

MAHARASHTRA METRO RAIL CORPORATION LIMITED
(NAGPUR METRO RAIL PROJECT)

Dt. 17.04.2025

CORRIGENDUM-VII

Name of Work: Facility Management Services (FMS) for **19 Stations, Hingna Depot and 12 Trainsets of Line-2** of Nagpur Metro Rail Project for providing the following: (a) Mechanized Housekeeping, Cleaning Service (b) Ticketing (TOM/EFO) Services (c) Security Services for the period of **03 (Three)** years.

Tender No.: **N1-O&M-32/2024** dated 22.01.2025.

The original Tender Document uploaded on e-tender portal on 30.01.2025 stands entirely replaced with revised tender document uploaded as **Annexure-A to Corrigendum-VII**. The Salient features and other critical information are as under: -

S. N.	Event	As per original tender document and Corrigendum-V	Revised as per Corrigendum-VII
1	Estimated Cost of Work	INR: 66.63 Crores (Including GST)	INR: 70.96 Crores (Including GST)
2	Bid Security (EMD)	INR: 33,32,000/- (Rupees Thirty-Three Lakhs Thirty-Two Thousand Only)	INR: 35,48,000/- (Rupees Thirty-Five Lakhs Forty-Eight Thousand Only)
3	Revised Tender Document	---	The Revised Tender Document is uploaded as Annexure-A to Corrigendum-VII .

The Scope of Work, Terms and Conditions for 'Facility Management Services (FMS) for **19 Stations, Hingna Depot and 12 Trainsets of Line-2** of Nagpur Metro Rail Project for providing the following: (a) Mechanized Housekeeping, Cleaning Service (b) Ticketing (TOM/EFO) Services (c) Security Services for the period of **03 (Three)** years' shall be in accordance with the various conditions as stipulated in the Revised Tender Document uploaded as 'Annexure-A to Corrigendum-VII'.

The original Tender Document stands discarded and entirely replaced with revised tender document uploaded as 'Annexure-A to Corrigendum-VII'. The original tender document shall not form part of contract agreement.




Executive Director (Procurement)
Maharashtra Metro Rail Corporation Ltd.

ANNEXURE-A TO CORRIGENDUM-VII**Maharashtra Metro Rail Corporation Limited
(Nagpur Metro Rail Project - Line-2)****BID DOCUMENTS
FOR**

Facility Management Services (FMS) for 19 Stations, Hingna Depot and 12 Trainsets of Line-2 of Nagpur Metro Rail Project for providing the following:

- (a) Mechanized Housekeeping, Cleaning Services,**
 - (b) Ticketing (TOM/EFO) Services,**
 - (c) Security Services**
- for the period of 03 (Three) years.**

TENDER NO. N1-O&M-32/2024




Maharashtra Metro Rail Corporation Limited
Metro Bhawan, East High Court Road (VIP Road),
Near Dikshabhoomi, Ramdaspath, Nagpur-440010,
Maharashtra, INDIA
Website: <https://www.mahametro.org>

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SECTION-1
NOTICE INVITING TENDER (NIT)

	<p align="center"><u>E-TENDER NOTICE</u></p> <p align="center">Maharashtra Metro Rail Corporation Limited Metro Bhawan, East High Court Road (VIP Road), Near Dikshabhoomi, Ramdaspath, Nagpur-440010, Maharashtra, INDIA Website: www.mahametro.org E-mail: md.nmrcl.tenders@gmail.com, Telefax: 0712-2554217</p>
Tender Notice No. N1-O&M-32/2024	Date: 22.01.2025
Name of Work: Facility Management Services (FMS) for 19 Stations, Hingna Depot and 12 Trainsets of Line-2 of Nagpur Metro Rail Project for providing the following: (a) Mechanized Housekeeping, Cleaning Service (b) Ticketing (TOM/EFO) Services (c) Security Services for the period of 03 (Three) years.	

KEYDETAILS: -

Estimated Cost of Work	INR: 66.63 Crores (Including GST)
Contract Period	03 (Three) years from the date as specified in LOA.
Documents on sale	Documents can be downloaded from 16.00 hrs. On 30/01/2025 to 16.00 Hrs. on 27/02/2025 from Maharashtra government E-Tender Portal i.e. https://mahatenders.gov.in
Cost of documents	INR: 59,000/- (Rupees Fifty-Nine Thousand Only) (inclusive of applicable GST) , non-refundable payable through e-payment by Net Banking on E-Tender Portal i.e. https://mahatenders.gov.in
Pre-bid Meeting	At 11.00 hrs. On Dt. 06/02/2025 at the office of ED/Procurement, Maha-Metro through Video Conference. Link shall be published on website of Maha-Metro. Bidder's Queries must be submitted through e-mail ID: md.nmrcl.tenders@gmail.com with subject "Prebid queries for N1-O&M-32/2024" OR in hard copy to ED (Procurement) office before the stipulated date & time of Pre-Bid meeting.
Bid Security (EMD)	The Bid Security / EMD amounting to INR: 33,32,000/- (Rupees Thirty-Three Lakhs Thirty-Two Thousand Only) shall be in the form as mentioned in the Tender Document. As per GFR-2017, Rule No. 170, Bid Security /EMD is exempted for participating bidder registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy. If applicable, the bidder shall submit "Bid Securing Declaration" as provided in Bidding forms along with a Copy of the MSE Registration Certificate.
Date & Time of submission of Tender	Online submission shall start from 11.00 Hrs. on Dt. 20/02/2025 up till 16.00 Hrs. on Dt. 27/02/2025 on Maharashtra government E-Tender Portal.
Date & Time of Opening of Technical bid	On Dt. 28/02/2025 after 16.30 Hours in Procurement Department, 1st Floor, "Metro Bhawan" East High Court Road (VIP Road), Near Dikshabhoomi, Ramdaspath, Nagpur – 440010.
1. Sale of document, e-payment procedure, submission and other details are available on Maharashtra Government e-Tender portal https://mahatenders.gov.in 2. To view this tender notice (NIT), interested Agencies may visit the Maha-Metro's website www.mahametro.org or CPPP website https://eprocure.gov.in 3. The bidder shall bear all costs associated with the preparation and submission of the bid. Maha- Metro, in no case, will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. 4. Maha-Metro reserves the right to accept or reject all or any of the bids without assigning any reason whatsoever.	

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**Executive Director (Procurement),
Maharashtra Metro Rail Corporation Limited**

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Section 2. Instructions to Bidders (ITB)

A. General

1. Scope of Bid

- 1.1 In connection with the Invitation for Bids **specified in the Bid Data Sheet (BDS)**, the Employer, as **specified in the BDS**, issues these Bidding Documents for the procurement of Works as specified in Section-5 Scope of Work. The name, identification, and number of Bid is as **specified in the BDS**.
- 1.2 Throughout these Bidding Documents:
- (a) the term “in writing” means communicated in written form and delivered against receipt;
 - (b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and
 - (c) “day” means calendar day.

2. Source of Funds

- 2.1 The Maha-Metro **specified in the BDS** has received or has applied for financing (hereinafter called “funds”) from the funding as **(specified in BDS)** toward the project named **in the BDS**. The Maha-Metro intends to apply a portion of the funds to eligible payments under the contract(s) for which these Bidding Documents are issued.

3. Corrupt and Fraudulent Practices

- 3.1 The Agency requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section-6A.
- 3.2 In further pursuance of this policy, Bidders shall permit and shall cause its agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers and any personnel thereof, to permit the Agency to inspect all accounts, records and other documents relating to any prequalification process, bid submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Agency.

4. Eligible Bidders

- 4.1 A Bidder may be a firm that is a private entity, a government-owned entity—subject to ITB 4.3—or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture,

all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution. **Unless specified in the BDS.**

- 4.2 A Bidder or any member of the JV shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder:
- (a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
 - (b) receives or has received any direct or indirect subsidy from another Bidder; or
 - (c) has the same legal representative as another Bidder; or
 - (d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the bid of another Bidder, or influence the decisions of the Maha-Metro regarding this bidding process; or
 - (e) Participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which such Bidder is involved. However, this does not limit the inclusion of the same sub-contractor in more than one bid; or
 - (f) any of its affiliates participated as a contractor in the preparation of the design or technical specifications of the works that are the subject of the bid; or
 - (g) any of its affiliates has been hired (or is proposed to be hired) by the Maha-Metro as Engineer for the Contract implementation; or
 - (h) has a close business or family relationship with a professional staff of the Maha-Metro (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming

from such relationship has been resolved in a manner acceptable to the Agency throughout the procurement process and execution of the contract.

- 4.3 The Agency's eligibility criteria to bid are described in **Section -3 – Eligibility criteria.**
- 4.4 A Bidder shall not be under suspension from bidding by the Maha-Metro as the result of the operation of a Bid Security.
- 4.5 This bidding is open only to prequalified Bidders unless **specified in the BDS.**
- 4.6 A Bidder shall provide such evidence of eligibility satisfactory to the Maha-Metro, as the Maha-Metro shall reasonably request.

5. Eligible Materials, Equipment, and Services

- 5.1 The materials, equipment and services to be supplied under the Contract and financed by the Agency may have their origin in any country subject to the restrictions specified in Section-3, Eligibility criteria and social and environmental responsibility, and all expenditures under the Contract will not contravene such restrictions. At the Maha-Metro's request, Bidders may be required to provide evidence of the origin of materials, equipment and services.

B. Contents of Bidding Documents

6. Sections of Bidding Documents

- 6.1 The Bidding Documents consist of the Sections specified below, which should be read in conjunction with any Addenda issued in accordance with ITB 8.

Notice Inviting Tender (NIT)

Instructions to Bidders (ITB)

Bid Data Sheet (BDS)

Tool Kit for e-Tender

Make In India Policy

Eligibility Criteria

Evaluation Criteria

Scope of Work

Conditions of Contract

Corrupt and Fraudulent Practice Policy

Bidding & Contract Forms

List of Documents to be enclosed along with the bid

Financial Bid

- 6.2 The Invitation for Bids (Notice Inviting Tender) i.e. NIT issued by the Maha-Metro is part of the Bidding Documents.
- 6.3 Unless obtained directly by the bidder concerned from the Maha-Metro's office (as mentioned in NIT) or Maha-Metro's e-Tender portal, the Maha-Metro is not responsible for the completeness of the Bidding Documents, responses to requests for clarification, the minutes of the pre-Bid meeting (if any), or Addenda to the Bidding Documents in accordance with ITB 8. (Downloaded / Uploaded by Bidder). In case of any contradiction, documents available at Maha-Metro's Office or uploaded on e-Tender portal of Maha-Metro shall prevail.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents and to furnish with its bid all information and documentation as is required by the Bidding Documents.
- Failure to comply with the requirements of the Bidding Documents and to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents, in every respect will be at the Bidder's risk and may result in rejection of its Bid.
- 6.5. The Bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Bid Documents issued by Maha-Metro or uploaded on the e-Tender portal of Maha-Metro, which shall otherwise results in rejection of its Bid.
- 6.6. The documents including the Bid Document provided by Maha-Metro are and shall remain or becomes the property of Maha-Metro and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. The provisions of this Para shall also apply *mutatis mutandis* to the Bids and all other documents submitted by the Bidders, and Maha-Metro will not return to the Bidders any Bid, document or any information provided along therewith.

**7. Clarification of
Bidding
Documents, Site
Visit, Pre-Bid
Meeting**

- 7.1 A Bidder requiring any clarification of the Bidding Documents shall contact the Maha-Metro in writing at the Maha-Metro's address **specified in the BDS** or raise its enquiries during the pre-bid meeting if provided for in accordance with ITB 7.4. The Maha-Metro will respond in writing to any request for clarification, provided that such request is received on or before the date

specified in this document. The Maha-Metro shall forward copies of its response to all Bidders who have acquired the Bidding Documents in accordance with ITB 6.3, including a description of the inquiry but without identifying its source. If so specified in the BDS, the Maha-Metro shall also promptly publish its response at the web page identified in the BDS. Should the clarification result in changes to the essential elements of the Bidding Documents, the Maha-Metro shall amend the Bidding Documents following the procedure under ITB 8 and ITB 22.2 **OR as provided for in BDS in consonance with e-Tendering System.**

- 7.2 The Bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense.

Any site / work information given in this bidding document is for guidance only. It shall be deemed that the Bidder has undertaken a visit to the Work Site of the Works and is aware of and has ascertained itself, the prevailing site conditions, traffic, location, surroundings, climate, demography availability of power, water and other utilities, raw materials, required consumables, access to Site, handling and storage of materials, weather data, applicable laws and regulations, and any other matter considered relevant by it prior to the submission of the Bid.

- 7.3 The Bidder and any of its personnel or agents will be granted permission by the Maha-Metro to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the Bidder, its personnel, and agents will release and indemnify the Maha-Metro and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
- 7.4 If so specified in the BDS, the Bidder's designated representative is invited to attend a pre-bid meeting. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage **(as specified in BDS).**

- 7.5 The Bidder is requested, as far as possible, to submit any questions in writing, to reach the Maha-Metro not later than one week before the meeting **or as specified in BDS.**
- 7.6 Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by Bidders, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the Bidding Documents in accordance with ITB 6.3. Any modification to the Bidding Documents that may become necessary as a result of the pre-bid meeting shall be made by the Maha-Metro exclusively through the issue of an Addendum pursuant to ITB 8 and not through the minutes of the pre-bid meeting. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder **OR as provided for in BDS in consonance with e-Tendering System.**

8. Amendment of Bidding Documents

- 8.1 At any time prior to the deadline for submission of bids, the Maha-Metro may amend the Bidding Documents by issuing addenda.
- 8.2 Any addendum /corrigendum issued by Maha-Metro shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents from the Maha-Metro in accordance with ITB 6.3. The Maha-Metro shall also promptly publish the addendum on the Maha-Metro's web page in accordance with ITB 7.1. **or as specified in BDS.**
- 8.3 To give Bidders reasonable time in which to take an addendum into account in preparing their bids, the Maha-Metro may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB 22.2

C. Preparation of Bids

9. Cost of Bidding

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Maha-Metro shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. Language of Bid

- 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Maha-

Metro, shall be written in the language **specified in the BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language **specified in the BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.

11. Documents Comprising the Bid

11.1 The Bid shall comprise the following:(refer **BDS for additional requirement**)

- (a) Letter of Bid in accordance with ITB 12;
- (b) completed schedules as required, including Price Schedules, in accordance with ITB 12 and 14;
- (c) Bid Security or Bid-Securing Declaration, in accordance with ITB 19.1 **(as specified in BDS)**
- (d) alternative bids, if permissible, in accordance with ITB 13 **(as specified in BDS)**;
- (e) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.2;
- (f) Statement of Integrity, Eligibility and Social and Environmental Responsibility duly signed, in accordance with ITB 12;
- (g) Documentary evidence in accordance with ITB 17 establishing the Bidder's continued qualified status or, if post-qualification applies, as specified in accordance with ITB 4.5, the Bidder's qualifications to perform the contract if its Bid is accepted;
- (h) Technical Proposal in accordance with ITB 16;
- (i) Any other document **required in the BDS**.

11.2 In addition to the requirements under ITB 11.1, bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the proposed Agreement.

11.3 The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid **(as specified in BDS)**.

12. Letter of Bid and Schedules

- 12.1 The Letter of Bid, the Statement of Integrity and Schedules, including the Bill of Quantities for unit price contracts or the schedule of price in case of lump sum contracts, shall be prepared using the relevant forms furnished in Section-7, Bidding Forms. The Letter of Bid and the Statement of Integrity must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITB 20.4. All blank spaces shall be filled in with the information requested.
- 12.2 The Letter of Bid with all Schedules/ Forms shall be completed and signed by a authorized and empowered representative of the Bidder. If the Bidder comprises a JV/Consortium, the Letter of Bid shall be signed by an authorized representative of the **Lead Member**. Signatures on the Letter of Bid shall be witnessed and dated. Copies of relevant powers of attorney shall be attached.

13. Alternative Bids

- 13.1 **Unless otherwise specified in the BDS**, alternative bids shall not be considered.
- 13.2 When alternative times for completion are explicitly invited, a statement to that effect **will be included in the BDS**, as will the method of evaluating different times for completion.
- 13.3 Except as provided under ITB 13.4 below, Bidders wishing to offer technical alternatives to the requirements of the Bidding Documents must first price the Maha-Metro's design as described in the Bidding Documents and shall further provide all information necessary for a complete evaluation of the alternative by the Maha-Metro, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Bidder conforming to the basic technical requirements shall be considered by the Maha-Metro (**as specified in BDS**)
- 13.4 **When specified in the BDS**, Bidders are permitted to submit alternative technical solutions for specified parts of the Works, and such parts **will be identified in the BDS**, as will the

method for their evaluating, and described in Section 5, Scope of Work.

14. Bid Prices and Discounts

- 14.1 The prices and **discounts** quoted by the Bidder in the Letter of Bid and in the Schedules shall conform to the requirements specified below. **(or as specified in BDS)**
- 14.2 The Bidder shall submit a bid for the whole of the Works described in ITB 1.1, by filling in price(s) for all items of the works, as identified in Section-9, Financial Bid. In case of admeasurement contracts, the Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Bidder shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Maha-Metro. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Bid, and provided that the Bid is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive bidders will be added to the bid price and the equivalent total cost of the bid so determined will be used for price comparison. **(or as specified in BDS)**
- 14.3 The price to be quoted in the Letter of Bid shall be the total price of the Bid, excluding any discounts offered **(or as specified in BDS)**.
- 14.4 The Bidder shall quote any discounts and the methodology for their application in the Letter of Bid **(or as specified in BDS)**
- 14.5 **Unless otherwise specified in the BDS** and the Contract, the rate(s) and price(s) quoted by the Bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract. In such a case, the Bidder shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the Maha-Metro may require the Bidder to justify its proposed indices and weightings.
- 14.6 If so specified in ITB 1.1, bids are being invited for individual lots (contracts) or for any combination of lots (packages). Bidders wishing to offer discounts for the award of more than one Contract shall specify in their bid the price reductions

applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITB 14.4, provided the bids for all lots (contracts) are opened at the same time **or as specified in the BDS.**

14.7 Unless otherwise **specified in the BDS**, all duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date **28 days** prior to the deadline for submission of bids, shall be included in the rates and prices and the total Bid Price submitted by the Bidder.

15. Currencies of Bid and Payment

15.1 The currency (ies) of the bid and the currency (ies) of payments shall be **as specified in the BDS.**

15.2 Bidders may be required by the Maha-Metro to justify, to the Maha-Metro's satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the prices shown in the Schedule of Adjustment Data in the Appendix to Bid are reasonable, in which case a detailed breakdown of the foreign currency requirements shall be provided by Bidders.

**16. Documents
Comprising the
Technical Proposal**

16.1 The Bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section-7 – Bidding Forms, in sufficient detail to demonstrate the adequacy of the Bidder's proposal to meet the work requirements and the completion time.

**17. Documents
Establishing the
Qualifications of
the Bidder**

17.1 In accordance with Section-3, Eligibility Criteria, to establish that the Bidder continues to meet the criteria used at the time of prequalification or at the time of actual bidding (as the case may be), the Bidder shall provide in the corresponding information sheets included in Section-7, Bidding Forms, updated information on any assessed aspect that changed from that time, or if post-qualification applies as specified in ITB 4.5, the Bidder shall provide the information requested in the corresponding information sheets included in Section-7, Bidding Forms.

- 17.2 If a margin of preference applies as specified in accordance with ITB 33.1, domestic Bidders, individually or in joint ventures, applying for eligibility for domestic preference shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITB 33.1 (as detailed in BDS)
- 17.3 Any change in the structure or formation of a Bidder after being prequalified and invited to Bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Maha-Metro prior to the deadline for submission of Bids. Such approval shall be denied if (i) as a consequence of the change, the Bidder no longer substantially meets the qualification criteria set forth in Section-3 & 4, Eligibility and Evaluation Criteria; or (ii) in the opinion of the Maha-Metro, the change may result in a substantial reduction in competition. Any such change should be submitted to the Maha-Metro not later than fourteen (14) days after the date of the Invitation for Bids. **(or as specified in BDS)**

**18. Period of Validity
of Bids**

- 18.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Maha-Metro in accordance with ITB 22.1. A bid valid for a shorter period shall be rejected by the Maha-Metro as non-responsive.
- 18.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Maha-Metro may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a bid security is requested in accordance with ITB 19, it shall also be extended for **twenty-eight (28) days beyond** the deadline of the extended validity period. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in ITB 18.3.
- 18.3 **Unless specified in BDS**, if the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid validity, the Contract price shall be determined as follows:

- (a) In the case of fixed price contracts, the Contract price shall be the bid price adjusted by the factor **specified in the BDS**.
- (b) In the case of adjustable price contracts, no adjustment shall be made.
- (c) In any case, bid evaluation shall be based on the bid price without taking into consideration the applicable correction from those indicated above.

19. Bid Security

19.1 The Bidder shall furnish as part of its bid, a bid security **as specified in the BDS**, in original form and, in the case of a bid security, in the amount and currency **specified in the BDS**.

19.2 A Bid-Securing Declaration shall use the form included in Section-7, Bidding Forms, **as specified in BDS**

19.3 If a bid security is specified pursuant to ITB 19.1, the bid security shall be a demand guarantee in any of the following forms at the Bidder's option:

- (a) an unconditional guarantee issued by any Scheduled bank in India;
- (b) an irrevocable letter of credit;
- (c) Demand Draft, from any Scheduled Bank in India.
- (d) another security **specified in the BDS**,

from a reputable source from an eligible country as specified in Section-3 Eligibility criteria. If the unconditional guarantee is issued by a financial institution located outside the Maha-Metro's Country, the issuing financial institution shall have a correspondent financial institution located in the Maha-Metro's Country to make it enforceable. In the case of a bank guarantee, the bid security shall be submitted either using the Bid Security Form included in Section-7, Bidding Forms, or in another substantially similar format approved by the Maha-Metro prior to bid submission. The bid security shall be valid for twenty-eight (28) days beyond the original validity period of the bid, or beyond any period of extension if requested under ITB 18.2.

- 19.4 Any bid not accompanied by a substantially responsive **Bid security** or **Bid-Securing Declaration** (as the case may be) shall be rejected by the Maha-Metro as non-responsive.
- 19.5 The bid security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's signing the Contract and furnishing the performance security pursuant to ITB 42. **(Replaced in BDS)**
- 19.6 The bid security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required performance security.
- 19.7 The bid security may be forfeited or the Bid-Securing Declaration executed:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid, or any extension thereto provided by the Bidder; or
 - (b) If the Bidder submit fake/ forged/ fabricated/ false documents as well as false & misleading information/ data with his Bid, which fails the authenticity verifications initiated by Maha-Metro.
 - (c) If the Bidder tamper/ edit/ mutilate the Bid document and associated information/data and submit the same with his Bid.
 - (d) If the successful Bidder fails to:
 - (i) *sign the Contract in accordance with ITB 41; or*
 - (ii) furnish a performance security in accordance with ITB 42.
 - (iii) authenticate and verification of performance security
- 19.8 The bid security or a Bid-Securing Declaration of a JV shall be in the name of the JV that submits the bid. If the JV has not been legally constituted into a legally enforceable JV at the time of bidding, the bid security or the Bid-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITB 4.1 and ITB 11.2. **or as Specified in BDS, Section-2.**
- 19.9 If a bid security is **not required in the BDS pursuant to ITB 19.1**, and

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid or any extension thereto provided by the Bidder, or
- (b) if the successful Bidder fails to sign the Contract in accordance with ITB 41; or furnish a performance security in accordance with ITB 42;

the Maha-Metro may, **if provided for in the BDS**, declare the Bidder ineligible to be awarded a contract by the Maha-Metro for a period of time **as stated in the BDS**.

20. Format and Signing of Bid

- 20.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 11 and clearly mark it "ORIGINAL." Alternative bids, if permitted in accordance with ITB 13, shall be clearly marked "ALTERNATIVE." In addition, the Bidder shall submit one set of copies of the bid, in the number **specified in the BDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail. **(Replaced in BDS)**
- 20.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation **as specified in the BDS** and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid where entries or amendments have been made shall be signed or initialed by the person signing the bid. **(Replaced in BDS)**
- 20.3 In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives. **(As specified in BDS)**
- 20.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.

D. Submission and Opening of Bids (as specified in BDS)

21. Sealing and Marking of Bids (Replaced In BDS)

- 21.1 The Bidder shall enclose the original and one set of all copies of the bid, including alternative bids, if permitted in accordance with ITB 13, in separate sealed envelopes, duly marking the

envelopes as "ORIGINAL", "ALTERNATIVE" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope.

21.2 The inner and outer envelopes shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the Maha-Metro in accordance with ITB 22.1;
- (c) bear the specific identification of this bidding process specified in the BDS 1.1; and
- (d) bear a warning not to open before the time and date for bid opening.

21.3 If all envelopes are not sealed and marked as required, the Maha-Metro will assume no responsibility for the misplacement or premature opening of the bid.

**22. Deadline for
Submission of
Bids**

22.1 Bids must be received by the Maha-Metro at the address and no later than the date and time **specified in the BDS. When so specified in the BDS**, bidders shall have the option of submitting their bids electronically. Bidders submitting bids electronically shall follow the electronic bid submission procedures **specified in the BDS**.

22.2 The Maha-Metro may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8, in which case all rights and obligations of the Maha-Metro and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

23. Late Bids

23.1 The Maha-Metro shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB 22. Any bid received by the Maha-Metro after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder **or as specified in BDS**

**24. Withdrawal,
Substitution, and
Modification of
Bids**

24.1 **Unless specified in BDS**, A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB 20.2. The corresponding substitution or modification

of the bid must accompany the respective written notice. All notices must be:

- (a) prepared and submitted in accordance with ITB 20 and ITB 21 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," "MODIFICATION;" and
- (b) received by the Maha-Metro prior to the deadline prescribed for submission of bids, in accordance with ITB 22.

24.2 Bids requested to be withdrawn in accordance with ITB 24.1 shall be returned unopened to the Bidders.

24.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Letter of Bid or any extension thereof.

25. Bid Opening

25.1 Except in the cases specified in ITB 23 and 24, the Maha-Metro shall publicly open and read out in accordance with ITB 25 all bids received by the deadline (regardless of the number of bids received), at the date, time and place **specified in the BDS**, in the presence of Bidders` designated representatives and anyone who choose to attend. Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB 22.1, shall be **as specified in the BDS**.

25.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding bid being substituted, and the substituted bid shall not be opened, but returned to the Bidder. No bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding bid. No bid modification

shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at bid opening. Only bids that are opened and read out at bid opening shall be considered further.

25.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the total Bid Price, per lot (contract) if applicable, including any discounts and alternative bids; the presence or absence of a bid security and any other details as the Maha-Metro may consider appropriate. Only discounts and alternative bids read out at bid opening shall be considered for evaluation. The Letter of Bid and the Schedules are to be initialed by a minimum of three representatives of the Maha-Metro attending bid opening. The Maha-Metro shall neither discuss the merits of any bid nor reject any bid (except for late bids, in accordance with ITB 23.1) **(Replaced in BDS)**

25.4 The Maha-Metro shall prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot (contract) if applicable, including any discounts and alternative bids; and the presence or absence of a bid security. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders. **(Replaced in BDS)**

E. Evaluation and Comparison of Bids

26. Confidentiality

26.1 Information relating to the examination, evaluation, and comparison of the bids, and qualification of the Bidders and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with the bidding process until information on Contract award is communicated to all Bidders in accordance with ITB 40.

26.2 Any attempt by a Bidder to influence the Maha-Metro in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, or Contract award decisions may result in the rejection of its bid.

26.3 Notwithstanding ITB 26.2, from the time of bid opening to the time of Contract award, if a Bidder wishes to contact the Maha-Metro on any matter related to the bidding process, it shall do so in writing.

27. Clarification of Bids

27.1 To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the Maha-Metro may, at its discretion, ask any Bidder for a clarification of its bid, given a reasonable time for a response. Any clarification submitted by a Bidder that is not in response to a request by the Maha-Metro shall not be considered. The Maha-Metro's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Maha-Metro in the evaluation of the bids, in accordance with ITB 31.

27.2 If a Bidder does not provide clarifications of its bid by the date and time set in the Maha-Metro's request for clarification, its bid may be rejected.

28. Deviations, Reservations, and Omissions

28.1 During the evaluation of bids, the following definitions apply:

- (a) "Deviation" is a departure from the requirements specified in the Bidding Documents;
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

29. Determination of Responsiveness

29.1 The Maha-Metro's determination of a bid's responsiveness is to be based on the contents of the bid itself, as defined in ITB11.

29.2 A substantially responsive bid is one that meets the requirements of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,

- (a) if accepted, would:

- (i) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or*
 - (ii) limit in any substantial way, inconsistent with the Bidding Documents, the Maha-Metro's rights or the Bidder's obligations under the proposed Contract; or*
- (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

29.3 The Maha-Metro shall examine the technical aspects of the bid submitted in accordance with ITB 16, in particular, to confirm that all requirements of Section-5, Scope of Work have been met without any material deviation, reservation or omission.

29.4 If a bid is not substantially responsive to the requirements of the Bidding Documents, it shall be rejected by the Maha-Metro and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

**30. Nonmaterial
Nonconformities**

30.1 Provided that a bid is substantially responsive, the Maha-Metro may waive any nonmaterial non-conformity in the Bid.

30.2 Provided that a bid is substantially responsive, the Maha-Metro may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

30.3 Provided that a bid is substantially responsive, the Maha-Metro shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.

**31. Correction of
Arithmetical Errors
(replaced in BDS)**

31.1 Provided that the bid is substantially responsive, the Maha-Metro shall correct arithmetical errors on the following basis:

- (a) Only for admeasurement contracts, if there is a discrepancy between the unit price and the total price that

is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Maha-Metro there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- (b) Only for admeasurement contracts, if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless, only for admeasurement contracts, the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

31.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 31.1 shall result in the rejection of the Bid.

**32. Conversion to
Single Currency**

32.1 For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted into a single currency as specified in the BDS.

**33. Margin of
Preference**

33.1 Unless otherwise specified in the BDS, a margin of preference for domestic bidders shall not apply.

34. Subcontractors

34.1 Unless otherwise stated in the BDS, the Maha-Metro does not intend to execute any specific elements of the Works by sub-contractors selected in advance by the Maha-Metro.

34.2 In case of Prequalification, the Bidder's Bid shall name the same specialized subcontractor as submitted in the prequalification application and approved by the Maha-Metro, or may name another specialized subcontractor meeting the requirements specified in the prequalification phase.

34.3 In case of Post-qualification, the Maha-Metro may permit subcontracting for certain specialized works as indicated in Section-3 Experience. When subcontracting is permitted by the Maha-Metro, the specialized sub-contractor's experience

shall be considered for evaluation. Section-3 describes the Eligibility criteria for sub-contractors or as specified in BDS.

35. Evaluation of Bids

- 35.1 The Maha-Metro shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted.
- 35.2 To evaluate a bid, the Maha-Metro shall consider the following **(as specified in BDS)**:
- (a) the bid price, excluding Provisional Sums and the provision, if any, for contingencies in the Schedules, but including Day work items, where priced competitively;
 - (b) price adjustment for correction of arithmetic errors in accordance with ITB 31.1;
 - (c) price adjustment due to discounts offered in accordance with ITB 14.4;
 - (d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 32;
 - (e) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 30.3;
 - (f) the additional evaluation factors as specified in Section-3 & 4, Eligibility and Evaluation Criteria.
- 35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.
- 35.4 If these Bidding Documents allows Bidders to quote separate prices for different lots (contracts), the methodology to determine the lowest evaluated price of the lot (contract) combinations, including any discounts offered in the Letter of Bid Form, is specified in Section-3 & 4, Eligibility and Evaluation Criteria.
- 35.5 If the bid, which results in the lowest Evaluated Bid Price, is significantly lower than the Maha-Metro's estimate or seriously unbalanced or front loaded in the opinion of the Maha-Metro, the Maha-Metro may require the Bidder to produce detailed price analyses for any or all items of the Schedules, to demonstrate the internal consistency of those prices with the construction methods and schedule proposed.

If it turns out that the bid price is abnormally low, the bid may be declared non-compliant and rejected. After evaluation of the price analyses, taking into consideration the schedule of estimated Contract payments, the Maha-Metro may require that the amount of the performance security be increased at the expense of the Bidder to a level sufficient to protect the Maha-Metro against financial loss in the event of default of the successful Bidder under the Contract. **(As specified in BDS)**

36. Comparison of Bids

36.1 The Maha-Metro shall compare the evaluated prices of all substantially responsive bids established in accordance with ITB 35.2 to determine the lowest evaluated bid.

37. Qualification of the Bidder

37.1 The Maha-Metro shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid either continues to meet (if prequalification applies) or meets (if post-qualification applies) the qualifying criteria specified in Section-3 & 4, Eligibility and Evaluation Criteria.

37.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 17.1.

37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Maha-Metro shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.

38. Maha-Metro's Right to Accept Any Bid, and to Reject Any or All Bids

38.1 The Maha-Metro reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.

F. Award of Contract

39. Award Criteria

39.1 Subject to ITB 38.1, the Maha-Metro shall award the Contract to the Bidder whose bid has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding

Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

40. Notification of Award

- 40.1 Prior to the expiration of the period of bid validity, the Maha-Metro shall notify the successful Bidder, in writing, that its bid has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the "Letter of Acceptance") shall specify the sum that the Maha-Metro will pay the Contractor in consideration of the execution and completion of the Works (hereinafter and in the Conditions of Contract and Contract Forms called "the Contract Price") and the requirement for the Contractor to remedy any defects therein. At the same time, the Maha-Metro shall also notify all other Bidders of the results of the bidding.
- 40.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 40.3 The Maha-Metro shall promptly respond in writing to any unsuccessful Bidder who, after notification of award in accordance with ITB 40.1, requests in writing the grounds on which its bid was not selected.

41. Signing of Contract

- 41.1 Promptly upon notification, the Maha-Metro shall send the successful Bidder the Contract Agreement.
- 41.2 In case the agreement is sent, within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Maha-Metro.

42. Performance Security

- 42.1 Within twenty-eight (28) days of the receipt of notification of award from the Maha-Metro, the successful Bidder shall furnish the performance security in accordance with the General Conditions of Contract, subject to ITB 35.5, using for that purpose the Performance Security Form included in Section-7 Contract Forms, or another form acceptable to the Maha-Metro. If the performance security furnished by the successful Bidder is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Bidder to be acceptable to the Maha-Metro. A foreign institution providing a bond shall have a correspondent financial institution located in the Maha-Metro's Country.(as specified in BDS)

- 42.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security or execution of the Bid-Securing Declaration. In that event the Maha-Metro may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Maha-Metro to be qualified to perform the Contract satisfactorily.

Section-2.**Annexure-2A: Bid Data Sheet****A. General**

General	<p>The following terms are used in the Bidding Documents shall have the same meaning and interpretations:</p> <ul style="list-style-type: none"> • 'Tender(s)' and 'Bid(s)' • 'Tenderer(s)' and 'Bidder(s)' • 'Maha-Metro's Requirements' and 'Scope of Work'
ITB 1.1	<p><u>Name of Project: Nagpur Metro Rail Project, Line - 2</u></p> <p><u>Name of Work:</u></p> <p>Facility Management Services (FMS) for 19 Stations, Hingna Depot and 12 Trainsets of Line-2 of Nagpur Metro Rail Project for providing the following:</p> <p>(a) Mechanized Housekeeping, Cleaning Service, (b) Ticketing (TOM/EFO) Services, (c) Security Services for the period of 03 (Three) years.</p> <p>It is an Online Open tender and, any bidder who meet the eligibility criteria as per Section-3 may participate in the bid.</p> <p>*The above mentioned services will be collectively referred as Facility Management Services (FMS).</p>
ITB 1.1	<p>The Employer is: <u>Maharashtra Metro Rail Corporation Limited (Maha-Metro)</u></p>
ITB 1.1	<p>National Competitive Bid (NCB)</p> <p>The number of the Invitation for Bids (Tender No.) is: Tender No. N1-O&M-32/2024.</p>
ITB 1.1	<p>The detailed Scope of Work under this contract is described in detail in the Section-5 of the bid document. The Contractor has to execute the work accordingly with the approval of Maha-Metro.</p> <p>The successful Bidder has to establish office in Nagpur within 30 days from the issue of work order (If office is not available in Nagpur).</p>

	The cost and expenses for setting up the said office(s) will be deemed to have been included in the Quoted Contract Price by the bidder and no separate / extra / additional amount is payable by Maha-Metro.
ITB 2.1	Source of Fund for the project: Funded by Equity of Government of India (GOI) & Government of Maharashtra (GOM)
ITB 4.1	The Bidder shall be a Sole Bidder/Single Entity , subject to eligibility as detailed in Section-3 of this Bid Document and corrigenda (if any). Joint Venture/Consortium are not permitted for this Tender.
ITB 4.2	(In Continuation to the existing clause, further added as under) (i) No Bidder can be a subcontractor while submitting a Bid in the same bidding process. A Bidder, if proposed as a subcontractor in any Bid (if allowed in the bid document), may be a proposed subcontractor in more than one Bid also, but only in the capacity of Sub-contractor.
ITB 4.5	This Bidding Process is in Single Stage Two-Packet System through e-Tender Portal of Maha-Metro & open to all Eligible Bidders as per Eligibility Criteria under Section-3 of this Bid Document.
ITB 4.7 (Additional Para)	Any Ban/Blacklisting/Debarment enforced on the Bidder must not be effective on the 'Last date of Bid Submission': A) for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide "Bid Securing Declaration" etc. by (i) any Department / PSU / Subordinate Offices under Ministry of Housing and Urban Affairs (MoHUA) or (ii) any department of Government of Maharashtra OR B) By Department of Expenditure (DoE), Ministry of Finance, Government Of India from participating in any government bidding procedure Bidder should not have been listed in the exclusion list of World Bank , on the 'Last date of Bid Submission'. Bidder shall submit an affidavit regarding the above as per Format given in Section-7.
ITB 4.8 (Additional Para)	Deleted

ITB 4.9 (Additional Para)	The formats of the Power of Attorney as well as the board resolution are provided in Section-7. All the relevant formats should be duly signed and be submitted as per the requirements of the formats
ITB 4.10 (Additional Para)	<p>(a) Every Bidder, is required to submit along with its Bid, a Power of Attorney duly signed and stamped and supported by its board resolution / Directors authorizing an individual as its authorized signatory, inter alia, to sign and submit the Bid. The formats of the Power of Attorney as well as the board resolution are provided in Section-7.</p> <p>(b) If the bidding entity is a Proprietorship firm, the proprietor of the firm shall submit a declaration notarized by Notary Public stating that he is the legal owner of the bidding firm & authorized signatory all document. Such declaration shall accompany with PAN Card of proprietor.</p> <p>(c) If the bidding entity is a Partnership firm / Private Limited Company, all the partners shall jointly provide a Power of Attorney in the name of one partner as an authorized signatory. Such declaration shall accompany with copy of DIN numbers of all partners.</p>
ITB 4.11 (Additional Para)	<p>The mode of execution of the power of attorney should be in accordance with the procedure, if any laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure in the prescribed format as provided in Section-7.</p> <p>For a Power of Attorney executed and issued overseas, the document will also have to be endorsed by the Indian Embassy or notarized/ registered with appropriate statutory authority in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by a Bidder from a country which has signed the Hague Legislation Convention, 1961 is not required to be endorsed by the Indian Embassy if it, carries a conforming Apostille certificate. This power of attorney should be registered at appropriate authority and easily verifiable.</p>
ITB 4.12 (Additional Para)	Deleted

ITB 4.13 (Additional Para)	The Bidder shall submit with the Bid full details of its ownership and control, The required information should be submitted in relevant format in the Section 7.
ITB 4.14 (Additional Para)	Bidders shall submit, a copy of the Permanent Account Number (PAN) issued by the Income Tax Authorities and a certified copy of the last 3 years (including the latest Financial Year) income tax return, duly acknowledged by Income Tax department with their Bid and the Technical Package. Bidders shall submit copy of GST registration Certificate along with the bid.
ITB 4.15 (Additional Para)	Each Bidder is required to confirm and declare with its Bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this Contract. Such Bidder or Member will have to further confirm and declare in the Bid that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the Contract Price will not include any such amount. If the Maha-Metro subsequently finds to the contrary, the Maha-Metro reserves the right to declare the Bidder as non-compliant, and declare any Contract if already awarded to the Bidder to be null and void. Specific declaration to this effect exactly as per Section 7, shall be submitted with the Technical Package.
ITB 4.16 (Additional Para)	Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a Bid will be an offence under laws of India. Such action will result in the rejection of the Bid, in addition to other punitive measures.
ITB 4.17 (Additional Para)	<p>Make in India, Minimum Local Content, Margin of Purchase Preference:</p> <p>a) <u>MAKE IN INDIA POLICY 2017</u> Provisions & Guidelines of MAKE IN INDIA POLICY 2017 issued by Govt. of India (latest Revision, till final date of submission of Bid), shall be applicable in this Bid. The relevant Circulars / Office Memorandum are enclosed as Annexure-IIC of Section-IIBDS.</p> <p>b) Certificate for Minimum Local Content:</p> <p>i. The Bidder shall submit a Certificate from the Statutory Auditor or Cost Auditor or practicing Cost Accountant or practising Chartered Accountant, specifying only the details required in Annexure-IIA & percentage value of minimum local content. No financial values shall be mentioned in the certificate.</p> <p>ii. The Original Certificate (hard copy) or scanned copy of this Certificate shall be submitted along with the Technical Bid. If Original Certificate (hard copy) is not available at the time of bid</p>

	<p>submission, then the Original Certificate (hard copy) shall be submitted physically, within 15 days from the Last Date for Bid Submission, in the office of ED (Proc)/Nagpur duly marked "Not to be Opened by Anyone except ED (Procurement)" at the following address:</p> <p>Executive Director (Procurement) MAHARASHTRA METRO RAIL CORPORATION LIMITED, Metro Bhawan, VIP Road Near Deeksha Bhoomi, Ramdaspath, Nagpur-440010, Maharashtra, India.</p> <p>In case the certificate is not received within the stipulated time and duly signed by the person as above, the offer will be considered non-responsive and rejected; and the financial bid of such bidders shall not be opened.</p> <p>iii. This local content should be greater than or equal to the minimum local content specified in Annexure-IIA, for the bid submission to be a valid offer.</p> <p>iv. The minimum local content will further be certified for compliance of indigenous content by successful Bidder and reviewed during the during execution stage from time to time.</p> <p>c) Margin of Purchase Preference shall be as per Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020. Purchase Preference shall not be applicable to 'Class-II local supplier' as per the point no. 3A (d) of the referred order. The item being procured against this tender is not divisible in nature.</p> <p>The technical offers of the Bidders who do not comply / submit the documentation as per any of the above Paras, shall be rejected and considered nonresponsive and their financial offers shall not be opened</p>
ITB 4.18 (Additional Para)	Deleted
B. Bidding Documents	
ITB 6.7 (Additional Para)	<p>Supporting Documents/Information.</p> <p>(a) The reference documents, reports, drawings containing site information included in the Bidding Documents are for general information only and any interpretation of the results shall be construed as opinions only and not as representations or warranties as to the actual site conditions. The Bidders' attention is specifically drawn to ITB 6.7 (b) below.</p> <p>(b) The Bidders shall note the existence of over ground, at grade and underground structures, utilities and infrastructure in the near vicinity of the Works to be Maintained.</p>

	<p>(c) The accuracy or reliability of the documents and reports referred to in this Para ITB 6.7 and of any other information supplied, prepared or commissioned at any time by the Employer or others in connection with the Contract is not warranted. The Bidder should visit, examine and assess the Site including working conditions and will be deemed to have satisfied himself of the risks and obligations under the Contract.</p>
ITB 7.1	<p>(a) For <u>clarification purposes</u> only, the Maha-Metro's address is: Executive Director (Procurement), Metro Bhawan, VIP Road Near Deeksha Bhoomi, Ramdaspath, Nagpur-440010, Electronic mail address: md.nmrcl.tenders@gmail.com Web page: https://www.mahametro.org</p> <p>All correspondence from Maha Metro pertaining to this Bid till award of the work shall be done by the authorized representative of Maha-Metro. The Bidders are advised to regularly check their email ID registered with their user account at Maharashtra government e-Tender portal https://mahatenders.gov.in for any update/ addendum/ corrigendum/ pre-bid and post-bid queries/ any other correspondence by the Maha-Metro.</p> <p>(b) Maha Metro shall endeavor to respond to the questions raised or clarifications sought by the Bidders by uploading the same in the form of corrigendum/ clarification in the Maharashtra government e-Tender portal https://mahatenders.gov.in within the time and date specified in the NIT. Maha Metro will not respond and reply to each of the bidders separately.</p> <p>(c) Maha Metro may also on its own, if deemed necessary, issue interpretations and clarifications to all Bidders in the form of Addendum and the same shall be uploaded on Maharashtra government e-Tender portal https://mahatenders.gov.in. All clarifications and interpretations issued by Maha Metro shall be deemed to be part of the Bid Documents. Verbal clarifications and information given by Maha Metro or its employees or representatives shall not in any way or manner be binding on Maha Metro.</p>
ITB 7.4	<p>A Pre-Bid meeting shall take place at the following date, time and place: Date, Time & Place: As per NIT and any Corrigendum published on the website of Maha Metro.</p> <p>The replies of the pre-bid queries & Addendum & Corrigendum, if any, shall be published on Maharashtra government e-Tender portal https://mahatenders.gov.in and Maha Metro's website on a later date.</p>

ITB 7.5	The Bidder shall submit pre-bid queries, if any, in writing, in accordance with date and time specified in NIT. The bidder may send such queries either by post to the address mentioned in the bid document or send by e-mail to md.nmrcl.tenders@gmail.com .
ITB 7.6	Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by Bidders, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be uploaded on the Maharashtra government e-Tender portal https://mahatenders.gov.in in accordance with ITB 6.3, and the same shall also be part and parcel of the Bid Document.
ITB 8.2	<p>Following is added to the existing clause of ITB 8.2</p> <p>Such modification in the form of an addendum / Corrigendum will be uploaded on the e-Tendering portal https://mahatenders.gov.in within the date given in NIT, which shall be available for all the prospective Bidders.</p> <p>All these addenda/corrigenda and clarifications shall be part of the Contract.</p>

C. Preparation of Bids

ITB 10.1	<p>The language of the bid is: English</p> <p>All correspondence/ exchange shall be in the English language. Language for translation of supporting documents and printed literature is English.</p> <p>Supporting documents related to eligibility criteria enclosed with the bid, other than English Language, should be translated in to English and will have to be endorsed by the Indian Embassy or notarized/ registered with appropriate statutory authority in the jurisdiction where the supporting document is being issued.</p> <p>However, such documents provided by a Bidder from a country which has signed the Hague Legislation Convention 1961 is not required to be endorsed by the Indian Embassy, if it carries a conforming Apostille Certificate.</p> <p>The bidder should provide the relevant contact number & E-Mail ID along with the postal address, in English, of issuing authority / agency of such documents for verification purpose.</p>
ITB 11	Documents Comprising the Bid
ITB. 11.1 (c)	Bid Security / EMD shall be acceptable as detailed in NIT & ITB 19.1

ITB. 11.1 (d)	Alternative bid is not permissible .
ITB. 11.1 (j)	<p>The Bidder shall, on or before the date and time given in the Notice of Invitation (NIT) to Bid, upload his Bid on Maharashtra government e-Tender portal https://mahatenders.gov.in accordance with provisions in ITB 22.1.</p> <ul style="list-style-type: none"> i. The Bidder shall follow the procedure and steps of Maharashtra government e-Tender portal https://mahatenders.gov.in given in e-Tender Toolkit provided as Annexure-2B ii. Cost of the bid: Paid online through e-Tender portal. iii. Bid Security: Evidence of submission / payment of Bid Security as per provision of NIT and BDS ITB 19.1 to be submitted. iv. Technical Package: To be submitted at appropriate place i.e. Technical Envelope on e-Tender portal. v. Financial Package: Financial bid form to be duly filled up directly in the Commercial Envelope only on e-Tender portal and not anywhere else. vi. Bidder should ensure that the no part of the Financial Bid should be up- loaded anywhere in the technical envelope, if the bidder does so then his bid will be rejected out-rightly. vii. The original Bank Guarantee towards Bid Security (if any), shall be submitted within (07) Seven working days from the last date stipulated for submission of bid at the office of Maha Metro at address given at ITB 7.1 above.
ITB 11.1 (k)	<p>The bid documents shall include all the corrigenda/ addenda/ clarifications provided by the Maha-Metro during the course and before submission of Bid along with all necessary essential enclosures as specified in the bid document. In case of failure by the bidder in uploading (submission) the same, the bid shall be treated as non-responsive and not evaluated further.</p>
ITB 11.3	Bidder shall inter alia undertake in the Letter of Bid that, no Payment of Commission or Gratuities has been made to any middleman/ agent regarding this tender.
ITB 13.1	Alternative bids shall not be permitted under ITB 13.2, ITB 13.3, or ITB 13.4
ITB 13.2	Alternative times for completion not permitted.
ITB 13.3	Not Applicable.
ITB 13.4	Alternative technical solutions shall not be permitted.

ITB 14.1	<p>The Price is to be quoted Online on Maharashtra government e-Tender portal https://mahatenders.gov.in in Financial Bid Section of e-Tender portal only.</p> <p>No discounts offer are allowed to be quoted by the bidder in the Letter of Bid and No discount letter to be uploaded anywhere in e-Tender Portal.</p> <p>Offering Discount in any form or anywhere in e-Tender Portal or in Letter of Bid, shall lead to disqualification of Bidder and Financial Bid of such bidder shall not be taken in consideration for evaluation.</p>
ITB 14.2	<p>The bidder shall quote the price online in the Financial Bid Section of the Maharashtra government e-Tender portal https://mahatenders.gov.in, either rate against each item or in the summary sheet of schedule of BOQ or scanned & upload the filled BOQ/Schedule or Lump sum Price (as the case may be) as per provision described in the aforesaid Financial Bid Section of Bid Document.</p>
ITB 14.3	<p>The price quoted in the Financial Bid Section of Maharashtra government e-Tender portal https://mahatenders.gov.in shall be the total price of the bid.</p>
ITB 14.4	<p>Any disclosure of Financial Offer and any offering of any Discount thereon in Technical Bid is not permitted.</p> <p>Discount, if any, shall be submitted by bidder in Financial Bid Section of e-Tender Portal only</p>
ITB 14.7	<ul style="list-style-type: none"> i. Price quoted by the bidder includes GST & all other applicable Taxes, Duties, Levies payables etc. complete unless stated otherwise in the financial bid., ii. All taxes, duties, levies prior to Base date i.e. 28 days prior to latest date of submission of Bid is deemed to be inclusive in the price quoted by Bidder. iii. Any change in legislation of any kind of Taxes by GOI or GOM, after Base Date shall be accounted separately and shall be applicable both ways (Reimbursement & Deduction). iv. Successful bidder has to pay the applicable stamp duty towards the registration of Contract Agreement, as per prevailing norms /act of Govt of Maharashtra.
ITB 14.8	<p>Bidders shall quote for the entire work on a “single responsibility” basis such that the Bid Price covers all Contractor’s obligations mentioned in or to be reasonably inferred from the Bid Documents in respect to this works</p>

(Additional Para)	and completion of the whole of Works. This includes all requirements under the Contractor's responsibilities for testing and commissioning of the works executed including integrated testing and commissioning, the acquisition of all permits, approvals and tender licenses, etc.; the operation, maintenance and such other items and services as may be specified in the Bid Documents.
ITB 14.9 (Additional Para)	The Maha-Metro may get, from the Government, partial or complete waiver of taxes, royalties, duties, Labour, cess, octroi, and other levies payable to various authorities. The successful Bidder (the Contractor) shall maintain meticulous records of all the taxes and duties paid and provide the same with each running bill. In case the waiver becomes effective, the Contractor will be advised on the process to be followed to obtain the refund from the concerned authority. The Contractor shall arrange for the remit of the refund to the Maha-Metro. In case of failure by the Contractor to remit such amounts, the same shall be recovered from amounts due for payment to the Contractor.
ITB 14.10 (Additional Para)	With the Bid submission, the Bidder shall submit the Pro forma of undertaking provided in Section -7, stating that registrations under various fiscal and labour laws like GST, Central Excise, Import Export Code, Employee State Insurance, Provident Fund, Maharashtra Labour Welfare Fund, Local Body Tax shall be obtained by the bidders in the event of award of the work.
ITB 14.11 (Additional Para)	Not Applicable
ITB 15.1	The currency of the Bid & payment shall be Indian Rupees (INR) only.
ITB 17.2	Deleted
ITB 17.3	Applicable if the bid is two stage i.e, Pre-Qualification Stage & Bidding Stage
ITB 18.1	The bid validity period shall be 180 (One Hundred & Eighty) days .
ITB 18.2	The Bid Security shall be valid till 60 (sixty) days from the end of Bid Validity Period.
ITB 18.3 (a)	The bid price shall not be adjusted in event of delay of award.

ITB 19.1	<p>(a) A Bid Security is required as specified in NIT:</p> <p>(b) Bid security shall be preferably in form of Unconditional Guarantee issued by any Nationalized or Scheduled Commercial Bank (Except Co-Operative Bank) of Indian origin or Scheduled commercial foreign bank having business office in India. The Bid Security in the form of Bank Guarantee shall be as per Form in Section-7: Bidding Forms.</p> <p style="text-align: center;">Or</p> <p>In the form of Bid Securing Declaration, as per format provided in the Section-7: Bidding Forms of Bid Document (If applicable, as specified in ITB 19.2 below)</p> <p>(c) A scanned copy of the bid security is to be uploaded online and the Bidder should ensure physical submission of the same at the office of MAHA-Metro at address specified in Bidding Documents, within 7 (Seven) working days from the time and last date scheduled for handing over the Bidding Documents (online).</p> <p>(d) If the Bidder fails to submit the scanned copy at the aforesaid (c. above) or fails to submit the Bid Security (c. above), his bid shall not be considered for opening/evaluation & shall be rejected outright.</p> <p>(e) <u>Bankers Detail of Employer (Maha Metro) for issuance of Bank Guarantee as Bid Security as per Structured Finance Messaging System (SFMS).</u></p> <p>Bank Name: State Bank of India</p> <p>Branch with Address: S.V Patel Marg, Kingsway Nagpur 440001</p> <p>Bank Account Name: MAHARASHTRA METRO RAIL CORPORATION LTD.</p> <p>Bank Account No.: 35378499419</p> <p>Bank Account Type: Current Account</p> <p>IFSC Code: SBIN0000432</p> <p>MICR Code: 440002002</p> <p><u>Note: -</u></p> <p>Bidders are requested not to deposit any cash in the above account towards Bid Security. This account is only for issuance of Bank Guarantee through Bidder's Bank in Electronic format (SFMS).</p> <p>(f) The EMD / Bid Security received in the form of Bank Guarantee shall be scrutinized in accordance with the Format provided in Section-7 of</p>
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	<p>Bid Document and its authenticity shall also be verified from the issuing bank.</p> <p>(g) Any material or cognizable changes in format of Bid Security Bank Guarantee (Provided in Section-7), which leads to affect the interest of MAHA-Metro adversely, shall not be accepted. In such case MAHA-Metro reserves the right to reject the EMD/Bid Security & disqualify the bid.</p> <p>(h) The cash component of Bid Security (if any) shall be paid through the provision made on E-Tender portal itself via RTGS/ NEFT/ Credit Card (Not preferred in this tender).</p>
ITB 19.2	<p>As per GFR-2017, Rule No. 171, Bid Security / EMD is exempted for participating bidder registered as MSME. (in Micro & Small Category)</p> <p>If applicable, the bidder shall submit “Bid Securing Declaration” as provided in Bidding forms along with a Copy of the MSME Registration Certificate.</p> <p>If bid securing declaration is executed for the events mentioned in ITB 19.7 and in the Bid Securing Declaration (form B-10), the bidder shall be suspended from participating in any Tender issued by Maha Metro for the period of 3 years.</p>
ITB 19.3	The Bidder shall submit with his Bid, a Bid Security for the sum mentioned in NIT in the form as specified in NIT and ITB 19.1 above.
ITB 19.4	EMD /Bid Security shall be as per ITB 19.1 & NIT
ITB 19.5	The bid security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's acceptance of Letter of Acceptance (LOA) issued by Maha-Metro.
ITB 19.8	JV/Consortium are not permitted for this bidding process.
ITB 19.9	Bid Security is required in this bid.
ITB 20.1	<p>Replacement for ITB as under:</p> <p>Bid to be submitted through Maharashtra government e-Tender portal https://mahatenders.gov.in only.</p>
ITB 20.2	Replacement for ITB as under:

	<p>The Bid shall be submitted by bidder, online through Maharashtra government e-Tender portal https://mahatenders.gov.in. Details has been described at ITB clause no. 21 & Annexure-2-B</p> <p>The written confirmation of authorization to sign on behalf of the Bidder shall consist of:</p> <ol style="list-style-type: none"> In case of bidder is a Proprietorship Firm, the proprietor shall be authorized signatory of bid and a notarized Undertaking shall be submitted by bidder as per Format provided in Section-7: Bidding Forms A notarized Power Of Attorney authorizing a signatory, supported by board resolution. The power of attorney shall be in the format provided in Section-7. The online bid shall be submitted by using Digital Signature Certificate (DSC) of authorized POA of bidder detailed at (i),(ii) & (iii) above.
ITB 20.3	<p>Viewing & downloading the document is free of cost, bidder has to pay the Cost of Bid Document at the time of submission of the Bid.</p>

ITB 21.1, 21.2 & 21.3	<p>Replacement for ITB as under:</p> <p>The Bidder shall submit/ upload (through digital signature of authorized person in Maharashtra government e-Tender portal https://mahatenders.gov.in) (as described in ITB 20) in the Technical Package of its Bid the following documents, duly completed, which in the event of acceptance of the Bid, shall form part of the Contract:</p> <ol style="list-style-type: none"> Physical Sign & seal of bidder on each page of Bid Documents available online is not required. Scanned copy of Bid Security Scanned copy of POA All relevant formats given in Section 7. Physically Signed by authorized signatory / POA of bidders Certificate of registration and other statutory documents for incorporation of bidder's company issued by appropriate authority. Copy of PAN card of bidder. Copy of all financial documents as directed in Section-3.
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	<p>viii. Relevant work experience certificate (in line of Section 3 & 4: Evaluation and Qualification Criteria) and other qualifications certificates as given in Evaluation of Qualification under Section-3.</p> <p>ix. All Format of Section-7 and other enclosure, certificates stated above or desired elsewhere in the bid documents shall be physically filled, signed & stamped by authorized signatory / POA of bidder and scanned copies of such enclosures/documents should be uploaded on e-Tender portal of Maha Metro along with bid documents.</p> <p>The enclosures meant for Technical Bid shall be uploaded with Technical Envelope & Financial enclosures (If any) shall be uploaded with Commercial Envelope on e-Tender Portal of Maha Metro only.</p>
ITB 21.4 (Additional Para)	<p>i. The financial bid shall be submitted only in financial envelope/commercial envelope.</p> <p>ii. BOQ/Summary sheet provided in the Commercial Envelope/financial envelope Section of e-Tender portal shall be duly filled up online by bidder.</p> <p>iii. Few price schedules may require to be filled up physically and required to be signed & stamped by authorized signatory / POA of bidder and a scanned copy of such schedules may be uploaded, as per instructions provided in the BOQ or e-Tender Portal.</p> <p>iv. The Total Bid Price includes GST and other Taxes, Duties, Levies, Royalties (if not provided specifically) also. The price to be quoted shall be the total price of the Bid as elaborated in Section -9: Financial Bid & Bill of Quantities. Bidders are advised to examine the BOQ in details regarding the above.</p>
ITB 22	<p>Last date and time of submission of online Bid shall be as per NIT or subsequent revision through corrigenda/addenda.</p> <p>Procedure of submission of bid electronically i.e. e-Tender has been described in Annexure-2B of bid document.</p>
ITB 23	<p>The submission of bid is permitted through e-Tender portal only. Submission of bid is not possible beyond the permitted date and time of submission of bid.</p>
ITB 24.1, 24.2 & 24.3	<p>i. As the bid process is through e-tendering portal https://mahatenders.gov.in, amendment/ modification of bid by using the Re-Work option of the e-Tender portal shall be permissible before</p>

	<p>closing of the bidding process i.e. last date and time of submission of bid.</p> <p>ii. In case the bidder desires to withdraw the already uploaded/submitted bid, the same would not be possible but the bidder can opt not to proceed with the submission of the bid after opting “Re-work” option on e-Tender portal https://mahatenders.gov.in. This can be done only prior to closing date and time of bidding process.</p> <p>iii. The bidder should further note that in such case of not proceeding with submission of bid, the Bid Security, if paid online, through the e-Tender portal, the same will not be refunded immediately. Such cases shall be dealt separately offline after completion of bidding process.</p>
ITB 25.1	<p>The bid opening/ shall take place at office of:</p> <p>Executive Director (Procurement) Metro Bhawan, VIP Road Near Deeksha Bhoomi, Ramdaspath, Nagpur-440010, Maharashtra, INDIA.</p> <p>Date & Time: As per NIT</p> <p>The electronic bid (e-Tender) opening procedure shall be as under:</p> <p><u>The Technical Envelope/ Packages of Online Submitted Bids shall be opened/ downloaded by the Bid opening committee on due date and time of Bid opening.</u></p> <p>No minimum number of bids is required in order to proceed to bid opening.</p> <p>Add following paragraph below the existing paragraph of ITB 25.1:</p> <p>i. The Bid Security will be checked and details will be read out for the information of representative of Bidders, present at the time of opening of Bid.</p> <p>ii. Technical Envelope/ Package of those Bidders who have not submitted Bid Security shall not be opened. Bid which is accompanied by an unacceptable or fraudulent Bid Security shall be considered as non – compliant and rejected. Also, the bidders who have not uploaded the essential enclosures and formats and do not agree with the Bid document, Corrigenda, Addenda as uploaded on the e-Tender portal by Maha Metro, their bid submission shall treated as non-responsive and no further technical evaluation will be carried out.</p> <p>iii. The entire submission of the bidder shall be downloaded and examined, scrutinized and evaluated by a committee of officers of Maha-Metro.</p>

	<p>iv. After evaluation of Technical Bid received electronically via e-Tender portal of Maha Metro, the Financial/ Commercial Package/ Envelope of bid of the bidders who have been evaluated as substantially responsive shall be opened. The date & time of opening of Financial Bid shall be communicated to Technically Successful bidder electronically (E-mail).</p>
ITB 25.2	<p>Cases of “Withdrawal of Bid” and “Modification of Bid” has been described and clarified in clause ITB 24 above.</p>
ITB 25.3	<p>Replace provisions of ITB 25.3 with the following:</p> <p>The Bid received through e-Tender portal shall be opened in two stages i.e. Technical Bid opening and Financial Bid opening. The entire opening process shall be done online on e-Tender portal of Maha-Metro. If bidder desires, the opening of bids may be witnessed by their authorized representatives.</p>
ITB 25.4	<p>Replace provisions of ITB 25.4 with the following:</p> <p>The opening of Bid shall be done online on e-Tender portal of Maha-Metro. The Maha-Metro shall open the Bid using DSC (Digital Signature Certificate) of authorized officers of Maha-Metro. The opening log of Bid shall be generated automatically on e-Tender Portal and the printout of the same shall be retained in the tender file.</p> <p>The entire bid submitted by bidder shall be downloaded & printed for evaluation by a Tender Evaluation Committee.</p> <p>The Bidders’ representatives who are present shall be required to sign the attendance sheet for record.</p>
ITB 25.5 (Additional Para)	<p>After the evaluation of the Technical Bid in accordance with ITB 27, 28, 29 and ITB 30, the Maha-Metro shall prepare a list of responsive Bidders for opening of their Financial Bid.</p> <p>Unacceptable and non-responsive bids will be rejected and the corresponding Financial Package will not be opened.</p> <p>A date, time and venue will be electronically notified to responsive Bidders for announcing the result of evaluation and opening of Financial Bid.</p> <p>The opening of Financial Bid shall be done in presence of respective representatives of responsive Bidders who choose to be present.</p> <p>Result of Technical Evaluation shall be communicated electronically to successful bidders only.</p>

ITB 25.6 (Additional Para)	<p>All Financial Bid shall be opened by using DSC of authorized officer of Maha-Metro and the same shall be downloaded from the online e-Tender portal of Maha Metro.</p> <p>The contents of the Financial Bid are to be initialed by bid opening committee of the Maha-Metro attending bid opening either in ink or by using DSC.</p> <p>The authorized representative of contractor are permitted to witness the opening process of Financial Bid.</p>
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E. Evaluation, and Comparison of Bids	
ITB 26.4 (Additional Para)	<p>The Bid drawings and documentation issued for this work is the property of Maha Metro (Maha-Metro) and shall be used solely for bidding purpose as general guidance. They shall not be used in part or whole or altered form for any other purpose without the permission in writing of the Maha-Metro.</p>
ITB 29.1.1 (Additional Para)	<p><u>Prior to the detailed evaluation of Bids, the Maha-Metro will determine whether each Bid:</u></p> <ul style="list-style-type: none"> a) All enclosures, declarations, formats are properly signed by authorized representative of bidder b) The complete bid document including all corrigenda/ addenda/ clarifications issued from time to time, prior to the submission of bid should be agreed by bidder and all required enclosures should be uploaded on the e-Tender portal of Maha Metro through Digital Signature (DSC) of authorized representative of the Bidder. c) has been accompanied by a valid Bid Security (as applicable); and d) meets the Qualification & Evaluation Criteria - Bidders, which do not qualify in any of the minimum eligibility criteria and other criteria described in bid document elsewhere, shall not be considered for further evaluation of Technical packages and shall be rejected e) meets the other aspects of general evaluation as per BDS ITB 4.9 to 4.17 <p>Absence of the above documents shall result in disqualification of the Bid/Bidder.</p>
	<p>Replace existing ITB 32 and its sub-Para as under</p>
ITB 32.1	<p>Bids will be compared in Indian National Rupees (INR) only.</p>

ITB 33.1	Margin of purchase preference shall be applicable as per MAKE IN INDIA POLICY 2017 (latest Revision at the time of Submission of Bid). The relevant Circulars / office Memorandum enclosed attached as an Annexure-IIC of BDS.
ITB 34.1	No subcontractor is nominated by Maha-Metro.
ITB 34.2	Not Applicable
ITB 34.3	Not Applicable
ITB 34.4 (Additional Para)	<p>Sub-Contract</p> <p>(Not Applicable to this tender.)</p> <p>Sub-contracting shall be generally limited to 50% of the awarded price of the work excluding the cost of design, if any. The terms and conditions of subcontracts and the payments that have to be made to the Subcontractors shall be the sole responsibility of the Contractor.</p> <p>For sub-contracts exceeding Rs 5 million, it will be obligatory for the Contractor to obtain a "No-Objection" from the Engineer/ Maha-Metro. The credentials of the Sub-contractor and Vendor need approval of Maha-Metro. The Contractor shall certify that the cumulative value of the subcontracts (including those up to Rs. 5 million each) awarded is within the aforesaid 50% limit. Any proposals by the Bidders in their offer shall not be construed as an approval of the vendor.</p> <p>The Subcontractor / Vendor shall fully comply with the technical specifications included in the Works Requirements.</p>
ITB 35.2	<p>Replace existing ITB 35.2 as below:</p> <p>For evaluation of Price Bid, the Maha-Metro shall consider the price bid submitted by the bidder making corrections for errors, if any, pursuant to ITB 31.2 above only.</p> <p>Price escalation shall be applicable as specified in the Financial Bid.</p>
ITB 35.5	As per OM No, F 9/4/2020-PPD, Dt. 12.11.2020, Ministry of Finance, Department of Expenditure, Procurement Policy Division, Government Of India. (No provision should be kept in Bid Document regarding Additional Security Deposit / Bank Guarantee (BG) in case of Abnormally Low Bid)
ITB 35.6 (Additional Para)	Variations, deviations, alternative offers and other factors which are not in line with the requirement and conditions of the bidding documents or otherwise result in the accrual of unsolicited benefits to the Maha-Metro shall not be taken into account in Bid evaluation.

