-6
<i>Etofenprox WP</i>	PY	0.1-0.3	contact	3-6
<i>Lambda-cyhalothrin WP, CS</i>	PY	0.02-0.03	contact	3-6

Chlorfenapyr 240 SC: The current assessments of Chlorfenapyr SC (class group: pyrrole) are available in the report of the 16th WHOPES Working Group meeting, 22-30 July 2013 and the report of the 17th WHOPES Working Group meeting, 15-19 September 2014 (both reports available at: <http://who.int/whopes/resources/en/>).

Note: WHO recommendations on the use of pesticides in public health are valid ONLY if linked to WHO specifications for their quality control. WHO specifications for public health pesticides are available on the WHO homepage on the Internet at <http://www.who.int/whopes/quality/en/>.

¹ CS = capsule suspension; EC = emulsifiable concentrate; SC = suspension concentrate; SC-PE = polymer enhanced suspension concentrate; WG = water dispersible granules; WG-SB = water dispersible granules in sealed water soluble bags; WP = wettable powder; WP-SB = wettable powder in sealed water soluble bags.

² OC = organochlorines; OP = organophosphates; C = carbamates; PY = pyrethroids.

ANNEXURE-III

FINANCIAL BID

1.	Name of the Tenderer													
2.	Address													
3.	Telephone No./ Mobile No.													
4.	Fax No.													
5.	E-mail													
6.	Name of Contact person													
7.	The salary of each employee/ manpower should have following component:-													
	<table border="1"> <thead> <tr> <th>Salary</th> <th>PF/EPF</th> <th>ESI</th> <th>Bonus, if applicable as per Govt. rules</th> <th>Total salary</th> <th>Net, in hand salary to employee</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Salary	PF/EPF	ESI	Bonus, if applicable as per Govt. rules	Total salary	Net, in hand salary to employee							
Salary	PF/EPF	ESI	Bonus, if applicable as per Govt. rules	Total salary	Net, in hand salary to employee									
8.	No manpower should get salary below latest minimum wages of Delhi Govt. as per Labour Act and Rules.													
9.	The management fee / service charge of the agency and vendor, if any is to be mentioned clearly													
10.	Clear mention of GST or any other tax, applicable (no Service Tax on cleaning material as per Govt. Rule).													
11.	Clear mention of charges for:- <ul style="list-style-type: none"> • Vector & Pest Control service • Cleaning material and equipment • Garbage / General waste disposal 													