

Code No.: T-10

**TENDER FOR
CONSERVANCY SERVICE**

At

Pragati Maidan, New Delhi

For

PLAST INDIA –2012

1st – 6th Feb-2012

ORGANISER :-

PLASTINDIA FOUNDATION

401-B- Landmark, Opp.Cinemagic,209A,

Suren Road, Andheri –Kurla Road,

Andheri (East), Mumbai- 400 093.

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Plastindia foundation is the Apex body of Major Association Organisation & Institution connected with Plastics with common objective to promote the development of Plastic Industries & to assist the growth of Plastic related material & their products.

In order to enhance the image & growth of Indian Plastic Industry, the foundation organized a Triennial International Exhibition in India.

Plastindia 2012 has become one of the largest International Exhibitions in plastics & is spread over an area of 94,000 sqmt at Pragati Maidan, New Delhi from 1st – 6th February 2012.

Now Plastindia Foundation is inviting quotation for providing **CONSERVANCY SERVICE** on rental basis for the duration of exhibition i.e. 1st – 6th February 2012 at Pragati Maidan, New Delhi. Terms & Conditions/ Specifications or Instructions for the said job is attached herewith along with the schedule of quantity specification.

General Terms & Conditions:

1. Contractor / Agency must read the specification / terms & conditions carefully.
2. The Contractor / Agency must have sufficient material to execute the job in 1 or 2 days at Pragati Maidan & shall also submit the following:
 - Name & address of the ware house where the material is stored.
 - The ware house/ workshop will be inspected by the Plastindia Foundation Officials or their representative.
3. The contractor shall submit the details of their executing staff with their contact details.
4. Contractor / Agency shall give detail of logistic support for transportation of material & man power owned by them or exclusively hired by them for this show.
5. List of equipment owned by them for executing the job.
6. List of similar work executed by them in the past in one/ two days time with the contact detail of organizers
7. If the contractor is out sourcing their material the name of the sourcing agency shall be provided.
8. The contractor shall not take any job 15-20 days before the start of the fair & during the fair.
9. The contractor for printing should provide the in house facilities of their plant, machinery & technical staff details.
10. Plastindia Foundation reserves the right to allot tender at its sole discretion
11. All disputes subject to jurisdiction of courts in Mumbai.

Date: _____

Authorised Signature
(Name of the Contractor with Seal)

Criteria for Qualification

Vender / Agencies shall submit for qualification of the following details:

1. List of material available (Detail)
2. Man power (Detail)
3. Ware house (Location & Area)

**CONSERVANCY SERVICE DURING PLAST INDIA-2012 AT PRAGATI MAIDAN,
NEW DELHI**

1. **Halls / Hangars / State Pavilions / Open & Outdoor Space.**

All halls reserved during Plastindia at ITPO along with Hangars, state pavilions, Open & Outdoor Space will be cleaned thoroughly by removing all garbage, mud etc. as well as the cobwebs on the ceilings.

2. **Period of Cleaning / Maintenance:-**

From January 30st 2012 (9:00 AM) to February 08th 2012 (6:00 PM)

3. **Timing of Cleaning / Maintenance:-**

- a) During erection period i.e January 28th 2012 to January 31st 2012 and dismantling period i.e. February 07th to February 08th, 2012 from 9:00 AM to 9:00 PM on all days.
However, at least one Ladies and one Gents toilet in each hall should be kept open for 24 hours during these periods for use of the general workers.
- b) During the Exhibition period i.e. February 01st to February 06th, 2012 from 8:00 AM to 8:00 PM on all days.

4. **Cleaning material required for Toilets / Halls:-**

All materials used shall be of good quality as per the **Annexure 2**

5. **Specification for Cleaning and Maintenance:-**

- a) Dado shall be cleaned with Hydrochloric acid and then with clean water and finally mopped with dry cotton cloth every alternate day, or if frequent use is made then every day before start of the exhibition i.e. at 8:00 AM.
- b) WC (Water Closet) and Urinal stands shall be cleaned with Hydrochloric acid before use every alternate day.

- c) Maintenance of all leaking wash basins, Cisterns over flows, all black colour seat-covers to be replaced by new magenta / brown coloured ones in all the existing WC's.
 - d) Flush Kleen shall be provided in the existing cisterns and shall be replaced as and when required.
 - e) All cisterns over flow shall be checked and replaced if necessary. No overflow of water whatsoever will be permitted in the WC's.
 - f) Naphthalene balls shall be placed in all the urinals as well as outside the WC's.
 - g) All wash basin taps and floor taps shall be checked to ensure that no leakage of water at any point of time takes place. Moreover the pressure into the taps must be regulated so that no splashing of water occurs during operation. If so the washers etc. shall be checked and changed immediately.
 - h) The cleaning contractor shall be responsible to maintain the toilets, bathrooms, washbasins, public areas, aisles and passages in clean and good hygienic conditions. You will ensure that all spider cobwebs in the toilets, bathrooms and WC's shall be removed without fail.
 - i) All cleaning in the Aisles and Passages shall be done by using the mechanical vacuum cleaner at least twice a day throughout the entire duration of the exhibition.
6. Maintenance and up-keep of all electric fittings in toilets including changing of fused Bulbs / Tubes Starters / Chokes / Exhaust fans, Switches, Light or Power Sockets. Providing foot mats of appropriate size at the entrance door of all the toilets and bathrooms. You will ensure that all flushing systems are operative.
 7. Providing adequate disposal Buckets / Bins at strategic locations for collection / disposal of trash / Industrial waste / Garbage etc.
 8. The contract shall include deployment of labour at convenient locations for collection / disposal of trash / Industrial rubbish, empty lunch boxes, empty bottles, empty bottles, empty tea packets, empty tins inside and outside the Halls, fast food counters and restaurants.
 9. All your staff shall be in proper uniform i.e. Orange Robes with numbers printed on their backs and 6-8 supervisors in Jeans / Jackets at the controls. At any given point of time one sweeper should always be present at every toilet and he / she should have in possession the necessary aids / utilities to maintain, clean and replace items required for the cleanliness of the toilets, wash basins and bathrooms.
 10. The cleaning and conservancy contractor shall be responsible for taking over / handing over fittings and fixtures of existing toilets to / from ITPO Engineering Department and it would also be his responsibility to obtain a takeover / handover acknowledgement of the same and hand it over to the officially appointed Architect or to the Plastindia Foundation officials.