ITB 36.1	Section-2 ITB Clause is replaced by the following: The Employer shall compare the evaluated prices of all substantially responsive bids established in accordance with ITB 35.2 to determine the Financial Scores as per Section-4 QCBS Criteria.
ITB 37.1	Section-2 ITB Clause is replaced by the following: The Employer shall determine to its satisfaction whether the Bidder that is selected as having the highest Grand Weighted Score and substantially responsive bid meets the qualifying criteria specified in Section-3 & 4, Eligibility and QCBS Evaluation Criteria.
ITB 37.3	Section-2 ITB Clause is replaced by the following: An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Employer shall proceed to the Bidder with next highest Grand Weighted Score to make a similar determination of that Bidder's qualifications to perform satisfactorily.

F. Award of Contract

ITB 39.1	Replace the existing ITB 39.1 with the following: Subject to ITB 38.1 and ITB 39.2, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has obtained the Highest Grand Weighted Score (GWS) after QCBS Evaluation in Section-4, and whose offer is balanced in terms of ITB 35.6, provided that such Bidder has been determined to be eligible and qualified in accordance with provisions of ITB 4.
ITB 39.2 (Additional Para)	Deleted
ITB 40.4 (Additional Para)	The "Letter of acceptance" will be sent in duplicate to the successful Bidder, who will return one copy to the Maha-Metro duly acknowledged and signed by the authorized signatory, within one week of receipt of the same by him. The Letter of Acceptance will constitute a part of the Contract.
ITB 42.1	The Performance Guarantee required in accordance with and shall be for an amount as specified in Section-6 Conditions of Contract in the form of a bank guarantee issued from a Scheduled commercial bank of India (excluding Cooperative Banks) or from a scheduled Foreign Bank having business office in India as defined in Section 2(e) of RBI Act 1934 read with

	Second Schedule in the types and proportions of currencies in which the Contract Price is payable.
ITB 42.3 (Additional Para)	The Bidder has to furnish other Guarantees, Undertakings, and Warranties, in accordance with the provisions of the Conditions of Contract (refer ITB 43).
ITN 42.4 (Additional Para)	Failure of the successful Bidder to comply with the requirements of ITB 41 and ITB 42 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
ITB 43 (Additional Para)	Guarantees and Warranties: The Contractor shall submit other all Warranties, Guarantees & Undertakings (as applicable) in accordance with Section-2 and Section-6 in the formats provided in Section-7.
ITB 44 (Additional Para)	Insurance: The Bidders' attention is drawn to the provisions contained in the Conditions of Contract Section-6.

Annexure- 2B: Tool Kit for using E-Tender Portal

E- TENDERING PROCEDURE

Tool Kit for using E-Tender Portal of Maharashtra Government

- i. The agencies interested to participate in this bid may purchase document online and follow the procedure detailed in Maharashtra Government e-Tendering Portal.
- ii. The detailed procedure can be accessed from the below highlighted tab or follow the link i.e. <https://mahatenders.gov.in/nicgep/app?page=BiddersManualKit&service=page> to access the information for detailed procedure.

The screenshot displays the Maharashtra eProcurement System portal. The header includes the logo, 'Tenders Maharashtra', and navigation links. The main content area features a 'Welcome to eProcurement System' message and sections for 'Latest Tenders' and 'Latest Corrigendums'. The right sidebar contains a 'Click here to Login' button and a list of links, with 'Bidders Manual Kit' highlighted in a blue box.

Latest Tenders

Tender Title	Reference No	Closing Date	Bid Opening Date
6. CONSTRUCTION OF RCC GUTTER AND ROAD FROM PANDHARPUR BANK TO GUNGE HOME AT BHIMNAGAR WARD NO 9 BARSHI	202324_BNP_CED_Notice_14_7	19-Oct-2023 04:00 PM	20-Oct-2023 05:00 PM

Latest Tenders updates every 15 mins. [More...](#)

Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
1. Date Extension I	E Tender/ Media /2023-24	18-Oct-2023 03:00 PM	19-Oct-2023 03:05 PM

Latest Corrigendum updates every 15 mins. [More...](#)

Right Sidebar Links:

- Click here to Login
- Online Bidder Enrollment
- Generate / Forgot Password?
- Find My Nodal Officer
- Tender Search
- Advanced Search
- Help For Contractors
- Information About DSC
- Guidelines for Hassle Free Bid Submission
- FAQ
- Feedback
- Bidders Manual Kit**

No. P-45021/2/2017-PP (BE-II)
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Public Procurement Section)

Udyog Bhawan, New Delhi
Dated: 16th September, 2020

To

All Central Ministries/Departments/CPSUs/All concerned

ORDER

Subject: Public Procurement (Preference to Make in India), Order 2017– Revision; regarding.

Department for Promotion of Industry and Internal Trade, in partial modification [Paras 2, 3, 5, 10 & 13] of Order No.P-45021/2/2017-B.E.-II dated 15.6.2017 as amended by Order No.P-45021/2/2017-B.E.-II dated 28.05.2018, Order No.P-45021/2/2017-B.E.-II dated 29.05.2019 and Order No.P-45021/2/2017-B.E.-II dated 04.06.2020, hereby issues the revised 'Public Procurement (Preference to Make in India), Order 2017' dated 16.09.2020 effective with immediate effect.

Whereas it is the policy of the Government of India to encourage 'Make in India' and promote manufacturing and production of goods and services in India with a view to enhancing income and employment, and

Whereas procurement by the Government is substantial in amount and can contribute towards this policy objective, and

Whereas local content can be increased through partnerships, cooperation with local companies, establishing production units in India or Joint Ventures (JV) with Indian suppliers, increasing the participation of local employees in services and training them,

Now therefore the following Order is issued:

1. This Order is issued pursuant to Rule 153 (iii) of the General Financial Rules 2017.
2. **Definitions:** For the purposes of this Order:

'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local supplier' under this Order.

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'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-II local supplier' but less than that prescribed for 'Class-I local supplier' under this Order.

'Non - Local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than that prescribed for 'Class-II local supplier' under this Order.

'L1' means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.

'Margin of purchase preference' means the maximum extent to which the price quoted by a "Class-I local supplier" may be above the L1 for the purpose of purchase preference.

'Nodal Ministry' means the Ministry or Department identified pursuant to this order in respect of a particular item of goods or services or works.

'Procuring entity' means a Ministry or department or attached or subordinate office of, or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act.

'Works' means all works as per Rule 130 of GFR- 2017, and will also include *'turnkey works'*.

3. Eligibility of 'Class-I local supplier' / 'Class-II local supplier' / 'Non-local suppliers' for different types of procurement

(a) In procurement of all goods, services or works in respect of which the Nodal Ministry / Department has communicated that there is sufficient local capacity and local competition, only 'Class-I local supplier', as defined under the Order, shall be eligible to bid irrespective of purchase value.

(b) Only 'Class-I local supplier' and 'Class-II local supplier', as defined under the Order, shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry has been issued. In global tender enquiries, 'Non-local suppliers' shall also be eligible to bid along with 'Class-I local suppliers' and 'Class-II local suppliers'. In procurement of all goods, services or works, not covered by sub-para 3(a) above, and with estimated value of purchases less than Rs. 200 Crore, in accordance with Rule 161(iv) of GFR, 2017, Global tender enquiry shall not be issued except with the approval of competent authority as designated by Department of Expenditure.

(c) For the purpose of this Order, works includes Engineering, Procurement and Construction (EPC) contracts and services include System Integrator (SI) contracts.

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3A. Purchase Preference

(a) Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to 'Class-I local supplier' in procurements undertaken by procuring entities in the manner specified here under.

(b) In the procurements of goods or works, which are covered by para 3(b) above and which are divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.
- ii. If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

(c) In the procurements of goods or works, which are covered by para 3(b) above and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.
- ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.

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- (d) "Class-II local supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

3B. Applicability in tenders where contract is to be awarded to multiple bidders -

In tenders where contract is awarded to multiple bidders subject to matching of L1 rates or otherwise, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- a) In case there is sufficient local capacity and competition for the item to be procured, as notified by the nodal Ministry, only Class I local suppliers shall be eligible to bid. As such, the multiple suppliers, who would be awarded the contract, should be all and only 'Class I Local suppliers'.
- b) In other cases, 'Class II local suppliers' and 'Non local suppliers' may also participate in the bidding process along with 'Class I Local suppliers' as per provisions of this Order.
- c) If 'Class I Local suppliers' qualify for award of contract for at least 50% of the tendered quantity in any tender, the contract may be awarded to all the qualified bidders as per award criteria stipulated in the bid documents. However, in case 'Class I Local suppliers' do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference should be given to the 'Class I local supplier' over 'Class II local suppliers'/'Non local suppliers' provided that their quoted rate falls within 20% margin of purchase preference of the highest quoted bidder considered for award of contract so as to ensure that the 'Class I Local suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity.
- d) First purchase preference has to be given to the lowest quoting 'Class-I local supplier', whose quoted rates fall within 20% margin of purchase preference, subject to its meeting the prescribed criteria for award of contract as also the constraint of maximum quantity that can be sourced from any single supplier. If the lowest quoting 'Class-I local supplier', does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity may be given to next higher 'Class-I local supplier', falling within 20% margin of purchase preference, and so on.
- e) To avoid any ambiguity during bid evaluation process, the procuring entities may stipulate its own tender specific criteria for award of contract amongst different bidders including the procedure for purchase preference to 'Class-I local supplier' within the broad policy guidelines stipulated in sub-paras above.

4. **Exemption of small purchases:** Notwithstanding anything contained in paragraph 3, procurements where the estimated value to be procured is less than Rs. 5 lakhs shall be exempt from this Order. However, it shall be ensured by procuring entities that procurement is not split for the purpose of avoiding the provisions of this Order.
5. **Minimum local content:** The 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%. For 'Class-II local supplier', the 'local content' requirement is minimum 20%. Nodal Ministry/ Department may prescribe only a higher

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percentage of minimum local content requirement to categorize a supplier as 'Class-I local supplier'/'Class-II local supplier'. For the items, for which Nodal Ministry/ Department has not prescribed higher minimum local content notification under the Order, it shall be 50% and 20% for 'Class-I local supplier'/'Class-II local supplier' respectively.

6. **Margin of Purchase Preference:** The margin of purchase preference shall be 20%.
7. **Requirement for specification in advance:** The minimum local content, the margin of purchase preference and the procedure for preference to Make in India shall be specified in the notice inviting tenders or other form of procurement solicitation and shall not be varied during a particular procurement transaction.
8. **Government E-marketplace:** In respect of procurement through the Government E-marketplace (GeM) shall, as far as possible, specifically mark the items which meet the minimum local content while registering the item for display, and shall, wherever feasible, make provision for automated comparison with purchase preference and without purchase preference and for obtaining consent of the local supplier in those cases where purchase preference is to be exercised.
9. **Verification of local content:**
 - a. The 'Class-I local supplier'/'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier'/'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.
 - b. In cases of procurement for a value in excess of Rs. 10 crores, the 'Class-I local supplier'/'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.
 - c. Decisions on complaints relating to implementation of this Order shall be taken by the competent authority which is empowered to look into procurement-related complaints relating to the procuring entity.
 - d. Nodal Ministries may constitute committees with internal and external experts for independent verification of self-declarations and auditor's/ accountant's certificates on random basis and in the case of complaints.
 - e. Nodal Ministries and procuring entities may prescribe fees for such complaints.
 - f. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

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- g. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph 9h below.
- h. The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:
- The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member-Convenor of the Standing Committee and the Department of Expenditure through the concerned Ministry /Department or in some other manner;
 - on a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s);
 - in respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on the website(s) in the such a manner that ongoing procurements are not disrupted.

10. Specifications in Tenders and other procurement solicitations:

- Every procuring entity shall ensure that the eligibility conditions in respect of previous experience fixed in any tender or solicitation do not require proof of supply in other countries or proof of exports.
- Procuring entities shall endeavour to see that eligibility conditions, including on matters like turnover, production capability and financial strength do not result in unreasonable exclusion of 'Class-I local supplier'/ 'Class-II local supplier' who would otherwise be eligible, beyond what is essential for ensuring quality or creditworthiness of the supplier.
- Procuring entities shall, within 2 months of the issue of this Order review all existing eligibility norms and conditions with reference to sub-paragraphs 'a' and 'b' above.

d. Reciprocity Clause

- When a Nodal Ministry/Department identifies that Indian suppliers of an item are not allowed to participate and/ or compete in procurement by any foreign government, due to restrictive tender conditions which have direct or indirect effect of barring Indian companies such as registration in the procuring country, execution of projects of specific value in the procuring country etc., it shall provide such details to all its procuring entities including CMDs/CEOs of PSEs/PSUs, State Governments and other procurement agencies under their administrative control and GeM for appropriate reciprocal action.

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- ii. Entities of countries which have been identified by the nodal Ministry/Department as not allowing Indian companies to participate in their Government procurement for any item related to that nodal Ministry shall not be allowed to participate in Government procurement in India for all items related to that nodal Ministry/ Department, except for the list of items published by the Ministry/ Department permitting their participation.
 - iii. The stipulation in (ii) above shall be part of all tenders invited by the Central Government procuring entities stated in (i) above. All purchases on GeM shall also necessarily have the above provisions for items identified by nodal Ministry/ Department.
 - iv. State Governments should be encouraged to incorporate similar provisions in their respective tenders.
 - v. The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.
- e. Specifying foreign certifications/ unreasonable technical specifications/ brands/ models in the bid document is restrictive and discriminatory practice against local suppliers. If foreign certification is required to be stipulated because of non-availability of Indian Standards and/or for any other reason, the same shall be done only after written approval of Secretary of the Department concerned or any other Authority having been designated such power by the Secretary of the Department concerned.
- f. "All administrative Ministries/Departments whose procurement exceeds Rs. 1000 Crore per annum shall notify/ update their procurement projections every year, including those of the PSEs/PSUs, for the next 5 years on their respective website."

10A. Action for non-compliance of the Provisions of the Order: In case restrictive or discriminatory conditions against domestic suppliers are included in bid documents, an inquiry shall be conducted by the Administrative Department undertaking the procurement (including procurement by any entity under its administrative control) to fix responsibility for the same. Thereafter, appropriate action, administrative or otherwise, shall be taken against erring officials of procurement entities under relevant provisions. Intimation on all such actions shall be sent to the Standing Committee.

11. Assessment of supply base by Nodal Ministries: The Nodal Ministry shall keep in view the domestic manufacturing / supply base and assess the available capacity and the extent of local competition while identifying items and prescribing the higher minimum local content or the manner of its calculation, with a view to avoiding cost increase from the operation of this Order.

12. Increase in minimum local content: The Nodal Ministry may annually review the local content requirements with a view to increasing them, subject to availability of sufficient local competition with adequate quality.

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13. Manufacture under license/ technology collaboration agreements with phased indigenization: While notifying the minimum local content, Nodal Ministries may make special provisions for exempting suppliers from meeting the stipulated local content if the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement / transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phasing of increase in local content.

13A. In procurement of all goods, services or works in respect of which there is substantial quantity of public procurement and for which the nodal ministry has not notified that there is sufficient local capacity and local competition, the concerned nodal ministry shall notify an upper threshold value of procurement beyond which foreign companies shall enter into a joint venture with an Indian company to participate in the tender. Procuring entities, while procuring such items beyond the notified threshold value, shall prescribe in their respective tenders that foreign companies may enter into a joint venture with an Indian company to participate in the tender. The procuring Ministries/Departments shall also make special provisions for exempting such joint ventures from meeting the stipulated minimum local content requirement, which shall be increased in a phased manner.

14. Powers to grant exemption and to reduce minimum local content: The administrative Department undertaking the procurement (including procurement by any entity under its administrative control), with the approval of their Minister-in-charge, may by written order, for reasons to be recorded in writing,

- a. reduce the minimum local content below the prescribed level; or
- b. reduce the margin of purchase preference below 20%; or
- c. exempt any particular item or supplying entities from the operation of this Order or any part of the Order.

A copy of every such order shall be provided to the Standing Committee and concerned Nodal Ministry / Department. The Nodal Ministry / Department concerned will continue to have the power to vary its notification on Minimum Local Content.

15. Directions to Government companies: In respect of Government companies and other procuring entities not governed by the General Financial Rules, the administrative Ministry or Department shall issue policy directions requiring compliance with this Order.

16. Standing Committee: A standing committee is hereby constituted with the following membership:

Secretary, Department for Promotion of Industry and Internal Trade—Chairman
Secretary, Commerce—Member
Secretary, Ministry of Electronics and Information Technology—Member
Joint Secretary (Public Procurement), Department of Expenditure—Member
Joint Secretary (DPIIT)—Member-Convenor

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The Secretary of the Department concerned with a particular item shall be a member in respect of issues relating to such item. The Chairman of the Committee may co-opt technical experts as relevant to any issue or class of issues under its consideration.

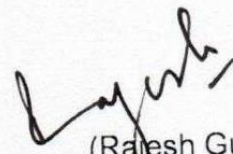
17. Functions of the Standing Committee: The Standing Committee shall meet as often as necessary, but not less than once in six months. The Committee

- a. shall oversee the implementation of this order and issues arising therefrom, and make recommendations to Nodal Ministries and procuring entities.
- b. shall annually assess and periodically monitor compliance with this Order
- c. shall identify Nodal Ministries and the allocation of items among them for issue of notifications on minimum local content
- d. may require furnishing of details or returns regarding compliance with this Order and related matters
- e. may, during the annual review or otherwise, assess issues, if any, where it is felt that the manner of implementation of the order results in any restrictive practices, cartelization or increase in public expenditure and suggest remedial measures
- f. may examine cases covered by paragraph 13 above relating to manufacture under license/ technology transfer agreements with a view to satisfying itself that adequate mechanisms exist for enforcement of such agreements and for attaining the underlying objective of progressive indigenization
- g. may consider any other issue relating to this Order which may arise.

18. Removal of difficulties: Ministries /Departments and the Boards of Directors of Government companies may issue such clarifications and instructions as may be necessary for the removal of any difficulties arising in the implementation of this Order.

19. Ministries having existing policies: Where any Ministry or Department has its own policy for preference to local content approved by the Cabinet after 1st January 2015, such policies will prevail over the provisions of this Order. All other existing orders on preference to local content shall be reviewed by the Nodal Ministries and revised as needed to conform to this Order, within two months of the issue of this Order.

20. Transitional provision: This Order shall not apply to any tender or procurement for which notice inviting tender or other form of procurement solicitation has been issued before the issue of this Order.



(Rajesh Gupta)

Director

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SECTION – 3
ELIGIBILITY CRITERIA

Minimum Eligibility Criteria

- 3.1. The Bid Offers which do not fulfill/satisfy any of the Criteria specified in following clauses of this Section-3, shall be rejected and shall not be considered for further Evaluation Process based on 'Quality & Cost Based System' specified in Section-4.
- 3.2. Only '**Domestic Bidders**' i.e. Companies incorporated in India are permitted to participate in this Bid.
- 3.3. Bidders shall not have a '**Conflict of Interest**' in this tender process. Bidders shall be considered to have a conflict of interest, if:
- bidders submit more than one bid for the work.
 - bidders having common controlling shareholders in two or more bidding entities
 - bidders have common partner/s in two or more bidding entities
 - bidders having any family relationship with the any employee of Maha-Metro.
 - bidders are already appointed as consultants of Maha-Metro for preparation of tender document, estimation, planning & designing of proposed work.
- 3.4. Any **Ban/Blacklisting/Debarment** enforced on the Bidder, must not be effective on the day of 'Last date for Bid Submission':
- A) for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide "Bid Securing Declaration" etc. by
- (i) any Department / PSU / Subordinate Offices under Ministry of Housing and Urban Affairs (MoHUA)
- or
- (ii) any department of Government of Maharashtra
- or
- B) By Department of Expenditure (DoE), Ministry of Finance, Government of India from participating in any government bidding procedure.
- 3.5. Bidder must not have been listed in the **exclusion list of World Bank**, on the day of 'last date for Bid Submission'.

- 3.6. **Registration under Provident Fund:** Bidder will be qualified only if they are registered with Provident Funds Department. Bidder has to submit the attested copy of the certificate of PF registration.
- 3.7. **ESIC Registration:** The bidder will be qualified only if they are registered with ESI. Bidder has to submit the attested copy of the certificate of registration with **Employee State Insurance Corporation**.
- 3.8. **GST Registration:** The bidder must have a valid GST registration under the relevant act. Bidder has to submit copy of the certificate of registration.
- 3.9. The Bidder shall submit an **Affidavit** (as per relevant bid form given at Section-7) along with the bid, stating that it shall comply with all relevant statutory norms like Minimum wages, Employees' provident fund, Employees State Insurance & GST as well any legislated obligations during entire execution period of the contract.
- 3.10. **Specific Work Experience:**
Bidder should have "Similar work experience as a prime contractor or joint venture member** during last 7 (Seven) years, ending on the last day of the month, previous to which the latest bid due date falls and should be either of the following:
- a) The Bidder must have executed the work satisfactorily amounting to not less than **INR 56.77 Crores** (Including GST) as a prime contractor or joint venture member** towards ***Similar Works under One Contract**.
Or
 - b) The Bidder must have executed the work satisfactorily amounting to not less than **INR 35.48 Crores** (Including GST) **each** as a prime contractor or joint venture member** towards ***Similar Works under Two Contracts**.
Each of these two contracts must have at least one of the required services and must satisfy all three services collectively.
Or
 - c) The Bidder must have executed the work satisfactorily amounting to not less than **INR 28.38 Crores** (Including GST) **each** as a prime contractor or joint venture member** towards ***Similar Works under Three Contracts**.
Each of these three contracts must have at least one of the required services and must satisfy all three services collectively.
- 3.11. **Average Annual Turnover:** The Bidder will be qualified only if their Average Annual Turnover of **Last 03 (Three) Audited Financial Years** (FY 2023-24, FY 2022-23, FY 2021-22) is **not less than INR 21.29 Crores**. In case of Audited Balance Sheets of Financial Year 2023-24 are not available, Bidder shall submit an undertaking mentioning so and submit the Provisional Balance Sheets duly certified by Statutory Auditor with UDIN).
- 3.12. **Net Worth:** Must be positive as on 31-Mar-2024.
- Note:** The bidder shall submit a certificate showing Net Worth as on 31.03.2024 duly certified by the Statutory Auditor along with UDIN, in the technical bid submission.
- 3.13. **Senior Leadership/ Management:** Company should have Ex-Defense officer and its equivalent in the Navy or Air Force on its roll for over a year in the leadership role. In case company doesn't have Ex-Defense officer at the time of award of work, then they will have to submit an undertaking at the time of bid submission that the personnel will be appointed within 60 (Sixty) days of award of work. Certificate of ex.

Serviceman/undertaking should be submitted along with the bid document, as per Form B-13 at Section-7.

- 3.14. **PSARA License:** The bidder must be registered under Private Security Agencies (Regulation) Act. (PSARA). If the bidder does not possess a valid PSARA license of Govt. of Maharashtra at the time of bidding, the bidder must submit the undertaking to obtain the same if becomes successful bidder within 90 (ninety) days from the date of LOA, as per Form B-14 at Section-7.

SPECIAL NOTES:

1. ***Similar Works Experience: “Similar Work” means** Experience of 03 services **a)** Mechanized housekeeping, cleaning services, **b)** Security Services and **c)** Ticketing /Manpower Services in Metro Rail Systems/Government departments/ Govt. autonomous institutes /Public Sector Undertakings /Municipal Corporation within building premises / Government Educational institutes/ Government Hospitals/ Government Institutions/ Private Corporate Companies listed in BSE/NSE.
2. ****Joint Venture Member:** Full (100%) experience for previous works of the consortium/JV shall be considered, only if the claiming member of the consortium/JV has at least 60% share in that consortium for the relevant referred Work, else proportionate quantum of experience of previous works up to the percentage share of participation in the subject Consortium/JV shall be considered. However, if any member has less than 20% share in that consortium/JV, he cannot claim any experience against the work.
3. **Executed Work** means either Fully Completed Works OR Ongoing Works, subject to certification of amount of work done by the Client.
4. Bidder's attention is drawn towards the following while furnishing the experience certificate of ***Similar Works**.
 - i. Experience Certificate signed & stamped by Client with address & contact no's /email ID, briefly describing the nature of the work done, Amount certified towards this work done either annually or fully completed along with time period of execution of this work. The amount including or excluding GST should be mentioned in the certificate.
 - ii. Maha-Metro on its own discretion may verify the authenticity of the documents as well as experience certificate submitted by bidders. Any fraudulent/fabricated/forged document which fails in authenticity verifications shall result in rejection of the bids and forfeiture of EMD/Bid Security/Execution of Bid securing Declaration. Such bidders may also be banned/blacklisted/debarred from participating in any future bids of Maha-Metro.
5. The Bidder shall submit details of 'Work Experience' & other requirements for fulfilling the Eligibility Criteria in the Formats given in Section-7 along with documentary proofs such as client's certificates as mentioned above.
6. For Average Annual Turnover, Bidder shall submit summary of financial data duly certified by Statutory Auditor with his stamp, signature and UDIN for **Last 03 (Three) Audited Financial Years** (i.e. FY 2023-24, FY 2022-23, FY 2021-22). In case of Audited Balance Sheets of Financial Year 2023-24 are not available, Bidder shall submit an undertaking mentioning so and submit the Provisional Balance Sheets duly certified by Statutory Auditor with UDIN.

SECTION-4 **EVALUATION CRITERIA**

4.1 Evaluation Process based on Quality & Cost Based System (QCBS)

- a. Evaluation in this Section-4, shall be carried out only for those Bidders who have qualified the Minimum Eligibility Criteria in Section-3.
- b. Only those Bidders whose Technical Proposal scores minimum **50 marks** out of **100 Marks** shall be considered for opening of Financial Bids.
- c. In this section, **Stage-I (Technical Evaluation)** carries weightage of **60%**, **Stage-II (Financial Evaluation)** carries weightage of **40%** and the Bidder with the **Highest 'Grand Weighted Score'** calculated in **Stage-III**, shall be qualified for award of work.

4.1.1 Stage-I Technical Evaluation (Maximum Marks=100) (Weightage 60%)

The Technical Proposal shall be evaluated based on the following Criteria:

SN	Description of Technical Evaluation Criteria for Bidders	Max Marks
I.	Average Annual Turnover (as defined in Section-3), of Last 03 (Three) Audited Financial Years (FY 2023-24, FY 2022-23, FY 2021-22): <ol style="list-style-type: none"> a. Less than INR 21.29 Cr : 00 marks b. INR 21.29 Cr to less than INR 31.93 Cr : 10 marks c. INR 31.93 Cr to less than INR 42.58 Cr : 15 marks d. INR 42.58 Cr & above : 20 marks 	20
II.	<ol style="list-style-type: none"> 1. One Work Order for Providing at least any 2 Services to a single establishment and, 2. One work order for providing at least remaining 3rd service to other establishment, Work orders as mentioned above at Sr.no.1 & Sr.no.2 both includes the works executed or ongoing works during last 7 (Seven) years, ending on the last day of the month, previous to which the latest bid due date falls. The value of such works (Sr.no.1 + Sr.no.2) will be evaluated as follows. <ol style="list-style-type: none"> a. Less than INR 28.38 Cr : 00 marks b. INR 28.38 Cr to less than INR 35.48 Cr : 10 marks c. INR 35.48 Cr to less than INR 56.77 Cr : 15 marks d. INR 56.77 Cr & above : 20 marks <p>Note: (i) In event of submission of multiple Work Orders against Sr.no.1 & Sr.no.2, only one valid work order with highest value in each case of Sr.no.1 & Sr.no.2 shall be considered for evaluation as above.</p> <p>(ii) Both the work orders at Sr.no.1 & Sr.no.2 above should satisfy all three services collectively.</p> <p>(iii) Services are defined at sr.no.1 of Special Notes in Section-3.</p>	20
III.	Number of Years in Business: <ol style="list-style-type: none"> a. Less than 07 Years : 00 marks b. 07 Years to less than 10 Years : 05 marks c. 10 Years to less than 15 Years : 10 marks d. 15 Years & above : 15 marks 	15

	Note: The Period shall be considered from the date of Certificate of Incorporation / Statutory Registration Certificate / Shop Act License Certificate (as the case may be) of the Bidder.	
IV.	Number of Manpower on roll during any 01 month in Last 03 (Three) Audited Financial Years (FY 2023-24, FY 2022-23, FY 2021-22): <ol style="list-style-type: none"> Less than 400 : 00 marks 400 to less than 800 : 05 marks 800 to less than 1200 : 10 marks 1200 & above : 15 marks Note: Bidder shall submit EPF Documents which specify the total number of Employees in the Organization.	15
V.	Presentation on Methodology and Planning for providing efficient services , to be given in front of Maha-Metro Authority. Presentation shall include the following: <ol style="list-style-type: none"> Methodology for providing security services (including SOPs for various events) Methodology for providing FMS Methodology for providing Ticketing and Customer care services Organization structure, escalation matrix and monitoring procedure, matters related to staff grievances, disciplinary action mechanism, legal issues etc. Proposed training to be provided to various manpower <p>(Copy of presentation to be enclosed with the Technical Bid.)</p> <p>(PowerPoint Presentation as per copy enclosed with the technical bid submission shall be delivered by all the bidders as per date, time & venue intimated by Maha-Metro after technical bid opening.)</p>	30

4.1.2 Stage -II Financial Evaluation (Maximum Marks = 100) (Weightage 40%)

In the second stage the financial evaluation will be carried out based on the Cost quoted by the Bidder. Maha-Metro will determine whether the financial proposals are complete, unqualified and unconditional. The cost quoted in the financial Bid shall be deemed as final and reflecting the total cost of works. Omission or mistake in calculation of obligator payments such as ESI, PF, HRA, and LWF etc. will be disqualified. The Financial Evaluation carries weightage of **40%**. Financial score shall be ranked as per the score achieved by Bidders from lowest to highest financial score.

4.2 Illustration for Financial Evaluation:

4.2.1 Financial Evaluation will be done as per following.

Suppose there are four bidders L, K, M & N they are quoting their financial bid as under: The bidder may quote cost of different items as per BOQ of Financial Bid (Section-9). During evaluation the **Total Quoted Cost** of work shall be considered for evaluation, except Schedule-F.

(Note: The cost of Schedule-F will not be considered for financial score.)

SN	Name of the Party	Price Quoted by Bidder (Grand Total including all taxes in INR, except Schedule-F) in Financial Bid	Remark
1.	L	X1	
2.	K	X2	Suppose "K" quoted the lowest
3.	M	X3	
4.	N	X4	

4.2.2 The evaluation of score shall be as under:

- i. $L = X2/X1 \times 100$
- ii. $K = \text{Price quoted by K is the lowest, he will get full 100 marks.}$
- iii. $M = X2/X3 \times 100$
- iv. $N = X2/X4 \times 100$

4.2.3 Stage-III Combined Technical and Final Evaluation:**a. Weightage for Technical and Financial proposals.**

Technical Weightage (TW) = 0.6 Financial Weightage (FW) = 0.4

Grand Weighted Score (GWS) shall be calculated as under:

$$\text{GWS} = (\text{TS} \times \text{TW}) + (\text{FS} \times \text{FW})$$

Wherein,

GWS = Grand Weighted Score
 TS = Technical Score (Stage-I Score)
 TW = Technical Weightage (60%)
 FS = Financial Score (Stage-II Score)
 FW = Financial Weightage (40%)

- b. The 'Grand Weighted Scores' shall be calculated and the Bidder with the Highest 'Grand Weighted Score' shall be qualified for award of work.**
- c. In the event the final scores are same, the bidder securing the highest financial score will be adjudicated as the Successful Bidder for award of the contract.*
- d. The bidder has to submit the valid certificate from the employer/ copy of LOA/ BOQ/ PF Registration or PF Challan stating the number of manpower engaged by the bidder as on the last day of the month, previous to which the latest bid due date falls.*
- e. If the lowest priced bidder (L1) fails to meet the mandatory statutory requirements such as minimum wages criteria or any other criteria during the financial evaluation stage, then the bidder shall be considered as non-responsive.**

SECTION 5: SCOPE OF WORK

Maha-Metro, through this Tender is endeavoring to have all the stations to be maintained at the same levels of cleanliness and hygiene of international level along with seamless experience for ticketing and maintaining high standards of Security. For this purpose, it is imperative that the standards for maintenance of the stations are set at the highest level.

1. GENERAL SCOPE OF WORK AND INSTRUCTIONS

a) The Scope of work is applicable for the following locations

Location	Activity				
	H/keeping	Security	Ticketing Staff	Revenue & Customer Care Assistant (RCA)	FMS Supervisor
19 Stations	√	√	√	X	√
1 RSS (Jhansi Rani Square)	√	√	X	X	X
1 Depot(Hingna)	√	√	X	X	√
Revenue Cell	X	X	X	√	X
Complaint Cell + Lost & Found	X	X	X	√	X
Security Control Room	X	√	X	X	X
1 ERT	X	√	X	X	X
In revenue Trains	X	√	X	X	X

- i) The Contractor shall provide Housekeeping, Security, and Ticketing services in strict adherence to the procedures prescribed and approved by Maha-Metro, which may be revised from time to time.
- ii) Maha-Metro is in the process of obtaining ISO 9001, ISO 45001, and ISO 14001 certifications for its Operations & Maintenance services. The Contractor shall adopt best industry practices to support this initiative. All instructions issued by Maha-Metro in this regard must be diligently followed and strictly implemented by the Contractor and its personnel.
- iii) The Contractor shall ensure that all personnel conduct themselves in a professional and respectful manner at all times. Any involvement in eve-teasing, harassment, or inappropriate behavior, particularly sexual harassment of women, will be dealt with as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and relevant sections of the Indian Penal Code, 1860.
- iv) The Contractor shall appoint a dedicated Project Leader for this contract, who will serve as the single point of contact for all contractual and operational matters.
- v) The Contractor shall conduct interviews to assess the suitability of personnel for deployment. Detailed bio-data of the selected candidates shall be submitted to Maha-Metro for review and prior approval. Only personnel approved by Maha-Metro shall be deployed.
- vi) A comprehensive staff deployment plan must be prepared and submitted prior to the start of each month. This should include a detailed list organized by date, shift, location, name, and designated function of each staff member.

- vii)** The Contractor must provide job-specific training, including soft skills, to all personnel such as Ticketing Operators (TOM/EFO), Housekeeping staff, and Security Guards. Regular soft skills training sessions and counselling should also be conducted. Records of all training activities must be maintained as per Maha-Metro's requirements.
- viii)** Specific training must be provided for tasks such as train cleaning and interior polishing, ensuring high standards of cleanliness and presentation.
- ix)** All staff must undergo mandatory safety training before deployment and at regular intervals as specified by Maha-Metro.
- x)** Security Guards, Facility Management Services (FMS) Supervisors, and related personnel must be given monthly physical training sessions, including parade drills, to ensure discipline and preparedness.
- xi)** The Contractor shall ensure that all deployed personnel maintain proper conduct at all times. Participation in any anti-social activity, actions aimed at tarnishing the image of Maha-Metro, involvement in strikes or any form of protest within metro premises is strictly prohibited. Any such misconduct shall invite strict action under the provisions of the Essential Services Maintenance Act (ESMA) and/or penalties as specified in Para 11.
- xii)** The Contractor shall address staff-related issues and grievances in a timely and effective manner. For this purpose, regular grievance redressal meetings shall be held, at a minimum frequency of once per month. A detailed report of these meetings must be submitted along with the monthly invoice.
- xiii)** With current daily ridership at approximately 1.1 lakh and projected to surpass 2 lakh, the Contractor shall proactively plan and scale up staffing and resources to meet increasing operational demands efficiently.
- xiv)** Any staff-related unrest or misconduct that results in disruption of Maha-Metro services will be dealt with in accordance with the disciplinary measures outlined in Para 11.
- xv)** The Contractor is fully responsible for ensuring discipline and orderly conduct among its staff. Smoking, use of tobacco in any form, and the possession or consumption of alcohol, drugs, or any intoxicating substances are strictly prohibited within depots, stations, trains, and other metro premises.
- xvi)** All deployed personnel must maintain a high level of professionalism and decorum, reflecting the standards and image of Maha-Metro (Nagpur). Integrity and ethical conduct shall be non-negotiable.
- xvii)** Staff must be fluent in Marathi, Hindi, and English to ensure effective communication and customer service.
- xviii)** The Project Leader and Team Leaders must remain available 24/7 via phone and shall not leave the city without prior intimation to Maha-Metro and nominating a competent substitute.
- xix)** The Contractor shall provide two sets of uniforms annually to all FMS staff, as per the design, fabric quality, specifications, and SOPs approved by Maha-Metro. A competent agency shall be engaged for the supply of uniforms to ensure quality standards. Any deficiencies in design, material, or adherence to specifications will attract penalties in accordance with Para 11.
- xx)** During pandemic or emergency health situations (e.g., COVID-19), the Contractor shall be responsible for providing appropriate protective equipment such as face masks, face shields, gloves, sanitizers, and arranging vaccinations for all deployed staff. Failure to do so will result in penalties as per the contract terms.

- xxi)** The performance of the Contractor will be evaluated on a continuous basis, and a formal performance review certificate shall be issued every six months. In the event of two consecutive unsatisfactory reviews, show-cause notices will be issued. If performance does not improve post-notices, Maha-Metro reserves the right to terminate the contract.
- xxii)** If deemed necessary, Maha-Metro may allocate space at stations for the Contractor's Project Leader to facilitate seamless coordination. The Contractor shall furnish this space in an aesthetically pleasing manner that complements the station's architecture.
- xxiii)** The Contractor shall ensure that all personnel are issued identity cards in the format and design approved by Maha-Metro. These ID cards must be worn at all times during duty hours.
- xxiv)** The premises of Maha-Metro, including depots and stations, contain various high-risk elements such as High Voltage Overhead Equipment (OHE), electrical systems, moving trains, and industrial machinery. These elements pose serious hazards, including the risk of severe injury, electrocution, and even fatality.

To mitigate these risks, the Contractor shall take the following safety-related measures:

1. **Mandatory Safety Training**
All contractual staff must undergo mandatory safety induction and familiarization training specific to the Maha-Metro work environment prior to deployment. The training shall cover potential hazards, safe work practices, and emergency procedures.
 2. **Awareness and Compliance**
The Contractor shall ensure that all safety rules, regulations, and standard operating procedures (SOPs) issued by Maha-Metro are clearly communicated to every staff member. These guidelines must be strictly adhered to at all times during duty.
 3. **Ongoing Safety Briefings**
Periodic safety briefings and refresher sessions must be conducted to reinforce awareness and update staff on any new or modified safety protocols.
 4. **Personal Protective Equipment (PPE)**
The Contractor shall provide all necessary PPE (e.g., helmets, safety shoes, reflective jackets, gloves, etc.) to staff based on their roles and work environment. Use of PPE shall be mandatory, and any violation shall attract disciplinary action.
 5. **Access Control and Restricted Zones**
Staff shall be made aware of restricted areas and high-risk zones such as tracks, OHE areas, and maintenance pits. Unauthorized access is strictly prohibited.
 6. **Incident Reporting and Emergency Response**
The Contractor shall establish a mechanism for prompt reporting of safety incidents, near-misses, or hazardous conditions. All staff must be trained on basic emergency response actions, including evacuation procedures and the use of fire-fighting equipment.
- xxv)** Guidelines
- a) **Do's:**
 - (i) In case of fire/anything unusual on OHE equipment or wires, inform the Maha-metro's nominated staff/executives/control.

- (ii) Extinguish fire by available fire extinguishers.
- (iii) Ensure no water jet is directed at the fire under any circumstances.
- (iv) Before taking up the work 2 meters near to OHE, the OHE should be switched off and earthed on both sides.
- (v) Keep clear of the track.
- (vi) Special care should be taken while carrying long pipes, poles or ladders through tracks so that it should not come within 2 meters of OHE.
- (vii) Cases of electric shock arising out of contact traction should be reported to the Maha-metro's staff/executives/control.
- (viii) The staff should wear proper PPE when and as required.
- (ix) Staff shall adopt the necessary safety procedures made by the Maha-metro to avoid any type of accidents/incident to staff and material.
- (x) Cleaning work other than that of surface (i.e. of beam, pillars etc.) should be done during block period availing power block only.
- (xi) Whenever washing or cleaning using water jets is done, ensure the appropriate power block.
- (xii) Staff shall adopt the necessary safety procedures made by Maha-Metro to avoid any type of accidents/incident to staff and material.
- (xiii) The service provider shall display necessary signage approved by Maha-Metro.
- (xiv) The staff should not allow any person to enter an unauthorized area without proper authorization from the Maha-metro.
- (xv) Report any unusual occurrence in their vicinity to the Maha-Metro staff.
- (xvi) To stop/start escalator/lifts in emergency & to help/evacuate commuters stuck up in escalators/lifts & during need.
- (xvii) Any other work assigned by Maha-Metro.

b) DO'NT:

- (i) Do not approach within 2 meters of any OHE or live equipment.
- (ii) Do not work on or near OHE or any live equipment unless they are made dead, earthed and shut down notices/ permits to work obtained.
- (iii) Do not enter a switching station or remote-control centre unless specially permitted.
- (iv) Do not touch a person in contact with live OHE Remove/touch only after the power supply is switched off and earthed.
- (v) Do not touch any OHE fallen on the ground and do not allow anyone else to touch it.
- (vi) Do not forget to give artificial respiration to the victim as per the prescribed procedure laid down in shock treatment charts.
- (vii) Do not cross in front of an energized train.
- (viii) Cleaning work with conducting materials like Aluminum/ Steel rods should be avoided at all times when power block is not availed.
- (ix) Do not lift or raise your tools towards OHE.
- (x) Do not damage the plinth continuity, connection to BEC, OPC and handrail continuity.
- (xi) Do not use steel tape or metallic tape or tape with woven metal reinforcement in an electrified area.

Note- Before deployment of any of the FMS Staff, Contractor has to submit the written assurance from all deployed staff regarding awareness of all safety precautions to be taken while working near high voltage equipment's, OHE etc. and periodical refresher training to be imparted to the staff.

2. ECOLOGICAL BALANCE. The Contractor shall maintain ecological balance by

preventing deforestation, water pollution and defacing of natural landscape. The Contractor shall, so conduct his cleaning operations, as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, the Contractor shall observe the following instructions.

- i) Where destruction, scarring, damage or defacing may occur as a result of operations relating to cleaning activities, the same shall be repaired, replanted or otherwise corrected at Contractor's expense. All work areas shall be smoothened and graded in a manner to confirm the natural appearance of the landscape as directed by the Engineer.
- ii) All trees and shrubbery, which are not specifically required to be cleared or removed for cleaning purposes, shall be preserved and shall be protected from any damage that may be caused by Contractor's cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the in charge. Trees shall not be used for anchorage. The Contractor shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at Contractor's expenses.
- iii) In the conduct of cleaning activities and operation of equipment, the Contractor shall utilize such practicable methods and devices as are reasonably available to control, prevent and otherwise minimize air/noise pollution.
- iv) Separate payment shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.
- v) Contractor shall use Environmental friendly chemical / detergents reagents. For the purpose of Cleaning & housekeeping to the extent possible.
- vi) Contractor shall submit Material safety data sheets & shall follow the instructions written in material safety data sheets. The handling & Storage of materials shall also be done as per materials safety data sheets.

3. Green Seal Chemicals

IGBC recommends the use of eco-friendly housekeeping chemicals to minimize the negative impact on both the environment and occupant health.

As per IGBC norms it is required that;

- i) The housekeeping agency shall use CII-Green Pro eco-labelled housekeeping chemicals for all cleaning tasks.
- ii) Housekeeping tasks include, but are not limited to, floor cleaning, toilet and urinal cleaning, glass cleaning, and wooden furniture cleaning.
- iii) The housekeeping agency must display signage (at least two per station) to highlight the use of eco-friendly housekeeping products, with placement determined by the station in-charge.

4. Segregation of Domestic Wastes

- i) The housekeeping agency shall adhere to color coding for waste collection bins to facilitate proper segregation.

- ii) The housekeeping agency shall coordinate with authorized agencies for the disposal of organic (wet) and inorganic (dry) wastes.
- iii) The housekeeping agency shall maintain daily records of waste generation and disposal at each station.

5. Accidents/Untoward Incidents :

- i) The Contractor shall be solely responsible for implementing all safety measures and ensuring that cleaning personnel are adequately trained in safety protocols.
- ii) In the event of an accident occurring within the station, depot, or RSS, Metro premises area due to cleaning and housekeeping operations or negligence by the Contractor's personnel, the Contractor shall bear full responsibility.
- iii) If any damage occurs to structures, materials, or equipment as a result of cleaning and housekeeping operations, the cost of such damage will be deducted from the Contractor's bill, in addition to any penalties specified in Para 11.

6. Safety & display of Signage:

- i) The Contractor shall implement necessary safety procedures to prevent any accidents involving passengers, Maha-Metro personnel, or any other individuals, and to avoid any damage to Maha Metro assets at the workplace.
- ii) The Contractor shall display appropriate signage in the working areas to ensure the safety of Maha Metro passengers and staff.

7. Medical Examination: The Contractor shall submit a medical fitness certificate for the proposed staff from a registered medical practitioner before deployment, with the certificate to be renewed annually. The Contractor shall ensure that all staff undergo screening for visual, hearing, physical defects, and contagious diseases, providing a certificate for each deployed individual. Maha-Metro reserves the right to have any personnel re-examined if there are any doubts. Only individuals deemed physically fit shall be deployed for duty.

8. Communication facility: The Contractor shall provide a mobile telephone to the Team Leader and Project Leader.

9. Standard operating Procedures (SOP): The Contractor shall prepare and submit a detailed Standard Operating Procedures (SOP) before the start of work which shall include the following aspects

- i) Periodic reshuffling of staff complying with Legal/other statutory labor laws,
- ii) Action plan for dealing with service deficiencies
- iii) Policy for disciplinary action against the staff for violating the code of conduct or any other irregularities including long absents, absconding from duty, misbehavior, malpractices, theft etc.
- iv) Action plan for various services (under different circumstances, including emergency/disaster etc.

10. General Obligations of the Contractor: The Contractor shall be bound by the

following general conditions, which are indicative but not exhaustive:

- i) Nagpur Metro, through its authorized representatives, reserves the right to issue instructions from time to time to ensure the effective and professional execution of assigned functions. The Contractor shall comply fully with all such instructions.
- ii) Police verification certificates for all deployed personnel—irrespective of their background—must be submitted within 30 days of deployment.
- iii) The Contractor shall be fully accountable for the behavior and conduct of its deployed personnel at all times.
- iv) The Contractor must adhere to all prevailing rules, regulations, and instructions issued by Maha-Metro from time to time. Any non-compliance may result in appropriate action by Maha-Metro.
- v) In the event of any negligence or misconduct by the Contractor or its staff leading to loss, damage, or injury to Maha-Metro property, staff, or visitors, the Contractor shall be liable to pay compensation and fully indemnify Maha-Metro against any resulting claims.
- vi) The Contractor shall ensure that all contractual staff wear prescribed uniforms, which shall be provided by the Contractor.
- vii) The Contractor shall ensure that its personnel do not disclose any confidential information, documents, accounts, or transactions related to Maha-Metro to any third party without prior written approval from Maha-Metro.
- viii) The Contractor shall bear full responsibility for any accident, injury, or fatality involving its personnel during the course of duty.
- ix) All personnel must be covered under the ESI and Provident Fund (PF) schemes. The Contractor shall ensure full compliance with the Minimum Wages Act and the Contract Labour (Regulation & Abolition) Act. Maha-Metro shall bear no liability in this regard.
- x) The Contractor shall be solely responsible for the timely payment of wages, including leave salary, bonuses, and other statutory entitlements, in accordance with applicable labor laws.
- xi) The Contractor shall obtain the requisite license from the Labour Department under Section 12 of the Contract Labour (Regulation & Abolition) Act, 1970, within 60 days of award of the contract.
- xii) Shift schedules and staffing requirements may vary during the contract period. The Contractor shall be required to accommodate such changes without objection.
- xiii) The Contractor must issue formal appointment letters to all FMS personnel deployed under this contract within 15 days of deployment. These letters shall include the employee's name, designation, wage details, and PF contributions (both employer and employee) as per statutory requirements. Copies of these letters, duly acknowledged by the Manager, must be submitted to Maha-Metro. A complete list of deployed personnel, along with their bio-data and passport-size photographs, shall also be submitted. Any staff changes must be promptly communicated to Maha-Metro.
- xiv) In instances where female FMS personnel are required to work night shifts, the Contractor shall be fully responsible for ensuring their safety and security.

11. Penalties: -

The Contractor shall prepare and submit a comprehensive work program in accordance with the frequency and standards outlined in the Schedule of Work. In case of any deficiencies, shortfalls, or lapses in daily operations, penalties will be levied as per the terms specified below:

- Penalties shall be deducted directly from the Contractor's payable amount.
- These deductions shall be without prejudice to any other rights or remedies available to Maha-Metro under the contract.
- By submitting a bid, the Contractor confirms that it has thoroughly reviewed and understood the penalty structure and is confident in its ability to comply with all performance standards set forth by Maha-Metro.

SN	EVENT		PROPOSED PENALTY (Upto)	UNIT
5.11(A)	Cash Mismatch during Audit/Surprise Inspection	i) Up to Rs 10	Counselling/Warning	Up to 3 instance counselling/warning, then after for every instance penalty of Rs 200.00 will be imposed.
		ii) Rs 11 to Rs 20	Rs 100.00	Per instance
		iii) Rs 21 to Rs 30	Rs 150.00	Per instance
		iv) Rs 31 to Rs 50	Rs 200.00	Per instance
		v) Rs 51 to Rs 99	Rs 500.00	Per instance
		vi) Rs 100 and above	Rs 1000.00	Per instance
5.11(B)	Retention of FMS Staff on overtime duty without prior intimation and approval of Maha-Metro		Up to Rs. 250.00	Per Staff
5.11(C)	Short supply of shift in each category of services (FMS Sup, Security, Ticketing etc) in daily sanctioned shift		Up to Rs 1000/- per shift	Per day
5.11 (D)	Public complaint is received attributable to misconduct/ misbehavior of the contractor's personnel, & is assessed as true by Maha-Metro's administration		Up to Rs 1000.00	Per instance
5.11 (E)	Breach of Conditions stipulated in the contract noticed by Maha-Metro officials		Up to Rs. 2500.00	Per instance
5.11 (F)	Late Reporting	Upto 10 minutes	Counselling Warning	Per instance

SN	EVENT		PROPOSED PENALTY (Upto)	UNIT
		11 – 30 minutes	Up to Rs 100.00	
		31 -60 minutes	Up to Rs 200.00	
		Above 1 hr. but upto 2 hrs	Up to Rs 300.00	
		Above 2 hr	Up to Rs 500.00	
5.11 (G)	Contractor's staff is not in prescribed uniform.		Up to Rs. 250.00	Per day per person
5.11 (H)	Contractor's staff is without ID card		Up to Rs. 100.00	Per day per person
5.11 (I)	Repetitive lapses are found in the performance of the duty by the Contractor or on any particular incident negatively affecting the working of Maha-Metro		Up to Rs. 2500.00	Per instance
5.11 (J)	Contractor fails to perform its duties/functions satisfactory as prescribed by Maha-Metro		Up to Rs. 10,000.00	For first instance later on Maha-Metro's Decision
5.11 (K)	Failure in making payment to FMS Personnel deployed at Maha-Metro before 7th of every month.		Up to Rs.50.00	Per staff per day
5.11 (L)	Poor quality of work i.e. improper cleaning, sanitation, breach of instructions issued by Maha Metro Officials, violation of business rule, possession of valid ticket, working in TOM/EFO with personal cash indulging in malpractice, using personal UPI ID for taking payments, Issuance of undervalue ticket(proved cases), overcharging (proved cases) etc.		Up to Rs. 500.00 Inspection by SC/Sr.SC/CC	Per instance
			Up to Rs. 1000.00 Inspection by AM/Mgr.	
			Up to Rs.2500.00 Inspection by Dy. HoDs	

SN	EVENT		PROPOSED PENALTY (Upto)	UNIT
			Up to Rs.5000.00 Inspection by HoDs	
5.11 (M)	Damage to any of the equipment installed at Station and Depot due to presence of rodent is noticed or any damage to equipment due to rodent takes place		Up to Rs.1000.00	Per instance
5.11 (N)	Involvement of staff in any anti-social activity, Bandh, illegal Strike, protest, demonstration, agitation, rally etc.		Up to Rs.1,00,000/-	Per instance
5.11 (O)	Fails to perform any of the Pest Control activities fogging, misting/spraying.		Up to Rs.250	Per day per Station
5.11 (P)	Non-compliances of any other provisions of labour Laws, statutory payments etc. pointed out.		Up to Rs.10,000.00	Per instance
5.11 (Q)	Leaving place of duty	i) before scheduled time	Up to Rs 150.00	Per instance
		ii) without informing on duty SC/SM.		
5.11 (R)	Non disposal of cleaning waste/garbage from Metro premises.		Up to Rs.250.00	Per day per station
5.11 (S)	Spitting, Smoking by FMS staff inside the Metro premises.		Up to Rs.100.00	Per staff per instance
5.11 (T)	Staff found in state of intoxication by the use of any alcohol, seductive, narcotic or simulant drugs		Rs 1000.00	Per instance
5.11 (U)	Negligence towards duty – found using mobile phone, listening music, chitchat etc.		Up to Rs 100.00	Per instance

SN	EVENT	PROPOSED PENALTY (Upto)	UNIT
5.11 (V)	Sleeping on Duty	Up to Rs 1000.00	Per instance
5.11 (W)	Fails to deploy Project Leader & Team Leaders within 30 days from the commencement of the work.	Up to Rs 500.00	Per day per person
5.11 (X)	Non availability/Inadequate stock of consumable as per minimum quantity decided by Maha Metro Official or this shall also include the instances or usage of wrong detergents / chemicals etc. for cleaning and housekeeping.	Upto Rs 500.00	Per instance

5.11 (Y) For Machinery & Equipment's:- Contractor has to deploy following machines within 30 days from the commencement of the work. After that following penalties will be applicable

SN	Type of Machinery & Equipment	Penalty	
		Non- working per day	Non-deployment per day
5.11 (Y (i))	Single phase cold-water high-pressure jet cleaner with surface cleaner for splash cleaning	Rs.300/-	Rs.1000/-
5.11 (Y (ii))	Battery powered walk behind automatic scrubber drier	Rs.400/-	Rs.1000/-
5.11 (Y (iii))	Single disc floor scrubbing machine with single speed	Rs.300/-	Rs.1000/-
5.11 (Y (iv))	Wet and Dry vacuum cleaner with remote control filter cleaning system	Rs.300/-	Rs.1000/-
5.11 (Y (v))	Running escalator scrubber with suction mortar, brushes, leading and trailing cobs	Rs.300/-	Rs.1000/-
5.11 (Y (vi))	Window glass cleaning kit with 20 ft extendable non-metallic telescopic pole.	Rs. 200/-	Rs.500/-

5.11 (Y (vii))	Twin bucket wet mopping trolley with wringer	Rs. 100/-	Rs. 500/-
5.11 (Y (viii))	Complete dry mopping system with swivel frame and non-metallic road/wooden	Rs. 100/-	Rs. 500/-
5.11 (Y (ix))	Movable telescopic ladder for cleaning of high-rise ceilings, walls, trusses etc. (Aluminum Access Tower)	Rs.400/-	Rs.1000/-
5.11 (Y (x))	Safety harness kit along with hanging arrangement for cleaning of façade from the top.	Rs. 100/-	Rs. 500/-
5.11 (Y (xi))	Truck Mounted Boom Lift MAN LIFTER/ BOOM LIFT -Truck Mounted articulated Boom Lift Type, Platform Capacity - 300 kgs, Horizontal Outreach- 5ft, Platform Height-40ft, Power Source- Hydraulic, Electric, Diesel, Clear Out Reach-5ft, Vertical Jib Rotation -360-degree, Minimum Ground Clearance-250mm, Maximum Permissible Load-300 kg, Pendular Arm Rotation-360 degree. The contractor will provide the man lift operator and associated staff to operate and manage the equipment.	Rs. 1000/-	Rs. 1000/-

12. System of imposing penalties in FMS Contract: -

During the course of FMS Contract at Site, the following mechanism is proposed as a part of 'Continual Improvement'.

The stage wise review meeting with Maha Metro Officials will give opportunity to the contractor to consolidate all issues, plan and take corrective action within reasonable time for smooth execution of the contract and for the continuous improvement of the system.

Period	Meeting Scheduled
Deficiencies from 1st to 10th of every month	12th or next working day of month
Deficiencies from 11th to 20th of every month	22nd or next working day of month
Deficiencies from 21st to end of the month	2nd or next working day of succeeding month

Action Taken Report on the issues raised in the meetings and other issues as conveyed, to be strictly submitted on monthly basis.

13. The contractor shall submit a report along with the monthly bill, certifying that no staff grievance is pending, along with other required certifications. Additionally, the contractor shall submit:

- Minutes of Meeting (MoM) of staff meetings and corresponding Action Taken Reports (ATR),
- Proof of salary/pay uploads,
- Cleaning area certification,
- Shift-wise deployment details of TOM/EFO staff and Security personnel. etc.

14. Manpower required: Bidder shall assess the manpower requirement to manage the services as per scope & SLA requirement, however they need to deploy manpower as per the mentioned category/age criteria/qualification as indicated below:

Core Team manpower: For handling various issues related to staff welfare, grievances, leaves, absenteeism, EPF, ESIC, MLWF, salary slips, medical and police verification, staff performance report, disciplinary actions details, monthly FMS billings, staff training, legal, etc., the contractor shall have dedicate office at Nagpur with following core team officials to deal/face day to day issues related to staff welfare, EPF, ESIC, official and personal grievances, staff periodic trainings, VIP visits, liasoning with local police, fire, hospitals, NMC etc.

	Designation	Job profile
	Project Manager	He will be the overall In charge of all FMS activities. He must be available at Nagpur 24x7. He can leave Nagpur with prior information to Metro officials by providing suitable replacement for that duration.
	Security Liaoning Controller	Shall be responsible for taking preventive safety & security measures as per Maha-Metro requirement. He should be well aware about central/ state security recommendations like IB, MHA, local authority recommendations. maintain close liaison with local police for theft cases of Maha-Metro property and any incident, keep an update on the law-and-order situations. They should proactively gather intelligence and update the Nagpur Metro Security Officer. He should be PSI level officer retired from police.
	Training Coordinator	Shall be responsible for Staff core work training, assurances, refresher, soft skill training, monthly physical training including parade of Security Guards, Fire safety, mock-drills, lift rescue, OHE DO's & Don'ts etc. Prior approval of monthly training calendar needs to be sought from Maha-Metro officials and monthly report of training must be submitted to Maha-Metro.
	HR Executive	Shall be responsible for issues related to Staff welfare, leaves, absenteeism, EPF,

		ESIC, MLWF, salary slips, medical and police verification, monthly FMS billings etc.
	Interface Officer (Two)	He will be available in both the shifts. He will coordinate with Maha Metro officials regarding deficiencies noted, disciplinary issues, staff performance, staff grievances etc. He will be the interface between the contractual staff and MAHA-Metro. Contractor shall ensure that in no case the contractual staff shall directly interact with Maha Metro officials on issues mentioned. All such issues shall be dealt through Interface Officer only.

- i. **All Core team officials should based in Nagpur only.**
- ii. **The Contractor shall bear the cost of the above-mentioned core team members, including the Project Leader and 3 FMS Team Leaders (Ticketing+ FMS Supervisor, Security, Housekeeping) throughout the contract period. Therefore, the Contractor must account for these staffing costs when submitting their bid.**
- iii. **Although above officials shall not be the part of monthly billing, however, the Contractor shall submit their salary slips and attendance to Maha-Metro at the time of monthly bill submission, without which 100% payment shall not be made.**

SOP for Staff Management:

1. **The Contractor shall submit a detailed action plan to deal with the staff matters including staff grievances, legal issues, disciplinary issues, welfare issues etc.**
2. **A detailed SOP on the above shall be submitted by the contractor.**
3. **Contractor shall ensure that in no case the contractual staff shall directly interact with Maha Metro officials on issues mentioned in Sr.No 1 above. All such issues shall be dealt through Interface Officer only.**

Manpower Summary					
Sr. No.	Details of Function	Category	Age Criteria (Years)	Qualification	Experience
1	Project / Leader*	Managerial Skill	Min.-31 Max.-55	Any Graduate with MBA and communication skill of Marathi, Hindi & English	Min. 5 Years of experience in handling similar type of project as Project Leader
2	FMS Team Leader (Ticketing+ FMS Supervisor)	Highly Skilled	Min.- 25 Max.- 55	Any Graduate with communication skill of Marathi, Hindi & English	Min. 3 Years of experience in handling similar type of work in airport or metro stations.

3	Team Leader (Security)	Highly Skilled	Min.- 25 Max.- 55	Any Graduate with communication skill of Marathi, Hindi & English	Min. 3 Years of experience in handling similar type of work in star category hotels, airport or metro stations OR Retired police personnel (from head constable to ASI rank) and Army personnel up to the age of 60 years
4	Team Leader (Housekeeping)	Highly Skilled	Min.- 25 Max.- 55	Any Graduate with communication skill of Marathi, Hindi & English	Min. 3 Years of experience in handling similar type of work in star category hotels, airport or metro stations
5	FMS Sup	Skilled	Min.- 21 Max.- 55	Any Graduate or 12 th pass with similar experience and with computer knowledge & Proficiency in Marathi, Hindi & English	Relevant 02 years' experience in Customer facilitation, Housekeeping and Security related work in star category hotels, airport or metro stations
6	TOM/EFO Operator	Skilled	Min.- 21 Max.- 55	Any Graduate or 12 th pass with similar experience and with computer knowledge & Proficiency in Marathi, Hindi & English	Shall be trained by Contractor
7	Housekeeping Staff	Un Skilled	Min.- 21 Max.- 55	10 th pass or 8 th pass with experience. Proficiency in Marathi & Hindi.	Shall be trained by Contractor
8	Security Guard	Semi-Skilled	Min.- 21 Max.- 55	12 th Pass or 10 th pass with experience. Proficiency in Marathi & Hindi.	Shall be trained by Contractor

Commencement of Work and Deployment Guidelines

Upon issuance of the Letter of Acceptance (LOA), the successful Tenderer shall commence the work as defined therein, adhering to the following conditions:

- i) All shifts must be manned in accordance with the schedule prescribed by Maha-

Metro. The specified shifts do not include relievers (i.e., Leave Reserves/Rest Givers). It is the responsibility of the Tenderer to assess the total manpower requirement, including relievers, necessary to maintain continuous services in compliance with the defined Scope of Work and Service Level Agreements (SLAs).

The Tenderer shall ensure the appointment of adequate relievers in accordance with applicable labor laws and statutory provisions, including but not limited to the Minimum Wages Act, the Contract Labour (Regulation & Abolition) Act, 1970, and Employees' Provident Fund (EPF) regulations.

- ii) A minimum of 30% of the total deployed manpower should preferably comprise female employees.
- iii) The personnel deployed for managing shifts should preferably be residents of Nagpur or nearby areas, to promote local employment and facilitate operational efficiency.
- iv) In the event of any increase or modification in the scope of work that necessitates additional shift requirements, the Contractor shall deploy the required manpower accordingly. No additional payment shall be made beyond the approved per shift rate as quoted and accepted in the contract.
- v) Maha-Metro reserves the right to adjust the number of shifts at stations, depots, trains, RSS, or other locations as deemed necessary. If the number of shifts remains unchanged, no additional payment will be made to the Contractor.
- vi) No separate payment will be provided for the Project Leader and FMS Team Leaders. Their remuneration should be included within the bid price quoted by the Contractor.
- vii) If the Project Leader is absent for a period exceeding seven (7) days, the Contractor shall provide a replacement official with equivalent or superior qualifications to perform the duties during the absence.
- viii) In the event that counterfeit or fake currency is identified—either by Maha-Metro staff while receiving cash from the TOM operator or by bank officials during the cash handover—the Contractor shall be liable for the full value of the counterfeit currency. The equivalent amount shall be debited to the Contractor and must be remitted no later than the close of the following business day.
- ix) The Contractor shall provide a minimum of 4 currency counting machines with fake note detection features at stations nominated by Maha-Metro.
- x) Deployment of minimum no. of Machinery & Equipment as mentioned in along with technical details like make, capacity, present conditions etc. are to be submitted to Maha Metro and if there is any variation in machine other than prescribed make, capacity, present conditions etc. prior approval from Maha Metro is needed.
- xi) The Detergents/Reagents/Chemicals/Consumables and Disinfectants & Pesticides, as provided in Annexure C & D, which are to be used for the purposes of this Contract, should be environment-friendly to the extent possible. The list of such materials, along with their applications and Material safety Data sheets, are required to be submitted. If there is any variation in Detergents/Reagents/Chemicals/Consumables and Disinfectants & Pesticides as prescribed prior approval from Maha Metro is needed.

15. SPECIFIC SCOPE OF WORK**a) PROJECT LEADER:**

- i) The contractor shall include the cost of one Project Leader within its overhead & administrative charges at the time bidding.
- ii) A Project Leader is an expert who leads others and ensures that a project is running successfully. Engaging the team, encouraging them, attending to their requirements, and maintaining a comfortable and effective work environment.
- iii) Project Leader must have knowledge of all departments i.e. Housekeeping, Security, Ticketing, billing and customer handling etc.
- iv) Work with departmental team leader, managers, and other stakeholders to develop team goals and delegate tasks to the appropriate team member
- v) Develop team schedules and assist in the successful on boarding and training of team members.
- vi) Create and communicate a clear list of expectations and goals for team members to follow.
- vii) Offer emotional support to project team members and make people feel valued.
- viii) Maintain frequent communication to offer encouragement, amend tasks, and provide updates on goal progress.
- ix) The Project Leader shall ensure the availability of two set of uniform for all shift manning staff along with ID cards while on duty.

b) TEAM LEADER (TOM/EFO + FMS SUPERVISOR):

- i) The contractor must include the cost of one Team Leader (covering both TOM/EFO and FMS Supervisor roles) as part of their overhead and administrative charges when submitting the bid.
- ii) The Team Leader is responsible for overseeing the staff assigned to the Ticketing and FMS Supervisor positions at all stations.
- iii) The Team Leader should be able to share their expertise and experience with junior staff to help them grow.
- iv) It is the Team Leader's responsibility to ensure the punctuality and attendance of both the Ticketing Staff and FMS Supervisors, ensuring the required number of staff are present. If any staff is absent or on leave, the Team Leader must make alternative arrangements to prevent disruption to operations.
- v) The Team Leader will conduct regular quality performance checks on all Ticketing Staff and FMS Supervisors, implementing corrective actions as needed to maintain high standards.
- vi) The Team Leader serves as the primary point of contact for receiving and acting upon instructions from the Project Manager or Project Leader.
- vii) The Team Leader will manage all shift-related activities, including the

distribution of daily rosters, conducting daily briefings or roll calls, and overseeing leave management.

- viii) Ensuring punctuality and proper staffing for shifts is a key responsibility. If any shift is left unmanned, the Team Leader must make arrangements to ensure work continuity.
- ix) The Team Leader will assist with induction and training for all shifts, providing regular need-based training sessions and supporting team members' orientation within the department.
- x) The Team Leader is responsible for ensuring that all instructions from Maha Metro officials are effectively implemented.

c) TEAM LEADER (SECURITY)

- i) The contractor must include the cost of one Team Leader (Security) within their overhead and administrative charges when submitting the bid.
- ii) The Team Leader (Security) shall provide operational support to ensure the agreed service levels for security operations are consistently met.
- iii) The Team Leader (Security) shall oversee the daily operations of the security team during assigned shifts.
- iv) The Team Leader (Security) shall distribute daily rosters and ensure proper shift coverage.
- v) The Team Leader (Security) shall hold daily briefings or roll calls to communicate any updates, shifts, or issues to the team.
- vi) The Team Leader (Security) shall manage leave requests and ensure that the security team is adequately staffed at all times.
- vii) The Team Leader (Security) shall monitor and supervise the daily duties of Security Guards to ensure adherence to security protocols and maintain high standards.
- viii) The Team Leader (Security) shall ensure compliance with all security-related policies and procedures.
- ix) The Team Leader (Security) shall identify training and development needs within the security team.
- x) The Team Leader (Security) shall support and facilitate the induction process for new security team members.
- xi) The Team Leader (Security) shall organize and deliver ongoing training to ensure staff skills are up-to-date and in line with security standards.

- xii) The Team Leader (Security) shall implement of Standard Operating Procedures (SOPs) across the security team.
- xiii) The Team Leader (Security) shall ensure that SOPs are adhered to and assist in maintaining accurate and up-to-date security documentation.
- xiv) The Team Leader (Security) shall Oversee the operation and management of security systems, including CCTV, access control systems, and alarm systems.
- xv) The Team Leader (Security) shall ensure that all security systems are functioning properly and report any issues for repair or maintenance.
- xvi) The Team Leader (Security) shall ensure that all security-related equipments are fully operational.
- xvii) The Team Leader (Security) shall report any malfunctions or equipment failures promptly to ensure minimal disruption to security operations.
- xviii) The Team Leader (Security) shall maintain and ensure the integrity of the key control process to secure all keys and access points.
- xix) The Team Leader (Security) shall ensure that all key management activities are properly documented and controlled.
- xx) The Team leader (Security) shall be responsible for proper record and upkeep of asset like walkie-talkie, BSM, HHMD etc

d) TEAM LEADER (HOUSEKEEPING)

- i) The contractor shall include the cost of one Team Leader (HK) within its overhead & administrative charges at the time bidding.
- ii) The Team Leader (Housekeeping) must have good knowledge of housekeeping techniques, machines & chemicals.
- iii) The Team Leader (Housekeeping) shall check and maintain adequate level of supplies and material and request replenishment of supplies as required.
- iv) The Team Leader (Housekeeping) shall assist with team member orientation and training within the department.
- v) Attend meetings as requested and contribute new ideas to improve housekeeping
- vi) Manage your shift team, including distribution of daily rotations, daily briefings/roll call, leave management.

e) FMS Supervisor

- i) The FMS Supervisor will be the single point of contact for Housekeeping, Security and Ticketing Staff for all contractual obligations.
- ii) The FMS Supervisor shall provide dedicated training (both Hard Skill & Soft Skill), First Aid & Fire Fighting, Lift rescue, emergency evacuation, lightening arrangements at stations, Escalator operation etc. to each staff.
- iii) Housekeeping, Security guards, TOM/EFO deployment and shift management at his/her stations.
- iv) The FMS Supervisor shall prepare detailed date-wise, shift-wise, location-wise, and name wise list/roster of personnel who are deputed to perform each function as stated in above.
- v) The FMS Supervisor shall always ensure that the requisite number of FMS shift shall always manned and shall leave their shift only after the reliever takes over the duties. In no case, shift to be unmanned.
- vi) The FMS Supervisor shall ensure that the Machinery and Consumable (FMS assets) shall always available in working condition (repairing and maintenance) at locations mentioned in contract. The Machinery and Consumable shall be always as per the approved list only.
- vii) The FMS Supervisor will provide the necessary breaks (Lunch etc.) to the Staff (TOM/EFO, Security guards).
- viii) The FMS Supervisors should be fully aware about the preventive security measures as well as measures to be taken when any untoward incident happens. They should know the chain of command including contact numbers etc. of the concerned officials in the Nagpur Metro Security and Operations Department for immediate communication. They should be aware of contact numbers of hospitals, ambulance services available etc. so that in emergencies they can rush the concerned for medical aid without loss of time.
- ix) The FMS Supervisor will provide the necessary passenger assistance to the needy passengers.
- x) Station FMS Supervisor shall promote the Maha Cards among the Passengers, shall assist the Station Controller for promoting Maha Metro among passenger.
- xi) Station FMS Supervisor shall ensure the sale of Maha Cards as instructed by Maha Metro from time to time.
- xii) The FMS Supervisor shall ensure that he/she and all FMS Shift staff at his deployment location shall always maintain high decorum to keep up the standards of Maha Metro. Their level of integrity shall be beyond doubt.
- xiii) Preservation of Peace and orderly conduct: The FMS Supervisor shall be fully

responsible to ensure the discipline, and orderly conduct among the staff deployed for work. Smoking & Consumption of Tobacco in any form is not allowed. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the Metro premises.

- xiv) The FMS Supervisor must ensure that none of the FMS staff should misbehave with Metro Staff, ladies, passenger and children, if observed so disciplinary action to be initiated against the said FMS Staff and appraise the Maha Metro regarding so.
- xv) The FMS Supervisor shall be very well verse of Maha Metro premises (i.e. Station, emergency exit routes at stations, viaduct etc.)
- xvi) The FMS Supervisor shall be equipped him/herself and other FMS staff with the knowledge of Fire Extinguisher, Fire Plant, passenger amenities to be maintained up to the Maha Metro standard.
- xvii) Safety Measures Safety Instructions: As Maha Metro premises having High Voltage OHE (25kV), High Voltage equipment, movement of Trains in the depot and stations, and other industrial equipment, which can cause major injury, electrocution, and even death to the personnel. Hence, requirements for observing safety are very high. The Team leaders will be provided familiarization on the safety aspects and shall be required to train all the Security Guards deployed. The detailed rules and guidelines are made known to its entire staff and must be followed to ensure safety. The project Leader to ensure this.
- xviii) The FMS Supervisor shall be very well versed of Prohibited articles in Maha Metro.
- xix) The FMS Supervisor shall ensure that Security Staff should be fully aware about the preventive security measures as well as measures to be taken when any untoward incident happens. They should know the chain of command including contact numbers etc. of the concerned officials in the MAHA-Metro Security and Operations Department for immediate communication. They should be aware of contact numbers of hospitals, ambulance services available etc. so that in emergencies they can rush the concerned for medical aid without loss of time.
- xx) The FMS Supervisor shall carryout the surprise inspection of FMS staff for their professional competence and knowledge of job functions, response to emergencies, adherence to code of conduct, punctuality, commitment to organizational culture, safety awareness, reliability, communication skill, team spirit and submit the copy to Maha Metro Officials on weekly basis.
- xxi) The FMS Supervisor shall maintain and update all the records pertaining to Housekeeping, Security, Staff attendance, Staff grievance, monthly wages/claims, Consumable Stock inventory, training imparted etc and ready

to share the data to Maha Metro as and when required.

- xxii) The FMS Supervisor shall strictly ensure that the Work Description for FMS Staff mentioned in FMS Contract shall be strictly followed.
- xxiii) The FMS Supervisor shall deploy the FMS shift as per FMS Contract requirement.
- xxiv) If case the requirement of Female FMS to work during night shift arises then Safety & Security of those Staff to be ensured by the Contractor.
- xxv) The FMS Supervisor shall render spontaneously all possible assistance when called upon to do so by the appropriate official in case of an accident or obstruction.
- xxvi) The FMS Supervisor shall also govern the duties of Security Supervisor, Housekeeping Supervisor, Ticketing Staff, Platform Patrolling & passenger Facilitation etc.
- xxvii) The FMS Supervisor must ensure confidentiality of instructions/orders issued to him/her, should not remain absent from his responsibilities and not allow personal friends/visitors into the facility.
- xxviii) The Supervisor shall be able to disseminate his experience as a supervisor to control all the Security Guards deployed by the Contractor.
- xxix) It is his duty to ensure punctuality and attendance of the Security Guards and to ensure the presence of required numbers of Security Guards and to make alternative arrangements in case of absence, leave etc. so that assigned work is not hampered
- xxx) To carry out quality performance checks of all the Security Guards at frequent intervals and put in place the corrective measures as required.
- xxxi) He shall act as a key person to receive instructions from time to time from the Maha-metro and act upon them.
- xxxii) He shall possess a valid First Aid Certificate and shall render First Aid to needy passengers and staff as and when necessary.
- xxxiii) He shall be responsible for deployment of Housekeeping Staff at his/her Station
- xxxiv) He shall prepare detailed date-wise, shift-wise, and name wise list/roster of personnel who are deputed to perform each function at his/her station.
- xxxv) He/she shall always ensure that the requisite number of HK staff shall always man the duty areas and shall leave their duty only after the reliever takes over the duties.

- xxxvi) He/she shall ensure that the Machinery and Consumable (FMS assets) shall always be available in working condition (repairing and maintenance) at locations mentioned in contract (Station). The Machinery and Consumable shall be always as per the approved list only.
- xxxvii) He/she will be available round the clock on call, and shall not leave the city without informing the Station Official of Maha Metro and after suitable replacement is provided by the Contractor the HK Supervisor will be relieved. If not complied, a suitable penalty will be imposed on the Contractor.
- xxxviii) He/she will provide the necessary passenger assistance to the needy passengers.
- xxxix) He/she shall ensure that he/she and all FMS staff at his deployment location shall always maintain high decorum to keep up the standards of Nagpur Metro. Their level of integrity shall be beyond suspicion.
- xl) Preservation of Peace and orderly conduct: He/she shall be fully responsible to ensure the discipline, and orderly conduct among the staff deployed for work. Smoking & Consumption of Tobacco in any form is not allowed. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the Metro premises.
- xli) He/she must ensure that none of the HK staff should misbehave with Metro Staff, ladies, passenger and children, if observed so disciplinary action to be initiated against the said HK Staff and appraise the Maha Metro regarding so.
- xl ii) He/she shall be very well verse of Maha Metro premises (i.e. Station, emergency exit routes at stations, viaduct etc.)
- xl iii) He/she shall be having a knowledge of Fire Extinguisher, Fire Plant, passenger amenities to be maintained up to the Maha Metro standard.
- xl iv) Safety Measures Safety Instructions: As Nagpur Metro premises having High Voltage OHE (25kV), High Voltage equipment, movement of Trains in the depot and stations, and other industrial equipment, which can cause major injury, electrocution, and even death to the personnel. Hence, requirements for observing safety are very high.
- xl v) He/she shall maintain and update all the cleaning formats/records pertaining to Housekeeping Staff attendance, Staff grievance, Consumable Stock inventory, training imparted etc. and ready to share the data to Maha Metro as and when required.
- xl vi) He/she shall strictly ensure that the Work Description for HK Staff mentioned in FMS Contract shall be strictly followed.
- xl vii) He/she shall always be motivating the H/K staff to achieved Excellent Service

Level Agreement (SLA) for housekeeping work.

- xlvi) He/she shall ensure that Schedule of all FMS activities at all mentioned locations are regularly carried out.

f) Revenue & Customer Care Assistant (RCA)MMI, Revenue Attendant/Customer Care Executive

- Reconciliation of daily ridership & revenue collection data.
- Identify mismatch between AFC data& actual data on daily basis.
- Maintaining data of revenue cell.
- Revenue data analysis.
- Preparing revenue related data as required.
- Coordination with station for revenue related issues.
- Preparing monthly report of mismatch of revenue & ridership.
- Generating various revenue report like daily summary, Earning & Ridership.
- Common staff for attending customer calls, grievance redressal, online feedbacks and manning of Lost and found cell.

g) Security Control Room

- Keep close monitoring of all Stations through CCTV.
- Operate and monitor all CCTV systems and alarms.
- Maintain communication with field security staff via radio/walkie-talkie.
- Respond promptly to emergency calls and relay instructions.
- Record incidents in the control room logbook.
- Taking regular updates from Security staff deployed at stations
- Informing higher officials about any incident/accident/emergency situations,
- Prepare, submit and upkeep daily activity and incident reports.
- Report any suspicious activities or malfunctions to Station staff & ERT.
- Guide and support patrolling guards & ERT with real-time information.
- Stay updated on the latest safety regulations and security procedures
- Assist in deployment during special events or emergencies.
- Coordinating agency for providing CCTV footage to local police after obtaining permission from Maha Metro

h) Emergency Rescue Team (ERT)

- ERT shall patrol assigned areas regularly to monitor for unusual activities or security threats.

- ERT shall ensure surveillance equipment (e.g., cameras, alarms) is functioning properly.
- ERT shall monitor emergency exits and critical access points for security breaches.
- ERT shall respond quickly to emergency situations, including fires, medical emergencies, or natural disasters.
- ERT shall assist in evacuations, guiding people to safety in case of an emergency.
- ERT shall administer basic first aid or CPR if necessary until emergency medical services arrive.
- ERT shall coordinate with local emergency responders (police, fire department, medical personnel) during crises.
- Ensure only authorized personnel enter restricted or dangerous areas during an emergency.
- Conduct security checks on incoming personnel, visitors, and vehicles for hazardous materials or illegal items.
- Enforce security protocols for access to sensitive locations during emergencies.
- Manage crowds in an organized manner, ensuring that people do not panic or act recklessly during emergencies.
- Direct individuals to designated safe zones and ensure no one is left behind.
- Prevent unauthorized access to emergency or disaster sites.
- Evaluate potential risks and hazards in the area to preemptively mitigate emergencies.
- Regularly inspect emergency exits, fire alarms, extinguishers, and other safety equipment to ensure they are in working condition.
- Report any safety concerns to the relevant authorities.
- Maintain clear and continuous communication with other team members, supervisors, and emergency responders.
- Record and report incidents, accidents, and security breaches for follow-up.
- Document emergency response activities and provide post-event analysis for improvements
- Participate in regular safety drills, including fire, evacuation, and first aid training.
- Help train staff and the public on emergency procedures and safety protocols.
- Stay updated on the latest safety regulations and security procedures
- Help emergency responders with the identification of individuals needing medical care or other services
- After the emergency has been resolved, assist with securing the area and ensuring it remains safe.
- Conduct damage assessments and ensure that no further security risks exist.

i) Services for ticketing TOM/EFO Operator (Ticket Office Machine/Excess Fare Office Operator

The contractor shall be responsible for ensuring the Operation of Ticketing Counters (TOM & EFO) during revenue hours by deploying adequate staff at various prescribed locations at stations.

Currently, the ridership of Mata Metro is around 1.1 lakh and is steadily increasing. In the future, ridership may exceed 2 lakhs. Therefore, the Contractor should make the necessary arrangements to accommodate any increase in traffic.

The quantity mentioned is tentative/indicative based on our experience so far, however, if additional deployment is required due to special events like Cricket match, special occasions etc shall be made by the Contractor without any extra payment. Nevertheless, at any point of time the indicated figures are to be made available at any point of time, else penalty shall be imposed as per Para 11.

However, change in shift timings, change in counter/locations etc. shall be done in consultation with SC/CC.

As per Maha metro requirement TOM (Ticket Office Machine) /EFO (Excess Fare Office) Shifts to be deployed at requisite locations.

Maha-Metro shall provide the training for operating the Ticket Office machines.

TOM & EFO shifts are interchangeable.

Tentative deployment is placed as Annexure-A

i) Work Description for manning shift of TOM/EFO:

Work involves providing the services of Ticketing through Ticket Office Machine (TOM) , shift will be responsible for manning the Ticket Office Machines for issuance of Maha Cards, topping up the Maha Cards, QR (Quick Response) Code tickets, TVM, issuance of bus / Metro common tickets if any, collection of cash, remittance of cash to Station Controller or to representatives of the nominated bank as the case may be, submission of shift-wise returns of the money transactions made during shift, maintaining proper accounting etc.

All Ticketing Shifts' manpower will strictly adhere Maha Metro Business Rules and other laid down procedures during their Shifts.

All the staff shall mark attendance through Biometric machine only. Biometric machine should be supplied/ installed by the Contractor. Access to be provided to nominated Maha Metro Official.

Schedule of Activities:

(a) Ticket counters in Metro Stations:

- i) Receive Shift Abstract Form (SAF), Imprest Amount, AFC consumable stock, Maha Card, any updated instruction from Station Controller at the beginning of the shift.
- ii) Sale of QR tickets, Sale of Maha Cards its activation, Add-value and sale of Manual Fare Tickets under the instructions of the Station Controller.
- iii) Submit End of shift report with settlement along with shift abstract form to Station Controller in respect of POS transactions and hand over cash, cards, cancel Tickets, static payment details etc.
- iv) All the registers and Forms prescribed for TOM operations to be properly maintained.
- v) Any other works allotted by the Maha-Metro.

(b) Excess Fare office at Metro stations

- i) Receive Shift Abstract Form (SAF), Imprest Amount, AFC consumable stock, Maha Card, any updated instruction from Station Controller at the beginning of the shift.
- ii) Paid Exit, Free Entry, Free Exit tickets will issued from EFO.
- iii) QR ticket refund, collect Penalty / Adjustment Fare from passengers.
- iv) All the registers and Forms prescribed for EFO operations to be properly maintained.
- v) In case Entry-Exit mismatches, adjust Tickets / Travel Cards with or without penalty.
- vi) Attend the queries / enquiries of commuters, collect unreadable Cards from customers and replace them with new cards. Unreadable cards to be handed over to SC for further action.

- vii) Submit End of shift report with settlement along with shift abstract form to Station Controller in respect of POS transactions and hand over cash, cards, cancel Tickets, static payment details etc.

(c) General Instructions for Ticketing Staff:

- i) The Ticket Office Machine (TOM) shift shall not be left unmanned at any stage during revenue operation hours. No Staff shall leave the post until properly relieved by a competent reliever.
- ii) The staff shall declare the personal cash carried by them while taking up duty.
- iii) Ticketing staff shall not use his/her personal UPI ID for accepting any kind of cashless payment from passengers. Hence while on duty, usage of personal mobile is strictly prohibited.
- iv) The staff must keep personal belongings along with cash in locker and should not be in possession of any personal cash while manning the ticketing counters.
- v) Follow all cash handling procedures and revenue procedures approved by Maha-Metro.
- vi) Providing assistance to passengers to use Ticket Vending Machines.
- vii) The Ticket Office Machine shall not be left unmanned at any point during revenue operation hours. No Staff shall leave the duty until properly relieved by a competent reliever.
- viii) Guidance to commuters regarding Maha-Metro system, behavior & etiquettes.
- ix) Assist passengers with special needs.
- x) To undertake crowd management at station area like Platforms, Lifts, Escalators, Circulating Area, etc.
- xi) To obtain and record/survey different commuter services data.
- xii) Any other job as assigned by NMRC for the benefit or facilitation to commuters

j) SECURITY SERVICES

The contractor shall be responsible for ensuring the security of Maha Metro property, passengers, and Staff within Metro premises by deploying adequate staff at various prescribed locations at stations, depots, RSS and in revenue trains.

Currently, the ridership of Mata Metro is around 1.1 lakh and is steadily increasing. In the future, ridership may exceed 2 lakhs. Therefore, the Contractor should make the necessary arrangements to accommodate any increase in traffic

The quantity mentioned is tentative/indicative based on our experience so far, however, if additional deployment is required due to special events like Cricket match, special occasions etc. shall be made by the Contractor without any extra payment. Nevertheless, at any point of time the indicated figures are to be made available at any point of time, else penalty shall be imposed as per Para 11

However, change in shift timings, change in frisking points/locations etc. shall be done in consultation with SC/CC.

During revenue hours, in addition of Gents frisking, one lady guard to be deployed for female frisking at all the stations

Tentative deployment is placed as Annexure-A

1) Work Description:

- i) This involves providing Security Services for all prescribed locations.
- ii) For smooth working, Maha Metro Security Officials shall provide the walkie-talkie to the Contractor at the commencement of the work and same to be collected back by Maha Metro Security wing after completion of Contract.
- iii) The security services shall be required during the day and night as per the Nagpur Metro's requirement.
- iv) The Contractor should deploy trained and uniformed manpower for Security services as per the qualifications mentioned above.
- v) The Contractor shall provide trained Security personnel by deploying fail-safe measures, providing early warning and mobilizing troubleshooting elements thereby ensuring:
 - a) Protection of the Maha-metro's property, personnel, passengers and visitors against harm/theft/damage.
 - b) Regulate access control at nominated places of deployment, prevent misuse of premises and facilities, prevent trespassing, unauthorized construction, prevent squatting in the Maha-metro's premises, vandalism and throwing of garbage in the Maha-metro's premises, prevent littering, spitting and ensuring general adherence to rules by others.
 - c) Security Guard shall open the entrances for access to the public at least 20 minutes before the advertised time of departure for the first train
 - d) Security Guard shall ensure that all the passengers have entered the station as per the last train travel schedule, boarded the last revenue train and no unauthorized person/passenger remains on the station after the completion of the revenue services.
 - e) After the closing of revenue services, Security Guard shall close the required no. of entrances as per the requirement of Maha-Metro to prevent any unlawful entry or trespassing.
 - f) Undertake fire-fighting operations with available equipment and resources in situations of emergencies.
 - g) Regulate parking of vehicles in the Maha-metro's premises as per directions.
 - h) Regulate the passengers while boarding and alighting the trains at platforms of stations.
 - i) While on duty at platform, he shall closely monitor adjacent platforms to prevent any nuisance or unauthorized entry onto tracks.
 - j) Rover Security Guard Duties

Patrolling Responsibilities-

- Conduct regular patrols of assigned areas, including platforms, concourses, entry/exit points, and tracks.
- Monitor for suspicious activities, unauthorized access, or security breaches.

Surveillance & Monitoring

- Keep a close watch on passengers, vendors, and staff to ensure a safe environment.
- k) Report and respond promptly to any security threats.
 - l) Prevent unlawful/ unauthorized persons from entering restricted areas.

- m) Assist in managing crowd movement during peak hours, special events, or emergencies.
- n) Ensure smooth passenger flow and prevent overcrowding at critical points.

2) Description of Activities:

- i) Shift-wise manning of nominated equipment/location as per requirement of Nagpur Metro.
- ii) Keeping a watch on the persons entering through the DFMDs and subjected to frisking by Hand Held Metal Detectors (HHMD).
- iii) Each X-Ray Baggage scanning machine, which shall be provided by the Maha-metro, shall be manned by security personnel.
- iv) At least one security Shift at DFMD shall be female, for dealing with female passengers as required.
- v) The Security Staff shall patrol as required by the Maha-metro and keep a general watch.
- vi) The Security staff shall watch, attend and properly deal with security risks like unattended / unclaimed objects, overcrowding, mischief by bullies, misbehavior, miscreant activities etc.
- The Security Staff shall watch and ensure that restricted areas are not entered by unauthorized persons and only persons with proper authority enter these areas.
- All the staff shall mark attendance through Biometric machine only. Biometric machine should be supplied/ installed by the Contractor. Access to be provided to nominated Maha Metro Official.
- Security shift staff shall follow all the laid down rules and instructions issued by Maha Metro. They shall also follow the directions of Security Control and Station Controller from time to time in regard to normal working of stations. The location of deployment and nature of duty of security staff may be altered by Station Controller, Depot Controller, RSS Operator, Operation Control Room or Security Control etc. in the interest of smooth operation.
- Frequent visits of parking area for ensuring smooth movement of passenger, wheelchairs and vehicles.
- In case of emergency, the Security Staff shall assist the Station Staff for evacuating the passengers.
- The Contractor shall maintain liaison with the local police, fire and other authorities for smooth working/services.
- The Contractor shall perform any other duty asked for by the Maha-metro in order to ensure better security of the Maha-metro's assets.
- Work in Emergency Rescue Team.
- Work as rover inside Metro trains to avoid nuisance
- Manning of Security Control room.

3) Duties of Guards:

- i) Manning and managing baggage scanner machine.
- ii) Reporting the issues if any to the Security Supervisor/Station Controller/other authority nominated by the Maha-metro.
- iii) Assist Security Supervisor as and when required, and work as Acting Security Supervisor in his absence.
- iv) Monitor the Passenger flow at the entry and exits of Stations.
- v) Continuously observe and monitor the crowding condition for any Irregularity and assist passenger's needs.
- vi) Ensure the safety of the commuters and orderliness among the passengers

- at the platforms.
- vii) Observe and monitor the public address announcements and displays.
 - viii) To ensure safety of the passenger whenever the speed of escalators slows down the movement of the passengers when necessary. Also barricade whenever the work is being carried out like change of direction, cleaning, maintenance, inspection and when it is stopped.
 - ix) To barricade and place the proper signage wherever it is required or as instructed by Nagpur Metro staff.
 - x) To ensure on a daily basis that the Assembly Point, Evacuation Passages and Emergency Exit are clear from any obstruction.
 - xi) To help differently abled (physically challenged) passengers at the stations.
 - xii) Handover/transfer of documents/assets from/to various offices/stations of Nagpur Metro.
 - xiii) Serving the functions of office helpers.
 - xiv) Collect/dispatch letters/documents to and from stations and depot.
 - xv) Any other job as assigned by Nagpur Metro.

4) General instructions:

The general instructions shall include the below mentioned points but will not be limited to this only:

- i) The Security Staff deputed by the Contractor should be adequately trained in accordance with provisions under the Private Security Agencies Regulation Act, 2005. They shall be in possession of valid certificates under the Private Security Agencies Regulation Act, 2005.
- ii) The training should cover monitoring of CCTV, X-ray machines, frisking, mob control, handling of contingencies.
- iii) The Security Staff deputed shall be without any arms. Wooden or fibre sticks or lathis, torch and whistles to the Security Staff shall be provided by the Contractor at his own cost, wherever required.
- iv) Security Staff should be well versed in the operation of security equipment like Baggage Scanners, Door Frame Metal Detectors (DFMDs) and Hand-Held Metal Detectors (HHMDs).
- v) Maha Metro may need additional manpower for security and supervision at short notices. The contractor shall arrange to supply the required additional manpower at an advance notice of 24 hours.
- vi) Adequate female Security Staff shall be nominated in every shift to handle female passengers and staff.
- vii) No Security Staff shall be asked to continue after completion of his shift.
- viii) The staff manning the X-ray machine should rotate after every 2-3 hours.
- ix) The security Staff should also assist and guide the passengers whenever required. They should be fully aware of the facilities available with the Nagpur Metro for the passengers. They should be courteous and polite in their behavior.
- x) The requisite number of security Staff shall always man the duty areas and shall leave their duty only after the reliever takes over the duties.
- xi) The Contractor shall maintain records of the activities of security checks, vehicles etc. which shall be subject to inspection by authorized representative of the Nagpur Metro.
- xii) The Contractor shall maintain close liaison with local police and update

themselves with law and order situations. They should proactively gather intelligence and update the Nagpur Metro Security Officer.

- xiii) The movement of materials in and out of the Nagpur Metro's premises shall be only on proper memo and shall be recorded in the register maintained for the purpose.
- xiv) The Security Staff and Supervisors shall assist Quick Reaction Team/State Police in case of emergencies.
- xv) In the event of receipt of security alerts, the Contractor should be able to deploy extra man-power to tackle the situation.
- xvi) The Contractor is encouraged to hire ex-serviceman.
- xvii) The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open, all over the premises.
- xviii) The contractor's supervisors deputed to man the Security Control shall always be vigilant and carefully monitor the CCTV displays for any untoward incidents and intrusions at stations and locations in the Depot and initiate appropriate action. They should maintain a log book recording the events of day-to-day observations chronologically and action taken. In case of a major untoward incident, they should send a special report to the Maha-metro's Security Officer.

k) SERVICES FOR CLEANING & HOUSEKEEPING ACTIVITY:

Currently, the ridership of Mata Metro is around 1.1 lakh and is steadily increasing. In the future, ridership may exceed 2 lakhs. Therefore, the Contractor should make the necessary arrangements to accommodate any increase in traffic

- 1) The contractor shall be responsible for upkeep and the deployment of adequate staff for cleaning and up keeping of various locations of stations/depots as per its prescribed frequency. Housekeeping Staff: Shall be deployed in suitable numbers as per the total area of the station, rooms, circulating area and SLA requirement.

Location	Total area (Sq. Mtr.)	Maximum daily area (Sq. Mtr.) to be cleaned (Weighted area)
RSS Jhansi Rani	3296.474	1214.66
Lokmanya Nagar	19256.763	3302.27
Bansi Nagar	25820.593	6646.02
Vasudev Nagar	25809.893	6635.32
Rachna Ring Road	25776.113	6601.54
Subhash Nagar	16256.763	3285.13
Dharampeth College	14427.047	3149.30
L.A.D. Square	25792.813	6618.24
Shankar Nagar	25776.113	6601.54
Institution Of Engineers	16275.043	3303.41

Jhansi Rani Square	16275.043	3303.41
Cotton Market Square	26496.074	7092.31
Nagpur Railway Station	17636.347	5099.73
Dosar Vaisya Square	17633.347	5096.73
Agrasen Square	17600.167	5063.55
Chitar Oli Square	27039.259	6612.43
Telephone Exchange	15636.422	3859.70
Ambedkar Square	12619.122	3825.26
Vaishno Devi Square	13633.862	3845.72
Prajapati Nagar	34512.324	7206.55
Hingna	89030	15000
Total	397569.582	98362.80

Contractor shall be responsible for cleaning and upkeeping of various locations of stations/depots as per its prescribed frequency. The payment for that said location shall be done once a day/week/month/half year (as prescribed) for the area (sqmtr.) irrespective of no. of times cleaning done for maintaining and upkeeping of that location. The contractor shall be liable to maintain same level of the cleanliness the location till next frequency of such location as per Maha-Metro satisfaction.

Irrespective of no. of times cleaning done for maintaining and upkeeping of that location, the payment for the said location shall be done as per the prescribed frequency (i.e. day/week/month/half year) for the area (sqmtr.) The contractor shall be liable to maintain the same level of the cleanliness of the location till next frequency of cleaning for that location as per Maha-Metro's satisfaction.

The methodology of calculation of payment is as follows:

For Example - The quoted rate per sqmtr. is for the entire day irrespective of no. of frequencies of cleaning in a day. The contractor has to maintain the cleanliness for the entire day. For example, if the contractor cleans the concourse area of 600 sqmtrs, 4 times a day (against the prescribed frequency of once a day) and the quoted rate is Rs. 0.87/sqmtr, the contractor shall be paid $\text{Rs } 0.87 \times 600 = \text{Rs } 522/-$ per day. i.e Monthly payment = Area x rate x no of days in a month

Monthly Payment = Area x rate x 30 days (if a month of 30 days)
 $= 600 \times 0.87 \times 30 = \text{Rs. } 15,660/-$

Where the frequency is weekly, the calculation for payment will be as follows:

Monthly Payment = Area x rate x No. of Weeks in that month
 $= 600 \times 0.87 \times 4 = \text{Rs. } 2088/-$

Where the frequency is monthly, the calculation for payment will be as follows:

Monthly Payment = Area x rate x 1
 $= 600 \times 0.87 \times 1 = \text{Rs. } 522/-$

In similar way, the calculation will be done for half yearly.

2) SCOPE OF CLEANING AND HOUSEKEEPING SERVICES

The contract includes providing comprehensive services for Mechanized Housekeeping for 19 Metro Stations, 1 Depot, 12 Trains, 1 RSS at Jhansi Rani Square. The working will be based on the segregation of Station area into various categories. The Contractor will execute mechanized housekeeping activity with suitable, uniformed and trained personnel who shall use modern equipment, machinery and eco-friendly chemicals for the below mentioned activities.

All the different categories of area to be jointly identified and measured before commencement of activities.

- a) **General Scope:** The Contractor shall provide adequate number of cleaning and housekeeping staff for Trains, Stations, Depot, RSS, etc. to maintain cleanliness upkeep at all hours of the day. The overall cleanliness and appearance of Metro stations and installations shall be in accordance with Good Industry Practice and international standards.
- i) Cleaning and housekeeping of the stations, Parking area, Depots, RSS etc.
 - ii) Sanitation of Toilets, supply of necessary items like paper roll / buckets / mugs, room fresheners, hand wash, polythene etc.
 - iii) To perform the stipulated activity, the Contractor shall ensure the required number of housekeeping staff in all the shifts.
 - iv) The Cleaning & Housekeeping to be carried out as per the schedule mentioned by deploying adequate number of specified machineries & equipment. The Eco friendly disinfectants detergents / liquids to be used. The machines /equipment & Disinfectant detergents / liquids should damage the surface of flooring, walls, glass, equipment, Personnel, train movement etc. The Contractor may have to use suitable cleaning & washing Detergents/ Reagents etc. as specified/approved by Maha-Metro.
 - v) Contractor shall be responsible for cleaning of various area of stations/depots as per prescribed frequency. The same area as per the prescribed frequency will be taken in to account for payment only. However, the contractor shall be liable to maintain same level of the cleanliness the location till next frequency of such location as per Maha-Metro satisfaction
 - vi) This involves providing comprehensive services in cleaning and housekeeping services for Maha Metro Line1 Stations, RSS, Depot etc. This also includes collection of garbage on a daily basis from all station premises and its proper disposal on a daily basis complying with NMC regulations. The garbage to be dumped only in the NMC notified area.
 - vii) Contractor will use modern machinery like wet and dry vacuum cleaner, auto scrubber dryer, etc. for cleaning. The details of machinery and equipment to be deployed at each station should be as per **Annexure B**. The chemical and other consumables to be used at stations for cleaning should be as per **Annexure C & D**.
 - viii) All cleaning staff shall be fully trained to use the cleaning agents and machineries to ensure safe health practices while working. The cleaning service level shall be maintained as specified in **Annexure** .
 - ix) Training programs to be conducted frequently to improve the maintenance procedures and to maximize efficiency. The house keeping staff to be educated on the Do's and Don'ts.

Do's:

- i) Ensure only eco-friendly chemicals are used in the building;
- ii) Thoroughly understand the manufacturer's material safety data sheet (MSDS) for every chemical used;

- iii) Ensure that the cleaning staff use appropriate safety precautions;
- iv) After use of the chemicals, ensure that the containers are sent for recycling. Use the right chemical for the application;
- v) After cleaning, ensure that you wash your hands thoroughly;
- vi) Label all containers and include a standard warning label as may be necessary;
- vii) Store all housekeeping chemicals in a designated place and access shall be only for authorized personnel;
- viii) First aid training is mandatory; and

Don'ts:

- i) Never touch any food items while handling the chemicals;
- ii) Never handle the chemicals without safety aids;
- iii) Never allow persons other than those authorized to handle the chemicals;
- iv) Never allow chemicals to come in contact with the lips;
- v) Never pipette cleaning agents by mouth;
- vi) Never put bottles of acids or alkalis on high shelves;
- vii) Never pour water into concentrated acids;
- viii) Never sniff at possibly toxic materials;
- ix) Never pour used or left-over cleaning solutions into drain pipe, sinks or sanitary sewer.

b) General Instructions

- i) Housekeeping work involves high rise cleaning by using appropriate modern equipment (safety equipment, spider rope, spider belt / harness, Hook-S type and U type, hydraulic ladders, Arial work lift platform, telescopic poles, hanger net, safety helmet, safety shoes, suction pad, Unger blade, blade holder, glass applicator with squeezer, chemicals for glass & ACP (aluminium cladding Panel) cleaning and such other equipment as the Contractor feels necessary.
- ii) Cleaning all commodes, sinks, basins, taps and faucets available in the station / depot / RSS area.
- iii) Pest control, mosquito control & rodent control of the entire station / depot /RSS area including all rooms.
- iv) General cleaning of Traction, E&M, Signalling, Telecommunications and AFC items available in Station/depot premises as under:
 - 1) Lighting Fixtures & accessories, Fans, D.G. sets & connected equipment, Air conditioners, All HT & LT Equipment available in ASS room, LT equipment available in LT switch room, All Equipment available in UPS room;
 - 2) Equipment in Signalling room;
 - 3) Equipment in Telecommunication room;

- 4) Automatic Fare collection equipment;
- 5) Equipment available in Station / TOMs / Depot Control Room, booking Offices, Excess Fare Office;
- 6) Equipment available in Pump room
- 7) Lifts & Escalators;
- 8) Portable fire extinguishers/Smoke detectors/ Fire detectors, Fire Hydrants, Fire Panels, All type of pipes, Valves etc.;
- 9) Butterfly valves / landing valves /internal hydrants, piping of all types;
- 10) Cable Trays, Cable Trench Covers, etc.;
- 11) Telephones sets & accessories;
- 12) Computers and accessories;
- 13) Signage boards/Notice boards;
- 14) Furniture provided in all rooms/offices;
- 15) Office equipment, All Switch Boards, Panel Boards;
- 16) Security equipment like Metal detectors, X-ray machines, etc.;
- 17) External Lighting fixtures;
- 18) Water coolers, R.O. Equipment, etc.;
- 19) Automatic hand driers, liquid Soap dispensers, etc.;
- 20) All miscellaneous equipment as available or being provided from time to time; and
- 21) Foot mats in the Stations / Depot) Cleaning of Luggage scanners, Rollers and DHMDs.

c) Graffiti/Defacement

The Contractor must address any graffiti/defacement on Trains or at station in accordance with the following provisions:

- i) Remove internal and external graffiti/ defacement on Trains/stations within 24 (twenty-four) hours after notification by a member of staff or the public;
- ii) Where any offensive graffiti/defacement occur on any Train, that Train must be taken out of service as soon as practicable; and
- iii) Any offensive graffiti/defacement on any Train must be removed as soon as practicable and in any event before the Train returns to service.

d) cleaning and Housekeeping activities

Procedures for cleaning and Housekeeping activities at Stations:

Housekeeping of station buildings should be carried out as per the frequency given in **Annexure-F** in the tender by deploying adequate number of specified machineries & equipment. The Contractor to use suitable cleaning

& washing Detergents/ Reagents etc. as specified/approved by Maha-Metro.

The schedules shown are only for the guidance to the Bidders. However, Bidder should visit the site and access and independently evaluate the quantum of work involved before quoting the rate.

- 1) **Floors at Concourse, Platform, and Passages:** Different types of floors are available at Concourse, Platform, and Passages in Station buildings and parking areas which have to be kept in neat & tidy. The Concourse, Platform and Passages are to be cleaned daily during non-operational hours before the first train starts and thereafter cleaning should be done once in each shift and as & when required without affecting the passenger's movements. Necessary safety signage boards shall be used to avoid any accidents.
- 2) **Different types of floor area in all rooms:** Different types of Floors including skirting/dado provided in various rooms of station building /Depot buildings should be cleaned as per the frequency by using wet & dry cleaning methods by deploying specified cleaning equipment / machines. The cleaning area shall be neat & tidy. All rooms are to be cleaned during non-operational hours & during shifts and as and when required.
- 3) **Cleaning of walls, pillars etc.:** Different types of materials like mosaic tile, bridal tiles, granite stone, washed stone grit plaster, acrylic polyurethane enamel paint applied on wood or metal works etc. shall be cleaned as per schedule given in the scope of work by using wet & dry cleaning methods with specified & cleaning equipment.
- 4) **Cleaning of road surface:** Road surface of different types like concrete, paver blocks, bitumen etc. provided for the service roads, circulating area/-parking area at stations is to be cleaned by using dry cleaning methods as per frequency given in the schedule of work. Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements are to be affected due to cleaning operations.
- 5) **Cleaning of Glasses fixed to the doors, windows, window frames, mirrors etc.:** The Glass surface shall be cleaned gently with wet/dry cleaning methods. While cleaning the high raised glass surface, proper care should be taken so that no cracks/ breakages occur.
Different types of paneled or glazed doors/windows like wooden, Aluminum, Galvanized steel sheet doors, fire rated door etc. shall be cleaned by suitable (wet or dry or both) cleaning methods as per Schedule.
- 6) **Cleaning of rolling shutters:** Various sizes of rolling shutters provided in the depot are required to be cleaned by using suitable methods and trained personnel.
- 7) **Cleaning of stainless steel/mild steel/PVC hand railing:** Stainless steel / mild steel/PVC hand railing provided to the staircases/balconies etc. are to be cleaned along with the balusters by wet/dry cleaning methods.
- 8) **Cleaning of suspended ceiling:** Different types of ceilings like Armstrong ceiling, gypsum ceiling etc. should be cleaned by suitable methods and specified equipment. This activity should be carried out with due care.
- 9) **Cleaning of Pavement:** Pavements are to be cleaned by using dry sweeping or any suitable methods. Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements should be affected due to cleaning operations.
- 10) **Cleaning of toilets and restrooms (Male/ Female/Divyangjan):** Toilets and restrooms both male and female need to be cleaned frequently every hour and should be kept dry. Minimum one Male & one Female housekeeping staff shall

be deployed at each shift. Contractor shall ensure restrooms to be cleaned by respective gender only. Cleaning & Sanitation of toilets. Cleaning of Automatic Hand Driers, Liquid Soap Dispensers (as & where applicable) etc.

- 11) **Cleaning of Signage boards/Notice boards:** Different types of Signage boards/Notice boards etc. provided in station buildings are to be cleaned by suitable methods. The said boards should be kept neat & clean always.
- 12) **Cleaning of furniture provided in all rooms/offices:** The different types of furniture provided in all rooms in the station buildings are to be cleaned by suitable methods as per frequency. Sofa, chair covers provided in the rooms of stations shall be washed and Ironing of the covers should be done.
- 13) **Cleaning of Office equipment:** Different types of office equipment like. Almira, Bookshelves, and Racks etc. are to be cleaned by suitable methods as per schedule of work.
- 14) **Cleaning of Telephones & accessories:** Telephone instruments provided in all the rooms of station building are to be cleaned by using suitable method. Telephone connection should not be disconnected due to cleaning operations.
- 15) **Cleaning of Vertical vanish /Blinds:** Vertical vanishes /Blinds provided in various buildings to be carried out as per the frequency given in the schedule of work. Dry wiping & dusting to be done. While cleaning, ensure no stripes are damaged.
- 16) **Cleaning of Ceiling, Arches, and Walls:** Stations walls from outside-inside, arches, roofs, Ceiling, Space frames/Trusses, etc. including all fixtures and accessories shall be cleaned and washed by deploying suitable mechanized equipment.
- 17) **Cleaning of SCR, EFO and TOM:** All equipment, panels etc. available in these rooms are to be cleaned and make it dust free and shining by using suitable cleaning method duly taking all necessary precautions.
- 18) Complete station premises shall be covered every 10 minutes to collect litter, Pouches, loose articles etc.
- 19) **Cleaning of Saucer Drainage System of entire station premises:** *The saucer drains provided at different locations i.e. Platform, Subsurface drains, parking areas etc. have to be cleaned regularly and ensured that no blockage of water should occur. If any blockage occurs, it should be removed immediately & disposed to the approved locations. While cleaning proper care should be taken to avoid any accidents. If it is required to clean the platform saucer drains during operation hours, work should be carried out with the permission of Maha-Metro's authorized representative and necessary Safety Signage should be provided. While removing the cover slabs proper care should be taken so that no cover slabs are broken and the cover slab should be put back after the completion of cleaning work. Cover slabs should on no account in fringe train running.*
- 20) **Cleaning of Fans:** All types of Fans provided in various locations of the Stations are to be cleaned as per the frequency given in schedule of work. No impression should remain on the fan body & fan blades. While cleaning, the fastening which supports the ceiling fans should not get loosened
- 21) **Cleaning of Air-Conditioners:** All types of Air-conditioners like Window type, split type, package types etc. are to be cleaned by using suitable cleaning methods as per the frequency given in the Schedule of work. All safety precautions need to be taken while cleaning Electrical equipment, only the outer body of equipment along with Louver etc. are to be cleaned.
- 22) **Façade cleaning:** Front of a building, that faces on to a street or open space

including high rise glass, walls, pillars etc. up to height approx. 15-20 meter. This should be cleaned with the help of Man lifter or any other means as & when required. Operation of Man lifter, training to staff for operation is done by contractor. Cleaning should be done on non-revenue hours with the presence of the Housekeeping supervisor and prior permission from the respective Station Controller. Proper safety of men and materials shall be the responsibility of the Contractor. Frequency of façade cleaning for every station shall be as per schedule of work Contractor needs to have dedicatedly expert staff for operation of man lifter and experienced staff for high rise façade cleaning.

- 23) Cleaning of fire / domestic water sump at stations.
- 24) Cleaning of portable fire extinguishers
- 25) Cleaning of Fire Hydrants cabinets
- 26) Cleaning of All Switch Boards, Panel Boards.
- 27) Cleaning of Security equipment like Metal detectors, X-ray machines etc.
- 28) Cleaning of passenger Display, Camera, Speakers etc.,
- 29) Cleaning of all miscellaneous equipment as available to be provided from time to time.
- 30) Cleaning of all Station Exterior Walls and Glass Fittings with required equipment and manpower expertise.
- 31) Cleaning of all cobwebs inside station ceiling with necessary equipment required for the job
- 32) All mechanical equipment rooms available at Concourse, platform, ancillary building.
- 33) Cleaning of all Equipment available in Station Control Room, Booking Offices and Customer Care Centre.
- 34) Metro Cars (Trains) stabled at Stations should be properly cleaned. The procedure for cleaning Metro cars shall be submitted to Maha-Metro after consulting Maha-Metro Rolling Stock Department and approved by Maha-Metro Operations Department. Approx. Number of Trains - 08 Nos.
- 35) Procedure for cleaning of trains shall be shared during the execution of the contract.
- 36) Supply of Dustbins & Bio-degradable garbage disposal bags. Collection, Segregation & proper.
- 37) Rainwater shall be removed from platforms and street level areas using wet vacuum cleaners or other means.
- 38) **Pest control and Fogging**
 - a) Pest Control and fogging has to be carried out as per frequency approved by Maha-Metro.
 - b) **General Pest Control:** once in a month and as and when required: Treatment for: Mosquito, Cockroaches, lizards, Flies and ants, Silver fish and all other flying / crawling pests, Honey Bee control.
 - c) **Rodent/Carpet Treatment:** once in a month and as and when required: Household Rodent, climbing rats, sewer rats, Bandicoots, Carpet beetles- Pesticide used should not leave any stain on the carpet.
 - d) **Sanitization:** As and when required: SCR, TOM, PF, Wash rooms etc. wherever public access are frequent.
 - e) **Fogging:** Once in a month and as when required by using hand operated

fogging machine. Any other effective and permissible fogging method can be used by use of suitable chemicals.

- f) Minimum 10 no. of rat, rodent, mouse trap/catcher per station to be provided.
- g) The scope of Pest and Rodent Control includes the cost of chemicals, equipment and trained & certified manpower for this purpose.
- h) Pest control to be carried out only by a Contractor/ Operator/ Agency who has been approved by the Directorate of plant protection Quarantine & Storage under Ministry of Agriculture and having valid form –VIII issued by development Department of Govt. of Central Insecticides Board and Registration Committee (CIB&RG), Faridabad. The Pest Control Contractor/ Operator/ Agency shall provide an attested copy of their license in the prescribed form with clear endorsement for permission to carry out commercial and domestic pest control. The license should be valid for the entire period of the contract.
- i) Pest Control Contractor/ Operator shall use only those chemicals/ pesticides which have been approved for the house hold purpose by 'Central Insecticides Board and Registration Committee', under the provision of Insecticides Rules-1971 framed under Insecticides Act 1968. The Contractor shall ensure to change the chemicals quarterly so that insects do not acquire immunity for a particular type of chemical.
- j) The Contractor must specify the chemicals (with brand name) for pest control treatment, Concentration of solution (dilution ratio etc.) and Dose (quantity)/ Car. The Contractor shall subcontract the Pest Control Services.
 - i) Contractor shall be responsible for performance of the Subcontractors of Applicable Laws and all the provisions of the Contract.
 - ii) The Contractor can use permissible & effective chemicals with the approval of the Maha-Metro. The list of Chemicals, Rodent & Pesticides which should be environment friendly to the extent possible along with their applications and Material Safety Datasheets are required to be submitted for approval.

39) Cleaning of Lifts & Escalators

- a) Cleaning of Lifts: The Lifts are to be cleaned. Basically the Lift room meant for passengers has to be cleaned. The Special cleaning procedure for cleaning of lifts along with frequency & the reagents to be used is attached as "**Annexure G**". The Floor, walls, Mirror, Car sill, Electrical Fan & Light fittings are to be cleaned. The Switch panel inside the Lift room & outside the Lift room is also to be cleaned including indication panel & communication equipment. Similarly, Lift Doors inside & Outside are to be cleaned.
- b) Cleaning of Escalators: All escalators are to be carefully cleaned. The cleaning may need special cleaning procedure to be followed as per attached "**Annexure H**", which may be as given by the escalator manufacturer. In absence of any such cleaning procedure, the contractor has to propose a suitable cleaning procedure, which will have to be approved by the Maha-metro. The escalator steps, balustrade and other

items as permitted by the Station Controller are to be carefully cleaned. The cleaning should not cause any damage to the escalators. Similarly, the safety precautions shall be followed carefully to avoid any untoward incident.

- 40) **Cleaning & Washing of Track:** Cleaning of track within the station Boundary of Up and Down Tracks including clearing of loose articles, leaves & bird dropping from the track, washing of track plinth should be done with suitable methods as per the frequency given in the schedule of work. Track **Cleaning** shall be done by using adequately trained personnel & equipment / machineries, taking due care & after ensuring work permission have been obtained from Station Controller.

While cleaning the Track Bed, the Contractor shall not disturb the existing track alignment, Traction, E&M, Signaling, Communication equipment provided near the Track. Lubricant material which is applied to the track fastenings should not be affected. The cleaning work shall be done only during non-operational hours. This work would need a special permission to be given by Authorized Representative of Maha-Metro. One or both rails might be used for traction return current. Adequate safety precautions need to be taken while cleaning Track bed and the supervisor need to exercise strict supervisory control to ensure no disturbing of signaling/Track/and OHE equipment.

- 1) **General Cleaning of Equipment (To be done during night as far as possible & under supervision of technical staff)**
- a) Cleaning of diesel generator (D.G. Sets) & Connected Equipment
 - b) Cleaning of All Equipment available in UPS room (Electrical and Signaling Rooms)
 - c) Cleaning of equipment in the Telecommunication room:
 - d) Cleaning of all other type machines & Plants
 - e) Cleaning of all fire and safety Equipment available in all rooms
 - f) Cleaning of All Equipment available in Pump room
 - g) Cleaning of portable fire extinguishers/Smoke detectors/ Fire detectors
 - h) Cleaning of butterfly valves / landing valves /internal hydrants, piping of all types
 - i) Cleaning of Cable Trays, Cable Trench Covers etc
 - j) Cleaning of Computers and accessories
 - k) Cleaning of All HT (High Tension) & LT (Low Tension) equipment
 - l) Cleaning of Security equipment
 - m) Cleaning of Lighting Fixtures & Accessories
 - n) Cleaning of all LT (Low Tension) equipment available in LT (Low Tension) switch room
 - o) Cleaning of ASS room, Pump room, E&M UPS room as per schedule.
 - p) Cleaning of Outer Enclosures of Panels, DG sets, Lights, Fire pumps, FACP etc. in presence of E&M staffs and after de-energization of the equipment as per the prescribed maintenance schedule of E&M team.
- 2) **General cleaning of structure.**
- i) **Cleaning of Platform roof ceiling:** The Platform roof Ceiling provided with different types of roof sheets on steel tubular truss etc. should be cleaned by using suitable methods with adequate trained personnel and cleaning equipment. The Contractor shall take adequate care so that no accident occurs & cleaning operation does not cause any damages. The Contractor shall make necessary arrangements to clean elevated surfaces with due safety. Work involves High rise cleaning by using appropriate modern equipment (safety equipment, spider rope, spider belt / harness, hook-S type and U type, hanger net, safety helmet, safety

shoes, suction pad, Unger blade, blade holder, glass applicator with squeezer, chemicals for glass cleaning and ACP (Aluminum Cladding Panel). The Platform ceiling area is also having 25 kV , AC Traction overhead equipment. Cleaning in such areas would need special permits to be issued by the authorized representative of the NAGPUR METRO, without which Cleaning should not be attempted. The Roof Ceiling Cleaning in the platform area to be carried out as per the frequencies mentioned.

Note: The Cleaning of such areas will have to be done during Non-Operational hours only after obtaining the Permit to Work from the station Controller.

3) Detailed Cleaning and Housekeeping procedures for all cleaning and housekeeping activity which shall contain the following but not limited to:

- a. Step by step procedure.
- b. Details of machinery and Equipment, Ladders, Elevated platforms, Mops, special cleaning equipment etc. to be used.
- c. Details of Chemicals/ Reagents/ Detergents/ Pesticides/Disinfectants to be used.

4) Performance Management

- a. Weekly FMS inspection as per **Annexure-E** shall be done jointly with the presence of MAHA-METRO representative and representative of the Contractor who shall jointly review the performance of the Contractor
- b. Penalty will be imposed based on the weekly inspection reports.

4.1) Station Controllers Inspection schedule for FMS activities:

- i) The on duty SC shall ensure all FMS staff are having uniform and ID cards
- ii) The attendance will be checked every shift and late comings if any shall be endorsed. Surprise check of attendance also to be done randomly to ensure the availability of on duty staff. No on duty FMS staff shall be sent out of the station for any reason without the permission of on duty SC.
- iii) After taking over the duty in each shift the on duty SC shall take one round of station areas along with the housekeeping and Security supervisors, so that the housekeeping activities required can be planned as per priority and the areas which requires special attention can be listed out. Similarly, the security points can be briefed for improvement.
- iv) A similar round at the end of shift to be done to assess the follow up done for the briefed points and the remarks on that to be endorsed for the next shift.
- v) SC is to ensure the schedules (as given in **Annexure M**) are followed and the concerned departments are utilizing the schedules for cleaning of their technical rooms and certifying it.
- vi) Surprise inspections to be carried out at least once in each shift along with the housekeeping supervisor.
- vii) The consumable items stock to be checked at least once in two days.

- viii) The availability, serviceability and use of housekeeping machine to be cross checked daily.