11. The cleaning and conservancy contractor will ensure that toilets shall be locked only after taking necessary permission from the Organizers unless otherwise specified and especially ensure that the toilets are not locked at any time of the day during the exhibition period.
12. No lunch / tea break for any sweeper will be allowed. If so, you will have to arrange and depute a reliever during such timing.

Our Official Architect and Show Management and Technical Consultant will be overseeing all the services and allied works allotted to you. You will assist the Official Architect, Show Management and Technical Consultant as well as the extending co-operation to them for the efficient management of the fair as a whole.

The vender/ agency if selected to provide services/ execution of work as stated shall submit EMD/ Bank Guarantee for sum of **Rs. 50,000/- (Rupees: Fifty Thousand Only)** as performance guarantee to Plastindia Foundation.

Also submit the statutory details such as:

1. Registration Service Tax.
2. Registration with VAT.
3. Income Tax PAN no.
4. Registration with ESIC
5. Registration with Provident Fund
6. Registration with ITPO
7. Registration with approved association.

Terms of payment shall be as under:

1. 10% of the work order as advance against equivalent amount of Bank Guarantee.
2. 30% of payment on off loading the material at site i.e. Pragati Maidan, New Delhi
3. 50% of the payment on satisfactory completion of work & getting the measurement / quantity checked & verified by the authorized person of Plastindia Foundation.
4. 10% of the balance payment with in 10 days of removing the material from site i.e. Pragati Maidan.

General Specification & Information for the Contractor

1. The cleaning contractor shall be responsible to maintain the toilets, public areas, aisles and passages in good hygienic condition during the entire period of exhibition i.e. 12 days. 28th Jan to 08th Feb 2012.
2. All Toilets - Gents & Ladies, at all time shall have cleaner / attendant in a proper uniform and number printed on the uniform of the employee of the contractor.
3. All material used shall be as per the specification & as per the list enclosed herewith & to maintain toilets in good hygienic condition, all such material must be available at all times with the cleaner / attendant at the respective toilet.
4. In case cleaner / attendant has to go for lunch, reliever must replace him before the attendant is relieved so that at no time the toilet is left unattended.
5. The cleaning contractor shall be responsible for taking over / handing over fitting & fixture of existing toilets from ITPO Engineering Department & Obtain a handing over receipt & deposit the same with Fair Architect / PI Office.
6. The Toilets shall not be locked at any time after taking over possession from ITPO & shall remain in operation till such time as specified.
7. The toilets shall not be locked at anytime of the day during Exhibition period.
8. Toilet in cleaned / hygienic condition shall be kept ready to use on all days between, 8.00A.M. to 8.00P.M. during exhibition period & 24 Hours during erection & dismantling period (only selective toilet at least one ladies & one gents in each hall) for use of worker.
9. Hall cleaning & Passage cleaning / collection of disposable waste from.
10. All carpet cleaning shall be done by mechanical Vacuum cleaner 2 times a day through out the duration of Exhibition.

Date: _____

Authorized Signature
(Name of the Contractor with Seal)

Annexure I

10. Sub head – cleaning / maintenance/ of toilet & fair ground

Specification of items: -

10.0 CONSERVANCY

Providing cleaning facilities manually/ mechanically during Plastindia 2012 to be held in Pragati Maidan from **1st – 6th Feb 2012** (Exhibition period) as well as for mounting Period & dismantling period for the following Areas / Halls.

HALL	Gent's Toilet	Ladies Toilet	Collection of Garbage & Disposal	Passage cleaning by vacuum cleaner	Open space at Pragati Maidan		
1A&B & Theme	Existing	Existing	√	√	-		
2,3,4,5			√	√	√		
6			√	√	√		
7(A-H) & Hall -7 foyer			√	√	√		
7(Conference room)			√	√	-		
8,9,10,11			√	√	√		
8Mez.Conf.Room			√	√	-		
9 Mez. Office			√	√	-		
12,12A			√	√	√		
14			√	√	√		
15			√	√	-		
18			√	√	-		
Hamsadhwani Theatre			√	√	√		
Hangars (15 Nos.)					√	√	-
Lake Hangars(3 Nos)					√	√	-
State Pavilion (11 as per plan)	Existing	Existing	√	√	-		

BOQ for Conservancy Service

Please quote the amount for executing the cleaning job during PI-2012 at Pragati Maidan. As per the details in Annexure 1,2 & 3

S.No.	Specification	Amount
1	Cost of man power (as required by you in Annexure 1)	
2	Cost of material required as per Annexure 2	
3	Cost of cleaning / management as per Annexure 2	
	Total	

Rupees:

Date: _____

Authorized Signature
(Name of the Contractor with Seal)