4.2) Records & Formats

All the formats and records (as per **Annexure I,J,K,L&M**) shall be printed by the Contractor and made available at the workplace.

4.3) Submission of records/formats

- a) Team Leader will prepare the monthly summary reports of shifts performed by Ticketing Staff, Security Guards and area cleaned during the monthly. Same will be jointly signed by Team Leader and Station Controller.
- b) Based on the monthly reports of all stations, Project Leader will prepare the consolidated report for Line/Depot/RSS/Train and get it signed by Chief Controller for further processing.

4.4) Cleaning Materials / Detergents / Reagents:

- a) The housekeeping materials to be selected that have no adverse health impact on the building occupants, and have minimal impact on the ecosystem.
- b) Following are the basic criteria for which the products have been evaluated:
- c) No use of Chlorofluorocarbon (CFC) and Hydro chlorofluorocarbon (HCFC) and Halons based materials in all the housekeeping products;
- d) Environment-friendly: At least 90% (ninety percent) of the cleaning agent/Bio-fertilizer/ Bio-insecticide are to be degradable, so that they do not leave any objectionable residues;
- e) 100% ozone friendly materials used;
- f) Products are not toxic to flora and fauna;
- g) Products with low or No Volatile Carbon content (VOC);
- h) Products have neutral pH; and
- i) Products in recyclable and refillable containers.
- j) The Contractor will execute cleaning and housekeeping works with the uniformed and suitably trained personnel with modern equipment and machinery for the following works in stations, depot, Admin Building, PTR building, RSS, Station track and the trains.
- k) Environmentally friendly cleaning reagents/detergents to the extent possible should be used for cleaning and housekeeping operations. All chemicals should be green seal standard GS-37/eco logo/other equivalent standard approved. These should be odorless, free from chemical reactions and should not affect the passengers/employees, materials and equipment etc. Maha-Metro's approval should be obtained for the product before using the cleaning detergents/ reagents materials.
- l) The contractor shall submit the final list of Eco-friendly Reagents/detergents/chemicals with all the necessary Techno-Commercial details, Material safety data sheet and Test reports which are needed for approval within 7 days of awarding of contract. The Contractor will also submit details of Disinfectants, chemicals/pesticides for pest control / Rodent control with full Techno-Commercial details within 7 days for

approval. Maha-Metro has a right to alter the given approval any time during the period of contract. The proper records shall be maintained indicating the stock level of the cleaning detergents/reagents/chemicals etc. on a daily basis.

- m) Maha Metro Nagpur is in the process of implementing ISO-14001 for Environment. The Cleaning & Housekeeping works are to be carried out as per these international norms/standards and in such a manner that all premises always look neat & clean. Environment friendly Detergents/Reagents/Chemicals/Consumables to the extent possible shall be used. Similarly, the waste disposal shall be carried out in a totally sealed manner, in the manner prescribed by the applicable laws, without affecting the Environment. For all Detergents/Reagents/ Chemicals/ Consumables which are to be used, material safety data sheets shall be submitted by the Contractor to Maha-Metro.
 - n) All items mentioned in the **Annexure – C & D** shall be made available. Whenever any item is consumed, the same shall be replaced/made available immediately. Detergents **Annexure – C** and other Consumables **Annexure - D** shall be kept in the custody of Station Service Manager and shall be released to the Contractor's personnel as per daily requirement. FMS Supervisor will maintain records of the same.
 - o) Mentioned quantity of chemicals/ detergents are only indicative. Additional chemicals/detergents may be used to maintain general cleanliness and hygiene. All the chemicals and the cleaning agents should be of high standard not causing injury to human beings and property and shall have the prior approval of Maha Metro.
 - p) Contractor has to submit detailed list of alternative or equivalent chemical/reagents with material safety data sheets duly indicating the application of area for such chemical/reagent.
- 5) Chemicals shall be stored safely in dispensers fixed in Housekeeping Rooms/Stores. The Contractor must provide proper racks and storage facility for ensuring safe storage of materials. The racks should have an aesthetic manner aligned with station architecture, hence approval from Maha Metro is required before placing the racks.
- a) Provisions must be compulsorily provided for measurement of chemicals at each site.
 - b) Product of reputed brands to be used.
 - c) The Contractor has to supply necessary consumables as per the housekeeping services as part of contract requirement.
 - d) Transportation of materials will be in the scope of contractor.
 - e) The minimum stock of the mentioned cleaning chemicals, consumables, agents required per month per station needs to be stocked and made available at all times at designated rooms at each station. This shall be checked during periodic audits by Maha-Metro and is a key prerequisite for processing of monthly bills of the successful Bidder.
- 6) **Cleaning And Housekeeping Machineries/ Equipment**
- a) Deployment of min. number of Machinery & Equipment along with technical details like make, capacity, present conditions etc. are to be submitted.
 - b) The Machineries and Equipment provided for cleaning and Housekeeping should be of adequate capacity.
 - c) Machineries and Equipment are to be provided as per the details in the Annexure B for Station, RSS etc. The contractor shall also keep adequate

number of spare machines and equipment to meet any failure, without affecting cleaning work. The upkeep and performance of machinery and equipment shall be the sole responsibility of the contractor.

- d) The Contractor shall also keep adequate number of spare machines/equipment to meet any failure, without affecting the cleaning work.
- e) The Machineries and Equipment used should be energy efficient and should draw the current in proportion of the machine capacity. The contractor shall use only energy efficient Machineries and Equipment. Ineffective and low-star rating machines will attract a penalty.
- f) If it is found that any machine is not working, shall be deducted as per clause mentioned in Para 11. Trained personnel shall only be allowed to use the Machines and Equipment.
- g) Safety instructions of Machines and Equipment should be legibly displayed on the equipment.
- h) The machines shall be deployed within 30 days of start of contract period. Failure to do so shall attract a penalty of as per clause mentioned in Para 11.
- i) All lifting tackles and other personal safety equipment required for cleaning & housekeeping services shall be arranged by the Contractor at their own cost.
- j) Water will be provided by Maha-Metro at the stations free of cost. All the equipment will be provided by the contractor. Maha-Metro will not provide any equipment. However, electricity will be provided free of cost. However, contractors' supervisors shall ensure that there is "No wastage of Water and electricity".

41) Type of Machines and their specification

- a) Cleaning machines may be of the following International brands or equivalent.
 - i) TASKI- Switzerland.
 - ii) KARCHER – Germany.
 - iii) Inventa.
 - iv) Comac
 - v) Bosch.
 - vi) Roots.
 - vii) Beam- Germany
 - viii) IPC
- b) No reduction in the minimum number of specified machines and equipment required to be deployed is accepted. All the machines must have authentic branding clearly displayed on them.
- c) Laminated sheets of 'DOS' and 'DONTs' must be available in bi-lingual in Marathi and English in each machine deployed.
- d) The list provided below is indicative only and the bidder may deploy additional machines to meet the requirements.

Note: - In addition to the above-mentioned equipment list, Bidder shall use the modern machineries and equipment so as to ensure high standard of cleaning with minimum manpower deployment. They shall suggest mechanized equipment like Battery operated

mopping machine, Battery operated small vehicle for transportation of man and material within station premises, mechanized equipment for cleaning of glass, ceiling etc. Above mentioned machines are minimum requirements but depends on actual need contractor shall increase the quantity of machines to meet the standards set out under the Contract.

42) **SPECIFICATION FOR DIFFERENT MACHINES TO BE USED**

- a) **Single Phase Cold Water High Pressure Jet Cleaner:** This machine is required to pressure-wash the platform area, tracks, washrooms and drains etc. The machine should be equipped for cleaning hard floor surfaces and walls with pressurized water and rotating jets without splashes, cleaning the choked drains, pressure washing tracks. Stainless steel housing with bristle skirting and rotary nozzles attached to it should be provided with the machine for cleaning surfaces.
- b) **Automatic Scrubber Drier And Polisher:** The machine is required for deep cleaning, maintaining and buffing/polishing. The machine will be required to perform wet scrubbing and drying simultaneously followed by buffing/polishing of the floors and smooth areas of stations, Metro Depot etc.
- c) **Single Disc Floor Scrubbing Machine With Single Speed:** The machine is required for deep cleaning, maintaining and buffing/polishing and crystallizing the Metro Depot, which have a smooth surface. The machine will be required to perform wet scrubbing of floors and small smooth areas of stations/Metro Depot/Admin buildings.
- d) **wet 'n' dry vacuum cleaner with filter cleaning system:** The machine is required for all-purpose picking up coarse, fine, dry and damp dirt as well as water and other fluids from the surface. The machine will be required to perform wet and dry vacuum functioning at all the areas of stations/Metro Depot/Admin buildings.
- e) **RUNNING ESCALATOR SCRUBBER WITH SUCTION MOTOR, BRUSHES, LEADING AND TRAILING COBS:** with suction mortar, brushes, leading and trailing cobs. A floor scrubber is a floor cleaning device. It can be a simple tool such as a floor mop or floor brush, or in the form of a walk-behind or a ride-on machine to clean larger areas by injecting water with cleaning solution, scrubbing, and lifting the residue off the floor.
- f) **WINDOW GLASS CLEANING KIT WITH 20 FT. EXTENDABLE NON-METALLIC TELESCOPIC POLE.:** 20 feet non-metallic window glass cleaning kit, strong, lightweight aluminum pole can extend in length, making it easier to clean hard to reach surfaces. Very easy to extend the pole with simple twist-and-lock mechanism. The design of this kit is best for efficiency and practicality. Microfiber Scrubber and Squeegee can be connected to the pole together or separately. When combined on the pole, windows can be cleaned with a single motion and no time is wasted on changing out the attachments. It also helps in saving space and not having multiple parts spread across the storage area, quickly and efficiently clean windows, doors and any other smooth surface objects.
- g) **TWIN BUCKET WET MOPPING TROLLY WITH WRINGER:** A wheeled bucket that allows its user to wring out a wet mop without getting the hands dirty. The cart has two buckets with the upper one usually clipped onto the lower. The upper bucket is used to place the wet mop for storage and press handle to wring out the mop. Water trickles down to another bucket below, which collects the waste water. In some carts, there are separate lower front bucket to collect waste water. The smaller lower rear bucket is filled with a floor cleaning solution. Wheels are usually present to allow the user to push

the cart around using the wring handle bar to steer, allowing complete mobility and are usually made of heavy duty plastic and usually found in institutional, commercial or industrial settings, but can be used in the home as a more convenient and less dirty tool for cleaning floors.

- h) **COMPLETE DRY MOPPING SYSTEM WITH SWIVEL FRAME AND NON-METALLIC ROAD:** It comes with swivel frame and non-metallic road and quick, dry mopping of the floors will remove dirt and loose debris. This can be done while working around customers without creating obstacles or a wet, slippery floor. When it comes to the wet mop, when used incorrectly, it can actually leave the floor dirtier than before it was mopped.
- i) **MAN LIFTER/ BOOM LIFT** - Truck Mounted articulated Boom Lift Type, Platform Capacity - 300 kgs, Horizontal Outreach- 5ft, Platform Height-40ft, Power Source- Hydraulic, Electric, Diesel, Clear Out Reach-5ft, Vertical Jib Rotation -360 degree, Minimum Ground Clearance-250mm, Maximum Permissible Load-300 kg, Pendular Arm Rotation-360 degree. The contractor will provide the man lift operator and associated staff to operate and manage the equipment.
- j) **SAFETY HARNESS KIT ALONG WITH HANGING ARRANGEMENT FOR CLEANING OF FAÇADE FROM THE TOP:** It is used along with hanging arrangement for cleaning of façade from the top. 100% high Quality polypropylene, durability, high strength, reliability, anti-corrosion finishing and high quality make. A safety harness is a form of protective equipment designed to safeguard the user from injury or death from falling. The core item of a fall arrest system, the harness is usually fabricated from rope, braided wire cable, or synthetic webbing. It is attached securely to a stationary object directly by a locking device or indirectly via a rope, cable, or webbing and one or more locking devices.[1] Some safety harnesses are used in combination with a shock-absorbing lanyard, which is used to regulate deceleration and thereby prevent a serious G-force injury when the end of the rope is reached.

Note: All the materials and machineries used by the contractor shall be legally possessed by him.

ANNEXURE-A**SHIFT MANNING SUMMARY (Station & Depot)****SHIFT MANNING DETAILS – FMS SUPERVISOR**

Location	Shift Required
Lokmanya Nagar	3
Bansi Nagar	1
Vasudev Nagar	2
Rachna Ring Road	2
Subhash Nagar	2
Dharampeth College	2
L.A.D. Square	2
Shankar Nagar	2
Institution Of Engineers	2
Jhansi Rani Square	2
Cotton Market Square	2
Nagpur Railway Station	2
Dosar Vaisya Square	2
Agrasen Square	2
Chitar Oli Square	2
Telephone Exchange	2
Ambedkar Square	2
Vaishno Devi Square	2
Prajapati Nagar	2
Depot	3
Total	41

SHIFT MANNING DETAILS – Revenue & Customer Care Assistant (RCA)

Location	Daily Shift Required
Revenue Cell	5
Customer Care + Lost & Found Cell	4

SHIFT MANNING DETAILS – SECURITY

Security Shift required	Total
Line-2 stations (Frisking in revenue hrs.+ Night shift +Rover)	236
ERT	6
JRS RSS	3
Inside Trains	4
Security Control Room	3
Depot (Hingna)	24
Total	276

TENTATIVE SECURITY GUARDS REQUIRED AT LINE-2 STATIONS											
Station	Baggage Scanner	Morning				Evening				Night	Total
		Ladies DFMD	Gents DFMD	BSM	Rover	Ladies DFMD	Gents DFMD	BSM	Rover		
Lokmanya Nagar	1	1	1	1	3	1	1	1	3	2	14
Bansi Nagar	1	1	1	1	1	1	1	1	1	1	9
Vasudev Nagar	2	2	2	2	1	2	2	2	1	2	16
Rachna Ring Road	1	1	1	1	1	1	1	1	1	1	9
Subhash Nagar	1	1	1	1	1	1	1	1	1	2	10
Dharampeth College	1	1	1	1	1	1	1	1	1	2	10
L.A.D. Square	1	1	1	1	1	1	1	1	1	1	9
Shankar Nagar	1	1	1	1	1	1	1	1	1	2	10
Institution Of Engineers	1	1	1	1	1	1	1	1	1	1	9
Jhansi Rani Square	2	2	2	2	1	2	2	2	1	2	16
Cotton Market Square	1	1	1	1	1	1	1	1	1	2	10
Nagpur Railway Station	2	2	2	2	2	2	2	2	2	2	18
Dosar Vaisya Square	2	2	2	2	1	2	2	2	1	2	16
Agrasen Square	2	2	2	2	1	2	2	2	1	2	16
Chitar Oli Square	2	2	2	2	1	2	2	2	1	2	16
Telephone Exchange	1	1	1	1	1	1	1	1	1	2	10
Ambedkar Square	1	1	1	1	1	1	1	1	1	2	10
Vaishno Devi Square	1	1	1	1	1	1	1	1	1	2	10
Prajapati Nagar	2	2	2	2	2	2	2	2	2	2	18
Total	26	26	26	26	23	26	26	26	23	34	236

Special Note - The above tentative shifts and manpower are indicative only and have been calculated based on Maha-Metro's previous work experience. It must be ensured that all the prescribed shifts are always manned.

TENTATIVE SHIFT MANNING DETAILS – TICKETING STAFF

Station (Line-2)	TOM	EFO	Total Machines	Manpower Required	Tentative Shift Timings		
					0530-1330	0830-1630	1500-2300
Lokmanya Nagar	3	1	4	11	4	3	4
Bansi Nagar	1	1	2	4	1	1	2
Vasudev Nagar	2	1	3	6	2	2	2
Rachna Ring Road	1	1	2	4	1	1	2
Subhash Nagar	1	1	2	4	1	1	2
Dharampeth College	2	1	3	4	1	1	2
L.A.D. Square	1	1	2	4	1	1	2
Shankar Nagar	1	1	2	4	1	1	2
Institution Of Engineers	1	1	2	4	1	1	2
Jhansi Rani Square	2	1	3	6	2	2	2
Cotton Market Square	1	1	2	4	1	1	2
Nagpur Railway Station	3	1	4	9	3	3	3
Dosar Vaisya Square	2	1	3	6	2	2	2
Agrasen Square	2	1	3	6	2	2	2
Chitar Oli Square	2	1	3	5	1	2	2
Telephone Exchange	2	1	3	5	1	2	2
Ambedkar Square	1	1	2	4	1	1	2
Vaishno Devi Square	2	1	3	4	1	1	2
Prajapati Nagar	4	1	5	10	3	3	4
Total	34	19	53	104	30	31	43

Special Note - The above tentative shifts and manpower are indicative only and have been calculated based on Maha-Metro's previous work experience. It must be ensured that all the prescribed shifts are always manned.

ANNEXURE-B**Details of Minimum Machinery to be deployed for each station,RSS & depot:**

Machine	Station/RSS*/Depot**																					
	LO N	BA N	VA N	RR R	SB N	DR C	LA D	SN S	IO E	JRS	RSS JRS *	CMS	NRS	DVS	AGN	COS	TPE	AMD	VDC	PJN	HI N**	
Single phase cold water high pressure jet cleaner with surface cleaner for splash cleaning	1										0	1										1
Battery powered walk behind automatic scrubber drier	1		1		1		1		1			1		1			1		1		1	
Single disc floor scrubbing machine with dual speed	1		1		1		1		1			1		1			1		1		1	
Wet and Dry vacuum cleaner with filter cleaning system	1		1		1		1		1			1		1			1		1		1	
Running escalator scrubber with suction mortar, brushes, leading and trailing cobs	1		1		1		1		1			1		1			1		1		0	
Window glass cleaning kit with 20 ft extendable non-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	

metallic telescopic pole.																					
Twin bucket wet mopping trolley with wringer	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Complete dry mopping system with swivel frame and non-metallic road	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Movable telescopic ladder for cleaning of high rise ceilings, walls, trusses etc.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Safety harness kit along with hanging arrangement for cleaning of façade from the top.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Truck Mounted Boom Lift Battery operated/Diesel engine driven self propelled Boom Lift, weight carrying capacity approx. 200kg at a working height of range 15 m -20 m	1																				

ANNEXURE-C**Minimum Quantity of Eco-Friendly detergents to be used in Stations, Depot & RSS**

S.No.	Type of Cleaning Chemicals	Req. Per Station (in litre)	Req. Per Depot (in litre)
1	Hard surface floor cleaning	10	5
2	Bath Room /Toilets floor cleaning	5	3
3	Disinfectants for Bath room /Toilets	10	5
4	Vertical finishes of different types	5	3
5	Glass surfaces	5	3
6	Steel surfaces	2	10
7	Aluminium surfaces	2	2
8	Any other type of surfaces	2	2
9	Pest Control	10	5
10	Room Freshener	5	3
11	Odour Diffuser	5	2

ANNEXURE-D***Other Consumables*****Minimum Requirement per station- To be included in overhead & administrative charges**

S.No.	Other Consumables	Minimum Quantity for Each Station & Depot
1)	Dry Mop (Dust Control Mop)	3 Nos
2)	Metal Scraper	5 Nos
3)	Clip & Fit Mop Set	3 Nos
4)	Road Brush Wooden	2 Nos
5)	Cob Web Stick Non-Metal	2 Nos
6)	Face Mask	10 Nos
7)	Air freshener (250 ml)	2 Nos
8)	Air Packet for Bathroom (50 Gms)	15 Nos
9)	Air Packet for rooms	6 Nos
10)	Hand gloves (Both cotton /Synthetic/ Rubber)	5 pairs
11)	Cotton Knitted Gloves	5 Pairs
12)	Rubber Knitted Gloves	2 Pairs
13)	Urinal screen	Based on No. of Urinals at each station
14)	Scrub Pad With Handle	4 Nos
15)	Nylon Long Handle Brush	4 Nos
16)	Plastic Dust Pan Big	5 Nos
17)	Corner Brush / Basin Brush	4 Nos
18)	Hand Brush	2 Nos
19)	Dust Clip Pan with brush set- with Covering flap	1 Nos
20)	Toilet Brush	4 Nos
21)	Spray Gun	As per requirement
22)	Duster Checked Blue Cloth	10 Nos
23)	Duster Checked Red Cloth	10 Nos
24)	Duster Glass	5 Nos
25)	Duster Hard (Floor)	10 Nos
26)	Floor Wiper With long handle	6 Nos
27)	Tissue Paper Packet	5 Nos
28)	Tissue Box	NA
29)	Toilet Tissue Roll	15 Nos
30)	Bucket - Small - 5/6 Liter Capacity	4 Nos
31)	Bucket -Big - 20 Liter Capacity	2 Nos
32)	Plastic Mugs	5 Nos
33)	Feather Duster	2 Nos

S.No.	Other Consumables	Minimum Quantity for Each Station & Depot
34)	Round Mop Set	2 Nos
35)	Gum Boot	2 Pairs
36)	Signage boards / Caution Boards	4 Nos
37)	Telescopic Pole (Non –Metallic) with Brush - 9 Meters	1 No
38)	Trash Picker- Small - 40 cm, durable plastic/ Nylonmaterial	2 Nos
39)	Trash Picker- Big - 90 cm, durable plastic/ Nylon material	2 Nos
40)	Apron	2 Nos
41)	Spatula	4 Nos
42)	Scotch Brite	4 Nos
43)	Pad Red	2 Nos
44)	Floor Wiper (Lond Handle)	5 Nos
45)	Safety Harness Kit	1 No.
46)	Garbage Bag Big 32 X 42 inch	110 Nos
47)	Garbage Bag 40X45 inch	66 Nos
48)	Garbage Bag small KG	110 Nos
49)	Nylon Scrubber Sponge	22 Nos
50)	3M Steel Polish- AFC	2 Nos
51)	Hit Spray /Mosquito	5 Nos
52)	Liquid mosquito repllent	6 Nos
53)	Liquid mosquito repllent refill	12 Nos
54)	Mop Kit Dry Set- Full Set	4 Nos
55)	Mop Kit Wet Red & Blue Bracket- Full set	4 Nos
56)	Mop kit wet & dry	4 Nos
57)	Mop Refill Dry	16 Nos
58)	Mop Refill Wet (Microfiber)	16 Nos
59)	Automated Air Freshener Dispenser with ProgrammableTimer for Rest Rooms	Based on no. of toilets in the station
60)	Hose Pipe: Min 30 meters (or as per stationrequirement): For Gardening at Stations	2 Nos
61)	Water proof Electrical Junction Boxes (Industrial StandardCoupler):Minimum 30 meters or as per station requirement	3 Nos
62)	Door Mats : Should be available in Two Sizes (Contractor has to ensure its cleaning periodically)	a. In front of toilets, water cooler & technical rooms : 4*2sqft (As per each station requirement and shall be replaced based on the condition of floor mat)

S.No.	Other Consumables	Minimum Quantity for Each Station & Depot
		In Station Entrances : 8*3
63)	Hand wash	5 litre

- Above items are the tentative list of other & miscellaneous consumables which need to be provided by the contractor at station. The cost towards these items shall be borne by contractor in its overhead & admin charges.
- All the Chemicals and the cleaning agents should be of high standard not causing injury to human beings and property and shall have the prior approval of Maha-Metro.
- Chemicals shall be stored safely in designated space at each station. The Contractor must provide proper racks and storage facility for ensuring safe storage of materials.
- The minimum stock of the above cleaning chemicals, consumables, agents required per month per station needs to be stocked and made available at all times at designated rooms at each station. This shall be checked during periodic audits by MAHA METRO and is a key prerequisite for processing of monthly
- Quantity of Consumables required are only indicative. It is bidder's responsibility to use additional consumables on actual need basis, as required to ensure proper cleanliness of Trains, Stations, RSS & Depot.

Annexure-F

MAHARASHTRA METRO RAIL CORPORATION LIMITED						
(NAGPUR METRO RAIL PROJECT)						
INSPECTION REPORT FOR FMS						
STATION:					DATE :-	
Inspection of Staff Deployed						
FMS Supervisor						
Name of Staff	Name, Emp No	Name, Emp No	Name, Emp No	Name, Emp No	Name, Emp No	Overall Average Grade Point
Inspection Parameters	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	
Appearance & Grooming						
Communication Skill						
Work Safety Knowledge including Knowledge of 25 KV OHE DOs and Don't						
Record keeping (attendance, wages register etc)						
Knowledge of security equipment, XBIS , prohibited articles, h/keeping machines , chemicals, revenue management, AFC peripherals etc						
Knowldgw about station Layout						
Knowldge about Fire fighting system						
Security Guard						
Name of Staff	Name, Emp No	Name, Emp No	Name, Emp No	Name, Emp No	Name, Emp No	Overall Average Grade Point
Inspection Parameters	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	
Appearance & Grooming						
Prescribed Uniform						
Communication Skill						
Work Safety Knowledge including Knowledge of 25 KV OHE DOs and Don't						
Knowledge of security equipment, XBIS , prohibited articles, h/keeping machines etc						

Knowledge about station Layout						
Knowledge about Fire fighting system						
Ticketing Staff						
Name of Staff	Name, Emp No	Name, Emp No	Name, Emp No	Name, Emp No	Name, Emp No	Overall Average Grade Point
Inspection Parameters	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	
Uniform & ID Card						
Prescribed Uniform						
Communication Skill						
Work Safety Knowledge including Knowledge of 25 KV OHE DOs and Don't						
Knowledge about station Layout						
Knowledge about Fire fighting system						
Revenue Management/Handling						
Knowledge of AFC peripheral						
Knowledge of Business Rule & Latest Instructions						
Housekeeping Staff						
Name of Staff	Name, Emp No	Name, Emp No	Name, Emp No	Name, Emp No	Name, Emp No	Overall Average Grade Point
Inspection Parameters	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	Grading (0 to 10)	
Uniform & ID Card						
Prescribed Uniform						
Communication Skill						
Work Safety Knowledge including Knowledge of 25 KV OHE DOs and Don't						
Knowledge of Housekeeping Machine						
Knowledge of Chemicals						
Knowledge about station Layout						
Knowledge about Fire fighting system						
Housekeeping Inspection						

Floor (grading 0 to 10)	Location-1	Location-2	Location-3	Location-4	Location-5	Overall Average Grade Point
Foot Marks						
Pan and Ghutka Stains						
Any Other						
Staircase (grading 0 to 10)	Location-1	Location-2	Location-3	Location-4	Location-5	Overall Average Grade Point
Foot Marks						
Pan and Ghutka Stains						
Any Other						
Walls and Claddings (grading 0 to 10)	Location-1	Location-2	Location-3	Location-4	Location-5	Overall Average Grade Point
Foot Marks						
Pan and Ghutka Stains						
Any Other						
Lift & Escalator (grading 0 to 10)	Location-1	Location-2	Location-3	Location-4	Location-5	Overall Average Grade Point
Foot Marks						
Pan and Ghutka Stains						
Finger/ Palm Marks						
Any Other						
Toilets (grading 0 to 10)	Location-1	Location-2	Location-3	Location-4	Location-5	Overall Average Grade Point
Mirrors						
Wash Basins						
WC Seats						
Floor						
Odour						
Any Other						
Steel Works (grading 0 to 10)	Location-1	Location-2	Location-3	Location-4	Location-5	Overall Average Grade Point

Pan and Ghutka Stains						
Finger/ Palm Marks						
Water Hardness Marks						
Removal of Garbage (grading 0 to 10)	Location-1	Location-2	Location-3	Location-4	Location-5	Overall Average Grade Point
Removal of litter, loose articles etc.						
Dustbins cleaning						
Machine Safety Audit (grading 0 to 10)	Battery powered walk behind automatic scrubber drier	Single disc floor scrubbing machine with dual speed	Wet and Dry vacuum cleaner with filter cleaning system	Running escalator scrubber with suction mortar, brushes, leading and trailing cobs	Microfiber cloth	Overall Average Grade Point
Grading						
Parameters	Overall Average Grading					
FMS Supervisor			Grade and Penalty			
Security Staff			Grade	Point	Penalty Proposed	
Ticketing Staff			Excellent	Above 8	₹0.00	
Housekeeping Staff			V. Good	Above 6 and upto 8	₹0.00	
Floor			Good	Above 5 and Upto 6	₹0.00	
Staircase			Average	above 3 and upto 5	₹10,000.00	
Walls and Claddings			Poor	0-3	₹15,000.00	
Lift & Escalator						
Toilets						
Steel Works						
Removal of Gaebage						
Machine Safety Audit						
Overall Inspection Grading						

Above surprise inspection is done in presence of Team Leader/FMS Supervisor. Based on the above parameters, inspection is carried out and awarded the Grading of Excellent/Very Good/Good/Average/Poor and accordingly penalty of Rs..... is hereby proposed.

Signature of FMS Representative				Signature of Station Controller		
Name :-				Name :-		
Designation & Emp No				Designation & Emp No		

ANNEXURE-F

SERVICE SCHEDULE – PRIORITY AREA
SCHEDULE – 1 – DAILY

SN	Description of items
1)	Staircase (Connecting Ground to Conc-1)
2)	Concourse-1 Floor area
3)	Concourse-2 Floor area
4)	Concourse-3 Floor area
5)	Platform-1 Floor
6)	Platform-2 Floor
7)	Platform-3 Floor
8)	Platform-4 Floor
9)	Staircase (Connecting Con-1 to Con-2)
10)	Staircase (Connecting Con-1 to pf1)
11)	Staircase (Connecting Con2 to PF4
12)	Staircase (Connecting Con2to PF3
13)	Gents Toilet – Floor
14)	Gents Toilet – Basin
15)	Gents Toilet – Mirror
16)	Gents Toilet – Urinal
17)	Gents Toilet - Commode
18)	Ladies Toilet-Floor
19)	Ladies Toilet-Basin
20)	Ladies Toilet-Mirror
21)	Ladies Toilet-Commode
22)	PWD Toilet-Floor
23)	PWD Toilet- Basin
24)	PWD Toilet – Mirror
25)	PWD Toilet – Commode

SN	Description of items
26)	Baby Care room- Floor
27)	SCR-Floor
28)	CC Floor
29)	CC Glasses
30)	TOM-Floor
31)	TOM-Glasses
32)	EFO-Floor
33)	EFO-Glasses
34)	EFO-Floor
35)	EFO-Glasses
36)	Lift-1
37)	Lift-2
38)	Lift-3
39)	Lift-4
40)	Lift-5
41)	Lift-6
42)	Escalator -1
43)	Escalator -2
44)	Escalator -3
45)	Escalator -4
46)	Escalator -5
47)	Escalator -6
48)	Escalator -7
49)	Escalator -8
50)	Escalator -9
51)	Escalator -10
52)	Escalator -11
53)	Escalator -12
54)	Escalator -13

SN	Description of items
55)	Escalator -14
56)	Any Other- PD Area1
57)	water cooler room floor
58)	UPS room floor
59)	Crew Rest room floor
60)	Crew Control room floor
61)	Ground level floor
62)	Ground level paver block
63)	Civil office floor

SCHEDULE - 2 – WEEKLY
(Minimum Frequency)

S No.	Description of items
1)	Parking Area (Floor)
2)	Concourse-1 Vertical Finishes
3)	Concourse-1 Glass
4)	Concourse-2 Vertical Finishes
5)	Concourse-2 Glass
6)	Concourse-3 Vertical Finishes
7)	Concourse-3 Glass
8)	Platform-1 Glasses
9)	Platform-1 Vertical Finishes
10)	Platform-2 Glasses
11)	Platform-2 Vertical Finishes
12)	Platform-3 Glasses
13)	Platform-3 Vertical Finishes
14)	Platform-4 Glasses
15)	Gents Toilet-Vertical Finishes

S No.	Description of items
16)	Ladies Toilet-Vertical Finishes
17)	PWD Toilet -Verticle Finishes
18)	Baby Care room- Vertical Finishes
19)	SCR-Vertical Finishes
20)	SER-Floor
21)	SER-Vertical Finishes
22)	TER-Floor
23)	TER-Vertical Finishes
24)	ASS-Floor
25)	ASS-Vertical Finishes
26)	Pump room-Floor
27)	Pump Room-Vertical Finishes
28)	DG area-Floor
29)	DG area-Fencing/vertical finishes
30)	Rolling shutters
31)	CC Vertical Finishes
32)	TOM including EFO-Vertical Finishes
33)	EFO-Vertical Finishes
34)	EFO-Vertical Finishes
35)	Any Other- PD Area1
36)	Any Other- PD Area2
37)	Any Other- PD Area3
38)	Any Other- PD Area4
39)	Any Other- PD Area5
40)	Any Other- PD Area6
41)	Any Other- PD Area7
42)	Any Other- PD Area8
43)	Any Other- PD Area9
44)	Any Other- PD Area10

S No.	Description of items
45)	Any Other- PD Area11
46)	Any Other- PD Area12
47)	Any Other- PD Area13
48)	water cooler room vertical
49)	SER UPS floor
50)	UPS room vertical finish
51)	Crew Rest room vertical finish
52)	Crew Rest room glass
53)	Crew Control room vertical finish
54)	ASS-2 floor
55)	ASS-2 vertical finish

SCHEDULE - 3 – MONTHLY
(Minimum Frequency)

S.No.	Description of items
1)	Platform-4 Vertical Finishes
2)	Platform -1 &2Track
3)	Platform-1 &2 Roof
4)	Platform -2 Track
5)	Platform-2 Roof
6)	Platform -3 & 4 Track
7)	Platform-3 & 4 Roof
8)	Platform -4 Track
9)	Platform-4 Roof
10)	Gents Toilet -Roof
11)	Ladies Toilet-Roof
12)	PWD Toilet -Roof
13)	Baby Care room-Roof
14)	SCR-Roof
15)	SER-Roof

S.No.	Description of items
16)	TER-Roof
17)	ASS-Roof
18)	Pump Room-Roof
19)	DG area-Roof
20)	CC Roof
21)	TOM-Roof
22)	EFO-Roof
23)	EFO-Roof
24)	water cooler room roof
25)	SER UPS roof
26)	SER UPS vertical
27)	UPS room roof
28)	Crew Rest room roof
29)	Crew Control room roof
30)	Other office vertical (in station limit)
31)	ASS-2 roof

SCHEDULE - 4 – QUATERLY / HALF YEARLY

S.No.	Description of items	Minimum Frequency
1	ACP Façade Cleaning	Half Yearly
3	Street Ceiling / Bottom soffit Area	Half Yearly

Note:

1. The items & quantities shown are only for the guidance to the Bidders. However, Bidder should visit the site and access the quantum of work involved before quoting the rate.
2. The frequency shall be operated as and when required
3. In addition to the above; in case of additional requirements due to any reasons such as crowd, special occasions etc., on the request of the licensor the Contractor is to supply the man power and will be paid on pro-rata basis.
4. Cleaning services shall be scheduled so as to effectively keep the premises cleaned. First shift of cleaning shall be completed before start of the services in

the morning, second shift of cleaning shall be done after morning peak. Third shift of cleaning shall be completed just before the evening peak. If required, cleaning need to be done in the intervening period also.

Annexure-G**CLEANING INSTRUCTIONS FOR LIFTS****1. Components for Cleaning:**

- Car Inside panels – SS Linen Finish
- Car Mirror
- Car Granit Flooring
- Doors -SS Linen Finish
- Entrance Cladding – SS linen Finish
- Car/ Landing door Sill –Aluminum

2. Instructions before starting cleaning process:**PLACE THE BARRICADES ON LANDING ENTRANCE**

Sr. No	Components	Cleaning Agents / Equipment	Application	Additional Information	Frequency
1	Car Panels	Soap-based cleaner or non-abrasive cleaner for sheet metal - D 7.1	Apply with a cloth and wipe off with a clean rag	ATTENTION: Do not use scouring cleaning tools! Do not use aggressive cleaning agents!	Daily
2	Car Mirror	Glass cleaner liquid – R3 /Colin Liquid	Apply with a cloth and wipe off with a clean rag	ATTENTION: Do not use scouring cleaning tools! Do not use aggressive cleaning agents!	Daily
3	Car Granite Flooring	Floor Cleaner Liquid – F11 Y	Apply with a cloth and wipe off with a clean rag	ATTENTION: Do not apply too much liquid to prevent water from entering the unit!	Daily
4	Doors-SS Linen Finish	Soap-based cleaner or non-abrasive cleaner for sheet metal - D 7.1	Apply with a cloth and wipe off with a clean rag	ATTENTION: Do not use scouring cleaning tools! Do not use aggressive cleaning agents!	Daily
5	Entrance Cladding-SS Linen Finish	Soap-based cleaner or non-abrasive cleaner for sheet metal - D 7.1	Apply with a cloth and wipe off with a clean rag	ATTENTION: Do not use scouring cleaning tools! Do not use aggressive cleaning agents!	Daily

Sr. No	Components	Cleaning Agents / Equipment	Application	Additional Information	Frequency
6	Car/Landing door Sill	Grove Cleaning with nylon brushes and Surface Cleaning with Colin	Porcelain with a sponge or cloth and wipe off with a clean rag	ATTENTION: Do not apply too much liquid to prevent water from entering the unit!	Daily

3. Cleaning Agents

- D 7.1
- Colin Liquid
- R 3

4. Warning: Cleaning Agents!!

Never use the following cleaning agents:

- **Cleaning agents containing chlorine**
- **Cleaning agents containing hydrochloric acid**
- **Silver polish**
- **Bleaching agents**

5. Special Attention

- **Authorized trained persons only allowed to switch on the elevator**
- **Do not enter your finger on door Gaps during open and Close the door**
- **While cleaning the Door sill, Switch the lift in Attendant mode**

ANNEXURE-K**CLEANING INSTRUCTIONS FOR ESCALATORS****1. Components for Cleaning:**

- Steps
- Hand Rail
- Glass Balustrade
- SS Balustrade
- Inner Decking – SS Hair line finish
- Outer Decking -SS hair line finish
- Skirt Panels
- Floor Plate – Aluminium checker

2. Instructions before starting cleaning process:

PLACE THE BARRICADES ON BOTH ENTRANCE BEFORE START CLEANING.

3. Cleaning during Escalator in Off Condition:

Sr. No	Components	Cleaning Agents / Equipment	Application	Additional Information	Frequency
1	Glass balustrade	Glass cleaner – R3	Apply with a cloth and wipe off with a clean rag	ATTENTION: Do not apply too much liquid to prevent water from entering the unit!	Daily
2	SS Balustrade	Soap-based cleaner or non-abrasive cleaner for sheet metal – D 7.1	Apply with a cloth and wipe off with a clean rag	ATTENTION: Do not use scouring cleaning tools! Do not use aggressive cleaning agents!	Daily
3	Inner and outer decking, Skirt panels	Soap-based cleaner or non-abrasive cleaner for sheet metal - D 7.1	Apply with a cloth and wipe off with a clean rag	ATTENTION: Do not use scouring cleaning tools! Do not use aggressive cleaning agents!	Daily
4	Floor covers Aluminum	Commercial non- abrasive floor cleaners – Colin Liquid	Porcelain with a sponge or cloth and wipe off with a clean rag	ATTENTION: Do not apply too much liquid to prevent water from entering the unit!	Daily
5	Lateral Soffit Cladding	Soap-based cleaner or non-abrasive cleaner for sheet metal - D 7.1	Apply with a cloth and wipe off with a clean rag	ATTENTION: Do not use scouring cleaning tools! Do not use aggressive cleaning agents!	Weekly

4. Cleaning during Escalator in On Condition**Authorized trained persons only allowed to operate the escalator**

Sr. No.	Components	Cleaning Agents/Equipment	Application	Additional Information	Frequency
1	Steps	Dry cleaning with brushes or step cleaning device	Clean the affected surfaces with a brush or a cloth	Do not use thinners or similar solvents!	Daily
		Wet cleaning with steam cleaner	Clean the affected surfaces with a brush or a cloth		
2	Handrails	Basic Cleaner, Interim cleaner	Apply with a cloth and wipe off with a clean rag	Basic cleaner 250, interim cleaner 540, and sealer 150	Daily

5. Cleaning Agents

- R3
- D7.1.1
- Colin

6. Warning: Cleaning Agents!!

Never use the following cleaning agents:

- **Cleaning agents containing chlorine**
- **Cleaning agents containing hydrochloric acid**
- **Silver polish**
- **Bleaching agents**

7. Special Attention

- **Don't enter your finger at Comb plate between step and comb plate**
- **Ensure no damages to the Escalator components while cleaning**
- **Ensure no passenger on the Escalator while cleaning the floor cover**

ANNEXURE-I												
NAME OF AGENCY						FMS CONTRACT OFMETRO STATION						
MANPOWER DAILY REPORT												
Date :-		MANPOWER AVAILABLE DAILY										
Minimum No of Manpower required as per contract	Morning Shift			General Shift			Evening Shift			Night Shift		
	Nos available	Signature		Nos available	Signature		Nos available	Signature		Nos available	Signature	
		Agency	Station Controller		Agency	Station Controller		Agency	Station Controller		Agency	Station Controller
Team Leader (1 No as per Contract)	In No			In No			In No			In No		
	In Words			In Words			In Words			In Words		
FMS Supervisor (2 No as per Contract)	In No			In No			In No			In No		
	In Words			In Words			In Words			In Words		
Ticketing Staff (No as per Contract)	In No			In No			In No			In No		
	In Words			In Words			In Words			In Words		
Security Guard (No as per Contract)	In No			In No			In No			In No		
	In Words			In Words			In Words			In Words		
Housekeeping Staff	In No			In No			In No			In No		
	In Words			In Words			In Words			In Words		
Total	In No			In No			In No			In No		
	In Words			In Words			In Words			In Words		
Remarks by Station In charge/Manager (if any)												
										Signature of Station In charge/Manager		

Signature of Team Leader				
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								Annexure-J
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NAME OF AGENCY	FMS CONTRACT OFMETRO STATION
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Date		STATUS OF MACHINES (TO BE VERIFIED BY ON DUTY EVENING SC)								
S.No	Machinery required for the work	Minimum no. of unit as per contract	No of units available	Status		Details of Non working machine			Signature	
				Working	Non Working	Date/Time Machine out of working	Date/Time machine rectified	Total Hrs Machine out of order	FMS Supervisor	Station Controller
1	Single phase cold water high pressure jet cleaner with surface cleaner for splash cleaning	2 (1 for each reach)								
2	Battery powered walk behind automatic scrubber drier	1								
3	Single disc floor scrubbing machine with dual speed	1								
4	Wet and Dry vacuum cleaner with filter cleaning system	1								
5	Running escalator scrubber with suction mortar, brushes, leading and trailing cobs	1								
6	Window glass cleaning kit with 20 ft extendable non-metallic telescopic pole.	1								

7	Twin bucket wet mopping trolley with wringer	2								
8	Complete dry mopping system with swivel frame and non-metallic road	2								
9	Movable telescopic ladder for cleaning of high rise ceilings, walls, trusses etc.	1								
10	Safety harness kit along with hanging arrangement for cleaning of façade from the top.	1								
11	Battery operated/Diesel engine driven self propelled Boom Lift, weight carrying capacity approx. 200kg at a working height of range 15 m -20 m	1 (for Line)								
Remarks by Station Incharge/Manager (if any)										
Signature of Team Leader							Signature of Station In charge/Manager			

								ANNEXURE- K	
NAME OF AGENCY				FMS CONTRACT OFMETRO STATION					
Date		STATUS OF OTHER ACCESSORIES (TO BE VERIFIED BY ON DUTY MORNING SC)							
S.No	Machinery required for the work	Minimum no. of unit as per contract	No of units available	Status		Signature			
				Working	Defective	FMS Supervisor	Station Controller		
1	Dry Mop (Dust Control Mop)	3							
2	Metal Scraper	5							
3	Clip & Fit Mop Set	3							
4	Road Brush Wooden	2							
5	Cobweb Stick Non-Metal	2							
6	Face Mask	10							
7	Air freshener (250 ml)	2							
8	Air Packet for Bathroom (50 Gms)	15							
9	Air Packet for rooms	6							
10	Hand gloves (Both cotton /Synthetic/ Rubber)	5 pairs							
11	Cotton Knitted Gloves	5 Pairs							
12	Rubber Knitted Gloves	2 Pairs							
13	Urinal screen	As required							
14	Scrub Pad With Handle	4							
15	Nylon Long Handle Brush	4							
16	Plastic Dust Pan Big	5							
17	Corner Brush / Basin Brush	4							
18	Hand Brush	2							
19	Dust Clip Pan with brush set-with Covering flap	1							
20	Toilet Brush	4							
21	Spray Gun	As per requirement							
22	Duster Checked Blue Cloth	10							
23	Duster Checked Red Cloth	10							

24	Duster Glass	5					
25	Duster Hard (Floor)	10					
26	Floor Wiper With long handle	6					
27	Tissue Paper Packet	5					
28	Tissue Box	NA					
29	Toilet Tissue Roll	15					
30	Bucket - Small - 5/6 Liter Capacity	4					
31	Bucket -Big - 20 Liter Capacity	2					
32	Plastic Mugs	5					
33	Feather Duster	2					
34	Round Mop Set	2					
35	Gum Boot	2 Pairs					
36	Signage boards / Caution Boards	4					
37	Telescopic Pole (Non –Metallic) with Brush - 9 Meters	1					
38	Trash Picker- Small - 40 cm, durable plastic/ Nylon material	2					
39	Trash Picker- Big - 90 cm, durable plastic/ Nylon material	2					
40	Apron	2					
41	Spatula	4					
42	Scotch Brite	4					
43	Pad Red	2					
44	Floor Wiper (Long Handle)	5					
45	Safety Harness Kit	1					
46	Garbage Bag Big 32 X 42 inch	110					
47	Garbage Bag 40X45 inch	66					
48	Garbage Bag small KG	110					
49	Nylon Scrubber Sponge	22					
50	3M Steel Polish- AFC	2					
51	Hit Spray /Mosquito	5					
52	Liquid mosquito repellent	6					
53	Liquid mosquito repellent refill	12					
54	Mop Kit Dry Set- Full Set	4					
55	Mop Kit Wet Red & Blue Bracket- Full set	4					
56	Mop kit wet & dry	4					
57	Mop Refill Dry	16					

58	Mop Refill Wet (Microfiber)	16					
59	Automated Air Freshener Dispenser with Programmable Timer for Rest Rooms	Based on no. of toilets in the station					
60	Hose Pipe: Min 30 meters (or as per station requirement): For Gardening at Stations	2					
61	Waterproof Electrical Junction Boxes (Industrial Standard Coupler):Minimum 30 meters or as per station requirement	3					
62	Door Mats : Should be available in Two Sizes (Contractor has to ensure its cleaning periodically)	a. In front of toilets & technical rooms : 4*2 sq ft (As per each station requirement and shall be replaced based on the condition of floor mat) In Station Entrances : 8*3 or as per requirement					
Remarks by Station Incharge/Manager (if any)							
Signature of Team Leader				Signature of Station In charge/Manager			

Annexure-L

DETAILS OF CHEMICAL/REAGENT CONSUMPTION															
S.No	Name of Chemical/Reagent	Purpose	Quantity			Morning Shift		Consumption in Evening Shift	Evening Shift		Night Shift				
			Opening Balance	Received during the day	Consumption in Morning Shift	Signature			Signature		Consumption in Night Shift	Total Consumption of the day	Closing Balance of day	Signature	
						FMS Sup	Station Controller		FMS Sup	Station Controller				FMS Sup	Station Controller
			A	B	C			D			E	F=C+D+E	G=A+B-F		
1		Hard surface floor cleaning													
2		Bathroom /Toilets floor cleaning													
3		Disinfectants for Bathroom /Toilets													
4		Vertical finishes of different types													
5		Glass surfaces													

6		Steel surfaces													
7		Aluminium surfaces													
8		Any other type of surfaces													
9		Pest Control													
10		Room Freshener													
11		Odour Diffuser													
12	Liquid Soap	Hand Wash													
13	Toilet Paper Roll	Toilet Paper													
14	Biodegradable garbage bags	General item as required													
Remarks by Station In charge/Manager (if any)															
Signature of Team Leader										Signature of Station In charge/Manager					

ANNEXURE –M

NAME OF AGENCY			FMS CONTRACT OFMETRO STATION									
SCHEDULE OF CLEANING AND HOUSEKEEPING WORK												
NOTE :- Each of the work/activity, as tabulated below, executed/not executed will be measured individually by on duty Station Controller w.r.t. its specified frequency (i.e. Shift/day/week/month/half years), to the entire satisfaction of Maha Metro, in 6 ranges, i.e. A=100%,B=80%,C=60%,D=40%,E=20% & X=0% depending upon the quantity of individual work/activity executed/not executed at its respective area.												
S.No	Frequency	Description of Item	Morning Shift			Evening Shift			Grade	Night Shift		
			Grade	Signature		Grade	Signature			Grade	Signature	
				Station Controller/JE	FMS Supervisor		Station Controller/JE	FMS Supervisor			Station Controller/JE	FMS Supervisor
1	Once in each shift and as when required	Scrubbing, wet cleaning, dry Cleaning & sanitation of Toilets & Bathrooms including accessories (Like Mirrors, Soap Dispensers, Hand Dryers, Health Faucet etc.,										
2		scrubbing wet cleaning, dry cleaning & disinfection of all types of floors & staircase in station building/area including SCR,TOM.,EFO, Concourse, passages and platform										
3		Cleaning and disinfection of all Escalators and Lifts										
4		Scrubbing wet cleaning & dry cleaning of entire										

		pavement/circulating area including ground level common area near station entry/exit, subway & foot over bridge connected to station entry/exit, subway and foot over bridge connected to station entry/exit point, station surrounding area, kerb stones etc.									
5	Once in a week and as and when required	General cleaning of ASS (including scrubbing and wet cleaning									
6		General cleaning of SER/TER (including scrubbing and wet cleaning , if required)									
7		General cleaning of Battery room (including scrubbing and wet cleaning , if required)									
8		General cleaning of pump room (including scrubbing and wet cleaning , if required)									
9		General cleaning DC area (including scrubbing and wet cleaning , if required)									
10	Daily & As and when required	Cleaning and disinfection of all types of glass fitted at SCR,TOM,EFO etc									
11	Once in a week and as and when required	Cleaning & attention of all types of saucer drains									
12		Cleaning and disinfection of all computer and accessories,									

		telephone sets and all misc. items, cleaning of all equipment's in SCR,TON & EFO, AFC Gates, furniture and office equipment's , TVM etc.									
13	Daily & As and when required	Cleaning and disinfection of Baggage Scanner/X-BIX, DFMD and other items installed at security checkpoints, including all furniture									
14	Daily & as and when required	Supply of Biodegradable garbage disposal, mouse trap/catcher etc									
15	Once in a week & as and when required	Meaning of internal façade									
16		Cleaning of vertical finishes, walls & rooms, rolling shutters, louvers, frames, doors, gates etc.									
17		Cleaning & disinfection of all types of stainless steel/ PVC/MS structure and handrails available at stations									
18		Cleaning of all name board/signage's of Maha Metro									
19	Once in a month & as and when required	cleaning/dusting of artworks, cleaning of sun-padded roof cleaning, roof arches, suspended ceiling, track, roof etc.									
20	Half yearly & as and	Façadee cleaning									

	when required										
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ANNEXURE-I**Service Level Agreement****Cleaning Activity**

The broad criteria for assessing the performance of Contractor's cleaning work in addition to the various other provisions is mentioned below. The service level shall be checked before train revenue service starts.

Floor:

Sl	Parameter	Range	Grade	Remark
1.	Shine Level	>70	Excellent	To be measured with a reference gloss meter at 10 locations daily
		70-60	V. Good	
		60-50	Good	
		50-40	Average	
		<40	Poor	
2.	Dust Level	No dust	Excellent	To be measured with a reference white blotting paper rubbed on floor at 10 locations daily
		75% Dust	V. Good	
		60% Dust	Good	
		50%	Average	
		<50%	Poor	
3.	Foot Marks	No Marks / Sqm	Excellent	To be inspected daily
		2-3 Marks / Sqm	V. Good	
		4-6 Marks / Sqm	Good	
		7-9 Marks / Sqm	Average	
		>10 Marks / Sqm	Poor	
4.	Pan & Ghutka Stains	No stains	Excellent	Daily Inspection.
		Any stains	Poor	
5.	Bird Droppings	No Droppings	Excellent	Daily Inspection.
		Any Droppings	Poor	

Stairs:

Sl	Parameter	Range	Grade	Remark
1.	Shine Level	>70	Excellent	To be measured with a reference gloss meter at 5 locations daily
		70-60	V. Good	
		60-50	Good	
		50-40	Average	
		<40	Poor	
2.	Dust Level	No dust	Excellent	To be measured with a reference white blotting paper rubbed on stair tread at 5 locations daily
		75% Dust	V. Good	
		60% Dust	Good	
		50%	Average	
		<50%	Poor	
3.	Foot Marks	No Marks / Sqm	Excellent	Daily Inspection.
		2-3 Marks / Sqm	V. Good	
		4-6 Marks / Sqm	Good	

		7-9 Marks / Sqm	Average	
		>10 Marks / Sqm	Poor	
4.	Pan & Ghutka Stains	No stains	Excellent	Daily Inspection.
		Any stains	Poor	
5.	Bird Droppings	No Droppings	Excellent	Daily Inspection.
		Any Droppings	Poor	

Walls & Claddings:

Sl	Parameter	Range	Grade	Remark
1.	Shine Level	>70	Excellent	To be measured with a reference gloss meter at 5 locations daily
		70-60	V. Good	
		60-50	Good	
		50-40	Average	
		<40	Poor	
2.	Dust Level	No dust	Excellent	To be measured with a reference white blotting paper rubbed on floor meter at 5 locations daily
		75% Dust	V. Good	
		60% Dust	Good	
		50%	Average	
		<50%	Poor	
3.	Pan & Ghutka Stains	No stains	Excellent	Daily Inspection.
		Any stains	Poor	
4.	Bird Droppings	No Droppings	Excellent	Daily Inspection.
		Any Droppings	Poor	

Steel Works:

Sl	Parameter	Range	Grade	Remarks
1.	Shine Level	High Gloss	Excellent	To be inspected at 5 minimum locations daily
		Medium Gloss	Good	
		Low Gloss	Poor	
2.	Bird Dropping	No Droppings	Excellent	Daily Inspection.
		Any Droppings	Poor	
3.	Finger/Palm Marks	No Finger prints	Excellent	Daily Inspection.
		Any finger prints	Poor	
4.	Dust Level	No dust	Excellent	May be measured with a reference white blotting paper rubbed on surface at 5 locations daily
		75% Dust	V. good	
		60% Dust	Good	
		50%	Average	
		<50%	Poor	
		No dust	Excellent	
5.	Water Hardness Marks	No Marks	Excellent	Daily Inspection.
		Some Marks	V. Good	
		Thick Deposits	Poor	

Glass Work/Finishes with frames:

Sl	Parameter	Range	Grade	Remarks
1.	Bird Dropping	No Droppings	Excellent	Daily Inspection.
		Any Droppings	Poor	
2.	Finger/Palm Marks	No Finger prints	Excellent	Daily Inspection.
		Any finger prints	Poor	
3.	Dust Level	No dust	Excellent	To be measured with a reference white blotting paper rubbed on glass at 5 locations daily
		75% Dust	V. Good	
		60% Dust	Good	
		50%	Average	

		<50%	Poor	
		No dust	Excellent	

Escalators:

Sl	Parameter	Range	Grade	Remarks
1	Bird Dropping	No Droppings	Excellent	Daily Inspection.
		Any Droppings	Poor	
2	Finger/Palm Marks	No Finger prints	Excellent	Daily Inspection.
		Any finger prints	Poor	
3	Dust Level	No dust	Excellent	To be measured with a reference white blotting paper rubbed on floor at 5 locations daily
		75% Dust	V. Good	
		60% Dust	Good	
		50%	Average	
		<50%	Poor	

Toilets:

Sl	Parameter	Range	Grade	Remarks
1.	Mirrors	Clean Mirrors with no water marks	Excellent	All mirrors to be inspected
		Clean Mirrors with some water marks	Good	
		Clean Mirrors with thick deposits	Poor	
2.	Wash Basins	Sparkling Clean	Excellent	All wash basins to be inspected
		Clean with few marks	Good	
		Dirty	Poor	
3.	WC Seats	Sparkling Clean	Excellent	All WCs to be inspected
		Any Marks	Poor	
4.	Floor	Clean & Dry	Excellent	All toilets to be inspected
		Clean but wet	Good	
		Dirty	Poor	
5	Odour	Fragrance	Excellent	All toilets to be inspected
		Smell	Poor	

Trains:

SN	Parameter	Range	Grade	Remark
1	Foot Marks	No Marks / Sqm	Excellent	To be inspected at 10 minimum locations
		2-3 Marks / Sqm	V.Good	
		4-6 Marks / Sqm	Good	
		7-9 Marks / Sqm	Average	
		>10 Marks / Sqm	Poor	
2	Pan and Ghutka Stains	No stains	Excellent	To be inspected at 10 minimum locations
		Any stains	Poor	

3	Bird Droppings	No Droppings	Excellent	To be inspected at 10 minimum locations
		Any Droppings	Poor	
4	Finger/Palm Marks	No Finger prints	Excellent	To be inspected at 10 minimum locations
		Any finger prints	Poor	
5	Water Hardness Marks	No Marks	Excellent	To be measured with a reference white blotting paper rubbed on floor meter at 10 locations
		Some Marks	V. Good	
		Thick Deposits	Poor	

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
1	RSS Jhansi Rani	Floor	Priority	Daily	1078.375	100%
2	RSS Jhansi Rani	Roof	Non Priority	Weekly	477.550	14%
3	RSS Jhansi Rani	Vertical Finishes	Non Priority	Monthly	1734.429	4%
4	RSS Jhansi Rani	Toilet	Priority	Daily	6.120	100%
	RSS Jhansi Rani	Total			3296.474	
1	Lokmanya Nagar	Parking Area (Floor)	Non Priority	Weekly	1800	257.14
2	Lokmanya Nagar	Staircase (Connecting Ground to Concourse)	Priority	Daily	66	66.00
3	Lokmanya Nagar	Concourse floor area	Priority	Daily	895	895.00
4	Lokmanya Nagar	Concourse roof area	Non Priority	Weekly	895	127.86
5	Lokmanya Nagar	Concourse glass	Priority	Daily	185	185.00
6	Lokmanya Nagar	Concourse vertical finishes	Non Priority	Weekly	710	101.43
7	Lokmanya Nagar	Platform-1 Floor	Priority	Daily	80	80.00
8	Lokmanya Nagar	Platform-1 Glasses	Non Priority	Weekly	25	3.57
9	Lokmanya Nagar	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
10	Lokmanya Nagar	Platform-2 Floor	Priority	Daily	80	80.00
11	Lokmanya Nagar	Platform-2 Glasses	Non Priority	Weekly	25	3.57
12	Lokmanya Nagar	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
13	Lokmanya Nagar	Platform -1 Floor	Non Priority	Monthly	380	13.57
14	Lokmanya Nagar	Platform-1 Roof	Non Priority	Monthly	720	25.71
15	Lokmanya Nagar	Platform -2 Floor	Non Priority	Monthly	380	13.57
16	Lokmanya Nagar	Platform-2 Roof	Non Priority	Monthly	720	25.71
17	Lokmanya Nagar	Above track roof	Non Priority	Monthly	880	31.43
18	Lokmanya Nagar	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00
19	Lokmanya Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
20	Lokmanya Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
21	Lokmanya Nagar	Gents Toilet - Floor	Priority	Daily	26	26.00
22	Lokmanya Nagar	Gents Toilet -Roof	Non Priority	Weekly	18.5	2.64
23	Lokmanya Nagar	Gents Toilet - Basin	Priority	Daily	1.06	1.06

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
24	Lokmanya Nagar	Gents Toilet - Mirror	Priority	Daily	2.1	2.10
25	Lokmanya Nagar	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
26	Lokmanya Nagar	Gents Toilet - Commode	Priority	Daily	1.23	1.23
27	Lokmanya Nagar	Gents Toilet-Vertical Finishes	Non Priority	Weekly	65	9.29
28	Lokmanya Nagar	Ladies Toilet-Floor	Priority	Daily	15	15.00
29	Lokmanya Nagar	Ladies Toilet-Roof	Non Priority	Weekly	15	2.14
30	Lokmanya Nagar	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
31	Lokmanya Nagar	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
32	Lokmanya Nagar	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
33	Lokmanya Nagar	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	40	5.71
34	Lokmanya Nagar	PWD Toilet-Floor	Priority	Daily	5	5.00
35	Lokmanya Nagar	PWD Toilet -Roof	Non Priority	Weekly	5	0.71
36	Lokmanya Nagar	PWD Toilet- Basin	Priority	Daily	0.53	0.53
37	Lokmanya Nagar	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
38	Lokmanya Nagar	PWD Toilet - Commode	Priority	Daily	0.615	0.62
39	Lokmanya Nagar	Baby Care room- Floor	Priority	Daily	5	5.00
40	Lokmanya Nagar	Baby Care room- Vertical Finishes	Non Priority	Weekly	15	2.14
41	Lokmanya Nagar	Baby Care room-Roof	Non Priority	Monthly	5	0.18
42	Lokmanya Nagar	SCR-Floor	Priority	Daily	49	49.00
43	Lokmanya Nagar	SCR Glasses	Priority	Daily	15	15.00
44	Lokmanya Nagar	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
45	Lokmanya Nagar	SCR-Roof	Non Priority	Monthly	49	1.75
46	Lokmanya Nagar	SER-Floor	Non Priority	Weekly	65	9.29
47	Lokmanya Nagar	SER-Vertical Finishes	Non Priority	Weekly	221	31.57
48	Lokmanya Nagar	SER-Roof	Non Priority	Monthly	65	2.32
49	Lokmanya Nagar	UPS-Floor	Non Priority	Weekly	55	7.86
50	Lokmanya Nagar	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
51	Lokmanya Nagar	UPS-Roof	Non Priority	Monthly	55	1.96
52	Lokmanya Nagar	ASS-Floor	Non Priority	Weekly	230	32.86

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
53	Lokmanya Nagar	ASS-Vertical Finishes	Non Priority	Weekly	1334	190.57
54	Lokmanya Nagar	ASS-Roof	Non Priority	Monthly	230	8.21
55	Lokmanya Nagar	Pump room-Floor	Non Priority	Weekly	125	17.86
56	Lokmanya Nagar	Pump Room-Vertical Finishes	Non Priority	Weekly	750	107.14
57	Lokmanya Nagar	Pump Room-Roof	Non Priority	Monthly	125	4.46
58	Lokmanya Nagar	DG area-Floor	Non Priority	Weekly	60	8.57
59	Lokmanya Nagar	DG area-Fencing/vertical finishes	Non Priority	Weekly	4.2	0.60
60	Lokmanya Nagar	DG area-Roof	Non Priority	Monthly	60	2.14
61	Lokmanya Nagar	Rolling shutters	Non Priority	Weekly	50	7.14
62	Lokmanya Nagar	TOM-Floor	Priority	Daily	30	30.00
63	Lokmanya Nagar	TOM-Glasses	Priority	Daily	12	12.00
64	Lokmanya Nagar	TOM-Roof	Non Priority	Monthly	30	1.07
65	Lokmanya Nagar	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
66	Lokmanya Nagar	TOM-Floor	Priority	Daily	30	30.00
67	Lokmanya Nagar	TOM-Glasses	Priority	Daily	12	12.00
68	Lokmanya Nagar	TOM-Roof	Non Priority	Monthly	30	1.07
69	Lokmanya Nagar	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	Lokmanya Nagar	EFO-Floor	Priority	Daily	9	9.00
71	Lokmanya Nagar	EFO-Glasses	Priority	Daily	22	22.00
72	Lokmanya Nagar	EFO-Roof	Non Priority	Monthly	9	0.32
73	Lokmanya Nagar	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	Lokmanya Nagar	Glass Facade	Non Priority	Half Yearly	5000	28.57
75	Lokmanya Nagar	Lift-1 (Concourse to Platform)	Priority	Daily	18.28	18.28
76	Lokmanya Nagar	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Lokmanya Nagar	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Lokmanya Nagar	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60
79	Lokmanya Nagar	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
80	Lokmanya Nagar	Escalator -3 (Ground to Concourse)	Priority	Daily	16.7	16.70
81	Lokmanya Nagar	Escalator -4 (Ground to Concourse)	Priority	Daily	16.7	16.70

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
82	Lokmanya Nagar	Terrace RHS	Non Priority	Monthly	605	21.61
83	Lokmanya Nagar	Terrace LHS	Non Priority	Monthly	280	10.00
	Lokmanya Nagar	Total			19256.763	3302.27
1	Bansi Nagar	Parking Area (Floor)	Non Priority	Weekly	1800	257.14
2	Bansi Nagar	Staircase (Connecting Ground to Mezzanine)	Priority	Daily	66	66.00
3	Bansi Nagar	Mezzanine floor area	Priority	Daily	895	895.00
4	Bansi Nagar	Mezzanine roof area	Priority	Daily	895	895.00
5	Bansi Nagar	Mezzanine glass	Priority	Weekly	185	26.43
6	Bansi Nagar	Mezzanine vertical finishes	Priority	Weekly	710	101.43
7	Bansi Nagar	Concourse Floor area	Priority	Daily	1645	1645.00
8	Bansi Nagar	Concourse Roof area	Priority	Weekly	1645	235.00
9	Bansi Nagar	Concourse-Vertical Finishes	Non Priority	Weekly	5500	785.71
10	Bansi Nagar	Concourse- Glass	Non Priority	Weekly	410	58.57
11	Bansi Nagar	Platform-1 Floor	Priority	Daily	80	80.00
12	Bansi Nagar	Platform-1 Glasses	Non Priority	Weekly	25	3.57
13	Bansi Nagar	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
14	Bansi Nagar	Platform-2 Floor	Priority	Daily	80	80.00
15	Bansi Nagar	Platform-2 Glasses	Non Priority	Weekly	25	3.57
16	Bansi Nagar	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
17	Bansi Nagar	Platform -1 Floor	Non Priority	Monthly	380	13.57
18	Bansi Nagar	Platform-1 Roof	Non Priority	Monthly	720	25.71
19	Bansi Nagar	Platform -2 Floor	Non Priority	Monthly	380	13.57
20	Bansi Nagar	Platform-2 Roof	Non Priority	Monthly	720	25.71
21	Bansi Nagar	Above track roof	Non Priority	Monthly	880	31.43
22	Bansi Nagar	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00
23	Bansi Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
24	Bansi Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
25	Bansi Nagar	Gents Toilet - Floor	Priority	Daily	18.5	18.50
26	Bansi Nagar	Gents Toilet -Roof	Non Priority	Weekly	18.5	2.64

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
27	Bansi Nagar	Gents Toilet - Basin	Priority	Daily	1.06	1.06
28	Bansi Nagar	Gents Toilet - Mirror	Priority	Daily	5.25	5.25
29	Bansi Nagar	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
30	Bansi Nagar	Gents Toilet - Commode	Priority	Daily	1.23	1.23
31	Bansi Nagar	Gents Toilet-Vertical Finishes	Non Priority	Weekly	45	6.43
32	Bansi Nagar	Ladies Toilet-Floor	Priority	Daily	12	12.00
33	Bansi Nagar	Ladies Toilet-Roof	Non Priority	Weekly	12	1.71
34	Bansi Nagar	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
35	Bansi Nagar	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
36	Bansi Nagar	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
37	Bansi Nagar	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	30	4.29
38	Bansi Nagar	PWD Toilet-Floor	Priority	Daily	4.7	4.70
39	Bansi Nagar	PWD Toilet -Roof	Non Priority	Weekly	4.7	0.67
40	Bansi Nagar	PWD Toilet- Basin	Priority	Daily	0.53	0.53
41	Bansi Nagar	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
42	Bansi Nagar	PWD Toilet - Commode	Priority	Daily	0.615	0.62
43	Bansi Nagar	Baby Care room- Floor	Priority	Daily	4.5	4.50
44	Bansi Nagar	Baby Care room- Vertical Finishes	Non Priority	Weekly	12	1.71
45	Bansi Nagar	Baby Care room-Roof	Non Priority	Monthly	4.5	0.16
46	Bansi Nagar	SCR-Floor	Priority	Daily	49	49.00
47	Bansi Nagar	SCR Glasses	Priority	Daily	15	15.00
48	Bansi Nagar	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
49	Bansi Nagar	SCR-Roof	Non Priority	Monthly	49	1.75
50	Bansi Nagar	SER-Floor	Non Priority	Weekly	65	9.29
51	Bansi Nagar	SER-Vertical Finishes	Non Priority	Weekly	221	31.57
52	Bansi Nagar	SER-Roof	Non Priority	Monthly	65	2.32
53	Bansi Nagar	UPS-Floor	Non Priority	Weekly	55	7.86
54	Bansi Nagar	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
55	Bansi Nagar	UPS-Roof	Non Priority	Monthly	55	1.96

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
56	Bansi Nagar	ASS-Floor	Non Priority	Weekly	230	32.86
57	Bansi Nagar	ASS-Vertical Finishes	Non Priority	Weekly	1334	190.57
58	Bansi Nagar	ASS-Roof	Non Priority	Monthly	230	8.21
59	Bansi Nagar	Pump room-Floor	Non Priority	Weekly	200	28.57
60	Bansi Nagar	Pump Room-Vertical Finishes	Non Priority	Weekly	800	114.29
61	Bansi Nagar	Pump Room-Roof	Non Priority	Monthly	200	7.14
62	Bansi Nagar	DG area-Floor	Non Priority	Weekly	60	8.57
63	Bansi Nagar	DG area-Fencing/vertical finishes	Non Priority	Weekly	4.2	0.60
64	Bansi Nagar	DG area-Roof	Non Priority	Monthly	60	2.14
65	Bansi Nagar	Rolling shutters	Non Priority	Weekly	50	7.14
66	Bansi Nagar	TOM-Floor	Priority	Daily	30	30.00
67	Bansi Nagar	TOM-Glasses	Priority	Daily	12	12.00
68	Bansi Nagar	TOM-Roof	Non Priority	Monthly	30	1.07
69	Bansi Nagar	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	Bansi Nagar	EFO-Floor	Priority	Daily	9	9.00
71	Bansi Nagar	EFO-Glasses	Priority	Daily	22	22.00
72	Bansi Nagar	EFO-Roof	Non Priority	Monthly	9	0.32
73	Bansi Nagar	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	Bansi Nagar	Glass Facade	Non Priority	Half Yearly	2000	11.43
75	Bansi Nagar	Lift-1(Concourse to Platform)	Priority	Daily	18.28	18.28
76	Bansi Nagar	Lift-2 (Ground to Concourse)	Priority	Daily	18.28	18.28
77	Bansi Nagar	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Bansi Nagar	Lift-4 (Concourse to Platform)	Priority	Daily	18.28	18.28
79	Bansi Nagar	Escalator -1 (Concourse to Platform)	Priority	Daily	16.9	16.90
80	Bansi Nagar	Escalator -2 (Mezzanine to Concourse)	Priority	Daily	16.9	16.90
81	Bansi Nagar	Escalator -3 (Mezzanine to Concourse)	Priority	Daily	11.2	11.20
82	Bansi Nagar	Escalator -4 (Mezzanine to Concourse)	Priority	Daily	11.2	11.20
83	Bansi Nagar	Escalator -5 (Ground to Mezzanine)	Priority	Daily	10.6	10.60
84	Bansi Nagar	Escalator -6 (Ground to Mezzanine)	Priority	Daily	11.3	11.30

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
85	Bansi Nagar	Any Other- PD Area1	Non Priority	Weekly	85	12.14
86	Bansi Nagar	Any Other- PD Area2	Non Priority	Weekly	72	10.29
87	Bansi Nagar	Any Other- PD Area3	Non Priority	Weekly	35	5.00
88	Bansi Nagar	Any Other- PD Area4	Non Priority	Weekly	86	12.29
89	Bansi Nagar	Terrace RHS	Non Priority	Monthly	605	21.61
90	Bansi Nagar	Terrace LHS	Non Priority	Monthly	280	10.00
	Bansi Nagar	Total			25820.593	6646.02
1	Vasudev Nagar	Parking Area (Floor)	Non Priority	Weekly	1800	257.14
2	Vasudev Nagar	Staircase (Connecting Ground to Mezzanine)	Priority	Daily	66	66.00
3	Vasudev Nagar	Mezzanine floor area	Priority	Daily	895	895.00
4	Vasudev Nagar	Mezzanine roof area	Priority	Daily	895	895.00
5	Vasudev Nagar	Mezzanine glass	Priority	Weekly	185	26.43
6	Vasudev Nagar	Mezzanine vertical finishes	Priority	Weekly	710	101.43
7	Vasudev Nagar	Concourse Floor area	Priority	Daily	1645	1645.00
8	Vasudev Nagar	Concourse Roof area	Priority	Weekly	1645	235.00
9	Vasudev Nagar	Concourse-Vertical Finishes	Non Priority	Weekly	5500	785.71
10	Vasudev Nagar	Concourse- Glass	Non Priority	Weekly	410	58.57
11	Vasudev Nagar	Platform-1 Floor	Priority	Daily	80	80.00
12	Vasudev Nagar	Platform-1 Glasses	Non Priority	Weekly	25	3.57
13	Vasudev Nagar	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
14	Vasudev Nagar	Platform-2 Floor	Priority	Daily	80	80.00
15	Vasudev Nagar	Platform-2 Glasses	Non Priority	Weekly	25	3.57
16	Vasudev Nagar	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
17	Vasudev Nagar	Platform -1 Floor	Non Priority	Monthly	380	13.57
18	Vasudev Nagar	Platform-1 Roof	Non Priority	Monthly	720	25.71
19	Vasudev Nagar	Platform -2 Floor	Non Priority	Monthly	380	13.57
20	Vasudev Nagar	Platform-2 Roof	Non Priority	Monthly	720	25.71
21	Vasudev Nagar	Above track roof	Non Priority	Monthly	880	31.43
22	Vasudev Nagar	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
23	Vasudev Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
24	Vasudev Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
25	Vasudev Nagar	Gents Toilet - Floor	Priority	Daily	18.5	18.50
26	Vasudev Nagar	Gents Toilet -Roof	Non Priority	Weekly	18.5	2.64
27	Vasudev Nagar	Gents Toilet - Basin	Priority	Daily	1.06	1.06
28	Vasudev Nagar	Gents Toilet - Mirror	Priority	Daily	5.25	5.25
29	Vasudev Nagar	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
30	Vasudev Nagar	Gents Toilet - Commode	Priority	Daily	1.23	1.23
31	Vasudev Nagar	Gents Toilet-Vertical Finishes	Non Priority	Weekly	45	6.43
32	Vasudev Nagar	Ladies Toilet-Floor	Priority	Daily	12	12.00
33	Vasudev Nagar	Ladies Toilet-Roof	Non Priority	Weekly	12	1.71
34	Vasudev Nagar	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
35	Vasudev Nagar	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
36	Vasudev Nagar	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
37	Vasudev Nagar	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	30	4.29
38	Vasudev Nagar	PWD Toilet-Floor	Priority	Daily	4.7	4.70
39	Vasudev Nagar	PWD Toilet -Roof	Non Priority	Weekly	4.7	0.67
40	Vasudev Nagar	PWD Toilet- Basin	Priority	Daily	0.53	0.53
41	Vasudev Nagar	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
42	Vasudev Nagar	PWD Toilet - Commode	Priority	Daily	0.615	0.62
43	Vasudev Nagar	Baby Care room- Floor	Priority	Daily	4.5	4.50
44	Vasudev Nagar	Baby Care room- Vertical Finishes	Non Priority	Weekly	12	1.71
45	Vasudev Nagar	Baby Care room-Roof	Non Priority	Monthly	4.5	0.16
46	Vasudev Nagar	SCR-Floor	Priority	Daily	49	49.00
47	Vasudev Nagar	SCR Glasses	Priority	Daily	15	15.00
48	Vasudev Nagar	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
49	Vasudev Nagar	SCR-Roof	Non Priority	Monthly	49	1.75
50	Vasudev Nagar	SER-Floor	Non Priority	Weekly	65	9.29
51	Vasudev Nagar	SER-Vertical Finishes	Non Priority	Weekly	221	31.57

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
52	Vasudev Nagar	SER-Roof	Non Priority	Monthly	65	2.32
53	Vasudev Nagar	UPS-Floor	Non Priority	Weekly	55	7.86
54	Vasudev Nagar	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
55	Vasudev Nagar	UPS-Roof	Non Priority	Monthly	55	1.96
56	Vasudev Nagar	ASS-Floor	Non Priority	Weekly	230	32.86
57	Vasudev Nagar	ASS-Vertical Finishes	Non Priority	Weekly	1334	190.57
58	Vasudev Nagar	ASS-Roof	Non Priority	Monthly	230	8.21
59	Vasudev Nagar	Pump room-Floor	Non Priority	Weekly	200	28.57
60	Vasudev Nagar	Pump Room-Vertical Finishes	Non Priority	Weekly	800	114.29
61	Vasudev Nagar	Pump Room-Roof	Non Priority	Monthly	200	7.14
62	Vasudev Nagar	DG area-Floor	Non Priority	Weekly	60	8.57
63	Vasudev Nagar	DG area-Fencing/vertical finishes	Non Priority	Weekly	4.2	0.60
64	Vasudev Nagar	DG area-Roof	Non Priority	Monthly	60	2.14
65	Vasudev Nagar	Rolling shutters	Non Priority	Weekly	50	7.14
66	Vasudev Nagar	TOM-Floor	Priority	Daily	30	30.00
67	Vasudev Nagar	TOM-Glasses	Priority	Daily	12	12.00
68	Vasudev Nagar	TOM-Roof	Non Priority	Monthly	30	1.07
69	Vasudev Nagar	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	Vasudev Nagar	EFO-Floor	Priority	Daily	9	9.00
71	Vasudev Nagar	EFO-Glasses	Priority	Daily	22	22.00
72	Vasudev Nagar	EFO-Roof	Non Priority	Monthly	9	0.32
73	Vasudev Nagar	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	Vasudev Nagar	Glass Facade	Non Priority	Half Yearly	2000	11.43
75	Vasudev Nagar	Lift-1(Concourse to Platform)	Priority	Daily	18.28	18.28
76	Vasudev Nagar	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Vasudev Nagar	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Vasudev Nagar	Lift-4 (Ground to Concourse)	Priority	Daily	18.28	18.28
79	Vasudev Nagar	Escalator -1 (Concourse to Platform)	Priority	Daily	17	17.00
80	Vasudev Nagar	Escalator -2 (Concourse to Platform)	Priority	Daily	17	17.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
81	Vasudev Nagar	Escalator -3 (Ground to Concourse)	Priority	Daily	16.7	16.70
82	Vasudev Nagar	Escalator -4 (Ground to Concourse)	Priority	Daily	16.7	16.70
83	Vasudev Nagar	Any Other- PD Area1	Non Priority	Weekly	85	12.14
84	Vasudev Nagar	Any Other- PD Area2	Non Priority	Weekly	72	10.29
85	Vasudev Nagar	Any Other- PD Area3	Non Priority	Weekly	35	5.00
86	Vasudev Nagar	Any Other- PD Area4	Non Priority	Weekly	86	12.29
87	Vasudev Nagar	Terrace RHS	Non Priority	Monthly	605	21.61
88	Vasudev Nagar	Terrace LHS	Non Priority	Monthly	280	10.00
	Vasudev Nagar	Total			25809.893	6635.32
1	Rachna Ring Road Junction	Parking Area (Floor)	Non Priority	Weekly	1800	257.14
2	Rachna Ring Road Junction	Staircase (Connecting Ground to Mezzanine)	Priority	Daily	66	66.00
3	Rachna Ring Road Junction	Mezzanine floor area	Priority	Daily	895	895.00
4	Rachna Ring Road Junction	Mezzanine roof area	Priority	Daily	895	895.00
5	Rachna Ring Road Junction	Mezzanine glass	Priority	Weekly	185	26.43
6	Rachna Ring Road Junction	Mezzanine vertical finishes	Priority	Weekly	710	101.43
7	Rachna Ring Road Junction	Concourse Floor area	Priority	Daily	1645	1645.00
8	Rachna Ring Road Junction	Concourse Roof area	Priority	Weekly	1645	235.00
9	Rachna Ring Road Junction	Concourse-Vertical Finishes	Non Priority	Weekly	5500	785.71
10	Rachna Ring Road Junction	Concourse- Glass	Non Priority	Weekly	410	58.57
11	Rachna Ring Road Junction	Platform-1 Floor	Priority	Daily	80	80.00
12	Rachna Ring Road Junction	Platform-1 Glasses	Non Priority	Weekly	25	3.57
13	Rachna Ring Road Junction	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
14	Rachna Ring Road Junction	Platform-2 Floor	Priority	Daily	80	80.00
15	Rachna Ring Road Junction	Platform-2 Glasses	Non Priority	Weekly	25	3.57
16	Rachna Ring Road Junction	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
17	Rachna Ring Road Junction	Platform -1 Floor	Non Priority	Monthly	380	13.57
18	Rachna Ring Road Junction	Platform-1 Roof	Non Priority	Monthly	720	25.71
19	Rachna Ring Road Junction	Platform -2 Floor	Non Priority	Monthly	380	13.57
20	Rachna Ring Road Junction	Platform-2 Roof	Non Priority	Monthly	720	25.71

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
21	Rachna Ring Road Junction	Above track roof	Non Priority	Monthly	880	31.43
22	Rachna Ring Road Junction	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00
23	Rachna Ring Road Junction	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
24	Rachna Ring Road Junction	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
25	Rachna Ring Road Junction	Gents Toilet - Floor	Priority	Daily	18.5	18.50
26	Rachna Ring Road Junction	Gents Toilet -Roof	Non Priority	Weekly	18.5	2.64
27	Rachna Ring Road Junction	Gents Toilet - Basin	Priority	Daily	1.06	1.06
28	Rachna Ring Road Junction	Gents Toilet - Mirror	Priority	Daily	5.25	5.25
29	Rachna Ring Road Junction	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
30	Rachna Ring Road Junction	Gents Toilet - Commode	Priority	Daily	1.23	1.23
31	Rachna Ring Road Junction	Gents Toilet-Vertical Finishes	Non Priority	Weekly	45	6.43
32	Rachna Ring Road Junction	Ladies Toilet-Floor	Priority	Daily	12	12.00
33	Rachna Ring Road Junction	Ladies Toilet-Roof	Non Priority	Weekly	12	1.71
34	Rachna Ring Road Junction	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
35	Rachna Ring Road Junction	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
36	Rachna Ring Road Junction	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
37	Rachna Ring Road Junction	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	30	4.29
38	Rachna Ring Road Junction	PWD Toilet-Floor	Priority	Daily	4.7	4.70
39	Rachna Ring Road Junction	PWD Toilet -Roof	Non Priority	Weekly	4.7	0.67
40	Rachna Ring Road Junction	PWD Toilet- Basin	Priority	Daily	0.53	0.53
41	Rachna Ring Road Junction	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
42	Rachna Ring Road Junction	PWD Toilet - Commode	Priority	Daily	0.615	0.62
43	Rachna Ring Road Junction	Baby Care room- Floor	Priority	Daily	4.5	4.50
44	Rachna Ring Road Junction	Baby Care room- Vertical Finishes	Non Priority	Weekly	12	1.71
45	Rachna Ring Road Junction	Baby Care room-Roof	Non Priority	Monthly	4.5	0.16
46	Rachna Ring Road Junction	SCR-Floor	Priority	Daily	49	49.00
47	Rachna Ring Road Junction	SCR Glasses	Priority	Daily	15	15.00
48	Rachna Ring Road Junction	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
49	Rachna Ring Road Junction	SCR-Roof	Non Priority	Monthly	49	1.75

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
50	Rachna Ring Road Junction	SER-Floor	Non Priority	Weekly	65	9.29
51	Rachna Ring Road Junction	SER-Vertical Finishes	Non Priority	Weekly	221	31.57
52	Rachna Ring Road Junction	SER-Roof	Non Priority	Monthly	65	2.32
53	Rachna Ring Road Junction	UPS-Floor	Non Priority	Weekly	55	7.86
54	Rachna Ring Road Junction	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
55	Rachna Ring Road Junction	UPS-Roof	Non Priority	Monthly	55	1.96
56	Rachna Ring Road Junction	ASS-Floor	Non Priority	Weekly	230	32.86
57	Rachna Ring Road Junction	ASS-Vertical Finishes	Non Priority	Weekly	1334	190.57
58	Rachna Ring Road Junction	ASS-Roof	Non Priority	Monthly	230	8.21
59	Rachna Ring Road Junction	Pump room-Floor	Non Priority	Weekly	200	28.57
60	Rachna Ring Road Junction	Pump Room-Vertical Finishes	Non Priority	Weekly	800	114.29
61	Rachna Ring Road Junction	Pump Room-Roof	Non Priority	Monthly	200	7.14
62	Rachna Ring Road Junction	DG area-Floor	Non Priority	Weekly	60	8.57
63	Rachna Ring Road Junction	DG area-Fencing/vertical finishes	Non Priority	Weekly	4.2	0.60
64	Rachna Ring Road Junction	DG area-Roof	Non Priority	Monthly	60	2.14
65	Rachna Ring Road Junction	Rolling shutters	Non Priority	Weekly	50	7.14
66	Rachna Ring Road Junction	TOM-Floor	Priority	Daily	30	30.00
67	Rachna Ring Road Junction	TOM-Glasses	Priority	Daily	12	12.00
68	Rachna Ring Road Junction	TOM-Roof	Non Priority	Monthly	30	1.07
69	Rachna Ring Road Junction	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	Rachna Ring Road Junction	EFO-Floor	Priority	Daily	9	9.00
71	Rachna Ring Road Junction	EFO-Glasses	Priority	Daily	22	22.00
72	Rachna Ring Road Junction	EFO-Roof	Non Priority	Monthly	9	0.32
73	Rachna Ring Road Junction	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	Rachna Ring Road Junction	Glass Facade	Non Priority	Half Yearly	2000	11.43
75	Rachna Ring Road Junction	Lift-1(Concourse to Platform)	Priority	Daily	18.28	18.28
76	Rachna Ring Road Junction	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Rachna Ring Road Junction	Lift-4 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Rachna Ring Road Junction	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
79	Rachna Ring Road Junction	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
80	Rachna Ring Road Junction	Escalator -4 (Ground to Concourse)	Priority	Daily	16.7	16.70
81	Rachna Ring Road Junction	Any Other- PD Area1	Non Priority	Weekly	85	12.14
82	Rachna Ring Road Junction	Any Other- PD Area2	Non Priority	Weekly	72	10.29
83	Rachna Ring Road Junction	Any Other- PD Area3	Non Priority	Weekly	35	5.00
84	Rachna Ring Road Junction	Any Other- PD Area4	Non Priority	Weekly	86	12.29
85	Rachna Ring Road Junction	Terrace RHS	Non Priority	Monthly	605	21.61
86	Rachna Ring Road Junction	Terrace LHS	Non Priority	Monthly	280	10.00
	Rachna Ring Road Junction	Total			25776.113	6601.54
1	Subhash Nagar	Parking Area (Floor)	Non Priority	Weekly	1800	257.14
2	Subhash Nagar	Staircase (Connecting Ground to Concourse)	Priority	Daily	66	66.00
3	Subhash Nagar	Concourse floor area	Priority	Daily	895	895.00
4	Subhash Nagar	Concourse roof area	Non Priority	Weekly	895	127.86
5	Subhash Nagar	Concourse glass	Priority	Daily	185	185.00
6	Subhash Nagar	Concourse vertical finishes	Non Priority	Weekly	710	101.43
7	Subhash Nagar	Platform-1 Floor	Priority	Daily	80	80.00
8	Subhash Nagar	Platform-1 Glasses	Non Priority	Weekly	25	3.57
9	Subhash Nagar	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
10	Subhash Nagar	Platform-2 Floor	Priority	Daily	80	80.00
11	Subhash Nagar	Platform-2 Glasses	Non Priority	Weekly	25	3.57
12	Subhash Nagar	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
13	Subhash Nagar	Platform -1 Floor	Non Priority	Monthly	380	13.57
14	Subhash Nagar	Platform-1 Roof	Non Priority	Monthly	720	25.71
15	Subhash Nagar	Platform -2 Floor	Non Priority	Monthly	380	13.57
16	Subhash Nagar	Platform-2 Roof	Non Priority	Monthly	720	25.71
17	Subhash Nagar	Above track roof	Non Priority	Monthly	880	31.43
18	Subhash Nagar	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00
19	Subhash Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
20	Subhash Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
21	Subhash Nagar	Gents Toilet - Floor	Priority	Daily	26	26.00
22	Subhash Nagar	Gents Toilet -Roof	Non Priority	Weekly	18.5	2.64
23	Subhash Nagar	Gents Toilet - Basin	Priority	Daily	1.06	1.06
24	Subhash Nagar	Gents Toilet - Mirror	Priority	Daily	2.1	2.10
25	Subhash Nagar	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
26	Subhash Nagar	Gents Toilet - Commode	Priority	Daily	1.23	1.23
27	Subhash Nagar	Gents Toilet-Vertical Finishes	Non Priority	Weekly	65	9.29
28	Subhash Nagar	Ladies Toilet-Floor	Priority	Daily	15	15.00
29	Subhash Nagar	Ladies Toilet-Roof	Non Priority	Weekly	15	2.14
30	Subhash Nagar	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
31	Subhash Nagar	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
32	Subhash Nagar	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
33	Subhash Nagar	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	40	5.71
34	Subhash Nagar	PWD Toilet-Floor	Priority	Daily	5	5.00
35	Subhash Nagar	PWD Toilet -Roof	Non Priority	Weekly	5	0.71
36	Subhash Nagar	PWD Toilet- Basin	Priority	Daily	0.53	0.53
37	Subhash Nagar	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
38	Subhash Nagar	PWD Toilet - Commode	Priority	Daily	0.615	0.62
39	Subhash Nagar	Baby Care room- Floor	Priority	Daily	5	5.00
40	Subhash Nagar	Baby Care room- Vertical Finishes	Non Priority	Weekly	15	2.14
41	Subhash Nagar	Baby Care room-Roof	Non Priority	Monthly	5	0.18
42	Subhash Nagar	SCR-Floor	Priority	Daily	49	49.00
43	Subhash Nagar	SCR Glasses	Priority	Daily	15	15.00
44	Subhash Nagar	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
45	Subhash Nagar	SCR-Roof	Non Priority	Monthly	49	1.75
46	Subhash Nagar	SER-Floor	Non Priority	Weekly	65	9.29
47	Subhash Nagar	SER-Vertical Finishes	Non Priority	Weekly	221	31.57
48	Subhash Nagar	SER-Roof	Non Priority	Monthly	65	2.32
49	Subhash Nagar	UPS-Floor	Non Priority	Weekly	55	7.86

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
50	Subhash Nagar	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
51	Subhash Nagar	UPS-Roof	Non Priority	Monthly	55	1.96
52	Subhash Nagar	ASS-Floor	Non Priority	Weekly	230	32.86
53	Subhash Nagar	ASS-Vertical Finishes	Non Priority	Weekly	1334	190.57
54	Subhash Nagar	ASS-Roof	Non Priority	Monthly	230	8.21
55	Subhash Nagar	Pump room-Floor	Non Priority	Weekly	125	17.86
56	Subhash Nagar	Pump Room-Vertical Finishes	Non Priority	Weekly	750	107.14
57	Subhash Nagar	Pump Room-Roof	Non Priority	Monthly	125	4.46
58	Subhash Nagar	DG area-Floor	Non Priority	Weekly	60	8.57
59	Subhash Nagar	DG area-Fencing/vertical finishes	Non Priority	Weekly	4.2	0.60
60	Subhash Nagar	DG area-Roof	Non Priority	Monthly	60	2.14
61	Subhash Nagar	Rolling shutters	Non Priority	Weekly	50	7.14
62	Subhash Nagar	TOM-Floor	Priority	Daily	30	30.00
63	Subhash Nagar	TOM-Glasses	Priority	Daily	12	12.00
64	Subhash Nagar	TOM-Roof	Non Priority	Monthly	30	1.07
65	Subhash Nagar	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
66	Subhash Nagar	TOM-Floor	Priority	Daily	30	30.00
67	Subhash Nagar	TOM-Glasses	Priority	Daily	12	12.00
68	Subhash Nagar	TOM-Roof	Non Priority	Monthly	30	1.07
69	Subhash Nagar	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	Subhash Nagar	EFO-Floor	Priority	Daily	9	9.00
71	Subhash Nagar	EFO-Glasses	Priority	Daily	22	22.00
72	Subhash Nagar	EFO-Roof	Non Priority	Monthly	9	0.32
73	Subhash Nagar	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	Subhash Nagar	Glass Facade	Non Priority	Half Yearly	2000	11.43
75	Subhash Nagar	Lift-1 (Concourse to Platform)	Priority	Daily	18.28	18.28
76	Subhash Nagar	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Subhash Nagar	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Subhash Nagar	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
79	Subhash Nagar	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
80	Subhash Nagar	Escalator -3 (Ground to Concourse)	Priority	Daily	16.7	16.70
81	Subhash Nagar	Escalator -4 (Ground to Concourse)	Priority	Daily	16.7	16.70
82	Subhash Nagar	Terrace RHS	Non Priority	Monthly	605	21.61
83	Subhash Nagar	Terrace LHS	Non Priority	Monthly	280	10.00
	Subhash Nagar	Total			16256.763	3285.13
1	Dharampeth College	Parking Area (Floor)	Non Priority	Weekly	100	14.29
2	Dharampeth College	Staircase (Connecting Ground to Concourse)	Priority	Daily	160	160.00
3	Dharampeth College	Concourse floor area	Priority	Daily	895	895.00
4	Dharampeth College	Concourse roof area	Non Priority	Weekly	895	127.86
5	Dharampeth College	Concourse glass	Priority	Daily	230	230.00
6	Dharampeth College	Concourse vertical finishes	Non Priority	Weekly	710	101.43
7	Dharampeth College	Platform-1 Floor	Priority	Daily	80	80.00
8	Dharampeth College	Platform-1 Glasses	Non Priority	Weekly	25	3.57
9	Dharampeth College	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
10	Dharampeth College	Platform-2 Floor	Priority	Daily	80	80.00
11	Dharampeth College	Platform-2 Glasses	Non Priority	Weekly	25	3.57
12	Dharampeth College	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
13	Dharampeth College	Platform -1 Floor	Non Priority	Monthly	380	13.57
14	Dharampeth College	Platform-1 Roof	Non Priority	Monthly	720	25.71
15	Dharampeth College	Platform -2 Floor	Non Priority	Monthly	380	13.57
16	Dharampeth College	Platform-2 Roof	Non Priority	Monthly	720	25.71
17	Dharampeth College	Above track roof	Non Priority	Monthly	880	31.43
18	Dharampeth College	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00
19	Dharampeth College	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
20	Dharampeth College	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
21	Dharampeth College	Gents Toilet - Floor	Priority	Daily	16	16.00
22	Dharampeth College	Gents Toilet -Roof	Non Priority	Weekly	16	2.29
23	Dharampeth College	Gents Toilet - Basin	Priority	Daily	1.06	1.06

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
24	Dharampeth College	Gents Toilet - Mirror	Priority	Daily	2.1	2.10
25	Dharampeth College	Gents Toilet - Urinal	Priority	Daily	0.432	0.43
26	Dharampeth College	Gents Toilet - Commode	Priority	Daily	1.23	1.23
27	Dharampeth College	Gents Toilet-Vertical Finishes	Non Priority	Weekly	40	5.71
28	Dharampeth College	Ladies Toilet-Floor	Priority	Daily	15	15.00
29	Dharampeth College	Ladies Toilet-Roof	Non Priority	Weekly	15	2.14
30	Dharampeth College	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
31	Dharampeth College	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
32	Dharampeth College	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
33	Dharampeth College	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	40	5.71
34	Dharampeth College	PWD Toilet-Floor	Priority	Daily	5	5.00
35	Dharampeth College	PWD Toilet -Roof	Non Priority	Weekly	5	0.71
36	Dharampeth College	PWD Toilet- Basin	Priority	Daily	0.53	0.53
37	Dharampeth College	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
38	Dharampeth College	PWDToilet - Commode	Priority	Daily	0.615	0.62
39	Dharampeth College	Baby Care room- Floor	Priority	Daily	9	9.00
40	Dharampeth College	Baby Care room- Vertical Finishes	Non Priority	Weekly	22	3.14
41	Dharampeth College	Baby Care room-Roof	Non Priority	Monthly	9	0.32
42	Dharampeth College	SCR-Floor	Priority	Daily	49	49.00
43	Dharampeth College	SCR Glasses	Priority	Daily	15	15.00
44	Dharampeth College	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
45	Dharampeth College	SCR-Roof	Non Priority	Monthly	49	1.75
46	Dharampeth College	SER-Floor	Non Priority	Weekly	65	9.29
47	Dharampeth College	SER-Vertical Finishes	Non Priority	Weekly	221	31.57
48	Dharampeth College	SER-Roof	Non Priority	Monthly	65	2.32
49	Dharampeth College	UPS-Floor	Non Priority	Weekly	55	7.86
50	Dharampeth College	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
51	Dharampeth College	UPS-Roof	Non Priority	Monthly	55	1.96
52	Dharampeth College	ASS-Floor	Non Priority	Weekly	260	37.14

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
53	Dharampeth College	ASS-Vertical Finishes	Non Priority	Weekly	1508	215.43
54	Dharampeth College	ASS-Roof	Non Priority	Monthly	260	9.29
55	Dharampeth College	Pump room-Floor	Non Priority	Weekly	100	14.29
56	Dharampeth College	Pump Room-Vertical Finishes	Non Priority	Weekly	700	100.00
57	Dharampeth College	Pump Room-Roof	Non Priority	Monthly	100	3.57
58	Dharampeth College	DG area-Floor	Non Priority	Weekly	60	8.57
59	Dharampeth College	DG area-Fencing/vertical finishes	Non Priority	Weekly	25	3.57
60	Dharampeth College	DG area-Roof	Non Priority	Monthly	60	2.14
61	Dharampeth College	Rolling shutters	Non Priority	Weekly	50	7.14
62	Dharampeth College	TOM-Floor	Priority	Daily	30	30.00
63	Dharampeth College	TOM-Glasses	Priority	Daily	12	12.00
64	Dharampeth College	TOM-Roof	Non Priority	Monthly	30	1.07
65	Dharampeth College	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
66	Dharampeth College	TOM-Floor	Priority	Daily	30	30.00
67	Dharampeth College	TOM-Glasses	Priority	Daily	12	12.00
68	Dharampeth College	TOM-Roof	Non Priority	Monthly	30	1.07
69	Dharampeth College	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	Dharampeth College	EFO-Floor	Priority	Daily	9	9.00
71	Dharampeth College	EFO-Glasses	Priority	Daily	22	22.00
72	Dharampeth College	EFO-Roof	Non Priority	Monthly	9	0.32
73	Dharampeth College	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	Dharampeth College	Glass Facade	Non Priority	Half Yearly	2500	14.29
75	Dharampeth College	Lift-1 (Concourse to Platform)	Priority	Daily	18.28	18.28
76	Dharampeth College	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Dharampeth College	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Dharampeth College	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60
79	Dharampeth College	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
80	Dharampeth College	Escalator -3 (Ground to Concourse)	Priority	Daily	17.6	17.60
	Dharampeth College				14427.047	3149.30

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
1	L.A.D.Square	Parking Area (Floor)	Non Priority	Weekly	1800	257.14
2	L.A.D.Square	Staircase (Connecting Ground to Mezzanine)	Priority	Daily	66	66.00
3	L.A.D.Square	Mezzanine floor area	Priority	Daily	895	895.00
4	L.A.D.Square	Mezzanine roof area	Priority	Daily	895	895.00
5	L.A.D.Square	Mezzanine glass	Priority	Weekly	185	26.43
6	L.A.D.Square	Mezzanine vertical finishes	Priority	Weekly	710	101.43
7	L.A.D.Square	Concourse Floor area	Priority	Daily	1645	1645.00
8	L.A.D.Square	Concourse Roof area	Priority	Weekly	1645	235.00
9	L.A.D.Square	Concourse-Vertical Finishes	Non Priority	Weekly	5500	785.71
10	L.A.D.Square	Concourse- Glass	Non Priority	Weekly	410	58.57
11	L.A.D.Square	Platform-1 Floor	Priority	Daily	80	80.00
12	L.A.D.Square	Platform-1 Glasses	Non Priority	Weekly	25	3.57
13	L.A.D.Square	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
14	L.A.D.Square	Platform-2 Floor	Priority	Daily	80	80.00
15	L.A.D.Square	Platform-2 Glasses	Non Priority	Weekly	25	3.57
16	L.A.D.Square	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
17	L.A.D.Square	Platform -1 Floor	Non Priority	Monthly	380	13.57
18	L.A.D.Square	Platform-1 Roof	Non Priority	Monthly	720	25.71
19	L.A.D.Square	Platform -2 Floor	Non Priority	Monthly	380	13.57
20	L.A.D.Square	Platform-2 Roof	Non Priority	Monthly	720	25.71
21	L.A.D.Square	Above track roof	Non Priority	Monthly	880	31.43
22	L.A.D.Square	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00
23	L.A.D.Square	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
24	L.A.D.Square	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
25	L.A.D.Square	Gents Toilet - Floor	Priority	Daily	18.5	18.50
26	L.A.D.Square	Gents Toilet -Roof	Non Priority	Weekly	18.5	2.64
27	L.A.D.Square	Gents Toilet - Basin	Priority	Daily	1.06	1.06
28	L.A.D.Square	Gents Toilet - Mirror	Priority	Daily	5.25	5.25
29	L.A.D.Square	Gents Toilet - Urinal	Priority	Daily	0.648	0.65

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
30	L.A.D.Square	Gents Toilet - Commode	Priority	Daily	1.23	1.23
31	L.A.D.Square	Gents Toilet-Vertical Finishes	Non Priority	Weekly	45	6.43
32	L.A.D.Square	Ladies Toilet-Floor	Priority	Daily	12	12.00
33	L.A.D.Square	Ladies Toilet-Roof	Non Priority	Weekly	12	1.71
34	L.A.D.Square	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
35	L.A.D.Square	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
36	L.A.D.Square	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
37	L.A.D.Square	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	30	4.29
38	L.A.D.Square	PWD Toilet-Floor	Priority	Daily	4.7	4.70
39	L.A.D.Square	PWD Toilet -Roof	Non Priority	Weekly	4.7	0.67
40	L.A.D.Square	PWD Toilet- Basin	Priority	Daily	0.53	0.53
41	L.A.D.Square	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
42	L.A.D.Square	PWD Toilet - Commode	Priority	Daily	0.615	0.62
43	L.A.D.Square	Baby Care room- Floor	Priority	Daily	4.5	4.50
44	L.A.D.Square	Baby Care room- Vertical Finishes	Non Priority	Weekly	12	1.71
45	L.A.D.Square	Baby Care room-Roof	Non Priority	Monthly	4.5	0.16
46	L.A.D.Square	SCR-Floor	Priority	Daily	49	49.00
47	L.A.D.Square	SCR Glasses	Priority	Daily	15	15.00
48	L.A.D.Square	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
49	L.A.D.Square	SCR-Roof	Non Priority	Monthly	49	1.75
50	L.A.D.Square	SER-Floor	Non Priority	Weekly	65	9.29
51	L.A.D.Square	SER-Vertical Finishes	Non Priority	Weekly	221	31.57
52	L.A.D.Square	SER-Roof	Non Priority	Monthly	65	2.32
53	L.A.D.Square	UPS-Floor	Non Priority	Weekly	55	7.86
54	L.A.D.Square	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
55	L.A.D.Square	UPS-Roof	Non Priority	Monthly	55	1.96
56	L.A.D.Square	ASS-Floor	Non Priority	Weekly	230	32.86
57	L.A.D.Square	ASS-Vertical Finishes	Non Priority	Weekly	1334	190.57
58	L.A.D.Square	ASS-Roof	Non Priority	Monthly	230	8.21

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
59	L.A.D.Square	Pump room-Floor	Non Priority	Weekly	200	28.57
60	L.A.D.Square	Pump Room-Vertical Finishes	Non Priority	Weekly	800	114.29
61	L.A.D.Square	Pump Room-Roof	Non Priority	Monthly	200	7.14
62	L.A.D.Square	DG area-Floor	Non Priority	Weekly	60	8.57
63	L.A.D.Square	DG area-Fencing/vertical finishes	Non Priority	Weekly	4.2	0.60
64	L.A.D.Square	DG area-Roof	Non Priority	Monthly	60	2.14
65	L.A.D.Square	Rolling shutters	Non Priority	Weekly	50	7.14
66	L.A.D.Square	TOM-Floor	Priority	Daily	30	30.00
67	L.A.D.Square	TOM-Glasses	Priority	Daily	12	12.00
68	L.A.D.Square	TOM-Roof	Non Priority	Monthly	30	1.07
69	L.A.D.Square	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	L.A.D.Square	EFO-Floor	Priority	Daily	9	9.00
71	L.A.D.Square	EFO-Glasses	Priority	Daily	22	22.00
72	L.A.D.Square	EFO-Roof	Non Priority	Monthly	9	0.32
73	L.A.D.Square	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	L.A.D.Square	Glass Facade	Non Priority	Half Yearly	2000	11.43
75	L.A.D.Square	Lift-1(Concourse to Platform)	Priority	Daily	18.28	18.28
76	L.A.D.Square	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	L.A.D.Square	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	L.A.D.Square	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60
79	L.A.D.Square	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
80	L.A.D.Square	Escalator -3 (Ground to Concourse)	Priority	Daily	16.7	16.70
81	L.A.D.Square	Escalator -4 (Ground to Concourse)	Priority	Daily	16.7	16.70
82	L.A.D.Square	Any Other- PD Area1	Non Priority	Weekly	85	12.14
83	L.A.D.Square	Any Other- PD Area2	Non Priority	Weekly	72	10.29
84	L.A.D.Square	Any Other- PD Area3	Non Priority	Weekly	35	5.00
85	L.A.D.Square	Any Other- PD Area4	Non Priority	Weekly	86	12.29
86	L.A.D.Square	Terrace RHS	Non Priority	Monthly	605	21.61
87	L.A.D.Square	Terrace LHS	Non Priority	Monthly	280	10.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
	L.A.D.Square	Total			25792.813	6618.24
1	Shankar Nagar	Parking Area (Floor)	Non Priority	Weekly	1800	257.14
2	Shankar Nagar	Staircase (Connecting Ground to Mezzanine)	Priority	Daily	66	66.00
3	Shankar Nagar	Mezzanine floor area	Priority	Daily	895	895.00
4	Shankar Nagar	Mezzanine roof area	Priority	Daily	895	895.00
5	Shankar Nagar	Mezzanine glass	Priority	Weekly	185	26.43
6	Shankar Nagar	Mezzanine vertical finishes	Priority	Weekly	710	101.43
7	Shankar Nagar	Concourse Floor area	Priority	Daily	1645	1645.00
8	Shankar Nagar	Concourse Roof area	Priority	Weekly	1645	235.00
9	Shankar Nagar	Concourse-Vertical Finishes	Non Priority	Weekly	5500	785.71
10	Shankar Nagar	Concourse- Glass	Non Priority	Weekly	410	58.57
11	Shankar Nagar	Platform-1 Floor	Priority	Daily	80	80.00
12	Shankar Nagar	Platform-1 Glasses	Non Priority	Weekly	25	3.57
13	Shankar Nagar	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
14	Shankar Nagar	Platform-2 Floor	Priority	Daily	80	80.00
15	Shankar Nagar	Platform-2 Glasses	Non Priority	Weekly	25	3.57
16	Shankar Nagar	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
17	Shankar Nagar	Platform -1 Floor	Non Priority	Monthly	380	13.57
18	Shankar Nagar	Platform-1 Roof	Non Priority	Monthly	720	25.71
19	Shankar Nagar	Platform -2 Floor	Non Priority	Monthly	380	13.57
20	Shankar Nagar	Platform-2 Roof	Non Priority	Monthly	720	25.71
21	Shankar Nagar	Above track roof	Non Priority	Monthly	880	31.43
22	Shankar Nagar	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00
23	Shankar Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
24	Shankar Nagar	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
25	Shankar Nagar	Gents Toilet - Floor	Priority	Daily	18.5	18.50
26	Shankar Nagar	Gents Toilet -Roof	Non Priority	Weekly	18.5	2.64
27	Shankar Nagar	Gents Toilet - Basin	Priority	Daily	1.06	1.06
28	Shankar Nagar	Gents Toilet - Mirror	Priority	Daily	5.25	5.25

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
29	Shankar Nagar	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
30	Shankar Nagar	Gents Toilet - Commode	Priority	Daily	1.23	1.23
31	Shankar Nagar	Gents Toilet-Vertical Finishes	Non Priority	Weekly	45	6.43
32	Shankar Nagar	Ladies Toilet-Floor	Priority	Daily	12	12.00
33	Shankar Nagar	Ladies Toilet-Roof	Non Priority	Weekly	12	1.71
34	Shankar Nagar	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
35	Shankar Nagar	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
36	Shankar Nagar	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
37	Shankar Nagar	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	30	4.29
38	Shankar Nagar	PWD Toilet-Floor	Priority	Daily	4.7	4.70
39	Shankar Nagar	PWD Toilet -Roof	Non Priority	Weekly	4.7	0.67
40	Shankar Nagar	PWD Toilet- Basin	Priority	Daily	0.53	0.53
41	Shankar Nagar	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
42	Shankar Nagar	PWD Toilet - Commode	Priority	Daily	0.615	0.62
43	Shankar Nagar	Baby Care room- Floor	Priority	Daily	4.5	4.50
44	Shankar Nagar	Baby Care room- Vertical Finishes	Non Priority	Weekly	12	1.71
45	Shankar Nagar	Baby Care room-Roof	Non Priority	Monthly	4.5	0.16
46	Shankar Nagar	SCR-Floor	Priority	Daily	49	49.00
47	Shankar Nagar	SCR Glasses	Priority	Daily	15	15.00
48	Shankar Nagar	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
49	Shankar Nagar	SCR-Roof	Non Priority	Monthly	49	1.75
50	Shankar Nagar	SER-Floor	Non Priority	Weekly	65	9.29
51	Shankar Nagar	SER-Vertical Finishes	Non Priority	Weekly	221	31.57
52	Shankar Nagar	SER-Roof	Non Priority	Monthly	65	2.32
53	Shankar Nagar	UPS-Floor	Non Priority	Weekly	55	7.86
54	Shankar Nagar	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
55	Shankar Nagar	UPS-Roof	Non Priority	Monthly	55	1.96
56	Shankar Nagar	ASS-Floor	Non Priority	Weekly	230	32.86
57	Shankar Nagar	ASS-Vertical Finishes	Non Priority	Weekly	1334	190.57

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
58	Shankar Nagar	ASS-Roof	Non Priority	Monthly	230	8.21
59	Shankar Nagar	Pump room-Floor	Non Priority	Weekly	200	28.57
60	Shankar Nagar	Pump Room-Vertical Finishes	Non Priority	Weekly	800	114.29
61	Shankar Nagar	Pump Room-Roof	Non Priority	Monthly	200	7.14
62	Shankar Nagar	DG area-Floor	Non Priority	Weekly	60	8.57
63	Shankar Nagar	DG area-Fencing/vertical finishes	Non Priority	Weekly	4.2	0.60
64	Shankar Nagar	DG area-Roof	Non Priority	Monthly	60	2.14
65	Shankar Nagar	Rolling shutters	Non Priority	Weekly	50	7.14
66	Shankar Nagar	TOM-Floor	Priority	Daily	30	30.00
67	Shankar Nagar	TOM-Glasses	Priority	Daily	12	12.00
68	Shankar Nagar	TOM-Roof	Non Priority	Monthly	30	1.07
69	Shankar Nagar	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	Shankar Nagar	EFO-Floor	Priority	Daily	9	9.00
71	Shankar Nagar	EFO-Glasses	Priority	Daily	22	22.00
72	Shankar Nagar	EFO-Roof	Non Priority	Monthly	9	0.32
73	Shankar Nagar	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	Shankar Nagar	Glass Facade	Non Priority	Half Yearly	2000	11.43
75	Shankar Nagar	Lift-1(Concourse to Platform)	Priority	Daily	18.28	18.28
76	Shankar Nagar	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Shankar Nagar	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Shankar Nagar	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60
79	Shankar Nagar	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
80	Shankar Nagar	Escalator -3 (Ground to Concourse)	Priority	Daily	16.7	16.70
81	Shankar Nagar	Any Other- PD Area1	Non Priority	Weekly	85	12.14
82	Shankar Nagar	Any Other- PD Area2	Non Priority	Weekly	72	10.29
83	Shankar Nagar	Any Other- PD Area3	Non Priority	Weekly	35	5.00
84	Shankar Nagar	Any Other- PD Area4	Non Priority	Weekly	86	12.29
85	Shankar Nagar	Terrace RHS	Non Priority	Monthly	605	21.61
86	Shankar Nagar	Terrace LHS	Non Priority	Monthly	280	10.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
	Shankar Nagar	Total			25776.113	6601.54
1	Institution Of Engineers	Parking Area (Floor)	Non Priority	Weekly	1800	257.14
2	Institution Of Engineers	Staircase (Connecting Ground to Concourse)	Priority	Daily	66	66.00
3	Institution Of Engineers	Concourse floor area	Priority	Daily	895	895.00
4	Institution Of Engineers	Concourse roof area	Non Priority	Weekly	895	127.86
5	Institution Of Engineers	Concourse glass	Priority	Daily	185	185.00
6	Institution Of Engineers	Concourse vertical finishes	Non Priority	Weekly	710	101.43
7	Institution Of Engineers	Platform-1 Floor	Priority	Daily	80	80.00
8	Institution Of Engineers	Platform-1 Glasses	Non Priority	Weekly	25	3.57
9	Institution Of Engineers	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
10	Institution Of Engineers	Platform-2 Floor	Priority	Daily	80	80.00
11	Institution Of Engineers	Platform-2 Glasses	Non Priority	Weekly	25	3.57
12	Institution Of Engineers	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
13	Institution Of Engineers	Platform -1 Floor	Non Priority	Monthly	380	13.57
14	Institution Of Engineers	Platform-1 Roof	Non Priority	Monthly	720	25.71
15	Institution Of Engineers	Platform -2 Floor	Non Priority	Monthly	380	13.57
16	Institution Of Engineers	Platform-2 Roof	Non Priority	Monthly	720	25.71
17	Institution Of Engineers	Above track roof	Non Priority	Monthly	880	31.43
18	Institution Of Engineers	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00
19	Institution Of Engineers	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
20	Institution Of Engineers	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
21	Institution Of Engineers	Gents Toilet - Floor	Priority	Daily	26	26.00
22	Institution Of Engineers	Gents Toilet -Roof	Non Priority	Weekly	18.5	2.64
23	Institution Of Engineers	Gents Toilet - Basin	Priority	Daily	1.06	1.06
24	Institution Of Engineers	Gents Toilet - Mirror	Priority	Daily	2.1	2.10
25	Institution Of Engineers	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
26	Institution Of Engineers	Gents Toilet - Commode	Priority	Daily	1.23	1.23
27	Institution Of Engineers	Gents Toilet-Vertical Finishes	Non Priority	Weekly	65	9.29
28	Institution Of Engineers	Ladies Toilet-Floor	Priority	Daily	15	15.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
29	Institution Of Engineers	Ladies Toilet-Roof	Non Priority	Weekly	15	2.14
30	Institution Of Engineers	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
31	Institution Of Engineers	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
32	Institution Of Engineers	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
33	Institution Of Engineers	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	40	5.71
34	Institution Of Engineers	PWD Toilet-Floor	Priority	Daily	5	5.00
35	Institution Of Engineers	PWD Toilet -Roof	Non Priority	Weekly	5	0.71
36	Institution Of Engineers	PWD Toilet- Basin	Priority	Daily	0.53	0.53
37	Institution Of Engineers	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
38	Institution Of Engineers	PWD Toilet - Commode	Priority	Daily	0.615	0.62
39	Institution Of Engineers	Baby Care room- Floor	Priority	Daily	5	5.00
40	Institution Of Engineers	Baby Care room- Vertical Finishes	Non Priority	Weekly	15	2.14
41	Institution Of Engineers	Baby Care room-Roof	Non Priority	Monthly	5	0.18
42	Institution Of Engineers	SCR-Floor	Priority	Daily	49	49.00
43	Institution Of Engineers	SCR Glasses	Priority	Daily	15	15.00
44	Institution Of Engineers	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
45	Institution Of Engineers	SCR-Roof	Non Priority	Monthly	49	1.75
46	Institution Of Engineers	SER-Floor	Non Priority	Weekly	65	9.29
47	Institution Of Engineers	SER-Vertical Finishes	Non Priority	Weekly	221	31.57
48	Institution Of Engineers	SER-Roof	Non Priority	Monthly	65	2.32
49	Institution Of Engineers	UPS-Floor	Non Priority	Weekly	55	7.86
50	Institution Of Engineers	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
51	Institution Of Engineers	UPS-Roof	Non Priority	Monthly	55	1.96
52	Institution Of Engineers	ASS-Floor	Non Priority	Weekly	230	32.86
53	Institution Of Engineers	ASS-Vertical Finishes	Non Priority	Weekly	1334	190.57
54	Institution Of Engineers	ASS-Roof	Non Priority	Monthly	230	8.21
55	Institution Of Engineers	Pump room-Floor	Non Priority	Weekly	125	17.86
56	Institution Of Engineers	Pump Room-Vertical Finishes	Non Priority	Weekly	750	107.14
57	Institution Of Engineers	Pump Room-Roof	Non Priority	Monthly	125	4.46

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
58	Institution Of Engineers	DG area-Floor	Non Priority	Weekly	60	8.57
59	Institution Of Engineers	DG area-Fencing/vertical finishes	Non Priority	Weekly	4.2	0.60
60	Institution Of Engineers	DG area-Roof	Non Priority	Monthly	60	2.14
61	Institution Of Engineers	Rolling shutters	Non Priority	Weekly	50	7.14
62	Institution Of Engineers	TOM-Floor	Priority	Daily	30	30.00
63	Institution Of Engineers	TOM-Glasses	Priority	Daily	12	12.00
64	Institution Of Engineers	TOM-Roof	Non Priority	Monthly	30	1.07
65	Institution Of Engineers	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
66	Institution Of Engineers	TOM-Floor	Priority	Daily	30	30.00
67	Institution Of Engineers	TOM-Glasses	Priority	Daily	12	12.00
68	Institution Of Engineers	TOM-Roof	Non Priority	Monthly	30	1.07
69	Institution Of Engineers	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	Institution Of Engineers	EFO-Floor	Priority	Daily	9	9.00
71	Institution Of Engineers	EFO-Glasses	Priority	Daily	22	22.00
72	Institution Of Engineers	EFO-Roof	Non Priority	Monthly	9	0.32
73	Institution Of Engineers	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	Institution Of Engineers	Glass Facade	Non Priority	Half Yearly	2000	11.43
75	Institution Of Engineers	Lift-1 (Concourse to Platform)	Priority	Daily	18.28	18.28
76	Institution Of Engineers	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Institution Of Engineers	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Institution Of Engineers	Lift-4 (Ground to Concourse)	Priority	Daily	18.28	18.28
79	Institution Of Engineers	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60
80	Institution Of Engineers	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
81	Institution Of Engineers	Escalator -3 (Ground to Concourse)	Priority	Daily	16.7	16.70
82	Institution Of Engineers	Escalator -4 (Ground to Concourse)	Priority	Daily	16.7	16.70
83	Institution Of Engineers	Terrace RHS	Non Priority	Monthly	605	21.61
84	Institution Of Engineers	Terrace LHS	Non Priority	Monthly	280	10.00
	Institution Of Engineers	Total			16275.043	3303.41
1	Jhansi Rani Square	Parking Area (Floor)	Non Priority	Weekly	1800	257.14

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
2	Jhansi Rani Square	Staircase (Connecting Ground to Concourse)	Priority	Daily	66	66.00
3	Jhansi Rani Square	Concourse floor area	Priority	Daily	895	895.00
4	Jhansi Rani Square	Concourse roof area	Non Priority	Weekly	895	127.86
5	Jhansi Rani Square	Concourse glass	Priority	Daily	185	185.00
6	Jhansi Rani Square	Concourse vertical finishes	Non Priority	Weekly	710	101.43
7	Jhansi Rani Square	Platform-1 Floor	Priority	Daily	80	80.00
8	Jhansi Rani Square	Platform-1 Glasses	Non Priority	Weekly	25	3.57
9	Jhansi Rani Square	Platform-1 Vertical Finishes	Non Priority	Weekly	400	57.14
10	Jhansi Rani Square	Platform-2 Floor	Priority	Daily	80	80.00
11	Jhansi Rani Square	Platform-2 Glasses	Non Priority	Weekly	25	3.57
12	Jhansi Rani Square	Platform-2 Vertical Finishes	Non Priority	Weekly	400	57.14
13	Jhansi Rani Square	Platform -1 Floor	Non Priority	Monthly	380	13.57
14	Jhansi Rani Square	Platform-1 Roof	Non Priority	Monthly	720	25.71
15	Jhansi Rani Square	Platform -2 Floor	Non Priority	Monthly	380	13.57
16	Jhansi Rani Square	Platform-2 Roof	Non Priority	Monthly	720	25.71
17	Jhansi Rani Square	Above track roof	Non Priority	Monthly	880	31.43
18	Jhansi Rani Square	Staircase (Connecting Mez. To Con)	Priority	Daily	70	70.00
19	Jhansi Rani Square	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
20	Jhansi Rani Square	Staircase (Connecting Con- to PF)	Priority	Daily	140	140.00
21	Jhansi Rani Square	Gents Toilet - Floor	Priority	Daily	26	26.00
22	Jhansi Rani Square	Gents Toilet -Roof	Non Priority	Weekly	18.5	2.64
23	Jhansi Rani Square	Gents Toilet - Basin	Priority	Daily	1.06	1.06
24	Jhansi Rani Square	Gents Toilet - Mirror	Priority	Daily	2.1	2.10
25	Jhansi Rani Square	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
26	Jhansi Rani Square	Gents Toilet - Commode	Priority	Daily	1.23	1.23
27	Jhansi Rani Square	Gents Toilet-Vertical Finishes	Non Priority	Weekly	65	9.29
28	Jhansi Rani Square	Ladies Toilet-Floor	Priority	Daily	15	15.00
29	Jhansi Rani Square	Ladies Toilet-Roof	Non Priority	Weekly	15	2.14
30	Jhansi Rani Square	Ladies Toilet-Basin	Priority	Daily	1.06	1.06

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
31	Jhansi Rani Square	Ladies Toilet-Mirror	Priority	Daily	2.1	2.10
32	Jhansi Rani Square	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
33	Jhansi Rani Square	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	40	5.71
34	Jhansi Rani Square	PWD Toilet-Floor	Priority	Daily	5	5.00
35	Jhansi Rani Square	PWD Toilet -Roof	Non Priority	Weekly	5	0.71
36	Jhansi Rani Square	PWD Toilet- Basin	Priority	Daily	0.53	0.53
37	Jhansi Rani Square	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
38	Jhansi Rani Square	PWD Toilet - Commode	Priority	Daily	0.615	0.62
39	Jhansi Rani Square	Baby Care room- Floor	Priority	Daily	5	5.00
40	Jhansi Rani Square	Baby Care room- Vertical Finishes	Non Priority	Weekly	15	2.14
41	Jhansi Rani Square	Baby Care room-Roof	Non Priority	Monthly	5	0.18
42	Jhansi Rani Square	SCR-Floor	Priority	Daily	49	49.00
43	Jhansi Rani Square	SCR Glasses	Priority	Daily	15	15.00
44	Jhansi Rani Square	SCR-Vertical Finishes	Non Priority	Weekly	53	7.57
45	Jhansi Rani Square	SCR-Roof	Non Priority	Monthly	49	1.75
46	Jhansi Rani Square	SER-Floor	Non Priority	Weekly	65	9.29
47	Jhansi Rani Square	SER-Vertical Finishes	Non Priority	Weekly	221	31.57
48	Jhansi Rani Square	SER-Roof	Non Priority	Monthly	65	2.32
49	Jhansi Rani Square	UPS-Floor	Non Priority	Weekly	55	7.86
50	Jhansi Rani Square	UPS-Vertical Finishes	Non Priority	Weekly	187	26.71
51	Jhansi Rani Square	UPS-Roof	Non Priority	Monthly	55	1.96
52	Jhansi Rani Square	ASS-Floor	Non Priority	Weekly	230	32.86
53	Jhansi Rani Square	ASS-Vertical Finishes	Non Priority	Weekly	1334	190.57
54	Jhansi Rani Square	ASS-Roof	Non Priority	Monthly	230	8.21
55	Jhansi Rani Square	Pump room-Floor	Non Priority	Weekly	125	17.86
56	Jhansi Rani Square	Pump Room-Vertical Finishes	Non Priority	Weekly	750	107.14
57	Jhansi Rani Square	Pump Room-Roof	Non Priority	Monthly	125	4.46
58	Jhansi Rani Square	DG area-Floor	Non Priority	Weekly	60	8.57
59	Jhansi Rani Square	DG area-Fencing/vertical finishes	Non Priority	Weekly	4.2	0.60

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
60	Jhansi Rani Square	DG area-Roof	Non Priority	Monthly	60	2.14
61	Jhansi Rani Square	Rolling shutters	Non Priority	Weekly	50	7.14
62	Jhansi Rani Square	TOM-Floor	Priority	Daily	30	30.00
63	Jhansi Rani Square	TOM-Glasses	Priority	Daily	12	12.00
64	Jhansi Rani Square	TOM-Roof	Non Priority	Monthly	30	1.07
65	Jhansi Rani Square	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
66	Jhansi Rani Square	TOM-Floor	Priority	Daily	30	30.00
67	Jhansi Rani Square	TOM-Glasses	Priority	Daily	12	12.00
68	Jhansi Rani Square	TOM-Roof	Non Priority	Monthly	30	1.07
69	Jhansi Rani Square	TOM-Vertical Finishes	Non Priority	Weekly	25	3.57
70	Jhansi Rani Square	EFO-Floor	Priority	Daily	9	9.00
71	Jhansi Rani Square	EFO-Glasses	Priority	Daily	22	22.00
72	Jhansi Rani Square	EFO-Roof	Non Priority	Monthly	9	0.32
73	Jhansi Rani Square	EFO-Vertical Finishes	Non Priority	Weekly	15	2.14
74	Jhansi Rani Square	Glass Facade	Non Priority	Half Yearly	2000	11.43
75	Jhansi Rani Square	Lift-1 (Concourse to Platform)	Priority	Daily	18.28	18.28
76	Jhansi Rani Square	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Jhansi Rani Square	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Jhansi Rani Square	Lift-4 (Ground to Concourse)	Priority	Daily	18.28	18.28
79	Jhansi Rani Square	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60
80	Jhansi Rani Square	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
81	Jhansi Rani Square	Escalator -3 (Ground to Concourse)	Priority	Daily	16.7	16.70
82	Jhansi Rani Square	Escalator -4 (Ground to Concourse)	Priority	Daily	16.7	16.70
83	Jhansi Rani Square	Terrace RHS	Non Priority	Monthly	605	21.61
84	Jhansi Rani Square	Terrace LHS	Non Priority	Monthly	280	10.00
	Jhansi Rani Square	Total			16275.043	3303.41
1	Cotton Market Square	Parking Area (Floor)	Non Priority	Weekly	66	9.43
2	Cotton Market Square	Ground Level Floor area	Priority	Daily	505	505.00
3	Cotton Market Square	Ground Level roof area	Priority	Daily	505	505.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
4	Cotton Market Square	Ground level vertical finish	Non Priority	Weekly	3282	468.86
5	Cotton Market Square	Ground level glasses	Non Priority	Weekly	70	70.00
6	Cotton Market Square	Staircase (Connecting Ground to Conc-1)	Priority	Daily	50.4	50.40
7	Cotton Market Square	Staircase (Connecting Conc to terrace)	Priority	Daily	20	20.00
8	Cotton Market Square	Concourse-1 Floor area	Priority	Daily	1750	1750.00
9	Cotton Market Square	Concourse-1 Vertical Finishes	Non Priority	Weekly	7875	1125.00
10	Cotton Market Square	Concourse-1 Glass	Non Priority	Weekly	95	13.57
11	Cotton Market Square	Platform-1 Floor	Priority	Daily	627.7	627.70
12	Cotton Market Square	Platform-1 Glasses	Non Priority	Weekly	120	17.14
13	Cotton Market Square	Platform-1 Vertical Finishes	Non Priority	Weekly	229	32.71
14	Cotton Market Square	Platform-2 Floor	Priority	Daily	627.7	627.70
15	Cotton Market Square	Platform-2 Glasses	Non Priority	Weekly	120	17.14
16	Cotton Market Square	Platform-2 Vertical Finishes	Non Priority	Weekly	229	32.71
17	Cotton Market Square	Platform -1 & 2 Track	Non Priority	Monthly	644	23.00
18	Cotton Market Square	Platform-1 Roof	Non Priority	Monthly	892	31.86
19	Cotton Market Square	Platform-2 Roof	Non Priority	Monthly	892	31.86
20	Cotton Market Square	Staircase (Connecting Con- to PF 1)	Priority	Daily	160	160.00
21	Cotton Market Square	Staircase (Connecting Con- to PF 2)	Priority	Daily	160	160.00
22	Cotton Market Square	Gents Toilet - Floor	Priority	Daily	13.2	13.20
23	Cotton Market Square	Gents Toilet -Roof	Non Priority	Weekly	13.2	1.89
24	Cotton Market Square	Gents Toilet - Basin	Priority	Daily	1.59	1.59
25	Cotton Market Square	Gents Toilet - Mirror	Priority	Daily	3.15	3.15
26	Cotton Market Square	Gents Toilet - Urinal	Priority	Daily	0.864	0.86
27	Cotton Market Square	Gents Toilet - Commode	Priority	Daily	1.845	1.85
28	Cotton Market Square	Gents Toilet-Vertical Finishes	Non Priority	Weekly	40	5.71
29	Cotton Market Square	Ladies Toilet-Floor	Priority	Daily	9.24	9.24
30	Cotton Market Square	Ladies Toilet-Roof	Non Priority	Weekly	9.24	1.32
31	Cotton Market Square	Ladies Toilet-Basin	Priority	Daily	2.12	2.12
32	Cotton Market Square	Ladies Toilet-Mirror	Priority	Daily	4.2	4.20

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
33	Cotton Market Square	Ladies Toilet-Commode	Priority	Daily	2.46	2.46
34	Cotton Market Square	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	30	4.29
35	Cotton Market Square	PWD Toilet-Floor	Priority	Daily	5.28	5.28
36	Cotton Market Square	PWD Toilet -Roof	Non Priority	Weekly	5.28	0.75
37	Cotton Market Square	PWD Toilet- Basin	Priority	Daily	0.53	0.53
38	Cotton Market Square	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
39	Cotton Market Square	PWD - Commode	Priority	Daily	0.615	0.62
40	Cotton Market Square	PWD -Vernicle Finishes	Non Priority	Weekly	16	2.29
41	Cotton Market Square	Baby Care room- Floor	Priority	Daily	14.85	14.85
42	Cotton Market Square	Baby Care room- Vertical Finishes	Non Priority	Weekly	59	8.43
43	Cotton Market Square	Baby Care room-Roof	Non Priority	Monthly	14.85	0.53
44	Cotton Market Square	SCR-Floor	Priority	Daily	48.6	48.60
45	Cotton Market Square	SCR-Vertical Finishes	Non Priority	Weekly	121.5	17.36
46	Cotton Market Square	SCR- glass	Priority	Daily	21.9	21.90
47	Cotton Market Square	SCR-Roof	Non Priority	Monthly	48.6	1.74
48	Cotton Market Square	SER+TER-Floor	Non Priority	Weekly	69.6	9.94
49	Cotton Market Square	SER+TER-Vertical Finishes	Non Priority	Weekly	313	44.71
50	Cotton Market Square	SER+TER-Roof	Non Priority	Monthly	69.6	2.49
51	Cotton Market Square	ASS-Floor	Non Priority	Weekly	267	38.14
52	Cotton Market Square	ASS-Vertical Finishes	Non Priority	Weekly	1735	247.86
53	Cotton Market Square	ASS-Roof	Non Priority	Monthly	267	9.54
54	Cotton Market Square	Pump room-Floor	Non Priority	Weekly	54	7.71
55	Cotton Market Square	Pump Room-Vertical Finishes	Non Priority	Weekly	216	30.86
56	Cotton Market Square	Pump Room-Roof	Non Priority	Monthly	54	1.93
57	Cotton Market Square	DG area-Floor	Non Priority	Weekly	24	3.43
58	Cotton Market Square	DG area-Fencing/vertical finishes	Non Priority	Weekly	25	3.57
59	Cotton Market Square	Rolling shutters	Non Priority	Weekly	40	5.71
60	Cotton Market Square	TOM 1-Floor	Priority	Daily	21.66	21.66
61	Cotton Market Square	TOM 1-Glasses	Priority	Daily	9.8	9.80

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
62	Cotton Market Square	TOM 1-Roof	Non Priority	Monthly	21.66	0.77
63	Cotton Market Square	TOM 1-Vertical Finishes	Non Priority	Weekly	87	12.43
64	Cotton Market Square	Any Other- PD Area1	Non Priority	Monthly	20.07	0.72
65	Cotton Market Square	UPS room - Floor	Non Priority	Monthly	46.7	1.67
66	Cotton Market Square	UPS room - Roof	Non Priority	Monthly	46.7	1.67
67	Cotton Market Square	UPS room - Vertical finishes	Non Priority	Monthly	185	6.61
68	Cotton Market Square	Battery room - Floor	Non Priority	Monthly	26.7	0.95
69	Cotton Market Square	Battery room - Roof	Non Priority	Monthly	26.7	0.95
70	Cotton Market Square	Battery - Vertical finishes	Non Priority	Monthly	105	3.75
71	Cotton Market Square	Cleaners room-roof	Non Priority	Monthly	30	1.07
72	Cotton Market Square	Cleaners room-floor	Non Priority	Monthly	30	1.07
73	Cotton Market Square	Cleaners room-vertical finshes	Non Priority	Monthly	150	5.36
74	Cotton Market Square	Lift-1 (Lobby to Concourse)	Priority	Daily	18.28	18.28
75	Cotton Market Square	Lift-2 (Lobby to Concourse)	Priority	Daily	18.28	18.28
76	Cotton Market Square	Lift-3 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Cotton Market Square	Lift-4 (Concourse to Platform)	Priority	Daily	18.28	18.28
78	Cotton Market Square	Escalator -1 (Lobby to Concourse)	Priority	Daily	18.8	18.80
79	Cotton Market Square	Escalator -2 ((Lobby to Concourse)	Priority	Daily	18.8	18.80
80	Cotton Market Square	Escalator -3 (Concourse to Platform)	Priority	Daily	17.6	17.60
81	Cotton Market Square	Escalator -4 (Concourse to Platform)	Priority	Daily	17.6	17.60
82	Cotton Market Square	Glass Facade	Non Priority	Half Yearly	3000	17.14
	Cotton Market Square	Total			26496.074	7092.31
1	Nagpur Railway Station	Parking Area (Floor)	Non Priority	Weekly	200	28.57
2	Nagpur Railway Station	Ground Level Floor area	Priority	Daily	210	210.00
3	Nagpur Railway Station	Ground Level roof area	Non Priority	Weekly	210	30.00
4	Nagpur Railway Station	Ground level vertical finish	Non Priority	Weekly	650	92.86
5	Nagpur Railway Station	Ground level glasses	Non Priority	Weekly	160	22.86
6	Nagpur Railway Station	Staircase (Connecting Ground to Conc-1)	Priority	Daily	130	130.00
7	Nagpur Railway Station	Staircase (Connecting Conc to terrace)	Priority	Daily	37	37.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
8	Nagpur Railway Station	Concourse-1 Floor area	Priority	Daily	1950	1950.00
9	Nagpur Railway Station	Concourse-1 Vertical Finishes	Non Priority	Weekly	391	55.86
10	Nagpur Railway Station	Concourse-1 Glass	Non Priority	Weekly	90	12.86
11	Nagpur Railway Station	Platform-1 Floor	Priority	Daily	684	684.00
12	Nagpur Railway Station	Platform-1 Glasses	Non Priority	Weekly	95	13.57
13	Nagpur Railway Station	Platform-1 Vertical Finishes	Non Priority	Weekly	85	12.14
14	Nagpur Railway Station	Platform-2 Floor	Priority	Daily	684	684.00
15	Nagpur Railway Station	Platform-2 Glasses	Non Priority	Weekly	95	13.57
16	Nagpur Railway Station	Platform-2 Vertical Finishes	Non Priority	Weekly	85	12.14
17	Nagpur Railway Station	Platform -1 Track	Non Priority	Monthly	332	11.86
18	Nagpur Railway Station	Platform-1 Roof	Non Priority	Monthly	1261	45.04
19	Nagpur Railway Station	Platform -2 Track	Non Priority	Monthly	332	11.86
20	Nagpur Railway Station	Platform-2 Roof	Non Priority	Monthly	1261	45.04
21	Nagpur Railway Station	Staircase (Connecting Con- to PF 1)	Priority	Daily	126	126.00
22	Nagpur Railway Station	Staircase (Connecting Con- to PF 2)	Priority	Daily	126	126.00
23	Nagpur Railway Station	Gents Toilet - Floor	Priority	Daily	19.44	19.44
24	Nagpur Railway Station	Gents Toilet -Roof	Non Priority	Weekly	19.44	2.78
25	Nagpur Railway Station	Gents Toilet - Basin	Priority	Daily	1.6	1.60
26	Nagpur Railway Station	Gents Toilet - Mirror	Priority	Daily	1.78	1.78
27	Nagpur Railway Station	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
28	Nagpur Railway Station	Gents Toilet - Commode	Priority	Daily	1.23	1.23
29	Nagpur Railway Station	Gents Toilet-Vertical Finishes	Non Priority	Weekly	55	7.86
30	Nagpur Railway Station	Ladies Toilet-Floor	Priority	Daily	19.08	19.08
31	Nagpur Railway Station	Ladies Toilet-Roof	Non Priority	Weekly	19.08	2.73
32	Nagpur Railway Station	Ladies Toilet-Basin	Priority	Daily	1.44	1.44
33	Nagpur Railway Station	Ladies Toilet-Mirror	Priority	Daily	1.78	1.78
34	Nagpur Railway Station	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
35	Nagpur Railway Station	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	55	7.86
36	Nagpur Railway Station	PWD Toilet-Floor	Priority	Daily	6	6.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
37	Nagpur Railway Station	PWD Toilet -Roof	Non Priority	Weekly	6	0.86
38	Nagpur Railway Station	PWD Toilet- Basin	Priority	Daily	0.2	0.20
39	Nagpur Railway Station	PWD Toilet - Mirror	Priority	Daily	0.89	0.89
40	Nagpur Railway Station	PWD - Commode	Priority	Daily	0.615	0.62
41	Nagpur Railway Station	PWD -Vernicle Finishes	Non Priority	Weekly	17	2.43
42	Nagpur Railway Station	Baby Care room- Floor	Priority	Daily	10.27	10.27
43	Nagpur Railway Station	Baby Care room- Vertical Finishes	Non Priority	Weekly	29	4.14
44	Nagpur Railway Station	Baby Care room-Roof	Non Priority	Monthly	10.27	0.37
45	Nagpur Railway Station	SCR-Floor	Priority	Daily	50.6	50.60
46	Nagpur Railway Station	SCR-Vertical Finishes	Non Priority	Weekly	135	19.29
47	Nagpur Railway Station	SCR- glass	Priority	Daily	21.6	21.60
48	Nagpur Railway Station	SCR-Roof	Non Priority	Monthly	50.6	1.81
49	Nagpur Railway Station	SER-Floor	Non Priority	Weekly	63.25	9.04
50	Nagpur Railway Station	SER-Vertical Finishes	Non Priority	Weekly	144.49	20.64
51	Nagpur Railway Station	SER-Roof	Non Priority	Monthly	63.25	2.26
52	Nagpur Railway Station	TER-Floor	Non Priority	Weekly	51.24	7.32
53	Nagpur Railway Station	TER-Vertical Finishes	Non Priority	Weekly	125.564	17.94
54	Nagpur Railway Station	TER-Roof	Non Priority	Monthly	51.24	1.83
55	Nagpur Railway Station	ASS-Floor	Non Priority	Weekly	266	38.00
56	Nagpur Railway Station	ASS-Vertical Finishes	Non Priority	Weekly	331	47.29
57	Nagpur Railway Station	ASS-Roof	Non Priority	Monthly	266	9.50
58	Nagpur Railway Station	Pump room-Floor	Non Priority	Weekly	51.35	7.34
59	Nagpur Railway Station	Pump Room-Vertical Finishes	Non Priority	Weekly	173	24.71
60	Nagpur Railway Station	Pump Room-Roof	Non Priority	Monthly	51.35	1.83
61	Nagpur Railway Station	DG area-Floor	Non Priority	Weekly	49.3	7.04
62	Nagpur Railway Station	DG area-Fencing/vertical finishes	Non Priority	Weekly	11	1.57
63	Nagpur Railway Station	DG area-Roof	Non Priority	Monthly	49.3	1.76
64	Nagpur Railway Station	Rolling shutters	Non Priority	Weekly	70	10.00
65	Nagpur Railway Station	TOM 1-Floor	Priority	Daily	26.66	26.66

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
66	Nagpur Railway Station	TOM 1-Glasses	Priority	Daily	9.8	9.80
67	Nagpur Railway Station	TOM 1-Roof	Non Priority	Monthly	26.66	0.95
68	Nagpur Railway Station	TOM 1-Vertical Finishes	Non Priority	Weekly	55.64	7.95
69	Nagpur Railway Station	TOM 2-Floor	Priority	Daily	26.66	26.66
70	Nagpur Railway Station	TOM 2-Glasses	Priority	Daily	9.8	9.80
71	Nagpur Railway Station	TOM 2-Roof	Non Priority	Monthly	26.66	0.95
72	Nagpur Railway Station	TOM 2-Vertical Finishes	Non Priority	Weekly	55.64	7.95
73	Nagpur Railway Station	Glass Facade	Non Priority	Half Yearly	5000	28.57
74	Nagpur Railway Station	Any Other- Future Expansion Room 1	Non Priority	Monthly	85.5	3.05
75	Nagpur Railway Station	Any Other-Future Expansion room 2	Non Priority	Monthly	85.5	3.05
76	Nagpur Railway Station	Any Other- Store Room	Non Priority	Monthly	45.82	1.64
77	Nagpur Railway Station	Any Other- PD Area1	Non Priority	Weekly	12.48	1.78
78	Nagpur Railway Station	UPS room - Floor	Non Priority	Weekly	54.12	7.73
79	Nagpur Railway Station	UPS room - Roof	Non Priority	Weekly	54.12	7.73
80	Nagpur Railway Station	UPS room - Vertical finishes	Non Priority	Weekly	129	18.43
81	Nagpur Railway Station	Battery room - Floor	Non Priority	Weekly	42.75	6.11
82	Nagpur Railway Station	Battery room - Roof	Non Priority	Weekly	42.75	6.11
83	Nagpur Railway Station	Battery - Vertical finishes	Non Priority	Weekly	113	16.14
84	Nagpur Railway Station	Cleaners room-roof	Non Priority	Weekly	7.92	1.13
85	Nagpur Railway Station	Cleaners room-floor	Priority	Daily	7.92	7.92
86	Nagpur Railway Station	Cleaners room-vertical finshes	Non Priority	Weekly	28	4.00
87	Nagpur Railway Station	Lift-1 (Lobby to Concourse)	Priority	Daily	18.28	18.28
88	Nagpur Railway Station	Lift-2 (Lobby to Concourse)	Priority	Daily	18.28	18.28
89	Nagpur Railway Station	Lift-3 (Concourse to Platform)	Priority	Daily	18.28	18.28
90	Nagpur Railway Station	Lift-4 (Concourse to Platform)	Priority	Daily	18.28	18.28
91	Nagpur Railway Station	Escalator -1 (Lobby to Concourse)	Priority	Daily	16.4	16.40
92	Nagpur Railway Station	Escalator -2 (Lobby to Concourse)	Priority	Daily	19.1	19.10
93	Nagpur Railway Station	Escalator -3 (Concourse to Platform)	Priority	Daily	17.6	17.60
94	Nagpur Railway Station	Escalator -4 (Concourse to Platform)	Priority	Daily	17.6	17.60

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
	Nagpur Railway Station	Total			17636.347	5099.73
1	Dosar Vaisya Square	Parking Area (Floor)	Non Priority	Weekly	200	28.57
2	Dosar Vaisya Square	Ground Level Floor area	Priority	Daily	210	210.00
3	Dosar Vaisya Square	Ground Level roof area	Non Priority	Weekly	210	30.00
4	Dosar Vaisya Square	Ground level vertical finish	Non Priority	Weekly	650	92.86
5	Dosar Vaisya Square	Ground level glasses	Non Priority	Weekly	160	22.86
6	Dosar Vaisya Square	Staircase (Connecting Ground to Conc-1)	Priority	Daily	130	130.00
7	Dosar Vaisya Square	Staircase (Connecting Conc to terrace)	Priority	Daily	37	37.00
8	Dosar Vaisya Square	Concourse-1 Floor area	Priority	Daily	1950	1950.00
9	Dosar Vaisya Square	Concourse-1 Vertical Finishes	Non Priority	Weekly	391	55.86
10	Dosar Vaisya Square	Concourse-1 Glass	Non Priority	Weekly	90	12.86
11	Dosar Vaisya Square	Platform-1 Floor	Priority	Daily	684	684.00
12	Dosar Vaisya Square	Platform-1 Glasses	Non Priority	Weekly	95	13.57
13	Dosar Vaisya Square	Platform-1 Vertical Finishes	Non Priority	Weekly	85	12.14
14	Dosar Vaisya Square	Platform-2 Floor	Priority	Daily	684	684.00
15	Dosar Vaisya Square	Platform-2 Glasses	Non Priority	Weekly	95	13.57
16	Dosar Vaisya Square	Platform-2 Vertical Finishes	Non Priority	Weekly	85	12.14
17	Dosar Vaisya Square	Platform -1 Track	Non Priority	Monthly	332	11.86
18	Dosar Vaisya Square	Platform-1 Roof	Non Priority	Monthly	1261	45.04
19	Dosar Vaisya Square	Platform -2 Track	Non Priority	Monthly	332	11.86
20	Dosar Vaisya Square	Platform-2 Roof	Non Priority	Monthly	1261	45.04
21	Dosar Vaisya Square	Staircase (Connecting Con- to PF 1)	Priority	Daily	126	126.00
22	Dosar Vaisya Square	Staircase (Connecting Con- to PF 2)	Priority	Daily	126	126.00
23	Dosar Vaisya Square	Gents Toilet - Floor	Priority	Daily	19.44	19.44
24	Dosar Vaisya Square	Gents Toilet -Roof	Non Priority	Weekly	19.44	2.78
25	Dosar Vaisya Square	Gents Toilet - Basin	Priority	Daily	1.6	1.60
26	Dosar Vaisya Square	Gents Toilet - Mirror	Priority	Daily	1.78	1.78
27	Dosar Vaisya Square	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
28	Dosar Vaisya Square	Gents Toilet - Commode	Priority	Daily	1.23	1.23

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
29	Dosar Vaisya Square	Gents Toilet-Vertical Finishes	Non Priority	Weekly	55	7.86
30	Dosar Vaisya Square	Ladies Toilet-Floor	Priority	Daily	19.08	19.08
31	Dosar Vaisya Square	Ladies Toilet-Roof	Non Priority	Weekly	19.08	2.73
32	Dosar Vaisya Square	Ladies Toilet-Basin	Priority	Daily	1.44	1.44
33	Dosar Vaisya Square	Ladies Toilet-Mirror	Priority	Daily	1.78	1.78
34	Dosar Vaisya Square	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
35	Dosar Vaisya Square	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	55	7.86
36	Dosar Vaisya Square	PWD Toilet-Floor	Priority	Daily	6	6.00
37	Dosar Vaisya Square	PWD Toilet -Roof	Non Priority	Weekly	6	0.86
38	Dosar Vaisya Square	PWD Toilet- Basin	Priority	Daily	0.2	0.20
39	Dosar Vaisya Square	PWD Toilet - Mirror	Priority	Daily	0.89	0.89
40	Dosar Vaisya Square	PWD - Commode	Priority	Daily	0.615	0.62
41	Dosar Vaisya Square	PWD -Vernicle Finishes	Non Priority	Weekly	17	2.43
42	Dosar Vaisya Square	Baby Care room- Floor	Priority	Daily	10.27	10.27
43	Dosar Vaisya Square	Baby Care room- Vertical Finishes	Non Priority	Weekly	29	4.14
44	Dosar Vaisya Square	Baby Care room-Roof	Non Priority	Monthly	10.27	0.37
45	Dosar Vaisya Square	SCR-Floor	Priority	Daily	50.6	50.60
46	Dosar Vaisya Square	SCR-Vertical Finishes	Non Priority	Weekly	135	19.29
47	Dosar Vaisya Square	SCR- glass	Priority	Daily	21.6	21.60
48	Dosar Vaisya Square	SCR-Roof	Non Priority	Monthly	50.6	1.81
49	Dosar Vaisya Square	SER-Floor	Non Priority	Weekly	63.25	9.04
50	Dosar Vaisya Square	SER-Vertical Finishes	Non Priority	Weekly	144.49	20.64
51	Dosar Vaisya Square	SER-Roof	Non Priority	Monthly	63.25	2.26
52	Dosar Vaisya Square	TER-Floor	Non Priority	Weekly	51.24	7.32
53	Dosar Vaisya Square	TER-Vertical Finishes	Non Priority	Weekly	125.564	17.94
54	Dosar Vaisya Square	TER-Roof	Non Priority	Monthly	51.24	1.83
55	Dosar Vaisya Square	ASS-Floor	Non Priority	Weekly	266	38.00
56	Dosar Vaisya Square	ASS-Vertical Finishes	Non Priority	Weekly	331	47.29
57	Dosar Vaisya Square	ASS-Roof	Non Priority	Monthly	266	9.50

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
58	Dosar Vaisya Square	Pump room-Floor	Non Priority	Weekly	51.35	7.34
59	Dosar Vaisya Square	Pump Room-Vertical Finishes	Non Priority	Weekly	173	24.71
60	Dosar Vaisya Square	Pump Room-Roof	Non Priority	Monthly	51.35	1.83
61	Dosar Vaisya Square	DG area-Floor	Non Priority	Weekly	49.3	7.04
62	Dosar Vaisya Square	DG area-Fencing/vertical finishes	Non Priority	Weekly	11	1.57
63	Dosar Vaisya Square	DG area-Roof	Non Priority	Monthly	49.3	1.76
64	Dosar Vaisya Square	Rolling shutters	Non Priority	Weekly	70	10.00
65	Dosar Vaisya Square	TOM 1-Floor	Priority	Daily	26.66	26.66
66	Dosar Vaisya Square	TOM 1-Glasses	Priority	Daily	9.8	9.80
67	Dosar Vaisya Square	TOM 1-Roof	Non Priority	Monthly	26.66	0.95
68	Dosar Vaisya Square	TOM 1-Vertical Finishes	Non Priority	Weekly	55.64	7.95
69	Dosar Vaisya Square	TOM 2-Floor	Priority	Daily	26.66	26.66
70	Dosar Vaisya Square	TOM 2-Glasses	Priority	Daily	9.8	9.80
71	Dosar Vaisya Square	TOM 2-Roof	Non Priority	Monthly	26.66	0.95
72	Dosar Vaisya Square	TOM 2-Vertical Finishes	Non Priority	Weekly	55.64	7.95
73	Dosar Vaisya Square	Glass Facade	Non Priority	Half Yearly	5000	28.57
74	Dosar Vaisya Square	Any Other- Future Expansion Room 1	Non Priority	Monthly	85.5	3.05
75	Dosar Vaisya Square	Any Other-Future Expansion room 2	Non Priority	Monthly	85.5	3.05
76	Dosar Vaisya Square	Any Other- Store Room	Non Priority	Monthly	45.82	1.64
77	Dosar Vaisya Square	Any Other- PD Area1	Non Priority	Weekly	12.48	1.78
78	Dosar Vaisya Square	UPS room - Floor	Non Priority	Weekly	54.12	7.73
79	Dosar Vaisya Square	UPS room - Roof	Non Priority	Weekly	54.12	7.73
80	Dosar Vaisya Square	UPS room - Vertical finishes	Non Priority	Weekly	129	18.43
81	Dosar Vaisya Square	Battery room - Floor	Non Priority	Weekly	42.75	6.11
82	Dosar Vaisya Square	Battery room - Roof	Non Priority	Weekly	42.75	6.11
83	Dosar Vaisya Square	Battery - Vertical finishes	Non Priority	Weekly	113	16.14
84	Dosar Vaisya Square	Cleaners room-roof	Non Priority	Weekly	7.92	1.13
85	Dosar Vaisya Square	Cleaners room-floor	Priority	Daily	7.92	7.92
86	Dosar Vaisya Square	Cleaners room-vertical finshes	Non Priority	Weekly	28	4.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
87	Dosar Vaisya Square	Lift-1 (Concourse to Platform)	Priority	Daily	18.28	18.28
88	Dosar Vaisya Square	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
89	Dosar Vaisya Square	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
90	Dosar Vaisya Square	Lift-4 (Ground to Concourse)	Priority	Daily	18.28	18.28
91	Dosar Vaisya Square	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60
92	Dosar Vaisya Square	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
93	Dosar Vaisya Square	Escalator -3 (Ground to Concourse)	Priority	Daily	17.6	17.60
94	Dosar Vaisya Square	Escalator -4 (1st landing level to Concourse)	Priority	Daily	14.9	14.90
	Dosar Vaisya Square	Total			17633.347	5096.73
1	Agrasen Square	Parking Area (Floor)	Non Priority	Weekly	200	28.57
2	Agrasen Square	Ground Level Floor area	Priority	Daily	210	210.00
3	Agrasen Square	Ground Level roof area	Non Priority	Weekly	210	30.00
4	Agrasen Square	Ground level vertical finish	Non Priority	Weekly	650	92.86
5	Agrasen Square	Ground level glasses	Non Priority	Weekly	160	22.86
6	Agrasen Square	Staircase (Connecting Ground to Conc-1)	Priority	Daily	130	130.00
7	Agrasen Square	Staircase (Connecting Conc to terrace)	Priority	Daily	37	37.00
8	Agrasen Square	Concourse-1 Floor area	Priority	Daily	1950	1950.00
9	Agrasen Square	Concourse-1 Vertical Finishes	Non Priority	Weekly	391	55.86
10	Agrasen Square	Concourse-1 Glass	Non Priority	Weekly	90	12.86
11	Agrasen Square	Platform-1 Floor	Priority	Daily	684	684.00
12	Agrasen Square	Platform-1 Glasses	Non Priority	Weekly	95	13.57
13	Agrasen Square	Platform-1 Vertical Finishes	Non Priority	Weekly	85	12.14
14	Agrasen Square	Platform-2 Floor	Priority	Daily	684	684.00
15	Agrasen Square	Platform-2 Glasses	Non Priority	Weekly	95	13.57
16	Agrasen Square	Platform-2 Vertical Finishes	Non Priority	Weekly	85	12.14
17	Agrasen Square	Platform -1 Track	Non Priority	Monthly	332	11.86
18	Agrasen Square	Platform-1 Roof	Non Priority	Monthly	1261	45.04
19	Agrasen Square	Platform -2 Track	Non Priority	Monthly	332	11.86
20	Agrasen Square	Platform-2 Roof	Non Priority	Monthly	1261	45.04

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
21	Agrasen Square	Staircase (Connecting Con- to PF 1)	Priority	Daily	126	126.00
22	Agrasen Square	Staircase (Connecting Con- to PF 2)	Priority	Daily	126	126.00
23	Agrasen Square	Gents Toilet - Floor	Priority	Daily	19.44	19.44
24	Agrasen Square	Gents Toilet -Roof	Non Priority	Weekly	19.44	2.78
25	Agrasen Square	Gents Toilet - Basin	Priority	Daily	1.6	1.60
26	Agrasen Square	Gents Toilet - Mirror	Priority	Daily	1.78	1.78
27	Agrasen Square	Gents Toilet - Urinal	Priority	Daily	0.648	0.65
28	Agrasen Square	Gents Toilet - Commode	Priority	Daily	1.23	1.23
29	Agrasen Square	Gents Toilet-Vertical Finishes	Non Priority	Weekly	55	7.86
30	Agrasen Square	Ladies Toilet-Floor	Priority	Daily	19.08	19.08
31	Agrasen Square	Ladies Toilet-Roof	Non Priority	Weekly	19.08	2.73
32	Agrasen Square	Ladies Toilet-Basin	Priority	Daily	1.44	1.44
33	Agrasen Square	Ladies Toilet-Mirror	Priority	Daily	1.78	1.78
34	Agrasen Square	Ladies Toilet-Commode	Priority	Daily	1.23	1.23
35	Agrasen Square	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	55	7.86
36	Agrasen Square	PWD Toilet-Floor	Priority	Daily	6	6.00
37	Agrasen Square	PWD Toilet -Roof	Non Priority	Weekly	6	0.86
38	Agrasen Square	PWD Toilet- Basin	Priority	Daily	0.2	0.20
39	Agrasen Square	PWD Toilet - Mirror	Priority	Daily	0.89	0.89
40	Agrasen Square	PWD - Commode	Priority	Daily	0.615	0.62
41	Agrasen Square	PWD -Vernicle Finishes	Non Priority	Weekly	17	2.43
42	Agrasen Square	Baby Care room- Floor	Priority	Daily	10.27	10.27
43	Agrasen Square	Baby Care room- Vertical Finishes	Non Priority	Weekly	29	4.14
44	Agrasen Square	Baby Care room-Roof	Non Priority	Monthly	10.27	0.37
45	Agrasen Square	SCR-Floor	Priority	Daily	50.6	50.60
46	Agrasen Square	SCR-Vertical Finishes	Non Priority	Weekly	135	19.29
47	Agrasen Square	SCR- glass	Priority	Daily	21.6	21.60
48	Agrasen Square	SCR-Roof	Non Priority	Monthly	50.6	1.81
49	Agrasen Square	SER-Floor	Non Priority	Weekly	63.25	9.04

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
50	Agrasen Square	SER-Vertical Finishes	Non Priority	Weekly	144.49	20.64
51	Agrasen Square	SER-Roof	Non Priority	Monthly	63.25	2.26
52	Agrasen Square	TER-Floor	Non Priority	Weekly	51.24	7.32
53	Agrasen Square	TER-Vertical Finishes	Non Priority	Weekly	125.564	17.94
54	Agrasen Square	TER-Roof	Non Priority	Monthly	51.24	1.83
55	Agrasen Square	ASS-Floor	Non Priority	Weekly	266	38.00
56	Agrasen Square	ASS-Vertical Finishes	Non Priority	Weekly	331	47.29
57	Agrasen Square	ASS-Roof	Non Priority	Monthly	266	9.50
58	Agrasen Square	Pump room-Floor	Non Priority	Weekly	51.35	7.34
59	Agrasen Square	Pump Room-Vertical Finishes	Non Priority	Weekly	173	24.71
60	Agrasen Square	Pump Room-Roof	Non Priority	Monthly	51.35	1.83
61	Agrasen Square	DG area-Floor	Non Priority	Weekly	49.3	7.04
62	Agrasen Square	DG area-Fencing/vertical finishes	Non Priority	Weekly	11	1.57
63	Agrasen Square	DG area-Roof	Non Priority	Monthly	49.3	1.76
64	Agrasen Square	Rolling shutters	Non Priority	Weekly	70	10.00
65	Agrasen Square	TOM 1-Floor	Priority	Daily	26.66	26.66
66	Agrasen Square	TOM 1-Glasses	Priority	Daily	9.8	9.80
67	Agrasen Square	TOM 1-Roof	Non Priority	Monthly	26.66	0.95
68	Agrasen Square	TOM 1-Vertical Finishes	Non Priority	Weekly	55.64	7.95
69	Agrasen Square	TOM 2-Floor	Priority	Daily	26.66	26.66
70	Agrasen Square	TOM 2-Glasses	Priority	Daily	9.8	9.80
71	Agrasen Square	TOM 2-Roof	Non Priority	Monthly	26.66	0.95
72	Agrasen Square	TOM 2-Vertical Finishes	Non Priority	Weekly	55.64	7.95
73	Agrasen Square	Glass Facade	Non Priority	Half Yearly	5000	28.57
74	Agrasen Square	Any Other- Future Expansion Room 1	Non Priority	Monthly	85.5	3.05
75	Agrasen Square	Any Other-Future Expansion room 2	Non Priority	Monthly	85.5	3.05
76	Agrasen Square	Any Other- Store Room	Non Priority	Monthly	45.82	1.64
77	Agrasen Square	Any Other- PD Area1	Non Priority	Weekly	12.48	1.78
78	Agrasen Square	UPS room - Floor	Non Priority	Weekly	54.12	7.73

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
79	Agrasen Square	UPS room - Roof	Non Priority	Weekly	54.12	7.73
80	Agrasen Square	UPS room - Vertical finishes	Non Priority	Weekly	129	18.43
81	Agrasen Square	Battery room - Floor	Non Priority	Weekly	42.75	6.11
82	Agrasen Square	Battery room - Roof	Non Priority	Weekly	42.75	6.11
83	Agrasen Square	Battery - Vertical finishes	Non Priority	Weekly	113	16.14
84	Agrasen Square	Cleaners room-roof	Non Priority	Weekly	7.92	1.13
85	Agrasen Square	Cleaners room-floor	Priority	Daily	7.92	7.92
86	Agrasen Square	Cleaners room-vertical finisies	Non Priority	Weekly	28	4.00
87	Agrasen Square	Lift-1 (Concourse to Platform)	Priority	Daily	18.28	18.28
88	Agrasen Square	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
89	Agrasen Square	Lift-4 (Ground to Concourse)	Priority	Daily	18.28	18.28
90	Agrasen Square	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60
91	Agrasen Square	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
92	Agrasen Square	Escalator -3 (Ground to Concourse)	Priority	Daily	17.6	17.60
	Agrasen Square	Total			17600.167	5063.55
1	Chitar Oli Square	Parking Area (Floor)	Non Priority	Weekly	162	23.14
2	Chitar Oli Square	Ground Level Floor area	Priority	Daily	440.84	440.84
3	Chitar Oli Square	Ground Level roof area	Non Priority	Weekly	440.84	62.98
4	Chitar Oli Square	Ground level vertical finish	Non Priority	Weekly	1515	216.43
5	Chitar Oli Square	Ground level glasses	Priority	Daily	440.84	440.84
6	Chitar Oli Square	Staircase (Connecting Ground to Conc-1)	Priority	Daily	145	145.00
7	Chitar Oli Square	Concourse-1 Floor area	Priority	Daily	1700	1700.00
8	Chitar Oli Square	Concourse-1 Vertical Finishes	Non Priority	Weekly	7200	1028.57
9	Chitar Oli Square	Concourse-1 Glass	Non Priority	Weekly	391	55.86
10	Chitar Oli Square	Platform-1 Floor	Priority	Daily	604.5	604.50
11	Chitar Oli Square	Platform-1 Glasses	Non Priority	Weekly	120	17.14
12	Chitar Oli Square	Platform-1 Vertical Finishes	Non Priority	Weekly	228	32.57
13	Chitar Oli Square	Platform-2 Floor	Priority	Daily	604.5	604.50
14	Chitar Oli Square	Platform-2 Glasses	Non Priority	Weekly	120	17.14

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
15	Chitar Oli Square	Platform-2 Vertical Finishes	Non Priority	Weekly	228	32.57
16	Chitar Oli Square	Platform -1 Track	Non Priority	Monthly	870	31.07
17	Chitar Oli Square	Platform-1 Roof	Non Priority	Monthly	892	31.86
18	Chitar Oli Square	Platform -2 Track	Non Priority	Monthly	870	31.07
19	Chitar Oli Square	Platform-2 Roof	Non Priority	Monthly	892	31.86
20	Chitar Oli Square	Staircase (Connecting Con- to PF 1)	Priority	Daily	120	120.00
21	Chitar Oli Square	Staircase (Connecting Con- to PF 2)	Priority	Daily	120	120.00
22	Chitar Oli Square	Gents Toilet - Floor	Priority	Daily	18.8	18.80
23	Chitar Oli Square	Gents Toilet -Roof	Non Priority	Weekly	18.8	2.69
24	Chitar Oli Square	Gents Toilet - Basin	Priority	Daily	1.59	1.59
25	Chitar Oli Square	Gents Toilet - Mirror	Priority	Daily	3.15	3.15
26	Chitar Oli Square	Gents Toilet - Urinal	Priority	Daily	0.864	0.86
27	Chitar Oli Square	Gents Toilet - Commode	Priority	Daily	2.46	2.46
28	Chitar Oli Square	Gents Toilet-Vertical Finishes	Non Priority	Weekly	52.64	7.52
29	Chitar Oli Square	Ladies Toilet-Floor	Priority	Daily	17.66	17.66
30	Chitar Oli Square	Ladies Toilet-Roof	Non Priority	Weekly	17.66	2.52
31	Chitar Oli Square	Ladies Toilet-Basin	Priority	Daily	2.12	2.12
32	Chitar Oli Square	Ladies Toilet-Mirror	Priority	Daily	4.2	4.20
33	Chitar Oli Square	Ladies Toilet-Commode	Priority	Daily	2.46	2.46
34	Chitar Oli Square	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	50	7.14
35	Chitar Oli Square	PWD Toilet-Floor	Priority	Daily	6.64	6.64
36	Chitar Oli Square	PWD Toilet -Roof	Non Priority	Weekly	6.46	0.92
37	Chitar Oli Square	PWD Toilet- Basin	Priority	Daily	0.53	0.53
38	Chitar Oli Square	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
39	Chitar Oli Square	PWD - Commode	Priority	Daily	0.615	0.62
40	Chitar Oli Square	PWD -Vernicle Finishes	Non Priority	Weekly	19	2.71
41	Chitar Oli Square	Baby Care room- Floor	Priority	Daily	11.76	11.76
42	Chitar Oli Square	Baby Care room- Vertical Finishes	Non Priority	Weekly	33	4.71
43	Chitar Oli Square	Baby Care room-Roof	Non Priority	Monthly	11.76	0.42

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
44	Chitar Oli Square	SCR-Floor	Priority	Daily	58.6	58.60
45	Chitar Oli Square	SCR-Vertical Finishes	Non Priority	Weekly	135	19.29
46	Chitar Oli Square	SCR- glass	Priority	Daily	21.6	21.60
47	Chitar Oli Square	SCR-Roof	Non Priority	Monthly	58.6	2.09
48	Chitar Oli Square	SER+TER-Floor	Non Priority	Weekly	68	9.71
49	Chitar Oli Square	SER+TER-Vertical Finishes	Non Priority	Weekly	306	43.71
50	Chitar Oli Square	SER+TER-Roof	Non Priority	Monthly	68	2.43
51	Chitar Oli Square	ASS-Floor	Non Priority	Weekly	250	35.71
52	Chitar Oli Square	ASS-Vertical Finishes	Non Priority	Weekly	1625	232.14
53	Chitar Oli Square	ASS-Roof	Non Priority	Monthly	250	8.93
54	Chitar Oli Square	Pump room-Floor	Non Priority	Weekly	30	4.29
55	Chitar Oli Square	Pump Room-Vertical Finishes	Non Priority	Weekly	120	17.14
56	Chitar Oli Square	Pump Room-Roof	Non Priority	Monthly	30	1.07
57	Chitar Oli Square	DG area-Floor	Non Priority	Weekly	14	2.00
58	Chitar Oli Square	DG area-Fencing/vertical finishes	Non Priority	Weekly	30	4.29
59	Chitar Oli Square	DG area-Roof	Non Priority	Monthly	35	1.25
60	Chitar Oli Square	Rolling shutters	Non Priority	Weekly	5	0.71
61	Chitar Oli Square	TOM 1-Floor	Priority	Daily	19.38	19.38
62	Chitar Oli Square	TOM 1-Glasses	Priority	Daily	7.2	7.20
63	Chitar Oli Square	TOM 1-Roof	Non Priority	Monthly	19.38	0.69
64	Chitar Oli Square	TOM 1-Vertical Finishes	Non Priority	Weekly	58.14	8.31
65	Chitar Oli Square	TOM 2-Floor	Priority	Daily	23	23.00
66	Chitar Oli Square	TOM 2-Glasses	Priority	Daily	9.8	9.80
67	Chitar Oli Square	TOM 2-Roof	Non Priority	Monthly	23	0.82
68	Chitar Oli Square	TOM 2-Vertical Finishes	Non Priority	Weekly	69	9.86
69	Chitar Oli Square	Any Other- Future Expansion Room 1	Non Priority	Monthly	30	1.07
70	Chitar Oli Square	Battery room - Floor	Non Priority	Weekly	26.4	3.77
71	Chitar Oli Square	Battery room - Roof	Non Priority	Weekly	26.4	3.77
72	Chitar Oli Square	Battery - Vertical finishes	Non Priority	Weekly	110	15.71

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
73	Chitar Oli Square	Lift-1 (Ground to Concourse)	Priority	Daily	18.28	18.28
74	Chitar Oli Square	Lift-2 (Ground to Concourse)	Priority	Daily	18.28	18.28
75	Chitar Oli Square	Lift-3 (Concourse to Platform)	Priority	Daily	18.28	18.28
76	Chitar Oli Square	Lift-4 (Concourse to Platform)	Priority	Daily	18.28	18.28
77	Chitar Oli Square	Escalator -2 (Ground to Concourse)	Priority	Daily	16.7	16.70
78	Chitar Oli Square	Escalator -3 (Concourse to Platform)	Priority	Daily	17.6	17.60
79	Chitar Oli Square	Escalator -4 (Concourse to Platform)	Priority	Daily	17.6	17.60
80	Chitar Oli Square	Glass Facade	Non Priority	Half Yearly	5000	28.57
	Chitar Oli Square	Total			27039.259	6612.43
1	Telephone Exchange	Parking Area (Floor)	Non Priority	Weekly	90	12.86
2	Telephone Exchange	Ground Level floor area	Non Priority	Weekly	600	85.71
3	Telephone Exchange	Ground Level roof area	Non Priority	Weekly	45	6.43
4	Telephone Exchange	Ground level vertical finish	Non Priority	Weekly	40	5.71
5	Telephone Exchange	Ground level glasses	Non Priority	Weekly	30	4.29
6	Telephone Exchange	Staircase (Connecting Ground to Conc-1)	Priority	Daily	50	50
7	Telephone Exchange	Staircase (Connecting Conc to terrace)	Non Priority	Weekly	50	7.14
8	Telephone Exchange	Concourse-1 Floor area	Priority	Daily	1040	1040
9	Telephone Exchange	Concourse-1 Vertical Finishes	Non Priority	Weekly	391	55.86
10	Telephone Exchange	Concourse-1 Glass	Non Priority	Weekly	90	12.86
11	Telephone Exchange	Platform-1 Floor	Priority	Daily	684	684
12	Telephone Exchange	Platform-1 Glasses	Non Priority	Weekly	95	13.57
13	Telephone Exchange	Platform-1 Vertical Finishes	Non Priority	Weekly	85	12.14
14	Telephone Exchange	Platform-2 Floor	Priority	Daily	684	684
15	Telephone Exchange	Platform-2 Glasses	Non Priority	Weekly	95	13.57
16	Telephone Exchange	Platform-2 Vertical Finishes	Non Priority	Weekly	85	12.14
17	Telephone Exchange	Platform -1 Track	Non Priority	Monthly	332	11.86
18	Telephone Exchange	Platform-1 Roof	Non Priority	Monthly	1261	45.04
19	Telephone Exchange	Platform -2 Track	Non Priority	Monthly	332	11.86
20	Telephone Exchange	Platform-2 Roof	Non Priority	Monthly	1261	45.04

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
21	Telephone Exchange	Staircase (Connecting Con- to PF 1)	Priority	Daily	126	126
22	Telephone Exchange	Staircase (Connecting Con- to PF 2)	Priority	Daily	126	126
23	Telephone Exchange	Gents Toilet - Floor	Priority	Daily	25	25
24	Telephone Exchange	Gents Toilet -Roof	Non Priority	Weekly	25	3.57
25	Telephone Exchange	Gents Toilet - Basin	Priority	Daily	2.12	2.12
26	Telephone Exchange	Gents Toilet - Mirror	Priority	Daily	4.2	4.2
27	Telephone Exchange	Gents Toilet - Urinal	Priority	Daily	0.864	0.86
28	Telephone Exchange	Gents Toilet - Commode	Priority	Daily	0.864	0.86
29	Telephone Exchange	Gents Toilet-Vertical Finishes	Non Priority	Weekly	70	10
30	Telephone Exchange	Ladies Toilet-Floor	Priority	Daily	15	15
31	Telephone Exchange	Ladies Toilet-Roof	Non Priority	Weekly	15	2.14
32	Telephone Exchange	Ladies Toilet-Basin	Priority	Daily	1.59	1.59
33	Telephone Exchange	Ladies Toilet-Mirror	Priority	Daily	3.15	3.15
34	Telephone Exchange	Ladies Toilet-Commode	Priority	Daily	0.864	0.86
35	Telephone Exchange	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	42	6
36	Telephone Exchange	PWD Toilet-Floor	Priority	Daily	6	6
37	Telephone Exchange	PWD Toilet -Roof	Non Priority	Weekly	6	0.86
38	Telephone Exchange	PWD Toilet- Basin	Priority	Daily	0.53	0.53
39	Telephone Exchange	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
40	Telephone Exchange	PWD - Commode	Priority	Daily	0.216	0.22
41	Telephone Exchange	PWD -Vernicle Finishes	Non Priority	Weekly	17	2.43
42	Telephone Exchange	Baby Care room- Floor	Priority	Daily	9	9
43	Telephone Exchange	Baby Care room- Vertical Finishes	Non Priority	Weekly	25.2	3.6
44	Telephone Exchange	Baby Care room-Roof	Non Priority	Monthly	9	0.32
45	Telephone Exchange	SCR-Floor	Priority	Daily	55	55
46	Telephone Exchange	SCR-Vertical Finishes	Priority	Daily	135	19.29
47	Telephone Exchange	SCR- glass	Priority	Daily	21.6	21.6
48	Telephone Exchange	SCR-Roof	Non Priority	Monthly	55	1.96
49	Telephone Exchange	SER-Floor	Non Priority	Weekly	63.5	9.07

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
50	Telephone Exchange	SER-Vertical Finishes	Non Priority	Weekly	144.49	20.64
51	Telephone Exchange	SER-Roof	Non Priority	Monthly	63.5	2.27
52	Telephone Exchange	TER-Floor	Non Priority	Weekly	63.5	9.07
53	Telephone Exchange	TER-Vertical Finishes	Non Priority	Weekly	125.564	17.94
54	Telephone Exchange	TER-Roof	Non Priority	Monthly	63.5	2.27
55	Telephone Exchange	ASS-Floor	Non Priority	Weekly	251	35.86
56	Telephone Exchange	ASS-Vertical Finishes	Non Priority	Weekly	331	47.29
57	Telephone Exchange	ASS-Roof	Non Priority	Monthly	251	8.96
58	Telephone Exchange	Pump room-Floor	Non Priority	Weekly	67	9.57
59	Telephone Exchange	Pump Room-Vertical Finishes	Non Priority	Weekly	435.5	62.21
60	Telephone Exchange	Pump Room-Roof	Non Priority	Monthly	67	2.39
61	Telephone Exchange	DG area-Floor	Non Priority	Weekly	35	5
62	Telephone Exchange	DG area-Fencing/vertical finishes	Non Priority	Weekly	11	1.57
63	Telephone Exchange	DG area-Roof	Non Priority	Monthly	35	1.25
64	Telephone Exchange	Rolling shutters	Non Priority	Weekly	70	10
65	Telephone Exchange	TOM 1-Floor	Priority	Daily	28	28
66	Telephone Exchange	TOM 1-Glasses	Priority	Daily	9.8	9.8
67	Telephone Exchange	TOM 1-Roof	Non Priority	Monthly	28	1
68	Telephone Exchange	TOM 1-Vertical Finishes	Non Priority	Weekly	70	10
69	Telephone Exchange	EFO-Floor	Priority	Daily	8	8
70	Telephone Exchange	EFO-Glasses	Priority	Daily	4	4
71	Telephone Exchange	EFO-Roof	Non Priority	Monthly	8	0.29
72	Telephone Exchange	EFO-Vertical Finishes	Non Priority	Weekly	4	0.57
73	Telephone Exchange	Any Other- Future Expansion Room 1	Non Priority	Weekly	40	40
74	Telephone Exchange	Any Other-Future Expansion room 2	Non Priority	Weekly	40	40
75	Telephone Exchange	Any Other- Store Room	Non Priority	Weekly	40	40
76	Telephone Exchange	Lift-1 (Ground to Concourse)	Priority	Daily	18.28	18.28
77	Telephone Exchange	Lift-2 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Telephone Exchange	Lift-3 (Concourse to Platform)	Priority	Daily	18.28	18.28

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
79	Telephone Exchange	Lift-4 (Concourse to Platform)	Priority	Daily	18.28	18.28
80	Telephone Exchange	Escalator -1 (Plinth to Concourse)	Priority	Daily	17	17
81	Telephone Exchange	Escalator -2 (Plinth to Concourse)	Priority	Daily	15.5	15.5
82	Telephone Exchange	Escalator -3 (Concourse to Platform)	Priority	Daily	17.6	17.6
83	Telephone Exchange	Escalator -4 (Concourse to Platform)	Priority	Daily	17.6	17.6
84	Telephone Exchange	Glass Facade	Non Priority	Half Yearly	5000	28.57
	Telephone Exchange	Total			15636.422	3859.70
1	Ambedkar Square	Parking Area (Floor)	Non Priority	Weekly	90	12.86
2	Ambedkar Square	Ground Level floor area	Non Priority	Weekly	600	85.71
3	Ambedkar Square	Ground Level roof area	Non Priority	Weekly	45	6.43
4	Ambedkar Square	Ground level vertical finish	Non Priority	Weekly	40	5.71
5	Ambedkar Square	Ground level glasses	Non Priority	Weekly	30	4.29
6	Ambedkar Square	Staircase (Connecting Ground to Conc-1)	Priority	Daily	50	50.00
7	Ambedkar Square	Staircase (Connecting Conc to terrace)	Non Priority	Weekly	50	7.14
8	Ambedkar Square	Concourse-1 Floor area	Priority	Daily	1040	1040.00
9	Ambedkar Square	Concourse-1 Vertical Finishes	Non Priority	Weekly	391	55.86
10	Ambedkar Square	Concourse-1 Glass	Non Priority	Weekly	90	12.86
11	Ambedkar Square	Platform-1 Floor	Priority	Daily	684	684.00
12	Ambedkar Square	Platform-1 Glasses	Non Priority	Weekly	95	13.57
13	Ambedkar Square	Platform-1 Vertical Finishes	Non Priority	Weekly	85	12.14
14	Ambedkar Square	Platform-2 Floor	Priority	Daily	684	684.00
15	Ambedkar Square	Platform-2 Glasses	Non Priority	Weekly	95	13.57
16	Ambedkar Square	Platform-2 Vertical Finishes	Non Priority	Weekly	85	12.14
17	Ambedkar Square	Platform -1 Track	Non Priority	Monthly	332	11.86
18	Ambedkar Square	Platform-1 Roof	Non Priority	Monthly	1261	45.04
19	Ambedkar Square	Platform -2 Track	Non Priority	Monthly	332	11.86
20	Ambedkar Square	Platform-2 Roof	Non Priority	Monthly	1261	45.04
21	Ambedkar Square	Staircase (Connecting Con- to PF 1)	Priority	Daily	126	126.00
22	Ambedkar Square	Staircase (Connecting Con- to PF 2)	Priority	Daily	126	126.00

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
23	Ambedkar Square	Gents Toilet - Floor	Priority	Daily	25	25.00
24	Ambedkar Square	Gents Toilet -Roof	Non Priority	Weekly	25	3.57
25	Ambedkar Square	Gents Toilet - Basin	Priority	Daily	2.12	2.12
26	Ambedkar Square	Gents Toilet - Mirror	Priority	Daily	4.2	4.20
27	Ambedkar Square	Gents Toilet - Urinal	Priority	Daily	0.864	0.86
28	Ambedkar Square	Gents Toilet - Commode	Priority	Daily	0.864	0.86
29	Ambedkar Square	Gents Toilet-Vertical Finishes	Non Priority	Weekly	70	10.00
30	Ambedkar Square	Ladies Toilet-Floor	Priority	Daily	15	15.00
31	Ambedkar Square	Ladies Toilet-Roof	Non Priority	Weekly	15	2.14
32	Ambedkar Square	Ladies Toilet-Basin	Priority	Daily	1.59	1.59
33	Ambedkar Square	Ladies Toilet-Mirror	Priority	Daily	3.15	3.15
34	Ambedkar Square	Ladies Toilet-Commode	Priority	Daily	0.864	0.86
35	Ambedkar Square	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	42	6.00
36	Ambedkar Square	PWD Toilet-Floor	Priority	Daily	6	6.00
37	Ambedkar Square	PWD Toilet -Roof	Non Priority	Weekly	6	0.86
38	Ambedkar Square	PWD Toilet- Basin	Priority	Daily	0.53	0.53
39	Ambedkar Square	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
40	Ambedkar Square	PWD - Commode	Priority	Daily	0.216	0.22
41	Ambedkar Square	PWD -Vernicle Finishes	Non Priority	Weekly	17	2.43
42	Ambedkar Square	Baby Care room- Floor	Priority	Daily	9	9.00
43	Ambedkar Square	Baby Care room- Vertical Finishes	Non Priority	Weekly	25.2	3.60
44	Ambedkar Square	Baby Care room-Roof	Non Priority	Monthly	9	0.32
45	Ambedkar Square	SCR-Floor	Priority	Daily	55	55.00
46	Ambedkar Square	SCR-Vertical Finishes	Priority	Daily	135	19.29
47	Ambedkar Square	SCR- glass	Priority	Daily	21.6	21.60
48	Ambedkar Square	SCR-Roof	Non Priority	Monthly	55	1.96
49	Ambedkar Square	SER-Floor	Non Priority	Weekly	63.5	9.07
50	Ambedkar Square	SER-Vertical Finishes	Non Priority	Weekly	144.49	20.64
51	Ambedkar Square	SER-Roof	Non Priority	Monthly	63.5	2.27

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
52	Ambedkar Square	TER-Floor	Non Priority	Weekly	63.5	9.07
53	Ambedkar Square	TER-Vertical Finishes	Non Priority	Weekly	125.564	17.94
54	Ambedkar Square	TER-Roof	Non Priority	Monthly	63.5	2.27
55	Ambedkar Square	ASS-Floor	Non Priority	Weekly	251	35.86
56	Ambedkar Square	ASS-Vertical Finishes	Non Priority	Weekly	331	47.29
57	Ambedkar Square	ASS-Roof	Non Priority	Monthly	251	8.96
58	Ambedkar Square	Pump room-Floor	Non Priority	Weekly	67	9.57
59	Ambedkar Square	Pump Room-Vertical Finishes	Non Priority	Weekly	435.5	62.21
60	Ambedkar Square	Pump Room-Roof	Non Priority	Monthly	67	2.39
61	Ambedkar Square	DG area-Floor	Non Priority	Weekly	35	5.00
62	Ambedkar Square	DG area-Fencing/vertical finishes	Non Priority	Weekly	11	1.57
63	Ambedkar Square	DG area-Roof	Non Priority	Monthly	35	1.25
64	Ambedkar Square	Rolling shutters	Non Priority	Weekly	70	10.00
65	Ambedkar Square	TOM 1-Floor	Priority	Daily	28	28.00
66	Ambedkar Square	TOM 1-Glasses	Priority	Daily	9.8	9.80
67	Ambedkar Square	TOM 1-Roof	Non Priority	Monthly	28	1.00
68	Ambedkar Square	TOM 1-Vertical Finishes	Non Priority	Weekly	70	10.00
69	Ambedkar Square	EFO-Floor	Priority	Daily	8	8.00
70	Ambedkar Square	EFO-Glasses	Priority	Daily	4	4.00
71	Ambedkar Square	EFO-Roof	Non Priority	Monthly	8	0.29
72	Ambedkar Square	EFO-Vertical Finishes	Non Priority	Weekly	4	0.57
73	Ambedkar Square	Glass Facade	Non Priority	Half Yearly	2000	11.43
74	Ambedkar Square	Any Other- Future Expansion Room 1	Non Priority	Weekly	40	40.00
75	Ambedkar Square	Any Other-Future Expansion room 2	Non Priority	Weekly	40	40.00
76	Ambedkar Square	Any Other- Store Room	Non Priority	Weekly	40	40.00
77	Ambedkar Square	Lift-1 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Ambedkar Square	Lift-2 (Ground to Concourse)	Priority	Daily	18.28	18.28
79	Ambedkar Square	Lift-3 (Concourse to Platform)	Priority	Daily	18.28	18.28
80	Ambedkar Square	Lift-4 (Concourse to Platform)	Priority	Daily	18.28	18.28

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
81	Ambedkar Square	Escalator -2 (Plinth to Concourse)	Priority	Daily	15.2	15.20
82	Ambedkar Square	Escalator -3 (Concourse to Platform)	Priority	Daily	17.6	17.60
83	Ambedkar Square	Escalator -4 (Concourse to Platform)	Priority	Daily	17.6	17.60
	Ambedkar Square	Total			12619.122	3825.26
1	Vaishno Devi Square	Parking Area (Floor)	Non Priority	Weekly	90	12.86
2	Vaishno Devi Square	Ground Level floor area	Non Priority	Weekly	600	85.71
3	Vaishno Devi Square	Ground Level roof area	Non Priority	Weekly	45	6.43
4	Vaishno Devi Square	Ground level vertical finish	Non Priority	Weekly	40	5.71
5	Vaishno Devi Square	Ground level glasses	Non Priority	Weekly	30	4.29
6	Vaishno Devi Square	Staircase (Connecting Ground to Conc-1)	Priority	Daily	50	50.00
7	Vaishno Devi Square	Staircase (Connecting Conc to terrace)	Non Priority	Weekly	50	7.14
8	Vaishno Devi Square	Concourse-1 Floor area	Priority	Daily	1040	1040.00
9	Vaishno Devi Square	Concourse-1 Vertical Finishes	Non Priority	Weekly	391	55.86
10	Vaishno Devi Square	Concourse-1 Glass	Non Priority	Weekly	90	12.86
11	Vaishno Devi Square	Platform-1 Floor	Priority	Daily	684	684.00
12	Vaishno Devi Square	Platform-1 Glasses	Non Priority	Weekly	95	13.57
13	Vaishno Devi Square	Platform-1 Vertical Finishes	Non Priority	Weekly	85	12.14
14	Vaishno Devi Square	Platform-2 Floor	Priority	Daily	684	684.00
15	Vaishno Devi Square	Platform-2 Glasses	Non Priority	Weekly	95	13.57
16	Vaishno Devi Square	Platform-2 Vertical Finishes	Non Priority	Weekly	85	12.14
17	Vaishno Devi Square	Platform -1 Track	Non Priority	Monthly	332	11.86
18	Vaishno Devi Square	Platform-1 Roof	Non Priority	Monthly	1261	45.04
19	Vaishno Devi Square	Platform -2 Track	Non Priority	Monthly	332	11.86
20	Vaishno Devi Square	Platform-2 Roof	Non Priority	Monthly	1261	45.04
21	Vaishno Devi Square	Staircase (Connecting Con- to PF 1)	Priority	Daily	126	126.00
22	Vaishno Devi Square	Staircase (Connecting Con- to PF 2)	Priority	Daily	126	126.00
23	Vaishno Devi Square	Gents Toilet - Floor	Priority	Daily	25	25.00
24	Vaishno Devi Square	Gents Toilet -Roof	Non Priority	Weekly	25	3.57
25	Vaishno Devi Square	Gents Toilet - Basin	Priority	Daily	2.12	2.12

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
26	Vaishno Devi Square	Gents Toilet - Mirror	Priority	Daily	4.2	4.20
27	Vaishno Devi Square	Gents Toilet - Urinal	Priority	Daily	0.864	0.86
28	Vaishno Devi Square	Gents Toilet - Commode	Priority	Daily	0.864	0.86
29	Vaishno Devi Square	Gents Toilet-Vertical Finishes	Non Priority	Weekly	70	10.00
30	Vaishno Devi Square	Ladies Toilet-Floor	Priority	Daily	15	15.00
31	Vaishno Devi Square	Ladies Toilet-Roof	Non Priority	Weekly	15	2.14
32	Vaishno Devi Square	Ladies Toilet-Basin	Priority	Daily	1.59	1.59
33	Vaishno Devi Square	Ladies Toilet-Mirror	Priority	Daily	3.15	3.15
34	Vaishno Devi Square	Ladies Toilet-Commode	Priority	Daily	0.864	0.86
35	Vaishno Devi Square	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	42	6.00
36	Vaishno Devi Square	PWD Toilet-Floor	Priority	Daily	6	6.00
37	Vaishno Devi Square	PWD Toilet -Roof	Non Priority	Weekly	6	0.86
38	Vaishno Devi Square	PWD Toilet- Basin	Priority	Daily	0.53	0.53
39	Vaishno Devi Square	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
40	Vaishno Devi Square	PWD - Commode	Priority	Daily	0.216	0.22
41	Vaishno Devi Square	PWD -Vernicle Finishes	Non Priority	Weekly	17	2.43
42	Vaishno Devi Square	Baby Care room- Floor	Priority	Daily	9	9.00
43	Vaishno Devi Square	Baby Care room- Vertical Finishes	Non Priority	Weekly	25.2	3.60
44	Vaishno Devi Square	Baby Care room-Roof	Non Priority	Monthly	9	0.32
45	Vaishno Devi Square	SCR-Floor	Priority	Daily	55	55.00
46	Vaishno Devi Square	SCR-Vertical Finishes	Priority	Daily	135	19.29
47	Vaishno Devi Square	SCR- glass	Priority	Daily	21.6	21.60
48	Vaishno Devi Square	SCR-Roof	Non Priority	Monthly	55	1.96
49	Vaishno Devi Square	SER-Floor	Non Priority	Weekly	63.5	9.07
50	Vaishno Devi Square	SER-Vertical Finishes	Non Priority	Weekly	144.49	20.64
51	Vaishno Devi Square	SER-Roof	Non Priority	Monthly	63.5	2.27
52	Vaishno Devi Square	TER-Floor	Non Priority	Weekly	63.5	9.07
53	Vaishno Devi Square	TER-Vertical Finishes	Non Priority	Weekly	125.564	17.94
54	Vaishno Devi Square	TER-Roof	Non Priority	Monthly	63.5	2.27

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
55	Vaishno Devi Square	ASS-Floor	Non Priority	Weekly	251	35.86
56	Vaishno Devi Square	ASS-Vertical Finishes	Non Priority	Weekly	331	47.29
57	Vaishno Devi Square	ASS-Roof	Non Priority	Monthly	251	8.96
58	Vaishno Devi Square	Pump room-Floor	Non Priority	Weekly	67	9.57
59	Vaishno Devi Square	Pump Room-Vertical Finishes	Non Priority	Weekly	435.5	62.21
60	Vaishno Devi Square	Pump Room-Roof	Non Priority	Monthly	67	2.39
61	Vaishno Devi Square	DG area-Floor	Non Priority	Weekly	35	5.00
62	Vaishno Devi Square	DG area-Fencing/vertical finishes	Non Priority	Weekly	11	1.57
63	Vaishno Devi Square	DG area-Roof	Non Priority	Monthly	35	1.25
64	Vaishno Devi Square	Rolling shutters	Non Priority	Weekly	70	10.00
65	Vaishno Devi Square	TOM 1-Floor	Priority	Daily	28	28.00
66	Vaishno Devi Square	TOM 1-Glasses	Priority	Daily	9.8	9.80
67	Vaishno Devi Square	TOM 1-Roof	Non Priority	Monthly	28	1.00
68	Vaishno Devi Square	TOM 1-Vertical Finishes	Non Priority	Weekly	70	10.00
69	Vaishno Devi Square	EFO-Floor	Priority	Daily	8	8.00
70	Vaishno Devi Square	EFO-Glasses	Priority	Daily	4	4.00
71	Vaishno Devi Square	EFO-Roof	Non Priority	Monthly	8	0.29
72	Vaishno Devi Square	EFO-Vertical Finishes	Non Priority	Weekly	4	0.57
73	Vaishno Devi Square	Any Other- Future Expansion Room 1	Non Priority	Weekly	40	40.00
74	Vaishno Devi Square	Any Other-Future Expansion room 2	Non Priority	Weekly	40	40.00
75	Vaishno Devi Square	Any Other- Store Room	Non Priority	Weekly	40	40.00
76	Vaishno Devi Square	Lift-1 (Ground to Concourse)	Priority	Daily	18.28	18.28
77	Vaishno Devi Square	Lift-2 (Ground to Concourse)	Priority	Daily	18.28	18.28
78	Vaishno Devi Square	Lift-3 (Concourse to Platform)	Priority	Daily	18.28	18.28
79	Vaishno Devi Square	Lift-4 (Concourse to Platform)	Priority	Daily	18.28	18.28
80	Vaishno Devi Square	Escalator -1 (Plinth to Concourse)	Priority	Daily	12.94	12.94
81	Vaishno Devi Square	Escalator -2 (Plinth to Concourse)	Priority	Daily	17	17.00
82	Vaishno Devi Square	Escalator -3 (Concourse to Platform)	Priority	Daily	17.6	17.60
83	Vaishno Devi Square	Escalator -4 (Concourse to Platform)	Priority	Daily	17.6	17.60

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
84	Vaishno Devi Square	Glass Facade	Non Priority	Half Yearly	3000	17.14
	Vaishno Devi Square	Total			13633.862	3845.72
1	Prajapati Nagar	Parking Area (Floor)	Non Priority	Weekly	200	28.57
2	Prajapati Nagar	Ground Level floor area	Priority	Daily	854	854.00
3	Prajapati Nagar	Ground Level roof area	Non Priority	Weekly	854	122.00
4	Prajapati Nagar	Ground level vertical finish	Non Priority	Weekly	5100	728.57
5	Prajapati Nagar	Ground level glasses	Non Priority	Weekly	95	13.57
6	Prajapati Nagar	Staircase (Connecting Ground to PD level 1)	Priority	Daily	52	52.00
7	Prajapati Nagar	PD Level 1 floor area	Non Priority	Weekly	170	24.29
8	Prajapati Nagar	PD Level 1 roof area	Non Priority	Weekly	170	24.29
9	Prajapati Nagar	PD level 1 vertical finish	Non Priority	Weekly	765	109.29
10	Prajapati Nagar	Staircase (Connecting PD level 1 to PD level 2)	Non Priority	Weekly	52	7.43
11	Prajapati Nagar	PD Level 2 floor area	Non Priority	Weekly	170	24.29
12	Prajapati Nagar	PD Level 2 roof area	Non Priority	Weekly	170	24.29
13	Prajapati Nagar	PD level 2 vertical finish	Non Priority	Weekly	765	109.29
14	Prajapati Nagar	Staircase (Connecting PD level 2 to con)	Non Priority	Weekly	52	7.43
15	Prajapati Nagar	Concourse-1 Floor area	Priority	Daily	1400	1400.00
16	Prajapati Nagar	Concourse-1 Vertical Finishes	Non Priority	Weekly	6000	857.14
17	Prajapati Nagar	Concourse-1 Glass	Non Priority	Weekly	160	22.86
18	Prajapati Nagar	Platform-1 Floor	Priority	Daily	650	650.00
19	Prajapati Nagar	Platform-1 Glasses	Non Priority	Weekly	130	18.57
20	Prajapati Nagar	Platform-1 Vertical Finishes	Non Priority	Weekly	300	42.86
21	Prajapati Nagar	Platform-2 Floor	Priority	Daily	650	650.00
22	Prajapati Nagar	Platform-2 Glasses	Non Priority	Weekly	130	18.57
23	Prajapati Nagar	Platform-2 Vertical Finishes	Non Priority	Weekly	300	42.86
24	Prajapati Nagar	Platform -1 Track	Non Priority	Monthly	980	35.00
25	Prajapati Nagar	Platform-1 Roof	Non Priority	Monthly	983	35.11
26	Prajapati Nagar	Platform -2 Track	Non Priority	Monthly	980	35.00
27	Prajapati Nagar	Platform-2 Roof	Non Priority	Monthly	983	35.11

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
28	Prajapati Nagar	Staircase (Connecting Con- to PF 1)	Priority	Daily	104	104.00
29	Prajapati Nagar	Staircase (Connecting Con- to PF 2)	Priority	Daily	104	104.00
30	Prajapati Nagar	Gents Toilet - Floor	Priority	Daily	25	25.00
31	Prajapati Nagar	Gents Toilet -Roof	Non Priority	Weekly	25	3.57
32	Prajapati Nagar	Gents Toilet - Basin	Priority	Daily	1.06	1.06
33	Prajapati Nagar	Gents Toilet - Mirror	Priority	Daily	1.05	1.05
34	Prajapati Nagar	Gents Toilet - Urinal	Priority	Daily	0.864	0.86
35	Prajapati Nagar	Gents Toilet - Commode	Priority	Daily	1.845	1.85
36	Prajapati Nagar	Gents Toilet-Vertical Finishes	Non Priority	Weekly	70	10.00
37	Prajapati Nagar	Ladies Toilet-Floor	Priority	Daily	22.5	22.50
38	Prajapati Nagar	Ladies Toilet-Roof	Non Priority	Weekly	22.5	3.21
39	Prajapati Nagar	Ladies Toilet-Basin	Priority	Daily	1.06	1.06
40	Prajapati Nagar	Ladies Toilet-Mirror	Priority	Daily	1.05	1.05
41	Prajapati Nagar	Ladies Toilet-Commode	Priority	Daily	2.46	2.46
42	Prajapati Nagar	Ladies Toilet-Vertical Finishes	Non Priority	Weekly	65	9.29
43	Prajapati Nagar	PWD Toilet-Floor	Priority	Daily	15	15.00
44	Prajapati Nagar	PWD Toilet -Roof	Non Priority	Weekly	15	2.14
45	Prajapati Nagar	PWD Toilet- Basin	Priority	Daily	0.53	0.53
46	Prajapati Nagar	PWD Toilet - Mirror	Priority	Daily	1.05	1.05
47	Prajapati Nagar	PWD - Commode	Priority	Daily	0.615	0.62
48	Prajapati Nagar	PWD -Vernicle Finishes	Non Priority	Weekly	40	5.71
49	Prajapati Nagar	Baby Care room- Floor	Priority	Daily	7.2	7.20
50	Prajapati Nagar	Baby Care room- Vertical Finishes	Non Priority	Weekly	20.14	2.88
51	Prajapati Nagar	Baby Care room-Roof	Non Priority	Monthly	7.2	0.26
52	Prajapati Nagar	SCR-Floor	Priority	Daily	63	63.00
53	Prajapati Nagar	SCR-Vertical Finishes	Non Priority	Weekly	189	27.00
54	Prajapati Nagar	SCR- glass	Priority	Daily	25	25.00
55	Prajapati Nagar	SCR-Roof	Non Priority	Monthly	63	2.25
56	Prajapati Nagar	SER-Floor	Non Priority	Weekly	68	9.71

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
57	Prajapati Nagar	SER-Vertical Finishes	Non Priority	Weekly	306	43.71
58	Prajapati Nagar	SER-Roof	Non Priority	Monthly	68	2.43
59	Prajapati Nagar	TER-Floor	Non Priority	Weekly	44	6.29
60	Prajapati Nagar	TER-Vertical Finishes	Non Priority	Weekly	198	28.29
61	Prajapati Nagar	TER-Roof	Non Priority	Monthly	44	1.57
62	Prajapati Nagar	ASS-Floor	Non Priority	Weekly	222	31.71
63	Prajapati Nagar	ASS-Vertical Finishes	Non Priority	Weekly	1443	206.14
64	Prajapati Nagar	ASS-Roof	Non Priority	Monthly	222	7.93
65	Prajapati Nagar	Pump room-Floor	Non Priority	Weekly	85	12.14
66	Prajapati Nagar	Pump Room-Vertical Finishes	Non Priority	Weekly	385	55.00
67	Prajapati Nagar	Pump Room-Roof	Non Priority	Monthly	85	3.04
68	Prajapati Nagar	DG area-Floor	Non Priority	Weekly	85	12.14
69	Prajapati Nagar	DG area-Fencing/vertical finishes	Non Priority	Weekly	80	11.43
70	Prajapati Nagar	Rolling shutters	Non Priority	Weekly	7	1.00
71	Prajapati Nagar	TOM 1-Floor	Priority	Daily	23	23.00
72	Prajapati Nagar	TOM 1-Glasses	Priority	Daily	9	9.00
73	Prajapati Nagar	TOM 1-Roof	Non Priority	Monthly	23	0.82
74	Prajapati Nagar	TOM 1-Vertical Finishes	Non Priority	Weekly	52	7.43
75	Prajapati Nagar	TOM 2-Floor	Priority	Daily	18	18.00
76	Prajapati Nagar	TOM 2-Glasses	Priority	Daily	9	9.00
77	Prajapati Nagar	TOM 2-Roof	Non Priority	Monthly	18	0.64
78	Prajapati Nagar	TOM 2-Vertical Finishes	Non Priority	Weekly	45	6.43
79	Prajapati Nagar	Glass Façade	Non Priority	Half Yearly	6000	34.29
80	Prajapati Nagar	Any Other- Commercial Space PD level 1	Non Priority	Monthly	107	3.82
81	Prajapati Nagar	Any Other- Commercial Space PD level 2	Non Priority	Monthly	228	8.14
82	Prajapati Nagar	Any Other- Future Esxpansion room	Non Priority	Weekly	12	1.71
83	Prajapati Nagar	Crew Control Room	Non Priority	Weekly	176	25.14
84	Prajapati Nagar	UPS & Battery room - Floor	Non Priority	Weekly	40	5.71
85	Prajapati Nagar	UPS & Battery room - Roof	Non Priority	Weekly	40	5.71

S.N.	Station	Location	Priority/ Non-Priority	Frequency	Total Area (Sqm)	Weighted Area (Sqm)
86	Prajapati Nagar	UPS & Battery room - Vertical Finishes	Non Priority	Weekly	189	27.00
87	Prajapati Nagar	Lift-1 (Concourse to Platform)	Priority	Daily	18.28	18.28
88	Prajapati Nagar	Lift-2 (Concourse to Platform)	Priority	Daily	18.28	18.28
89	Prajapati Nagar	Lift-3 (Ground to Concourse)	Priority	Daily	18.28	18.28
90	Prajapati Nagar	Lift-4 (Ground to Concourse)	Priority	Daily	18.28	18.28
91	Prajapati Nagar	Lift-5 (Ground to Concourse)	Priority	Daily	18.28	18.28
92	Prajapati Nagar	Escalator -1 (Concourse to Platform)	Priority	Daily	17.6	17.60
93	Prajapati Nagar	Escalator -2 (Concourse to Platform)	Priority	Daily	17.6	17.60
94	Prajapati Nagar	Escalator -3 (Plinth to PD1)	Priority	Daily	16.4	16.40
95	Prajapati Nagar	Escalator -4 (Plinth to PD1)	Priority	Daily	14	14.00
96	Prajapati Nagar	Escalator -5 (PD2 to Concourse)	Priority	Daily	15.2	15.20
	Prajapati Nagar	Total			34512.324	7206.55

Location	Total area (Sq. Mtr.)	Maximum daily area (Sq. Mtr.) to be cleaned (Weighted area)
RSS Jhansi Rani	3296.474	1214.66
Lokmanya Nagar	19256.763	3302.27
Bansi Nagar	25820.593	6646.02
Vasudev Nagar	25809.893	6635.32
Rachna Ring Road	25776.113	6601.54
Subhash Nagar	16256.763	3285.13
Dharampeth College	14427.047	3149.30
L.A.D. Square	25792.813	6618.24
Shankar Nagar	25776.113	6601.54
Institution Of Engineers	16275.043	3303.41
Jhansi Rani Square	16275.043	3303.41
Cotton Market Square	26496.074	7092.31
Nagpur Railway Station	17636.347	5099.73
Dosar Vaisya Square	17633.347	5096.73
Agrasen Square	17600.167	5063.55
Chitar Oli Square	27039.259	6612.43
Telephone Exchange	15636.422	3859.70
Ambedkar Square	12619.122	3825.26
Vaishno Devi Square	13633.862	3845.72
Prajapati Nagar	34512.324	7206.55
Total (Stations)	397569.582	98362.80
Hingna	89030	15000

DEPOT

TECHNICAL SPECIFICATION AND SCOPE OF WORK FOR DEPOT HOUSEKEEPING

Cleaning & Housekeeping of Entire Depot Premises

All cleaning and housekeeping should be carried out as per Schedule of work given in Bill of Quantity as per special condition of contracts & as per the "Technical Specifications & Scope of work".

All major cleaning and housekeeping activities should be completed before office starts for the following buildings:

Inspection Bay, Repair Bay, Auxiliary Bay and Basement.

Pump room

PWL Building

ASS Building.

ETU building offices (ground floor + first floor) & Pit area.

Auto wash Plant

TSS Building

TSO Building

Entry Road area (Main gate to Admin Building), Main Gate to ETU building & Circulatory Road

Any Buildings/Premises located at Depots as advised by the Engineer In-Charge.

Work shop Building (Ground & first Floor) (Including all Ground Floor Testing Lab and Equipment's Room, Rolling stock store.

Stabling Line

The tentative office hour is 10:00 to 18.30 hrs. So, all the cleaning & housekeeping operations should be completed before 09:00 hrs every day. If any changes in the office hours, the same will be communicated to the Contractor.

Daily internal cleaning of Metro train coaches as per requirement of PPIO/Shift supervisor (approx. 8 to 10 trains daily) during off peak hours in day/night time to be done by depot housekeeping staff.

All Electrical & electronic equipment's shall be cleaned under the supervision of an authorized representative of the PPIO/Shift supervisor.

The contractor shall clean only these areas of the Electrical/ Electronic and other specified equipment's, which are either mentioned in the specification or permitted by the Maha-metro or mentioned by the authorized representative of the Engineer-in-charge.

The proper record for the chemical and detergent used for cleaning shall be maintained by the contractor.

The consumables e.g. Air/Room Freshener, Odonizer, Urinal cubes, Tissue papers etc shall be provided in abundant and there shall be no shortage.

Urinal sheet mats shall be provided in all toilets and to be replaced fortnightly and as and when required.

Odonizer/Odonil/AER pockets shall be provided in all toilets and will be replaced on monthly as mentioned in their packet and as and when required basis.

Quantities of all chemicals & consumables mentioned in the contract is tentative whereas sufficient quantity in well advance will be supply by contractor as desired by NMRCL engineer-in-charge. If more quantities of chemicals & consumables are required to maintain the proper cleaning then contractor is bound to supply more chemical/consumable without any extra cost.

There are chemical substances with different reaction time (from few minutes to more than 24 hours) in any case the following substances shall not be used at all: gasoline / petrol, acetone, trichloroethylene and all the aggressive organic solvents (xylene, toluene, dichloroethylene, trichloroethylene, etc.) Also strong acids/alkaline are to be completely avoided (hydrochloric acid, formic acid, nitric acid, sulphuric acid, caustic soda, etc.).

The dilution suggested by supplier for the chemicals and cleaning regents shall be followed.

The garbage shall be collected in bags during cleaning and shall be disposed off by the contractor outside the depot area in Municipal Corporation's disposal yard/ scrap yard daily.

Nothing shall be paid extra by NMRCL for this to the contractor. The bin shall be supplied by the contractor according to site and work requirement and on direction of engineer-in-charge.

The Cleaning & Housekeeping works are to be carried out as per the international norms/standards and in such a manner that all premises always look neat & clean. Eco friendly chemicals /Reagents to the extent possible shall be used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment. For all Chemicals / Regents which are to be used, Material safety data sheets will be required to be submitted on asking to submit.

All the necessary tools and machineries required for cleaning, housekeeping, pest control, etc shall be provided by the contractor. The contractor shall submit the details of hand tools and cleaning appliances he indented to use for approval of engineer. The hand tools and cleaning appliances shall be branded and of high quality and specification in general to be followed as given in tender.

Schedule of cleaning required For Rolling Stock (Depot, Terminal Stations, Sitabuldi Stn, Any other Station as per requirement)				
Sr No	Service check	Approximately Time for Schedule	Total schedules/ train/ year	schedules for 12 trains/year
1	Daily	2h	299	3588
2	Weekly	4h	40	480
3	Monthly & Quarterly	1D/3D	8/2	96/24
4	Half yearly	5D	1	12
5	Yearly	7D	1	12

Note: Above is the recommended schedule as per the OEM for Rolling Stock.

Schedule of cleaning required For Depot

Sr No	Service check	Activity	Activities as per respective Schedule	Total Schedule/ Year	Remark
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1	Daily	Annexure 1 to 9	Activities as per respective Schedule	365	
2	Weekly	Annexure 1 to 9	Activities as per respective Schedule	52	
3	Monthly	Annexure 1 to 9	Activities as per respective Schedule	12	
4	Quarterly	Annexure 1 to 9	Activities as per respective Schedule	04	
5	Half yearly	Annexure 1 to 9/As per requirement	Activities as per respective Schedule	11	
6	Yearly	Annexure 1 to 9/As per requirement	Activities as per respective Schedule	11	

Specification For Depot Cleaning Consumable:

The contractor shall submit the details of consumable he intends to use for approval of Engineer-in-charge. The consumable shall be branded and of high quality and specification in general to be followed as below. Engineer- in-charge may reject the proposed consumable by the contractor and direct contractor a particular item at his discretion, the contractor shall follow the engineer-in-charge direction. The quantity shall be as desired by the engineer-in-charge according to site and work requirement. Any other consumables required for ensuring the proper train cleaning should be supplied by the contractor.

Sr No	Material Description	Make	Unit	Qty Required For Each Depot/Year
1	White Phenyl	Domex/Lizol/Trishul	Bottle (01 Ltr)	12
2	Air/Room Freshener spray type	Yardley/Park Avenue/Airwick/Odonil	Bottle	12
3	Odoniser-50gms	Odonil/Dabar	Box	24
4	Urinal cube (100 gms)	Odonil /Metropol	Nos	50
5	Small Dust Bin with flap& paddle 10ltr	Neel Kamal /Flora/cello	Nos	12
6	Large Dust Bin swing 60ltr	Neel Kamal /Flora/cello	Nos	05
7	Soap Dispenser (Wall Mounted)	Branded and High Quality	Nos	06
8	Helmets and safety shoes	Branded and High Quality	Nos	For all Staff
9	Floor Duster (Mops)	Branded and High Quality	Nos	43
10	White Duster	Branded and High Quality	Nos	48
11	Soft Broom	Branded and High Quality	Nos	21
12	Dust control mop	Branded and High Quality	Nos	18
13	Road broom	Branded and High Quality	Nos	20
14	Glass wiper/Glass Squeeze	Branded and High Quality	Nos	04
15	Wiper (Big)/Industrial wiper	Branded and High Quality	Nos	06
16	Naphthalene Balls (1 Kg Pack)	Branded and High Quality	Kg	03
17	M-Fold tissue paper (130 Pieces Per Pkt)	Branded and High Quality	Nos	06
18	Misc. Consumables for HK contractor supplied Machinery	Branded and High Quality	Nos	
	Scrubbing pad			05
	Dust bags			05

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	Brushes			05
	Other consumables if required is under the scope of HK contractor			As per requirements
19	Waste Cotton cloth	Unused Waste Cotton cloth	Kg	340
20	Thinner for gum/ stain cleaning	Branded and High Quality	Ltr.	06
21	Rat glue Trap	Branded and High Quality	Nos	50(Then as per requirement)
22	Nirma powder	Branded and High Quality	Kg	24

SCOPE OF WORK AND PROCEDURE FOR DEPOT HOUSE KEEPING

The scope of work and the procedure for Depot Housekeeping shall be as per annexures given below. The contractor shall follow the same. Schedule of activities mentioned below are minimum and for the guidance of contractor. However, it shall be the contractor's responsibility to maintain the overall cleaning and Housekeeping of the Depot.

ANNEXURE-1(Depot)

Schedule of general cleaning and Housekeeping items of work shop bays (IBL Lines, ABL & RBL Line) and work shop building (Basement ,Ground Floor and First Floor at).

Item No.	Description of items	Approx. quantity	Frequency	Remarks
A. Work Shop Bays (IBL, ABL, RBL, ETU Pit)				
Group-I (General cleaning)				
1	Wet cleaning & wiping of passages & different type of floor area provided in work shop Bays	As available	Once a day & as and when required	
2	Cleaning and attention of all inspection pit and its drains Cleaning of Different types of finishing works at the depot like column, track mounting Rail.	As available	Daily & as and when required	
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	
4	Supply and Cleaning of Dust bins, Removing /disposing of collected garbage/debris	As available	Two Shift a day & as and when required	
5	Cleaning of Movable ladders etc.	As available	Daily & as and when required	
6	Any other equipment's /misc. items	As available	Daily& as and when required	
Group -II (General cleaning)				
1	Scrubbing & deep cleaning of passages & different type of floor area provided in work shop bays.	As available	Weekly & as and when required	
2	Cleaning of Portable fire Extinguishers /smoke detectors/ Fire detectors	As available	Weekly & as and when required	
3	Cleaning of Fire Hydrants and Electric Panels Switch board/distribution Boards located at IBL1 & IBL 3 ,ABL	As available	Weekly & as and when required	
4	Cleaning of Inspection Bays Track and Track mounting Columns	As available	Weekly and As & when required	
5	Cleaning of Indoor lighting ,Switch Boards & accessories, Cleaning of Fans/exhaust fans & accessories	As available	Weekly & as and when required	
6	Cleaning of Track plinths, Column & inspection pits	As available	Weekly & as and when required	
7	Cleaning of Fork lifts, Battery Tractor, Rail cum road vehicle, Mobile Lifting Jack (1Set consist of 12Jacks), Sessor fork Lifter platform, Car Body Stands, All types of Mobile and fix Ladder, Mobile Lifting Table, Under Floor Pit Jack Machinery along with Flooring (At Top cover of Pit), Rescue	As available	Weekly & as and when required	

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	Vehicles and its equipment's /Transport Vehicles,			
8	Rolling stock test benches available at Electronic Room and Bogie Room	As available	Weekly & as and when required	
9	Cleaning of Roof Access platform	As available	Weekly and As & when required	
10	All kind of welding plants, Machinery & Plants & material handling Equipment's	As available	Weekly & as and when required	
11	Cleaning of compressed air pipe lines and related equipment's	As available	Weekly & as and when required	
12	Cleaning of Main Gate Panels and rolling shutters	As available	Weekly & as and when required	
13	Any other equipment's/ Misc. items	As available	Weekly & as and when required	
Group-III (General cleaning)				
1	Cleaning of Sky light area, Cleaning of High Bay Light and Accessories.	As available	Three Monthly & as and when required	
2	Cleaning of Roof Ceiling/ Suspended ceiling etc.	As available	Three Monthly & as and when required	
3	Cleaning of Over Head Crane at PWL,ETU,IBL1,ABL	As available	Three Monthly & as and when required	
4	Cleaning of cable Trays.	As available	Three Monthly & as and when required	
B. Work shop & ETU Building (Ground & first Floor)				
Group-I (General cleaning)				
1	Wet cleaning and wiping of different type of floor area of Passage, corridor & rooms, Cleaning of stairs provide in the work shop building.	As available	Once a day & as and when required	
2	Cleaning and wiping of Toilets/bath room/Changing room	As available	Two times on every Shift for all days & as and when required	
3	Cleaning of hand rails/S.S/MS pipe riling and other Different types of finishing works.	As available	Daily & as and when required	
4	Cleaning of different types of doors/windows	As available	Daily & as and when required	
5	Cleaning of Computers & accessories, Telephone sets & accessories	As available	Daily & as and when required	
6	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	
7	Supply and Cleaning of Dust bins, Removing/ disposing of collected garbage/ debris	As available	Daily& as and when required	
8	Cleaning of office equipment's/furniture	As available	Daily & as and when required	

9	Special attention to Canteen Cleaning to be ensured to maintain the Hygiene. Removing/disposing of collected waste .Dust Bin Cleaning ,Cleaning of water drainages	As available	Twice a Day and When Required	
10	Any other equipment's/ Misc. items	As available	Daily & as and when required	
Group-II (General cleaning)				
1	Scrubbing & deep cleaning of different type of floor area of Passage, corridor & rooms of workshop building	As available	Weekly & as and when required	
2	Cleaning of different types of doors/windows frames & shutters	As available	Weekly & as and when required	
3	Cleaning of Portable fire extinguishers / smoke detectors / Fire detectors, Cleaning of Fire Hydrants and Panels	As available	Weekly & as and when required	
4	Cleaning of Drainage, Sewerage, sanitation etc. of toilets/bath room	As available	Weekly & as and when required	
5	Cleaning of all Rolling stock equipment's, tools & instruments and test benches located at Electronic Lab, Bogie Room, Battery Room and other nominated rooms Etc.	As available	Weekly & as and when required	
6	Deep Cleaning of all Floor ,Surfaces and Pest control Of Canteen	As available	Weekly & as and when required	
7	Cleaning of Switch boards /Panels /distribution boards	As available	Weekly & as and when required	
8	Any other equipment's/ Misc. items	As available	Weekly & as and when required	
Group-III (General cleaning)				
1	Cleaning of suspended ceiling/ roof ceiling & Air diffuser	As available	Three Monthly & as and when required	
2	Geneal cleaning blockage in rain water drainage shaft	As available	Three Monthly & as and when required	
3	Cleaning of Cable Trays, Indoor lighting & accessories	As available	Three Monthly & as and when required	
4	Cleaning of Sky light area	As available	Three Monthly & as and when required	
5	Cleaning of Chimney of Canteen	As available	Three Monthly & as and when required	
6	Cleaning of EOT cranes and accessories	As available	Three Monthly & as and when required	
7	General Cleaning of Air conditioners/Air coolers/Fans & Exhaust fans	As available	Three Monthly & as and when required	

ANNEXURE_-2(Depot)

Schedule of Cleaning and Housekeeping items of stabling line shed at Depot

Item No.	Description of items	Approx. quantity	Frequency	Remarks
Group-I (General cleaning)				
1.	Collecting the garbage which accumulate in dirty trains & pick up the debris from SBL shed & yard and cleaning of Platform and Pathway	As available	Daily & as and when required	
2.	Supply and Cleaning of Dust bins ,Removing/ disposing of all garbage/debris plastic cans etc.	As available	Daily & when required	
3.	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Twice in a week & as and when required	
4.	Cleaning and attention of water drains	As available	Twice in a week & as and when required	
6.	Cleaning of Electrical Switch boards/Cable Trenches /Panels/boards/ Cleaning of Different types of finishing works	As available	Twice in a week & when required	
7.	Any other equipment's/ Misc. items	As available	Twice in a week & as and when required	
Group-II (General cleaning)				
1	Cleaning of Cable Trays, Indoor lighting & accessories	As available	Monthly & as and when required	
2	Any other equipment's/ Misc. items	As available	Monthly & as and when required	

ANNEXURE_-3 (Depot)

Schedule of Depot Central Store, HK store and other specified store area including Scrap store area at Depot

Item No	Description of items	Approx. Quantity	Frequency	Remarks
Group-I All Office Rooms including Central Store (General cleaning)				
1.	Wet cleaning and wiping of Different floor types of floor area provided in office	As available.	Daily & as and when required	
2.	Cleaning of Different types of doors/windows/ of Different types of finishing	As available.	Daily & as and when required	
3.	Supply and Cleaning of Dust bin, Removing/ disposing of collected garbage/debris	As required	Daily & as and when required	
4.	Cleaning of office equipment's, / furniture, Computers, Telephone sets & accessories & accessories	As available	Daily & as and when required	
5.	Any other equipment's/ Misc. items	As available	Daily & as and when required	
6.	Cleaning of stairs/Mobistack Assembly	As available	Daily & as and when required	
7..	Cleaning of All the Rack used for storage of materials (Inside and Outside the Store)/other office Equipment's /Furniture.	As available	Daily & as and when required	
Group-II (General cleaning)				
1.	Scrubbing, deep cleaning of Different floor types of floor area provided in security & Time office	As available	Weekly & as and when required	
2.	Cleaning of Electrical Switch boards/ Panels/ distribution boards/ Cleaning of Accesssystem equipment's	As available	Weekly & as and when required	
3.	General cleaning of Drainage & sanitation etc. of toilets/bath room	As available	Weekly & as and when required	
4.	Cleaning of material handling equipment's	As available	Weekly & as and when required	
5.	Cleaning of Lorries/Trucks	As available	Weekly & as and when required	

6.	Cleaning of Portable Fire extinguishers/smoke detectors/ Fire detectors, Cleaning of Fire Hydrants and Panels	As available	Weekly & as and when required	
7	Cleaning of Different types of doors/windows frames& shutters	As available	Weekly & as and when required	
8	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Weekly & as and when required	
9	Any other equipment's/ Misc. items	As available	Weekly & as and when required	
Group-III (General cleaning)				
1	Cleaning of Roof / Suspended ceiling etc.& Air Diffusers	As available	Three Monthly & as and when required	
2	Cleaning of Cable Trays, Indoor lighting of time office & external lighting of gates & accessories	As available	Three Monthly & as and when required	
3	Cleaning of Air conditioners/Air coolers/Fans & Exhaust fans	As available	Three Monthly & as and when required	
4	Cleaning blockage in rain water drainage shaft	As available	Three Monthly & as and when required	

ANNEXURE-4 (Depot)

Schedule of general cleaning and housekeeping items of Pump room.

Item No.	Description of items	Approx. quantity	Frequency	Remarks
Group-I				
1.	Cleaning of Different types of finishing works	As available	Daily & as and when required	
2.	Cleaning of Stainless Steel/PVC hand railing	As available	Daily & as and when required	
3.	Cleaning of Different types of doors/windows	As available.	Daily & as and when required	
4.	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	
5.	Cleaning of Sign Boards / Name Boards/Notice boards	As available	Daily & as and when required	
6.	Supply and Cleaning of Dust bins	As available	Daily & as and when required	
7.	Removing/ disposing of collected garbage/debris	As required	Daily & as and when required	
8.	Cleaning of office equipment's/Furniture	As available	Daily & as and when required	
9.	Any other equipment's/ Misc. items	As available	Daily & as and when required	
Group-II (General cleaning)				
1.	Cleaning of Different types of doors/windows frames& shutters	As available	Weekly & as and when required	
2.	General cleaning of all M&P's inside Pump room.	As available	Weekly & as and when required	
3.	General cleaning of RO system with all accessories	As available	Weekly & as and when required	
4.	General Cleaning of Bore well 1&2 starter panel pressure switch Gauges etc.	As available	Weekly & as and when required	
5.	Cleaning of all Electrical panels & Hydro Pneumatic Pump	As available	Weekly & as and when required	

6.	Cleaning of External lighting fittings & accessories	As available	Weekly & as and when required	
7.	Cleaning of floor of Pump room with equipment available	As available	Weekly & as and when required	
Group –III (General cleaning)				
1.	Cleaning of suspended ceiling/ Roof Ceiling	As available	Three Monthly & as and when required	
2.	Cleaning of Cable trays, Indoor lighting & accessories	As available	Three Monthly & as and when required	
3.	Cleaning of Fans/exhaust fans & accessories	As available	Three Monthly & as and when required	

ANNEXURE-5 (Depot)

Schedule of Cleaning and Housekeeping items of Main Gate ,Security room (TSO) Of Depot, Pit Wheel Lathe at Depot, Automatic Coach Wash Plant & Pump Room at Depot

Item No.	Description of items	Approx. quantity	Frequency	Remarks
Group-I (General cleaning)				
1	Wet cleaning and wiping of passages & different types of floor area of office premises ,Room and furniture	As available	Daily	
2.	Cleaning of Hand rails/M S Pipe Railing/ Different types of finishing works/Shutter and surrounding area of building	As available	Daily & as and when required	
3.	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	
4.	Supply and Cleaning of Dust bins, Removing/ disposing of collected garbage/debris	As available	Daily & as and when required	
5.	Any other equipment's/ Misc. items	As available	Daily & as and when required	
6.	Cleaning of wash Room ,Furniture ,Display Board , TSO /Depot Entrance floor area	As available	Daily	
Group –II (General cleaning)				
1.	Scrubbing and deep cleaning of under floor area, passages & different types of floor area provided in building	As available	Weekly & as and when required	
2.	Cleaning and washing of track plinth/Cleaning line/pit line of PWL and AWP and backside of AWP building etc	As available	Weekly & as and when required	
3.	Cleaning of Fire Hydrants and Panels. Cleaning of fire detection & fire fighting equipment's	As available	Weekly & as and when required	
4.	Cleaning of Electrical Switch boards /Panels /distribution boards/ Fans/exhaust fans ,Floor lighting , & accessories	As available	Weekly & as and when required	
5.	General cleaning and attention of all water drains	As available	Weekly & as and when required	
6.	Cleaning of Pit wheel lathe/ AWP & associated equipment's. surrounding area.	As available	Weekly & as and when required	
7.	Cleaning of Hand rails/M S Pipe Railing	As available	Weekly & as and when required	
8.	Any other equipment's/ Misc. items	As available	Weekly & as and when required	

GROUP-III (General cleaning)				
1.	Cleaning of Roof ceiling /suspended ceiling	As available	Three Monthly & as and when required	
2.	Cleaning of cable trays, Indoor lighting, External light fitting & accessories	As available	Three Monthly & as and when required	
3.	Cleaning overhead cranes at PWL and its equipment's	As available	Three Monthly & as and when required	

ANNEXURE -6 (Depot)

Verified by OHE Team and PSI Team
 Schedule of Cleaning and Housekeeping items of OHE areas at Depot (as per details tabulated below)

Sl. No.	Depot	Store Room	Washrooms	ETU Pit	CMV	RRV
1.	Depot Name	2 no at ETU & 1 no at Basement Building)	2 no at ETU	1 no	1 no	-

Item No.	Description of items	Approx. quantity	Frequency	Remarks
OHE Rooms				
Group-I (General cleaning)				
1.	Wet cleaning and wiping of different type of floor of all OHE areas	As available	Daily & as and when required	
2.	Cleaning and wiping of Toilets/bath room/Change room	As available	Daily & as and when required	
3.	Cleaning of different types of doors/windows	As available	Daily & as and when required	
4.	Cleaning of Telephone sets & accessories	As available	Daily & as and when required	
5.	Cleaning of Computers & accessories	As available	Daily & as and when required	
6.	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	
7.	Supply and Cleaning of Dust bins	As available	Daily & as and when required	
8.	Removing/ disposing of collected garbage/debris	As required	Three Shift a day & as and when required	
9.	Cleaning of office equipment's/Furniture	As available	Daily & as and when required	
10.	Any other equipment's/ Misc. items	As available	Daily & as and when required	

Group-II (General cleaning)				
1.	Scrubbing & deep cleaning of floor, Passages & different types of floor area provided OHE areas	As available	Weekly & as and when required	
2.	Cleaning of OHE maintenance vehicles	As available	Weekly & as and when required	
3.	Cleaning of Different types of doors/windows frames& shutters	As available	Weekly & as and when required	
4.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Weekly & as and when required	
5.	Cleaning of Electrical Switch boards/Panels/distribution boards	As available	Weekly & as and when required	
6.	General cleaning of Drainage, sanitation etc. of toilets/bathroom	As available	Weekly & as and when required	
7.	Cleaning of Different types of finishing works	As available	Weekly & as and when required	
8.	Any other equipment's/ Misc. items	As available	Weekly & as and when required	
GROUP –III (General cleaning)				
1.	Cleaning of roof ceiling	As available	Three Monthly & as and when required	
2.	Cleaning of Cable Trays, Indoor lighting & accessories	As available	Three Monthly & as and when required	
3.	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	As available	Three Monthly & as and when required	
4.	General cleaning blockage in rain water drainage shaft	As available	Three Monthly & as and when required	

Annexure 6 (B)

Schedule of Cleaning and Housekeeping items of Sub Station Receiving/Traction Substation
(Under the supervision of MAHA Metro Staff)

Item No.	Description of items	Approx. Quantity	Frequency	Remarks
Substation Switchgear room & substation Equipment				
Group-I (General cleaning)				
1.	wet cleaning and wiping of floor, Passages & different types of floor area provided in substation switchgear room	As available	Daily & as and when required	
2.	Cleaning of Different types of finishing works	As available	Daily & as and when required	
3.	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	Daily & as and when required	
4.	Cleaning of Different types of doors/windows	As available	Daily & as and when required	
5.	Cleaning of Stainless steel/PVC hand railing	As available	Daily & as and when required	
6.	Cleaning of office equipment's/furniture, Telephone sets & accessories	As available	Daily & as and when required	
7.	Supply and Cleaning of Dust bins, Removing/ disposing of collected garbage/debris	As available	Daily & as and when required	
8.	Any other equipment's/ Misc. items	As available	Daily & as and when required	
Group-II (General cleaning)				
1.	Scrubbing and deep cleaning of floor, Passages & different types of floor area provided in substation room	As available	Weekly & as and when required	
2.	Cleaning of Different types of doors/windows frames& shutters	As available	Weekly & as and when required	
3.	Cleaning of Rolling shutters	As available	Weekly & as and when required	
4.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	Weekly & as and when required	

5.	Cleaning of Electrical Switch boards/ Panels/distribution boards	As available	Weekly & as and when required	
6.	Cleaning of Indoor lighting & accessories	As available	Weekly & as and when required	
7.	Cleaning of Fans/exhaust fans & accessories	As available	Weekly & as and when required	
8.	Cleaning of Main Gate Panels and rolling shutters	As available	Weekly & as and when required	
9.	Cleaning of all equipment's available at switchyard	As available	Weekly & as and when required	
10.	Cleaning of all HT equipment's available in Control room	As available	Weekly & as and when required	
11.	Cleaning of all HVAC equipment's	As available	Weekly & as and when required	
12.	Cleaning of equipment's available in Celler room	As available	Weekly & as and when required	
13.	Cleaning of equipment in Switchgear room	As available	Weekly & as and when required	
14.	Any Other types of equipment's available in Substation room.	As available	Weekly & as and when required	
15.	Cleaning of Air Reservoir with accessories	As available	Weekly & as and when required	
16.	Any other equipment's/ Misc. items	As available	Weekly & as and when required	
GROUP- III (General cleaning)				
1.	Cleaning of Transformer equipment's	As available	Three Monthly & as and when required	
2.	Cleaning of Roof /Suspended ceiling etc.	As available	Three Monthly & as and when required	
3.	Cleaning of cable Trays	As available	Three Monthly & as and when required	
4	Cleaning of cable Trench	As available	Three Monthly & as and when required	

ANNEXURE_-07

Schedule of Cleaning and Housekeeping items of Railing and Fencing at depot, Car Parking , Circulatory Road Area at Depot

Item No.	Description of items	Approx quantity	Frequency	Remarks
Group-I				
1.	Cleaning of parking area	As available	Daily & as and when required	
2.	Cleaning of Roof ceiling area of Parking	As available	Daily & as and when required	
3.	Any other Miscellaneous items	As available	As & when required.	
4.	Cleaning of Circulating Roads with in the entire depot area.	As available	Daily & as and when required	
5.	Picking, collecting & disposing of rag pieces, garbage/debris in area between boundary wall and circulatory road	As available	Daily & as and when required	
Group-II (General cleaning)				
1.	Dusting, washing of Railing and fencing around Inspection Building, Workshop Building and inside depot etc.	As available	Weekly & as and when required	
2.	Dusting of Railing & Fencing along with gates etc.	As available	Weekly & as and when required.	

ANNEXURE-08 (Depot)

Schedule of Pest Control at Depot

Item No.	Description of items	Approx quantity	Frequency	Remarks
Group-I				
1.	Pest control of all buildings of Inspection bays, Workshop bays, OCC Building, Central store, PTR, PWL, ETU Building office, ASS,TSS,IBL Lines ,UFWL, TSO, AWP,Parking Area, All office rooms etc. in the entire depot.	As available	Weekly & as and when required	
2.	Pest control of any other equipment's /Misc. items as per requirement of Engineer in charge.	As available	Biweekly & as and when required	

PROCEDURES FOR CLEANING & HOUSEKEEPING ACTIVITIES AT DEPOT.

The cleaning & Housekeeping of all buildings/Premises should be carried out as per frequency given in Annexes by adequate no. of trained personnel and by using machineries & equipment's. The contractor may have to use the suitable cleaning & washing Detergents/ reagents etc. or as specified by NMRCL.

CLEANING OF ARCHETECTURAL WORKS FOR ALL BUILDINGS LOCATED AT DEPOT.

- 1) **Floor at Depot, Passages:** Different type of floors provided for depot, passage provided in all buildings of Inspection bays, Workshop bays, DCC, Central Store, PTR, Auxiliary Building office, All the passage Road from Main Gate to ETU building and Depot entry and surrounding road, all the office at the Depot premises, AWP, PWL, Security rooms and main gate etc. should be kept neat & tidy condition by using wet & dry cleaning methods with adequate trained personnel, machines & equipment's. The Eco-friendly disinfection detergents / liquids shall be used. The machines /equipment's & Disinfection detergents /liquids should not destroy the surface of flooring.
- 2) Cleaning & housekeeping operations shall not cause any damage to the Buildings, Equipment's, and Personnel etc.
- 3) The Oil/grease stains and slippery will develop frequently on the surface of the floors, walls etc. on the Workshop Bay Area; DG set room; Inspection Bay Area; Oil storage room, Pit Wheel Lathe area, Auto Coach Wash Plant area, DCC building area etc. So proper cleaning should be done to clean the said stains and slippery portion. No damage to the floor surface to be occurred due to excessive cleaning operations.
- 4) The platform, Passages area to be cleaned daily as per the frequency given in the schedule of work, Work shop & inspection bays area; DG set room; Oil storage room, Pit Wheel Lathe area, Auto Coach Wash Plant area, DCC building area etc. without affecting the operation of depot & workshop etc. The necessary safety signage boards shall be used to avoid any accidents.
- 5) Different types of floor area in all rooms of all buildings located at Depot.
- 6) Different types of Floors including skirting/dado provided in different rooms of all buildings to be cleaned as per the frequency by using wet & dry cleaning methods by deploying adequate trained personnel and cleaning equipment's/ machines. The cleaning area should be kept neat & tidy condition. All rooms are to be cleaned and shall look neat & clean all the time. While cleaning no damage to be occurred to the flooring, carpet, and equipment's provided in the rooms.
- 7) Different types of finishing work to walls; pillars etc.:
- 8) Different type of finishes like glass mosaic tile; acrylic polyurethane enamel paint applied on wood or metal works; Metal cladding; Dovetex tiles etc. shall be cleaned as per frequency given in the schedule of work (Annexes) by using wet & dry cleaning methods with adequate trained personnel & cleaning equipment's. While cleaning no damage should occur to the provided finishing works.
- 9) Cleaning of doors/windows frames & shutters.
- 10) Different type of panel or glazed doors/windows like wooden, Aluminium, Galvanized steel sheet doors, fire rated door etc. shall be cleaned by wet & dry cleaning methods as per frequency. No scratches or damage to be occurred on the cleaning surfaces.
- 11) Cleaning of Glasses fixed to the doors, windows, Work shop & Inspection Bays etc.
- 12) The Glass surface shall be cleaned gently with wet/dry cleaning methods as per frequency given in the schedule of work (Annexes). While cleaning the high raised glass surface proper care should be taken so that no cracks/ breakage occurred. Suitable detergent/liquid soaps to be used for cleaning.
- 13) Cleaning of Sky lights :- The sky lights wherever provided in the roofing area of the buildings should be cleaned as per the frequency mentioned in Annexes. While cleaning

necessary care should be taken such that while cleaning no roof sheets, glass etc should not get damaged. Normally the sky lights are at higher heights, so adequate plan should make to reach the cleaning area.

- 14) Cleaning of Rolling shutters: Various sizes of rolling shutters provided in all buildings are required to be cleaned by using suitable methods & trained personnel. The colour of the cleaned surface & the lubrication material like Grease, oil etc. should not be deteriorated while cleaning.
- 15) Cleaning of stainless steel / mild steel/PVC hand railing: Stainless steel / Mild steel/PVC hand railing provided to the stair cases/balconies etc. to be cleaned along with the balusters by wet/dry cleaning methods.
- 16) Cleaning of suspended ceiling: Different type of ceiling like Arm strong ceiling, gypsum ceiling etc. to be cleaned with suitable method and trained personnel and equipment's. This activity should be carried out with due care, while cleaning no commuters should be affected.
- 17) Cleaning of Workshop and Inspection building etc. roof ceiling: The workshop roof Ceiling provided with different type of roof sheets on the structural steel truss etc. to be cleaned by using suitable methods with adequate trained personnel and cleaning equipment's. No hazards should be occurred while cleaning.
- 18) Cleaning of Bitumen Surface: Bitumen surface provided for the service roads, circulating area/-parking area is to be cleaned by using dry cleaning methods and concrete surface for the roads etc is to be cleaned by using wet & dry cleaning methods as per frequency given in the schedule of work (Annexes). Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements to be affected due to cleaning operations.
- 19) Cleaning of Pavement: Pavement of concrete blocks, stone blocks etc. to be cleaned by using dry sweeping or any suitable method, which is provided along with, service roads/ circulating area/parking area. Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements to be affected due to cleaning operations.
- 20) Cleaning of Kerb Stones: Kerb stones wherever provided should be cleaned by suitable method. It should be ensured that no Fungus formation/stains are developed on the exposed surface of stone. The fluorescent sticker fixed / Paint applied to the kerb stone should not be deteriorated while cleaning.
- 21) Cleaning of Roof : The roof surface of all buildings should be cleaned by the suitable method. While cleaning necessary safety procedure is to be adopted. Insulated Rod with necessary lifting arrangement must be arranged by contractor. All these activities special permit to be given by Authorized Representative of Maha-metro before entering High Voltage area.
- 22) Cleaning of Mirrors: The mirrors should be cleaned neatly with suitable methods. The due care should be taken about the breakage of mirror or deterioration of its glassiness.
- 23) Cleaning of Ceramic Jalli / concrete blocks Jalli The Ceramic jalli / concrete blocks Jalli should be cleaned wherever available, by suitable methods. Proper cleaning equipment/trained personnel to be used for cleaning as per frequency given in the schedule of work (Annexes). While cleaning no portion of ceramic Jalli/ concrete blocks Jalli destroyed and inconvenience to the users to be caused.
- 24) Electrical & Firefighting works: Cleaning of butterfly valves / landing valves /internal hydrants, piping of all types and Fire Hydrant panels.
- 25) All type of valves provided for firefighting pipe lines are to be carried out as per frequency given in the schedule of work (Annexes) by dry and wet cleaning methods. It should be ensured that no dust should be accumulating on the valves. The exposed surface of the pipe also to be cleaned and kept in neat condition always.
- 26) Cleaning of portable fire extinguishers/Smoke detectors/Fire detectors The portable fire extinguishers/smoke detectors/Fire detectors wherever available in the different building areas are to be kept in neat condition.
- 27) Switch boards / Panels/ Main and sub Distribution boards: Different type of Switchboards / Panels/main and sub distribution boards provided in different rooms / locations are to be cleaned by suitable methods & equipment's. No operational services should be disrupted

due to cleaning operations. No stains/impressions should be remained on Switchboards / Panels/Distribution boards after cleaning. The said boards should be kept in good & clean always. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.

- 28) Cleaning of lighting & accessories: Indoor lighting luminaries with all accessories i.e. fluorescent lamps With/without louvers, which are provided in rooms, concourse, platform, and passages etc. in different buildings, are to be kept neat & tidy condition by using adequate trained personnel/ equipment's.
- 29) External lighting luminaries with all accessories i.e. fluorescent Lamps, Floodlights with/without covers, which are provided outside the building are to be kept neat & tidy condition by using adequate trained personnel/ equipment's. Proper safety signage is to be put while cleaning. No traffic should be affected due to cleaning operations. High Mast lightings should be cleaned properly with due care.
- 30) General Cleaning of Fans/Exhaust fans: Different sweep sizes of ceiling & Exhaust fans are to be cleaned by suitable cleaning method which are provided in Rooms/plat form /passage area of all buildings on depot area. No stains or impressions should be remained on both sides of fan blades.
- 31) General D.G.Set & connected Equipment's: The D.G.Set & connected panels, Battery Charger, Fuel Tanks, Oil Barrels are to be cleaned by suitable method as per frequency mentioned in the schedule of work (Annexes). DG set room contains flammable items; therefore, Extra care needs to be taken.
- 32) General Cleaning of Air-Conditioners: - All type of Air-conditioners like Window type, Split type, package type etc are to be cleaned by using suitable cleaning methods as per the frequency given in Schedule of work. All safety precautions need to be taken while cleaning Electrical Equipment's only outer body of equipment's along with Louver etc. are to be cleaned.
- 33) General Cleaning of A.C. Plants along with Power & Control Panels:- All the Equipment's along with Power Panels & Control Panels are to be cleaned by suitable Cleaning method as per the frequency given in Schedule of Work. All safety precautions need to be taken while cleaning the Electrical equipment's. Only outer body of equipment's excluding live portion to be cleaned.
- 34) General Cleaning of Panels & All Electrical Equipment's available in Substation and compressor room: The different types of Electrical equipment's along with the panels available in Substation and compressor rooms are to be cleaned by suitable methods & equipment's. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning
- 35) General Cleaning of All Equipment's available in Telecom & Signaling room The different types of equipment's available in the Telecom & Signaling rooms are to be cleaned by suitable methods & equipment's. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. No equipment should be damaged due to cleaning.
- 36) General Cleaning of All Equipment's available in UPS room (Electrical and Signaling Rooms) The different types of equipment's available in UPS room are to be cleaned by suitable methods & equipment's. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. No equipment should be damaged due to cleaning
- 37) General Cleaning of All Equipment's available in Fire fighting room: The different types of equipment's available in Fire fighting room are to be cleaned by suitable methods & equipment's. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. No equipment should be damaged due to cleaning
- 38) General Cleaning of All Equipment's available in Pump room The different types of equipment's and Panels available in Pump room are to be cleaned by suitable methods

& equipment's. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning

- 39) General Cleaning of Inspection pit area at Inspection Bay Line, ETU, RBL. The vertical and bottom surface of the inspection pit area should be cleaned after finishing the day's work and as & when required. No Oil/Grease stains should be remained in the inspection pit area. The dust / garbage collected should be disposed frequently.
- 40) General Cleaning of Inspection pit area at automatic washing plant. The vertical and bottom surface of the inspection pit area should be cleaned after finishing the day's work and as & when required. No Oil/Grease stains should be remained in the inspection pit area. The dust / garbage collected should be disposed frequently.

General cleanliness:

- 1) Cleaning of Telephone sets & accessories: Telephone instruments provided in all the rooms of different buildings/Premises are to be cleaned by using suitable method. Telephone instrument should not be affected due to cleaning operations.
- 2) Cleaning of Computers and accessories: Computers and its accessories like CPU; UPS; Printer, Keyboard Monitor etc. are to be cleaned as per frequency given in the Annexes by suitable method. No data should be deleted or functioning of computer with held due to cleaning operations.
- 3) Cleaning of Signage boards/Notice boards: Different types of Signage boards/Notice boards etc. provided in station buildings are to be cleaned as per frequency by suitable methods. The said boards should be kept neat & clean always.
- 4) Cleaning of Parking sheds: Parking shed roof and columns to be cleaned by using dry/Wet cleaning. While cleaning care should be taken. To avoid any breakage of the roof sheets etc.
- 5) Cleaning of furniture provided in all rooms/offices: The different type of furniture provided in all rooms /offices of all buildings are to be cleaned by suitable methods.
- 6) Cleaning of Office equipment's: Different types of office equipment's like Almirahs, Bookshelves, and Rakes etc. are to be cleaned as per frequency given in the schedule of work (Annexes).
- 7) Supply and Cleaning of Dust bins: The contractor shall supply adequate no. of Small and Big dust bins with the approval of Maha-metro. Samples to be approved by Maha-metro. Each service room shall be provided with dustbins of small size equal to sitting provided in that room. At various locations Big dust bins with covers and plastic bag inside for waste collection shall be in adequate quantity. Every inspection bay shall be provided with minimum 4 no's big dustbins each side. In workshop bay, minimum 01 no. big dustbin shall be provided to each side of car lifted for overhauling. Every section in workshop bay shall be provided with minimum 01 no big dustbins each side. Dustbins shall be cleaned as per the requirement on daily basis. Adequate no. of spare dust bins shall be kept to replace damaged /dirty dust bins.
- 8) Cleaning & washing of Track plinth: By using adequate trained personnel & equipment's/machineries, the contractor should clean track bed structure with in the different buildings/premises area. Washing of track plinth should be done with suitable methods as per the frequency given in the Annexes. While cleaning proper care should be taken, so that no accident occurs. Any accident if occurs, shall be the sole responsibility of the contractor. Track bed structure should not be destroyed while cleaning. While cleaning lubricant material, which is applied to the track fastenings should not be affected. The cleaning work shall be done only during non- operations hours. This work would need a special permit to be given by Authorized Representative of Maha-metro. One or both rails might be used for traction return current. While cleaning the Track Bed, the contractor shall not disturb the existing track arrangement, other Traction, E&M, Signaling, Communication equipment's provided near the Track.

General Cleaning of Mechanical equipment's:

- 1) Cleaning of Electric Battery Tractor : The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.
- 2) Cleaning of OHE maintenance Vehicles: The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.
- 3) Cleaning of Synchronized Mobile Jack: The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning of the floor (under ground) to be done as per the requirement. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non operational condition of the equipment.
- 4) Cleaning of Fork Lifts, The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non operational condition of the equipment.
- 5) Cleaning of Welding Plants The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non operational condition of the equipment.
- 6) Cleaning of Pallet trucks: The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non operational condition of the equipment.
- 7) Cleaning of all Over Head & EOT cranes: The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non operational condition of the equipment.
- 8) Cleaning of Re railing equipment's The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non operational condition of the equipment.
- 9) Cleaning of Rail cum Road vehicle The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

- 10) Cleaning of Bogie Testing machine & Bogie test Stand, Filter jet cleaning machine. The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.
- 11) Cleaning of Pit Wheel lathe: The external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.
- 12) Cleaning of Automatic Washing plant :-Buildings related to automatic coach wash plant, Platform and all other equipment's provided to be cleaned as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.
- 13) Cleaning of all other type machines & PlantsThe external cleaning should be carried out as per the frequency given in Schedule of work (Annexes). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Maha-metro. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non operational condition of the equipment.
- 14) Cleaning of Trucks/Lorries: External Body and cab of the Trucks/Lorries to be cleaned using dry to be carried out as per the frequency given in the schedule of work.
- 15) Cleaning of Sofa covers: Sofa covers provided in the offices of DGM, AM, Tech. Cell, Visitors Room, meeting room, training room and all room etc. shall be washed as per requirement.
- 16) Cleaning of Vertical vanish /Blinds: Vertical vanishes /Blinds provided in various buildings to be carried out as per the frequency given in the schedule of work. Dry wiping & dusting to be done. While cleaning no stripes to be damaged.
- 17) Cleaning of Tools: The tools are to be cleaned as per the frequency given in the schedule of Work (Annexes). The tools to be kept in place properly after the Cleaning. The cleaning of tools should clean whenever not in function.
- 18) Cleaning of training aids: Different type of training aids like OHP; LCD, Screen etc. to be cleaned with due care, such that no equipment's is affected.
- 19) Cleaning & sanitation of Bathrooms & Toilets: The Bathrooms & Toilets provided in the different buildings/ premises are to be cleaned and to be kept neat & in hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/ urinals/wash basins & flooring. Liquid soap, toilet tissues, odozaires etc to be provided on consumable basis as & when required at the cost of contractor. These items should be made available in the adequate quantity at various places in the Bathrooms & Toilets etc. The hourly chart for cleaning of Bath rooms and Toilets shall be displayed in bath room.
- 20) Cleaning of Scrap Room: Cleaning of scrap room and proper stacking of scrap materials at the designated places should be done on weekly basis.
- 21) Miscellaneous items/Any Other items: The items which are not specified in the schedule of work (Annexure) to be carried out as and when required as per the Maha-metros authorized representative.

SAFETY DO'S AND DON'T'S

The premises are having High Voltage Over Head Electric Lines, High Voltage Equipment's on Train and Depot, the movement of Trains in the depot, Rail Track, Sophisticated

Equipment's etc which can cause major injury, electrocution, death to the personnel and thus requirements for safety observance are very high.

The following rules /guidelines must be followed to ensure personal safety as well as depot safety:

While moving in the Depot

- Do not cross the track, always use the walkway provided adjacent to the track for accessing the Stabling Lines
- Do not cross in front of energized train (when it heads light is glowing)
- Do not put your leg or other body part in between of any points
- Do not move idle on track
- Do not move under high tension line with long bar and rods
- Be careful of high tension overhead line
- Be careful of movement of points while crossing the track near point machine
- Be careful of uneven way due to spreading of ballast
- Always response to horn (whenever heard of horn just check around)
- Do not work on train when it is moving.
- Report any damage arising from cleaning work to the authorized representative of Maha-metro.
- While cleaning and washing the roof, proper safety to be taken and safety belts to be used.

DO'S AND DON'T FOR WORKING IN THE ELECTRIFIED AREA:-

DO'S FOR HOUSEKEEPING STAFF/CONTRACTOR STAFF

- In case of fire/anything unusual noticed in electrical traction equipment or wire, inform the Inspection/PPIO In charge.
- Always maintain a distance more than 2 mtr. From charged traction wire (OHE) unless power block has been taken and OHE has been earthed.
- Before taking up any work within 2 mtr. From 25 KV AC line and on a line running parallel to 25 KV AC line, the line/lines shall be de-energized and earthed on both sides. Ensure that the distance between the two earths use for protection does not generally exceed 1 KM.
- Keep clear of the track and avoid contact with the rails when electric train is within 250 mtr.
- Special care should be taken while carrying long pipes, poles or ladders so that it should not come in contact with/within 2mtr. of live OHE.
- In spite of cleaning of floor, cleaning of pillars, beams and other raised structure should be done during shadow power block.
- Whenever working or cleaning, using water jets, hose etc. at platform level, must taken shadow power block.
- Cases of electric shock arising out of contact with 25KV traction equipment shall be reported immediately Inspection/PPIO In-charge.
- All the Housekeepers/Supervisors should be counselled by the team leader regarding Do's and Don'ts for working in the electrified area and in train. If ever a new staff (housekeeper/supervisor) joins the housekeeping agency it will be the duty of team leader to convey this instruction to them.

DON'TS FOR HOUSEKEEPING STAFF

- Don't approach within 2 mtr of any traction wire.
- Don't direct water jet at the electric wire under any circumstances.

- Don't work near traction wire unless they are made dead, earthed and shut down notice/ PTW obtained.
- Don't touch any article, if it is in contact with live traction wire. Remove the article only after power supply switched off and earthed.
- Don'ts touch any traction wire hanging from the mast or fallen on the ground and do not permit anybody else to touch it and report immediately to Inspection/PPIO In-charge.
- Cleaning work with conducting material like aluminium/ steel rod should be avoided at all times when power block is not availed.
- Don't lift or raise your tools towards traction wire.
- Don't damage the plinth continuity, connection to BEC, OPC and Hand rail continuity.
- Don't use steel tape or metallic tape or tape with woven metal reinforcement in electrified area.
- Don't carry out any cleaning activity by using telescopic rod when OHE is in charged condition.
- Don't work within 2mtr. From OHE without ensuring that OHE has been de- energised and earthed as per procedure and written permission from Inspection/PPIO In-charge for work has been obtained.

Services for Cleaning of Trains: As per attached sheet Annexure M

Annexure M

TECHNICAL SPECIFICATION AND SCOPE OF WORK FOR TRAIN CLEANING**1) CLEANING OF METRO TRAINS**

- a) All cleaning should be carried out as per the Schedule of work given in Bill of Quantity as per special conditions of contracts & as per the technical specification & Scope of work.
- b) At the time of execution of contract the train availability at Depot for cleaning activities may be as follow:

Train Type	Nos.
3 Car (DM+T+DM unit)	12
Total Coach	36

- c) One 03 coaches trains consist of two Driving Motor (DM) Car and one Trailer (T) Car.
- d) NMRCL shall offer trains for cleaning. However quantity of work/ activities will be verified on conversion of trains into no. of DM+T+DM unit consist as per details given below:
- e) One 03 Coaches train = DM+T+DM unit consist
- f) NMRCL may increase or decrease the no. of trains during the execution of contract. The contract price may increase or decrease proportionately.
- g) The cleaning Activities of the train will be carried out when the train is stabled in the Inspection Shed, Washing line, ETU or stabling line at Depot, Stabling line at the terminal stations or as directed by the Engineer-In-Charge.
- h) Internal Heavy cleaning, External heavy cleaning, Underframe cleaning & Roof cleaning will be carried out in any shift in the internal cleaning shed, Inspection Shed or as directed by the Engineer-In-Charge.
- i) All movement of Rolling Stock (coaches) where the cleaning activities of train is to be done and after cleaning of train shall be made by NMRCL.
- j) NMRCL will arrange opening and closing the doors of coaches including all type panel cover of train.
- k) All Electrical & electronic equipment shall be cleaned under the supervision of an authorized representative of the Maha-Metro.
- l) The contractor shall clean Electrical & electronic equipment and other specified equipment, which are either mentioned in the specification or permitted by the Maha-metro or mentioned by the authorized representative of the Engineer-In-Charge.
- m) The proper record for the chemical and Consumables used for cleaning shall be maintained by the contractor on daily basis with the approval of the Engineer-in-charge'. Team leader and supervisor of contractor shall weekly monitor the consumption and maintained the record for the chemical and consumables. The Engineer-In-Charge on his discretion may advise to the contractor to store the adequate quantity of chemical and Consumables at the designated area
- n) There are chemical substances with different reaction time (from few minutes to more than 24 hours) in any case the following substances shall not be used at all: gasoline / petrol, acetone, trichloroethylene and all the aggressive organic solvents (xylene, toluene, dichloroethylene, trichloroethylene, etc.) Also, strong acids/alkaline are to be completely avoided (hydrochloric acid, formic acid, nitric acid, sulphuric acid, caustic soda, etc.).
- o) The dilution suggested by supplier for the chemicals and cleaning regents shall be followed.
- p) The garbage shall be collected in garbage disposable bags during cleaning and shall be disposed of by the contractor outside the depot area in MCD's disposal yard. The

sufficient quantity of bins shall be supplied by the contractor according to site and work requirement and on direction of Engineer-In-Charge.

2) SPECIFICATION FOR TRAIN CLEANING REAGENT

S. No	Name of Chemicals and Detergents	Make	Area of application
1	Taski R2 /3 M General purpose cleaner-P2	Johnson Diversey /3M	FRP, Body Panel, Stickers, PIB Screen, Ceilings,
2	Taski R3 /3M glass cleaner- P3	Johnson Diversey /3M	Window Glass
3	Taski Spirial F11 /3 M General purpose cleaner-P2	Johnson Diversey /3M	Floor of the train, Roof & Body of the train
4	Johntec Resitol F2J / 3M R2D2 Polish & protector	Johnson Diversey /3M	Floor polishing
5	Perfect IT II 3M Rubbing Compound	3M	Body Side Interior, Painted Surface
6	3M Foam Polish Pad Glaze	3M	Body Side Interior, Painted Surface
7	D 7 SUMA INOX/ Glow side	Johnson Diversey /3M	Stainless Steel Parts viz. Grab Pole and Bar, Passenger Seat
8	Degreaser DE128/ Gum Remover/ 3M sharpshooter	Johnson Diversey /3M	For chewing gum

3) SPECIFICATION FOR TRAIN CLEANING REAGENT

3M Products as mentioned above may be used equivalent to Jhonson Diversey/Taski products. Specific requirement of chemical should be as per train cleaning requirement shall be purchased on the advice of Engineer-in-Charge.

4) SPECIFICATION FOR MACHINES

The make and model of the machine and requirements shall be considered based on those already proven in other metros of India. However, if contractor desires to use similar or equivalent machines, prior approval of Maha-Metro would be required. The capacity of the machine is to be adequate cater the cleaning services.

5) SPECIFICATION FOR HAND TOOLS AND CLEANING APPLIANCES

The contractor shall submit the details of hand tools and cleaning appliances he intend to use with approval of engineer-in-charge. The hand tools and cleaning appliances shall be branded and of high quality and specification in general to be followed as below. Engineer-In-Charge may reject the proposed consumable by the contractor and direct contractor a particular item at his discretion, the contractor shall follow the Engineer-In-Charge direction.

1	Floor duster (Poccha) (25 inch x25 inch)	Branded and High Quality
2	Industrial wiper (width 24 inch)	Branded and High Quality
3	Normal wiper (width 18 inch)	Gala or equivalent
4	Glass wiper/ Taski window squeegee	TASKI/DIVERSEY
5	Taski frame for Dry Mop	TASKI/DIVERSEY
6	Taski by diversey electrical insulated handle for dry mop/window washer/Taski window squeegee	TASKI/DIVERSEY
7	Taski Dry mop	TASKI/DIVERSEY
8	Plastic Big bucket 20 Ltr.	Neel Kamal /Flora/cello
9	Plastic Small bucket 10 Ltr.	Neel Kamal /Flora/cello
10	Hand brush/ with long handle	Branded and High Quality
11	Plastic Mug	Neel Kamal /Flora/cello
12	Bamboo brush	Branded and High Quality
13	Taski Microfiber cloth Red Color	TASKI/DIVERSEY
14	Taski Microfiber cloth Green/Blue Color	TASKI/DIVERSEY
15	Taski Microfibre cloth Yellow Color	TASKI/DIVERSEY
16	Taski Microfiber cloth White Color	TASKI/DIVERSEY
17	Hockey brush/Toilet brush	Branded and High Quality
18	Window Spray gun	Branded and High Quality
19	Taski window washer, 35 cm	TASKI/DIVERSEY
20	White power Pad	TASKI/DIVERSEY
21	Pad Holder	TASKI/DIVERSEY
22	Plastic pipe heavy duty,100 mtr	Branded and High Quality
23	Safety shoes, Helmet, Mask, safety jacket, Hand gloves, safety glass....etc	Branded and High Quality
24	Safety Belt	Branded and High Quality
25	Foam pad for wax polish	Branded and High Quality
26	Electrically high voltage Insulated rod for train mask and glass cleaning	Branded and High Quality
27	Battery operated flood light and torch in sufficient quantity	Branded and High Quality
28	Industrial extension board	Branded and High Quality
28	Clean Cloth for wax polish	Branded and High Quality
29	Applicator cloth for floor polishing	Branded and High Quality

5.1 ESSENTIALS :

- 5.1.1** Impart Training to the cleaning staff on correct cleaning procedure, and required safety precautions. Daily briefing of staff by the contractor Supervisor/TL regarding the safety, work procedure, do and don'ts, shall be followed with record. Weekly team leader meeting with contract staff must be carried out and record for the same to be maintained and submitted NMRCL.
- 5.1.2** Instruct the work force to follow in-house stated requirements.
- 5.1.3** Ensure availability of all the necessary equipment's, tools and consumables for cleaning with the work force.
- 5.1.4** Check the Voltage level at electric points before using/charging the cleaning machines, as 220-volt supply is required for operation of cleaning machines. Ensure no joints in the machine cables as well as use of pin top plugs to connect machines to sockets.

5.2 PERIODICITY OF CLEANING: -

- 5.2.1** Daily internal, external and cab mask cleaning (Light cleaning, before going for revenue service on daily basis).
- 5.2.2** Internal Cleaning (Weekly)

- 5.2.3 External Cleaning including side glass (Weekly)
- 5.2.4 Filter media cleaning (Fortnightly/ as per requirement)
- 5.2.5 Internal Heavy Cleaning (Monthly)
- 5.2.6 External Heavy Cleaning including side glasses (Monthly)
- 5.2.7 Monthly Train underframe equipment cleaning and dedusting of equipment's and Roof cleaning along with the specified schedule.
- 5.2.8 Floor polishing (Every month)
- 5.2.9 Scheduled activities of Quarterly is same as monthly schedule.
- 5.2.10 Scheduled activities of Semi Annual as per monthly schedule & Wax Polishing (In every 6 months i.e Semi-annual schedule).
- 5.2.11 Scheduled activities of Annual as per monthly schedule and HVAC cleaning with jet water (Yearly). Specific cleaning as per requirement.
- 5.2.12 Floor & Seat cleaning of Metro train coaches during off peak hours/At last, First Station in day time Daily for 23 Trains & as and when required.
- 5.2.13 Auto wash plant, Pitwheel Lathe and Main gate(TSO) and Depot building (Ground Floor, First Floor) Stabling line and Depot Inspection bay IBL,RBL,ABL cleaning as per schedule.

5.3 PRECAUTIONS DURING TRAIN CLEANING:

The premises are having High Voltage Over Head Electric Lines, High Voltage Equipment's on Train and Depot, the movement of Trains in the depot, Rail Track, Sophisticated Equipment's etc which can cause major injury, electrocution, death to the personnel and thus requirements for safety observance are very high. The following rules / guidelines must be followed to ensure personal safety while moving in stabling Bay Line/Inspection Bay Line/ Workshop Bay Line area:

5.3.1 While moving in the Depot

- a) Wear neat and clean uniform and safety shoes.
- b) Carry personal protection equipment's (e.g. safety shoes, safety belt etc.) and wear
- c) /tie them while doing cleaning job.
- d) Do not cross the track, always use the walkway/pavement provided adjacent to the track for accessing the Stabling Lines/Inspection lines.
- e) Do not cross in front of energized train (when it head light is glowing).
- f) Do not put your leg or other body part in between of any track points/cross overs.
- g) Do not move idle on track.
- h) Do not move under high tension line with long metallic rods.
- i) Be careful of high tension overhead line.
- j) Be careful of movement of track point while crossing the track near point machine.
- k) Be careful of uneven way in depot.
- l) Always respond to horn and be alert while working on the train.
- m) In case of fire/anything unusual on OHE equipment or wires, inform the Maha-metro's nominated staff/executives/control.
- n) Extinguish fire by available fire extinguishers.
- o) Ensure no water jet is directed at the fire under any circumstances.
- p) Before taking up the work 2 meters near to OHE, the OHE should be switched off and earthed on both sides.
- q) Special care should be taken while carrying long pipes, poles or ladders through tracks so that it should not come within 2 meters of OHE.
- r) Cases of electric shock arising out of contact traction should be reported to the Maha-metro's staff/executives/control.
- s) Staff shall adopt the necessary safety procedures made by the Maha-metro to avoid any type of accidents/incident to staff and material.
- t) Cleaning work other than that of surface (i.e. of beam, pillars etc.) should be done during block period availing shadow block only.
- u) Whenever washing or cleaning using water jets is done, take appropriate power block.
 - ☐ ☐ Staff shall adopt the necessary safety procedures made by MAHA-METRO to avoid any type of accidents/incident to staff and material.

- v) The service provider shall display necessary signage approved by MAHA METRO.
- w) The staff should not allow any person to enter unauthorized area without proper authorization from the Maha-metro.
- x) Report any unusual occurrence in their vicinity to the MAHA-METRO staff.
- y) To stop/start escalator/lifts in emergency & to help/evacuate commuters stuck up in escalators/lifts & during need.
- z) Any other work assigned by MAHA-Metro

5.3.2 While working in the train

- a) Do not board / jump off from moving train (doesn't matter how slow it is).
- b) Do not go to under frame of the train (when it is energized/or otherwise-without proper authorization from PPIO).
- c) Do not disturb any set up or equipment in any open boxes/cubicles.
- d) Do not direct water jet towards high tension overhead line.
- e) Do not run on slippery area or wet floor.
- f) Access the roof platform from the designated gate only, after ensuring power block.
- g) 7 Do not try to access the Train roof platform without any prior permission of PPIO/Inspection In-charge.
- h) Do not jump from the train in stabling line/Inspection line (use ladder with proper clearance from the train) as train floor is very high at inspection bay
- i) Do not put ladder or other working platform beyond yellow line (marked on the floor of Inspection Bay Line).
- j) During external washing of train at IBL, OHE line of the track on which train is and of adjacent line must be isolated.
- k) Always wear safety belt while working on the roof and belt must be properly secure(not with OHE).
- l) Before accessing the roof, isolation of overhead line must be ensured by checking status of discharged rod hanging.
- m) Be careful while working on roof (for slippery & sharp edges) and must wear the PPE equipment's.
- n) Be careful of other activities happening around.
- o) Report any damage caused (to train or other property) or any other suspicious object to PPIO/Inspection In-charge.

5.3.3 Safety and Environmental Procedure



- a) Obtain authorization to work from the PPIO.
- b) Fix a "Not to Go" target at each end of the train with permission of PPIO.
- c) Scrubbing, rubbing and polishing machines shall be operated by trained persons only. When it is not feasible to use scrubbing machine, wax-polishing machine, rubbing machine, hand brushing is to be carried out.
- d) Do not operate any equipment of the train.
- e) Do not work on train when it is moving.
- f) Report any damage arising from cleaning work to the authorized representative of Maha-metro.
- g) While cleaning and washing the roof, proper safety to be taken and safety belts to be used.

5.4 SPECIAL TOOLS/JIGS/FIXTURES: Mopper, Sponge, Scrubber machine, Vacuum cleaner & Cleaning Concentrates etc.


5.5 MATERIALS:-Details of some chemicals and materials are given below:

- a) TASKI R2 (General purpose cleaner cum sanitizer):- For body panel
- b) TASKI SPIRAL (General purpose Cleaner) :- For floor & roof body
- c) TASKI R3 :- For window glass cleaning

- d) Suma Inox D7.1 or glow side: - For stainless steel parts.
 e) Perfect it foam Polish: - For floor polish.
 f) 3M General Purpose Cleaner and Sanitizer – P2
 g) 3M Glass Cleaner – P3

3M General Purpose Cleaner and Sanitizer – P2	3M Glass Cleaner – P3
	
<ul style="list-style-type: none"> • Used on all hard surface • Ideal to remove all general stains • Cleans & Sanitize – Dual application • Fast cleaning & dry action • Cleans stubborn soils • Leaves refreshing fragrance • Environmentally safe * 	<ul style="list-style-type: none"> • Removes hard water marks • Streak free cleaning ** • VLT > 85% # • Leaves no residue on surface • Rapidly cleans finger marks • Pleasant Fragrance • User & environmentally safe *

- h) 3M Sharp Shooter for Hard Stains

3M Sharp Shooter for Hard Stains

Removes stubborn marks
Almost any hard surface
Removes hard water marks
No rinsing required
Ready-to-use
Environmentally safe
Just spray & wipe

- i) Mopper :- For wiping out of floor



- j) Microfiber cloths- for cleaning of different surface.



- k) Different type of Brushes



- l) Brush for Hatch Cover Cleaning



- m) Squeegee Wiper- for glass cleaning



5.6 SCOPE OF WORK OF TRAIN CLEANING

The scope of work for train cleaning and wax polishing as given in table below. The contractor shall follow the same.

S. No.	Work contents	Tool & material
1.	DAILY LIGHT CLEANING INTERNAL, EXTERNAL and MASK	
1.1	SALOON INTERIOR	
1.1.1	LIGHT COVERS	
	1) Clean the light covers with wet cloth and using specified cleaning agent solution 2) Wipe with dry cloth. 3) No grease, no dust, no finger print, no water, no gum should be left behind	-Microfiber cloth -R2 -Hand brush
1.1.2	FLOOR COVER- FLOOR COVERING & THRESHOLD	
	1) Clean the dust with mop and Vacuum Cleaner. 2) Remove the gum etc. 3) Sprinkle solution of specified cleaning agent with the help of sprinkler on the floor. 4) Wet the floor sufficiently with water and specified cleaning agent solution. 5) Scrub the floor with bamboo brush or scrubber. 6) Wash and extract the water with wiper /vacuum cleaner. 7) Mop the floor with clean water. 8) No grease, no dust, no finger print, no water, no gum should be left behind 9) No tissue, no litter, no foot-print, no gum, no dirty mark no water should be left behind	-Sprinkler -Vacuum Cleaner -Bamboo Brush - Scrubber -Normal Wiper -Industrial Wiper -Floor Duster - Dry MOP - Taski Spiral F11Y diluted in water -No sharpening knife for gum removal, -Gum Remover
1.1.3	GANGWAY	
	1) Protect the gangway thread plate such that water do not go inside the coupler. 2) Clean the gangway rubber with wet micro fiber cloth. 3) Wet the Micro fiber cloth with specified cleaning agent with the help spray gun and apply on the surface. Scrub the gangway thread plate with Power Pad. Mop the gangway thread plate. 4) Clean the gangway internal surface with wet mop by scrubbing and mopping. 5) Remove any substances e.g. gum, graffiti. 6) No grease, no tissue, no litter, no dust, no finger print, no foot-print, no water, no gum should be left behind.	Mops -Hockey Brush -Power Pad -Hand Spray Guns -Micro fiber Cloth - Taski Spiral diluted in water -No sharpening knife for gum removal
1.1.4	PASSENGER SEAT	

S. No.	Work contents	Tool & material
	1) A little wet wiping with microfiber cloth soaked with specified cleaning agent and cleaning of surface. 2) Clean the area below passenger seat. 3) No grease, no dust, no finger print, no water, no gum should be left behind.	-Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal Use scrapper and gum remover spray solution -Taski R2 diluted in water
1.1.5	PASSENGER RETENTION - GRAB HANDLE, GRAB POLE & RAIL, STRAP HANGER & DRAUGHT SCREEN	
	1) A little wet wiping with microfiber cloth soaked with Taski Spiral (F 11) & R3 diluted in water and clean. 2) No grease, no dust, no finger print, no water, no gum should be left behind	-Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Taski Spiral (F11), R2 & R3 diluted in water
1.1.6	INTERIOR PANEL AND WINDOW GLASS: CEILING COVERING, ADVERTISEMENT PANEL ROUTE MAPS, ALL PIB SCREEN ETC SIDE PANEL, GANGWAY END PANEL, STICKERS/LABELS, WINDOW GLASS & DRM, SLCD	
	1) Wet the Micro fibre cloth with specified cleaning agent with the help spray gun and apply on the surface. 2) Wipe and scrub the area with dry microfiber cloth 3) Clean the window glass with window washer & window squeegee/ Glass wiper 4) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind. 5) All electronics monitors/screen/TFT/display should be clean with dry microfiber. 6) Do not spray the water due to danger of high 7) Do not use long handle mop and squeegee due to danger of high voltage 8) Use only High Voltage (25KV) insulated material handle of mop and squeegee.	-Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Window washer & window squeegee/ Glass wiper -Taski R2 & R3 diluted in water/suitable cleaning agent to remove and clean the water mark
1.1.8	AIR CONDITIONER-AIR CONDITIONER OUTLET, RETURN AIR GRILL & AIR DUCT OUTLETS	
	1) Wet the Micro fibre cloth with specified cleaning agent with the help spray gun and apply on the surface. 2) Wipe and scrub the area with dry microfiber cloth.	-Hockey brush -Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Taski R2

S. No.	Work contents	Tool & material
	3) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind. 4) Extra cleaning is required in head rest area having head grease/oil mark.	-Taski R2 & R3 diluted in water
1.1.9	FIRE EXTINGUISHER AND HOLDER.	
	1) Wet the Micro fibre cloth with specified cleaning agent with the help spray gun and apply on the surface. Care should be taken not to break the "break open covers" of fire extinguisher. 2) No grease, no dust, no finger print, no water, no gum should be left behind	-Hand Brush with long handle -Hand Spray Guns -Microfiber Cloth and Taski R2 -No sharpening knife for gum removal. -Taski R2 diluted in water
1.2	CAB FACILITIES	
1.2.1	FLOOR COVER- FLOOR COVERING & THRESHOLD	
	1) Clean the dust with mop and Vacuum Cleaner. 2) Remove the gum etc. 3) Sprinkle solution of specified cleaning agent with the help of sprinkler on the floor. 4) Wet the floor sufficiently with specified cleaning agent solution. 5) Clean the floor with Mop or scrubber. 6) Wash and extract the water with vacuum cleaner/wiper. 7) Mop the floor with clean water. 8) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind. 9) No tissue, no litter, no foot-print, no gum, no dirty mark no water should be left behind	-Sprinkler -Vacuum Cleaner-Floor Duster- Bamboo brush/Scrubber -Normal Wiper -Dry MOP -Micro fibre Mops - Taski Spiral F11Y diluted in water -No sharpening knife for gum removal, -Gum Remover
1.2.2	CAB DOOR	
	1) Wet the Micro fibre cloth with specified cleaning agent with the help spray gun and apply on the surface. 2) Wipe and scrub the area with dry microfiber cloth No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind	-Mops -Hockey brush -Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Taski R2 & R3 diluted in water
1.2.3	CAB INTERIOR PANEL: DRIVER CONSOLE, AUXILIARY CONSOLE, CEILING, CAB BACK WALL, DRIVER SEAT AND AUXI. SEAT, DOORS, Train Destination Indicator ETC.	
	1) Wet the Micro fibre cloth with water and specified cleaning agent and apply on the surface.	

S. No.	Work contents	Tool & material
	2) Clean the cab interior, driver console, ceiling, auxiliary console, TNI screen, DIF screen by wet cloth and then by dry micro fibre cloth. 3) Wipe, scrub and clean the area with wet microfiber cloth. 4) Do not use the spray gun in Cab to avoid any water or detergent penetrating into switch block of train operator console and other equipment 5) No grease, no dust, no finger print, no water, no gum should be left behind. 6) All electronics monitors /screen /TFT /display should be clean with dry microfiber.	-Microfiber Cloth -No sharpening knife for gum removal -Taski R2 & R3 diluted in water
1.3.1	EXTERNAL DRIVER'S CAB AND WIND SCREEN	
	1) Wet the surface with Micro fibre cloth soaked into water and specified cleaning agent with the help spray gun. 2) Rub the micro fibre cloth on train face (except glasses) with the help of wiper and then clean the surface with soft dry cloth. Try to clean top most portion of the train face as far as possible. 3) Take another microfiber cloth soaked with specified cleaning agent R3 and squeegee it. 4) Put squeezed microfiber cloth on insulated handle wiper and wipe the wind screen till all dirt/dust is removed. 5) Wipe the lookout glass, Tran Destination Indicator and other portion of the train face mask with soft dry clean cloth. 6) Use only insulated material handle of wiper. 7) Do not spray the water as High Voltage Danger. 8) Do not use long handle mop and squeegee as High Voltage Danger. 9) No grease, no dust, no finger print, no water, no gum should be left behind.	-Microfiber Cloth -Spray Gun -Taski spiral & R3 diluted in water -Big wiper with insulated rod for train face cleaning
1.3.2	SALOON WINDOW GLASS	
	1) Glass of trains which are passed through the auto wash plant shall be wiped off immediately after auto wash plant with the help of window	-Window Squeegee /glass wiper & window washer

S. No.	Work contents	Tool & material
	<p>squeegee/glass wiper and window washer.</p> <p>2) Trains which are not passed through auto wash plant shall be cleaned manually.</p> <p>3) Wet the surface with microfiber cloth soaked into water and specified cleaning agent solution.</p> <p>4) Clean the window glasses with window squeegee/ Glass wiper and window washer. Used only insulated material handle of mops.</p> <p>5) Do not spray the water as High Voltage Danger. Electrically high voltage Insulated rod for train mask and glass cleaning</p> <p>6) No water mark, no dust, no finger print, no water, no gum should be left behind.</p>	<p>with insulated Handle</p> <p>-Microfiber cloth</p> <p>- Adequate insulated Handle</p> <p>-Taski R3 diluted in water</p>
2	ADDITIONAL ACTIVITIES FOR WEEKLY SCHEDULE (IN ADDITION TO ABOVE MENTIONED DAILY SCHEDULED ACTIVITIES)	
2.1	EXTERNAL CLEANING CAB MASK (WASHING) – EVERY 7 DAYS	
	b) Wet the carbody and cab external with high pressure water jet having water and specified cleaning agent.	High pressure water jet
	c) Scrub the carbody and cab surface with soft hand scrubbing pad.	Hand Soft Scrubbing Pad
	d) Rinse the carbody and cab surface with water using high pressure water jet.	wiper and squeegee
	e) Clean the cab and saloon glass with neutral detergent.	Neutral Detergent
	f) Wipe off to dry the car body and cab.	Micro fiber Mops
	g) No grease, dust, finger print, water trace, bubble gum, black spot, dirt marks should be left behind.	DE-128 Degreaser
	h) The car body and TRAIN OPERATOR'S Cab-External should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface	No sharp and pointed metallic device shall be used for removal of Gum
2.2	INTERNAL CLEANING -WEEKLY	
	SALOON INTERIOR :FLOORING- FLOOR COVERING ,FLOOR BOARD & THRESHOLD, HVAC DIFFUSER GRILL,RETURN AREA DAMPER	
	a) Clean the dust with broom and Vacuum Cleaner. Remove the gum etc.	Vacuum Cleaner
	b) Wet the floor moderately with diluted specified cleaning agent	Trapezoidal Broom
	c) Wipe off the cleaning solution and dirt, with Vacuum Cleaner.	Wiper

S. No.	Work contents	Tool & material
	d) Mop the floor with microfiber mop soaked with clean water	Plain Mops
	e) No tissue, litter, foot-print, bubble gum, dirt mark, water traces should be left behind.	Microfiber Mops
2.3	PASSENGER SEAT, PASSENGER RETENTION- GRAB HANDLE, GRAB POLE & RAIL, STRAPHANGER & DRAUGHT SCREEN	
	f) Wet the Area with spray gun having water and specified cleaning agent.	Spray Gun
	g) Scrub the Area with hand soft scrubbing pad.	Hand Soft Scrubbing Pad
	h) Wipe off the with microfiber cloth	Neutral detergent
	i) No grease, dust, finger print, water trace, bubble gum, black spot, dirt marks should be left behind.	Microfiber Mops
2.4	CAB FACILITIES, FLOOR COVER- FLOOR COVERING & THRESHOLD CAB DOOR, CAB INTERIOR PANEL , TRAIN OPERATOR CONSOLE, AUXILIARY CONSOLE, AND CEILING, CAB BACK WALL, TRAIN OPERATOR SEAT AND AUXI. SEAT, DOORS	
	i) Wet the area with spray gun having water and specified cleaning agent.	Mops Hand Brush Hand Spray Guns
	ii) Wipe and scrub the area with microfiber cloth.	Microfiber Cloth Neutral detergent
	iii) No grease, dust, finger print, water, gum, black spot, dirty marks should be left behind	No sharp and pointed metallic device shall be used for removal of Gum
	iv) Wet the floor moderately with dilute specified cleaning agent	Wiper Long Handle Hand Scrubber/ Brush
	v) Scrub the floor and mop	Microfiber Mops Plain Mops Neutral detergent
2.5	INTERIOR PANEL AND WINDOW:GLASS-SIDE PANEL ,GANGWAY END PANEL, ROUTE MAPS ,CEILING COVERING , ADVERTISEMENT PANELS,SLCD	
	a) Wet all the Interior Panels and Window Glasses with spray gun having diluted specified cleaning agent. No area should be left	Spray Gun
	b) Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad.	Microfiber Cloth
	c) Clean all nook and corner and no area shall be left. Special tools may be required for cleaning non accessible areas.	Neutral detergent

S. No.	Work contents	Tool & material
	d) Wipe all the interior panel with microfiber cloth and water	
	e) No grease, dust, finger print, water trace, bubble gum, black spot, dirt marks should be left behind.	
3.	MONTHLY ACTIVITY (IN ADDITION TO ABOVE WEEKLY CLEANING ACTIVITY) INTERNAL HEAVY CLEANING-	
3.1	SALOON INTERIOR	
3.1.1	FLOORING - FLOOR COVERING, FLOOR BOARD & THRESHOLD	
	a) Clean the dust with dry mop and Vacuum Cleaner. Remove the gum etc. b) Sprinkle solution of specified cleaning agent with the help of sprinkler on the floor. c) Clean the underneath of the seats and fire extinguisher using vacuum cleaner. d) Scrub thoroughly the floor with single disc scrubbing machine and bamboo brush. e) Wipe off the water, cleaning agent and dirt, with Vacuum Cleaner. f) Rinse the floor with clean water and suck the water with vacuum cleaner. g) Mop the floor with clean water. h) No tissue, no litter, no foot-print, no gum, no dirty mark no water should be left behind. i) The floor should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the floor.	Sprinkler -Vacuum Cleaner -Bamboo Brush - Single disc scrubbing machine with dual speed. -Normal Industrial wiper -Dry MOP - Taski Spiral F11Y diluted in water -No sharpening knife for gum removal, -Gum Remover - Industrial wiper -Floor duster
3.1.2	GANGWAY	
	1) Protect the gangway thread plate such that water do not go inside gangway convolute and fall on the coupler. 2) Open the fixed Tread Plate and the flexible Tread plate. 3) Dust out the gangway bellow with hockey brush then apply the specified cleaning agent solution. Clean the gangway by wet micro fibre cloth and wipe out by dry micro fibre cloth. 4) Scrub the dust and remove the debris from under the tread plate area using vacuum cleaner 5) Close the fixed Tread Plate and the flexible Tread plate. 6) Wet the gangway thread plate with slight water and specified cleaning agent. Scrub the gangway thread plate with single disc scrubbing machine.	-Vacuum Cleaner - Power pad and hand Brush -Single Disc Scrubbing Machine -Wiper -Mops -Hockey brush -Microfiber cloth - Taski Spiral diluted in water -No sharpening knife for gum removal

S. No.	Work contents	Tool & material
	7) Clean the gangway thread plate with wet mop & microfiber cloth several times. 8) Clean the gangway convolutes with wet microfiber mop by scrubbing and mopping. 9) No grease, no tissue, no litter, no dust, no finger print, no foot-print, no water, no gum should be left behind 10) The gangway and gangway thread plate should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface. 11) Clean the Gangway Side Panel and no mark and dust should observe	
3.1.3	PASSENGER SEAT	
	1) Wet the surface with microfiber mop soaked into water and specified cleaning agent solution. 2) Scrub the seats with hand soft scrubbing power pad or micro fibre cloth as required. 3) Wipe off the seats with microfiber cloth. 4) Passenger seat shall be cleaned by specified cleaning agent solution soaked in micro fibre cloth and then wipe out by dry micro fibre cloth. After drying buff seats with D7 stainless steel polish. 5) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 6) The seats should shine after heavy cleaning and no dirt should come on the white cloth while rubbed on the surface.	-D7 -Spray Gun -Hand Soft Scrubbing Pad -Microfiber cloth - Taski R2 diluted in water -No sharpening knife for gum removal
3.1.4	PASSENGER RETENTION- GRAB HANDLE, GRAB POLE & RAIL, STRAPHANGER & DRAUGHT SCREEN	
	1) Wet the Micro fibre cloth with specified cleaning agent with the help spray gun and apply on the surface. 2) Scrub Steel Parts with hand soft scrubbing power pad or microfiber cloth as required. 3) Wipe off the Passenger Retention with wet microfiber cloth 4) Grab poles to be cleaned with wet cloth and afterward apply D7 polish. Buff the grab poles, grab handles and rails until surface shines. 5) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind. 6) The Passenger Retention should shine after heavy cleaning and no dirt should	-Spray Gun -Hand Soft Scrubbing Power Pad -Microfiber cloth - Taski R2 diluted in water -No sharpening knife for gum removal, -D7 -Taski R3

S. No.	Work contents	Tool & material
	come on the white duster cloth while rubbed on the surface	
3.1.5	INTERIOR PANEL AND WINDOW GLASS: SIDE PANEL, GANGWAY END PANEL, ROUTE MAP, CEILING COVERING, PIB SCREEN, ADVERTISEMENT PANELS, PARTITION DOOR, SLCD, DRM & ADVERTISEMENT PANELS & TUBE LIGHT COVERS	
	<ol style="list-style-type: none"> 1) Wet all the Interior Panels and Window Glasses with microfiber cloth soaked into water and specified cleaning agent solution. No area should be left. (Make sure that water/ moisture should not enter in switches, panels and equipment's. Buff the panels by dry micro fibre cloth. 2) Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad. 3) Dust out the ceiling, the tube light enclosure glass from outside & inside. All remains of insects should be removed properly. 4) Clean the PIB screen & route map with micro fibre cloth. 5) Clean all nook and corner and no area shall be left. The special tools may be required for non-access area. 6) Wipe all the interior panel with microfiber cloth and water 7) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 8) All the Interior Panel and Window Glasses should shine after heavy cleaning and no dirt should come on the dry micro fibre cloth while rubbed on the surface 9) Clean the window glass with window washer & window squeegee/Glass wiper. 	<ul style="list-style-type: none"> - Spray Gun -Microfiber Cloth -Taski R2/R3 diluted in water -No sharpening knife for gum removal, -window washer & window squeegee/Glass wiper
3.1.6	PASSENGER SALOON DOOR, DOOR COVERING PANELS	
	<ol style="list-style-type: none"> 1) Wet Passenger Doors and Window Glasses with microfiber cloth soaked into water and specified cleaning agent solution. No area should be left 2) Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad. 	<ul style="list-style-type: none"> - Spray Gun -Microfiber Cloth -Taski R2/R3 diluted in water -No sharpening knife for gum removal -Taski R3/suitable cleaning agent to remove and clean the water mark.

S. No.	Work contents	Tool & material
	3) Clean all nook and corner and no area shall be left. The special tools may be required for non-access area. 4) Wipe all the Passenger Doors and Window Glasses with microfiber cloth and water 5) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 6) All the Passenger Doors and Window Glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface	
3.1.7	AIR CONDITIONER--AIR CONDITIONER OUTLET, RETURN AIR GRILL, & AIR DUCT OUTLETS	
	1) Scrub the dust, dirt and mud deposited at the Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets with the help of suitable hand brush and suck through vacuum cleaner. Use special tools for nooks, corner etc. 2) Wet Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets with microfiber cloth soaked into water and specified cleaning agent solution. No area should be left 3) Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad. 4) Clean all nook and corner and no area shall be left. The special tools may be used for non-access area. 5) Wipe all the Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets with wet micro fibre cloth. 6) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 7) All the Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets should shine after heavy cleaning and no dirt should come on the dry micro fibre cloth while rubbed on the surface	-Vacuum cleaner -Hand Brush with long handle -Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Taski R2 diluted in water
3.1.8	FIRE EXTINGUISHER AND HOLDER	
	1) A little wet wiping with microfiber cloth and cleaning.	-Spray Gun -Vacuum cleaner -Microfiber cloth

S. No.	Work contents	Tool & material
	2) Clean the fire extinguisher panel using vacuum cleaner.	- Taski R2 diluted in water
	3) No grease, no dust, no finger print, no water, no gum should be left behind	-No sharpening knife for gum removal
3.2	CAB FACILITIES	
3.2.1	FLOOR COVER- FLOOR COVERING & THRESHOLD	
	1) Clean the dust with mop and Vacuum Cleaner. Remove the gum etc.	-Vacuum Cleaner
	2) Clean all cab panels, cab floor, and (make sure that water / moisture should not enter in switches, panels and equipment's).	-Scrubber
	3) Wet the floor sufficiently with specified cleaning agent solution.	-Normal Wiper
	4) Clean the floor with scrubber.	-Dry MOP
	5) Wash and extract the water with vacuum cleaner & wiper.	-Micro fibre Mops
	6) Mop the floor with clean water.	- Taski Spiral F11Y diluted in water
	7) No tissue, no litter, no foot-print, no gum, no dirty mark no water should be left behind	-No sharpening knife for gum removal, -Gum Remover
3.2.2	CAB DOOR	
	1) Wet the Micro fiber cloth with water and specified cleaning agent with the help spray gun and apply on the surface.	-Hand Brush
	2) Wipe and scrub the area with dry microfiber cloth.	-Hockey brush
	3) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind	-Hand Spray Guns
		-Microfiber Cloth
		-No sharpening knife for gum removal
		-Taski R2 & R3 diluted in water
3.2.3	CAB INTERIOR PANEL: DRIVER CONSOLE, AUXILIARY CONSOLE, CEILING, CAB BACK WALL, DRIVER SEAT AND AUXI. SEAT, DOORS, TNI SCREEN AND DIF SCREEN ETC.	
	1) Wet all the Interior Panels and Window Glasses with microfiber cloth soaked into water and specified cleaning agent solution. No area should be left. (Make sure that water/ moisture should not enter in switches, panels and equipment's. Buff the panels by dry micro fiber cloth.	- Spray Gun
	2) Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad.	-Microfiber Cloth
	3) Dust out the ceiling, the tube light enclosure glass from outside & inside. All remains of insects should be removed properly.	-Taski R2/R3 diluted in water
		-No sharpening knife for gum removal,
		-Hand brush

S. No.	Work contents	Tool & material
	4) Clean all nook and corner and no area shall be left. The special tools may be required for non access area. 5) Wipe all the interior panel with microfiber cloth and water 6) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 7) All the Interior Panel and Window Glasses should shine after heavy cleaning and no dirt should come on the dry micro fiber cloth while rubbed on the surface	
3.3	TRAIN ROOF and UNDER FLOOR CLEANING	
	1) Wet the roof area with help of water and specified cleaning agent. 2) Scrub the Train Roof, HVAC, Train mask. 3) Rinse the Train Roof, HVAC, Train mask thoroughly with water. 4) Wipe off to dry the high voltage area (pantograph area) and car body 5) Cleaning rain gutter and drain pipe so that water flow properly. 6) Scrub the underfloor with hand soft scrubbing pad ,rinse and wipe out the under frame with Dry cloth 7) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 8) Special Care should be taken to avoid any damage to sealant at train	-Power Pad -Wiper -Micro fiber Mops -High Pressure Cleaner - Taski Spiral (F11Y) diluted in water -No sharpening knife for gum removal, Use scrapper and gum remover spray solution
3.4	EXTERNAL HEAVY CLEANING	
3.4.1	EXTERNAL DRIVER'S CAB AND WIND SCREEN	
	1) Wet the surface with Micro fiber cloth soaked into water and specified cleaning agent and apply on the surface. 2) Scrub the External Driver's Cab with wiper as required. 3) Rinse the External Driver's Cab thoroughly with water. 4) Wipe off to dry the car body 5) Clean the wind screen with window squeegee/ glass wiper and window washer. 6) Use only insulated material handle of window squeegee/ glass wiper and window washer. 7) Wipe off to dry the car body 8) No grease, no dust, no finger print, no water, no gum should be left behind.	-Power Pad -Wiper -Window squeegee/Glass wiper & window washer -Mop with insulating handle -Micro fiber cloth - Taski F11Y/R3 diluted in water -No sharpening knife for gum removal,

S. No.	Work contents	Tool & material
	9) The External Driver's Cab should shine after heavy cleaning and no dirt should come on the dry micro fiber cloth while rubbed on the surface.	
3.4.2	EXTERNAL CAR BODY AND WINDOW GLASS	
	1) Wet the Micro fiber cloth with specified cleaning agent and apply on the surface. 2) Scrub the External Car Body with Power pad /micro fiber cloth/ soft wiper as required. 3) Rinse the External Car Body thoroughly with water. 4) Wipe off to dry the car body	-Hand Soft Scrubbing Power Pad - window washer & window squeegee/glass wipe
3.4.3	1) Clean the exterior of the gangway with specified solution and cloth. Clean the gangway by clean wet cloth and wipe out by dry cloth. 2) No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 3) The External Car body should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface. 4) Clean the window glass with window washer & window squeegee/glass wiper	-Micro fiber cloth -Wiper -Taski F11Y/R3 diluted in water -No sharpening knife for gum removal.
3.4.4	FLOOR POLISHING	
	1) Floor Polish shall be done after internal heavy cleaning. 2) No tissue, no litter, no foot-print, no gum, and no dirty mark no water should be left behind. 3) Rub the surface by using foam pad/ machines until it shines. 4) Apply the polish Taski Johntec Resitol F2J on the clean and dry surface (normally after heavy cleaning) of the floor using applicator cloth. Apply 02 coat of floor polish with special applicator. 5) Let the Floor to get dry for 3 to 4 hrs. 6) The floor should shine after heavy cleaning and no dust should come on white duster while rubbing on the floor.	<ul style="list-style-type: none"> • Foam pad/ machine • Special Polish applicator • No sharpening knife for gum removal, • Taski Johntec Resitol • F2J Floor Polish
4.0	For Quarterly, Semi Annual and Annual Schedule activities are same as Monthly	Quarterly, Semi Annually and Annually.
4.	WAX POLISHING SALOON INTERIOR (Every 06 monthly)	Semi Annually

S. No.	Work contents	Tool & material
4.1	SALOON INTERIOR (GANGWAY VESTIBULE WALLS & SWING PANELS, SIDE WALLS, AIR- CONDITIONERS PANELS, CAB TO SALOON DOORS) AND DRIVER'S CAB (CONTROL CONSOLE, AUXILIARY CONTROL PANEL, FAULT INDICATION PANEL, "A" SIDE PARTITION, "B" SIDE PARTITION, "B" CABINET PANEL ETC.)	
	1) Wax polish shall be done after internal heavy cleaning. 2) After internal heavy cleaning apply the 3M Rubbing Compound with the clean cloth on the scratches available on body. 3) Allow the surface to dry and rub with the rubbing pad. 4) Now apply the wax polish (3M foam polish pad glaze) on the dry surface of saloon interior (gangway, vestibule walls, swing panels, side walls, air conditioner panels & doors), TO cab (control console, auxiliary control panel, fault indication panels etc.) and ceiling area with clean cloth. 5) Buff the surface using the foam pad & wax polish machine. 6) Clean the surface with the cloth. 7) The surface should be shining after the application of polish	- 3M Rubbing Compound 3M foam polish pad glaze -Foam pad (make-3M) -Wax Polishing Machine -clean cloth
5	Additional Activity	
5.1	Cleaning of HVAC Fins with water jet /coil under the supervision of NMRCL supervisor	Yearly/as required
5.2	Use pesticides registered in the pesticide Ordinance. Change the pesticide from cycle to cycle to prevent insect adaptation.	Monthly
5.4	PEST AND RODENT CONTROL: Use pesticides registered in the pesticide Ordinance. Change the pesticide from cycle to cycle to prevent insect adaptation	Monthly
5.3	Fogging in Depot building	Weekly

5.7 MONITORING: -

- 5.7.1** The housekeeper (Shift supervisor) shall visually observe the cleaning practices and will ensure counselling (safety briefing) of all staff every shift and record to be maintain.
- 5.7.2** The designated person will himself visually observe the level of cleanliness of work throughout the shift/operation hours.
- 5.7.3** The supervisor should be capable enough to guide the work force in case of any deviation from the cleaning plan or effectiveness.
- 5.7.4** Log book/Format must be maintained mentioning the hourly usage of machine along with operator's detail per shift. He will take Job card from PPIO for authorisation of job assigned.
- 5.7.5** Re-trained the cleaning staff not following the cleaning procedures.

- 5.7.6** Monthly consumption of chemicals and detergents shall be prepared and shall be handed over to authorized representative of NMRCL for cross verification along with monthly bill.
- 5.7.7** Monthly billing duly verified with all records, from team leader should be submitted on 1st day of every month.
- 5.7.8** Visits by team leader (HK & security) to be ensured weekly in day and night for evaluating their performance/safety and counselling of the staff, record to be jointly signed by available supervisor.

Same to be produced during monthly bills.

Sr.NO.	Building Name	Area in sqm.	Parameter (Cleanliness)(Daily/Weekly/Monthly)			
1	TIME AND SECURITY OFFICE	92.00	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
2	MAIN BUILDING		Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
2 a	MAINTENANCE OFFICE + OFFICE + DCC (GROUND + MEZZANINE	2580	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
2 b	INSPECTION BAY + REPAIR BAY + AUX. REPAIR SHOP (GROUND FLOOR)	5418	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
3	TSS - OPEN - COVERED	250.00	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
4	PUMP ROOM AND UG TANK +WORKERS TOILET	473.16	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
5	CONTROL ROOM FOR AUTO COACH WASHING PLANT	166.13	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		

			70-60	Good		
			60-50	Average		
			<50	Poor		
6	ETU BUILDING FOR WORKSHOP TRACK MACHINE	624.00	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
7	ROAD AREA (FROM MAIN GATE TP MAIN BUILDING)	4620 1900	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
8	PIT WHEEL LATHE	405.00	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
9	ETU SHED	513.15	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
10	ETU SHED	514.8	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
10	ETU SHED	514.8	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
11	SBL	4349	Range	Grade	Remarks	
			>80	Excellent		
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		
For Train:						
1 Train	Cleanliness as per attached sheet	Cleanliness as per attached sheet	>80	Excellent	Remark	
			80-70	V. Good		
			70-60	Good		
			60-50	Average		
			<50	Poor		

5.7 MONITORING: -

5.7.1 The housekeeper (Shift supervisor) shall visually observe the cleaning practices and will ensure counselling (safety briefing) of all staff every shift and record to be maintain.

5.7.2 The designated person will himself visually observe the level of cleanliness of work throughout the shift/operation hours.

5.7.3 The supervisor should be capable enough to guide the work force in case of any deviation from the cleaning plan or effectiveness.

5.7.4 Log book/Format must be maintained mentioning the hourly usage of machine along with operator's detail per shift. He will take Job card from PPIO for authorisation of job assigned.

5.7.5 Re-trained the cleaning staff not following the cleaning procedures.

5.7.6 Monthly consumption of chemicals and detergents shall be prepared and shall be handed over to authorized representative of NMRCL for cross verification along with monthly bill.

5.7.7 Monthly billing duly verified with all records, from team leader should be submitted on 1st day of every month.

5.7.8 Visits by team leader (HK & security) to be ensured weekly in day and night for evaluating their performance/safety and counselling of the staff, record to be jointly signed by available supervisor.

Same to be produced during monthly bills.

Clause 5.8- Reimbursable items: Certain items listed below may be required on 'need basis' during the contract period. The contractor shall be responsible for supplying/executing these items upon receiving a written request from Maha-Metro. The incurred costs will be reimbursed to the contractor after thorough verification of the submitted documents and invoices. The approximate expenditure is provided below.

SN	Item	Qty	Rate (in Rs.)	Month	Cost incl. GST (maximum celling limit for entire contract period)
1	ERT (Emergency rescue team) cab (Scorpio/ Xylo) (12 hrs per day)	2	48,300/-	36	34,77,600/-
2	Duty travel vehicles to site (Swift dezire/ Honda Amaze/Zest) (10 hrs per day)	2	39,330/-	36	28,31,760/-
3	Office Equipment (security equipment, light cleaning equipment and other misc. items along with maintenance	As and when req.	At actual	36	20,00,000/-
4	Additional reports and documents submission	As and when required	At actual	36	10,00,000/-
5	Celebrations, decorations, VIP visits	As and when required	At actual	36	10,00,000/-
6	FMS staff training (Periodic training bases on Maha-Metro time to time requirement	As and when required	60,000/-	36	21,60,000/-
7	Total				1,24,69,360/-

In such cases, where rate reference is not available (item no 3,4,5) shall be taken from other prevalent/running contracts/works of Maha-Metro. If, no such reference is available in other contract of Maha-Metro then following committee shall be nominated for rate justification.

Item	Committee members	Rate approval authority
Station related item	02 members from Station opn	Dy. HoD/Operation
Depot related item	02 members from RS	Dy. HoD/RS
Security related item	02 members from Security wing	Dy. HoD/Sec.

Above cost will not be considered for financial score. However, Schedule F (enclosed herewith) will be the part of financial bid where contractor shall not be allowed to quote the rate against above reimbursable items.

SECTION-6

CONDITIONS OF THE CONTRACT

6.1 Duration of Contract

The contract shall continue for a period of **03 (Three) Years from the date of commencement of work**. Performance of the contractor shall be reviewed after each year. The next year work shall be continued only after satisfactory performance of contractor in the previous year and thus contract period is 03 (1+1+1) years.

The period of the contract may be further extended after completion of contract period, as per discretion of Maha-Metro.

6.2 Payment Terms

- i. Payments for housekeeping and cleaning services will be made on a monthly basis, based on the area cleaned and verified/certified by the designated Officer-In-Charge. Payment will be in accordance with the contract requirements and all relevant terms and conditions.
- ii. Payments for security, ticketing, and FMS supervisor services will be made on a monthly basis. The payment will be calculated based on the number of stations where the respective services are provided, and it will be verified/certified by the Officer-In-Charge, in line with the contract requirements and applicable terms and conditions.
- iii. Staff attendance will be considered based on the actual number of shifts worked, as recorded through biometric attendance or maintained in the attendance register, and verified/certified by the In-Charge.
- iv. The Contractor is required to disburse salaries to the staff first. Afterward, the Contractor shall submit the monthly bill for the corresponding period, along with bank transfer statements and any other relevant documents as specified in Section 5 of the contract.
- v. The area specified in the financial bid is tentative. Payments will be made based on the actual area cleaned by the Contractor. The Contractor shall not have any claim regarding the area mentioned in the Financial Bid or the awarded amount.
- vi. The number of shifts provided in the financial bid is also tentative. Payments will be made based on the actual number of shifts worked by the staff. The Contractor shall not have any claim regarding the number of shifts indicated in the Financial Bid or the awarded amount.
- vii. Payments will be processed within 30 days from the date of submission of bills in triplicate, accompanied by the work completion certificate certified by the competent authority at Maha-Metro. Payments will be made via cheque, RTGS, NEFT, or ECS. The FMS personnel will be considered employees of the Contractor, and the Contractor will be responsible for all statutory liabilities, including ESI, PF, Workmen's Compensation, etc. A list of personnel to be deployed must be provided to Maha-Metro in advance. If any changes are required, the Contractor must submit a revised list for approval after every personnel change.
- viii. The Contractor must submit tax invoices or a Chartered Accountant (CA) certificate with the appropriate tax breakdown along with each bill for services rendered to Maha-Metro.

- ix. The Contractor shall submit the monthly bill, in duplicate, along with the attendance sheet for personnel deployed at Maha-Metro during the first week of the following month

6.3 Payment of salary by Contractor

- i. The Contractor shall ensure that the salary to the persons so employed is made by **7th day** of the succeeding month at least @ Minimum wages notified by the Labour Commissioner (Maharashtra state) from time to time.
- ii. The Contractor shall comply with all relevant laws and statutory requirements, including the Labour Act, the Minimum Wages Act, the Contract Labour (Regulation and Abolition) Act of Maharashtra, EPF regulations, and other applicable laws concerning the FMS personnel employed by him. The Contractor is responsible for providing details of all FMS personnel deployed at Maha-Metro.
- iii. The Contractor shall ensure that a PF code number is obtained from the Regional Provident Fund Commissioner (RPFC). The PF subscription, which includes both the employee's contribution and the equivalent contribution from Maha-Metro, shall be deposited with the respective PF authorities within 7 (seven) days following the end of each month. The Contractor must provide a list of all employees engaged in Maha-Metro's works. If the Contractor fails to remit the PF contributions on time, Maha-Metro reserves the right to recover the equivalent amount from any payments due to the Contractor, either under this agreement or any other contract, and will notify the RPFC accordingly, providing details of the personnel involved.
- iv. As per the Labour Wages Act, the Contractor must ensure that each FMS staff member is granted at least one day of rest each week.
- v. In the event of any disputes or claims involving the personnel deployed by the Contractor, Maharashtra Metro Rail Corporation Limited (Maha-Metro) shall not be a party to the matter. The Contractor shall bear sole responsibility for any statutory violations or lapses.
- vi. The Contractor shall ensure that the wages paid to FMS personnel are at least in accordance with the latest Maharashtra state minimum wages circular for Shop & Establishments. This includes the following provisions:
 - Wages based on skill levels: Unskilled, Semi-skilled, Skilled, and Highly skilled, as defined in Section 5.
 - Additional allowances, including:
 - Leave with wages at 8.21% of (Basic + DA),
 - Paid national festival holidays at 2.19% of (Basic + DA),
 - EPF, ESIC, MLWF,
 - Monthly Bonus at 8.33% of (Basic + DA).
 - Special allowances:
 - Rs. 134.62 per day (maximum Rs. 3500 per month) for Unskilled (Housekeeping) and Semi-skilled (Security Guards) personnel,
 - Rs. 192.31 per day (maximum Rs. 5000 per month) for Skilled (TOM/FMS Supervisors) personnel.

6.4 Income Tax

The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the Contractor by Maha Metro.

6.5 Insurance

The Contractor has to obtain following Insurances:

- i. ESIC
- ii. For employees not covered in ESIC: Group Insurance with Medical and Terminal Insurance for Rs. 10 Lakhs.
- iii. Third party insurance for Rs. 10 Lakhs

6.6 GST (Goods & Services Tax)

- i. GST Registration: The successful bidder must obtain a GST registration under the relevant act if not already have in the State of Maharashtra. Bidder has to submit attested copy (Notary attestation acceptable.) of the certificate of registration.
- ii. The price quoted by bidder is inclusive of all taxes (excluding GST) as per prevailing rate on Base Date (**i.e. 28 days prior to latest date of bid submission**) and the bill produced by bidder shall clearly exhibit the breakup of price of services & taxes. Goods & Services Tax (as applicable) shall be mentioned in each bill of Contractor as per GST billing format.
- iii. Any change in rate of GST shall be adjusted both ways.

6.7 Damages to Maha-Metro assets

- i. In case of any damages to the Maha-Metro assets as assessed by the Engineer in Charge during the execution of any work, suitable cost will be recovered on actual basis from the forthcoming bills of the **Contractor** or any amount due to the **Contractor**.
- ii. If the recoverable amount exceeds the dues payable to the Contractor, the same shall be recovered from the performance Security.

6.8 Penalty Clause (Ref. Penalty clause of Section-5 of bid document)

6.9 Price & Quantity Variation

- i. No price variation shall be given for any reason whatsoever. The price quoted by the Contractor shall include the administrative charges including profits proportionally distributed into each cost center.

- ii. The Quantities mentioned in financial bid is tentative and as per present requirement. The future requirement may vary up to 100%. The payment shall be made as per actually Quantity executed and certified. Contractor may have to provide an additional shift at the same accepted rate and configuration, if required.
- iii. Any changes in statutory obligation like minimum wages (Basic, VDA), Bonus, EPF, ESIC, and any changes in payment structure by Maha-Metro, after award of work will be compensable both ways i.e. if there is increase in minimum wages then the difference will be paid to the contractor & if there is a decrease in minimum wages the contractor has to pay difference to Maha-Metro.

6.10 Termination of the Contract

The contract may be terminated before the contract period owing to the following reasons.

- (a) Deficiency in service
- (b) Unethical / Illegal/ indiscipline/ Unprofessional behavior of personnel & if Contractor refuse a suitable replacement within 3 days.
- (c) Force Majeure, i.e. beyond control of either party.
- (d) In case of Cessation of the requirement of work of Maha-Metro by serving one- month notice.
- (e) In event of termination of due to any of the above reasons except S. No. (c) & (d) the performance security shall be forfeited.
- (f) Security is a sensitive and emergency related issue; hence the contract may be provisionally terminated if the contractor enters in to a legal dispute with Maha-Metro in any court of India. Maha-Metro shall reserve the right to avail such services by another agency as per its discretion till the verdict of court is delivered.
- (g) Substandard /Physically Unfit personnel deployed by the contractor & deployment of inadequate/poor quality equipment, gadgets, vehicle as mentioned in Section-5.
- (h) Contract may be provisionally terminated if the Contractor enters in to a legal dispute with Maha-Metro in any court of India. Maha-Metro shall reserve the right to avail such services by another agency as per its discretion till the verdict of court is delivered.
- (i) If either party to the Agreement is subject to liquidation or insolvency under the applicable law, then the other party may forthwith terminate this Agreement by issuing three months" Notice for termination upon such confirmed events having taken place.
- (j) The parties agree that "Material Breach" for the Contractor shall also mean (other than those instances set forth in this Agreement), the failure to maintain the Performance Levels" and/or any misrepresentation or violation of the commitments set forth in this entire Agreement or in response to the Bid or the breach or non-compliance by Contractor of its fundamental obligations under this Agreement, such that the breach or non-achievement defeats the object and purpose of this Agreement.
- (k) Maha-Metro shall also have, without prejudice to other rights and remedies, the right, in

the event of "Material Breach" by the Contractor of any of the terms and conditions of the contract, or due to the Contractor's inability to perform as agreed for any reason whatsoever, to terminate the contract forthwith and get the work done for the un-expired period of the Contract at the „risk and cost" of the Contractor or in the manner Maha-Metro deems fit to recover losses, damages, expenses or costs that may be suffered or incurred by the Maha-Metro. The decision of the Maha-Metro about the breach/failure on the part of the Contractor shall be final and binding on the Contractor and shall not be called into question.

- (l) Maha-Metro may terminate whole or any portion of the contract by giving three months' notice.
- (m) In the event that the Agreement is terminated, the effective date of termination shall be decided by Maha-Metro.
- (n) In the event the Agreement is terminated by the Contractor, Maha-Metro shall forfeit the Performance Security.
- (o) In the event the Agreement is terminated after Commencement Date, then the Contractor acknowledges and undertakes to continue performance of the services under the Agreement until the effective date of termination as confirmed by Maha-Metro, irrespective of whichever party has terminated the Agreement. Further, during the intervening period, the Contractor agrees to provide services on the same terms as it were being provided during the tenure of the Agreement.

6.11 Other Statutory Obligations

- (a) If applicable, The Contractor is required to obtain/renewed a valid license from the competent licensing authority under the provisions of Contract Labor (Regulation and Abolition) Act and Contract Labor (Regulation and Abolition) Rules, within 30 days or deployment of 20 or more employees whichever is earlier. If the Contractor refuses to apply for license for any reason whatsoever or fails to deposit the license within the stipulated period of 30 days, Maha-Metro at its discretion may terminate the contract unless condoned by Maha-Metro and Maha-Metro shall be at liberty to recover losses, if any, from the Contractor.
- (b) The Contractor shall be obliged and solely responsible to comply with all statutory requirements in respect of the personnel engaged by him and Maha Metro shall not be a party to any dispute arising out of such deployment by the Contractor.
- (c) Successful Bidder shall obtain the required/ necessary information or data from regulatory/ local bodies by their own required for the proposed study. Maha-Metro will provide necessary assistance for obtaining the same.
- (d) **Registration under Provident Fund:** The Successful Bidder must register themselves with **Provident Funds Department** if applicable under relevant Act; and shall submit attested copy of the certificate of PF registration.

- (e) **ESIC Registration:** The Successful Bidder must register themselves with **Employee State Insurance Corporation (ESIC)** if applicable under relevant Act; and shall submit attested copy of the certificate of registration with ESIC.
- (f) **PSARA License:** The bidder must be registered under **Private Security Agencies (Regulation) Act (PSARA)**. If the bidder does not possess a valid PSARA license of Govt. of Maharashtra at the time of bidding, the bidder must submit the undertaking to obtain the same if becomes successful bidder within 90 days from the date of LOA.
- (g) The contractor must have a renewed PSARA license in accordance to “Private Security Agencies Regulation Act, 2005” and as per provision of Maharashtra Private Security Agencies (Regulation) Rules-2007.
- (h) The antecedents of FMS personnel deployed should have been verified by the contractor from local police authority and an undertaking with verification report shall be submitted to MAHA-METRO.

6.12 Fraud and Corrupt Practices

- i. The bidder applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Not with standing anything to the contrary contained herein, Maha Metro may reject a tender without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- ii. Without prejudice to the rights of Maha Metro under Clause-(i) herein above, if a bidder is found by Maha Metro to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such bidder shall not be eligible to participate in any tender floated by Maha Metro.
- iii. For the purposes of this Clause-(i), the following terms shall have the meaning hereinafter respectively assigned to them:
 - a) “Corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;
 - b) “Fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

- c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;
 - d) "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
 - e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.
- iv. The Service Provider shall ensure that the Personnel deployed by him in Maha- Metro shall observe good conduct. The Personnel so engaged shall not take part in any kind of demonstration/agitation. The outsourced Personnel shall not make any statement against Maha-Metro on any Social/Political Forum.

6.13 Legal

- a) The firm/company shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in Maha-Metro. The Company shall furnish a certificate in each month that all statutory requirements have been fulfilled along with the bills for payment.
- b) The Contractor shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to Maha-Metro to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- c) The Contractor shall maintain all statutory Registration under the applicable laws. The firm/company shall produce the same, on demand, to the concerned authority of **Maharashtra Metro Rail Corporation Ltd.** or any other authority under law.
- d) The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the firm/company by Maha-Metro.
- e) In the event the tendering firm/company fails to fulfill any statutory or taxation obligations under applicable law, resulting in any financial or other liability for Maha-Metro, the company shall be required to reimburse Maha-Metro for any loss or obligation incurred. This reimbursement will be made by deducting the corresponding amount from the firm's outstanding bills or Performance Deposit, as applicable.
- f) The Contractor shall ensure that no personnel below the age of 18 years are deployed under this contract, as employment of minors is strictly prohibited and punishable under applicable provisions of the Child Labour (Prohibition and Regulation) Act. An affidavit in the prescribed format (Form B-8) affirming compliance must be submitted along with the bid.

- g) The Contractor shall take full responsibility to ensure that no incidents of sexual harassment or abuse occur at their office/premises or at any location where female personnel deployed under this contract are working. Full compliance with the provisions of *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* is mandatory.
- h) All personnel deployed under this contract shall be paid wages not less than the minimum rates prescribed by the Labour Department (Maharashtra State) under the Minimum Wages Act, along with applicable statutory contributions such as EPF and ESI. These statutory obligations are deemed to be included in the accepted contract price, and no separate reimbursement shall be claimed from Maha-Metro.
- i) The personnel deployed by the Contractor shall not be considered employees of Maharashtra Metro Rail Corporation Limited (Maha-Metro), irrespective of the duration of their deployment, and shall have no claim for employment or permanency with Maha-Metro.
- j) Under no circumstances shall the personnel engaged by the Contractor claim any form of employment with Maha-Metro. The Contractor shall fully indemnify Maha-Metro against any such claims or liabilities raised by their staff.
- k) The Contractor must ensure that all deployed personnel are paid at least the applicable minimum wages in accordance with the Minimum Wages Act, 1948. The rates quoted in the financial bid must be inclusive of all statutory obligations, including insurance, medical expenses, Provident Fund (PF), Employees' State Insurance (ESI), bonus, and applicable taxes. The Contractor shall ensure full compliance with all applicable labour laws, including but not limited to the Contract Labour (Regulation & Abolition) Act, Minimum Wages Act, EPF, and ESI provisions, as applicable to the personnel deployed for FMS work.

6.14 Performance Security:

- (a) The successful bidder will have to deposit a **Performance Security @ 5% (Five Percent)** of the awarded value of the work within 28 days of the receipt of the formal order/LOA before the signing of contract agreement. The performance security will be furnished in the form of **Bank Guarantee of Scheduled Commercial Bank** having business office in India & drawn in favor of Maharashtra Metro Rail Corporation Ltd. The performance security should remain valid for a period of **180 days** beyond the date of completion of all the contractual obligations of the Contractor.
- (b) In case of breach of any terms and conditions stipulated in the contract, the Performance Security of the firm/company will be liable to be forfeited by Maha-Metro besides annulment of the contract.

6.15 Extension of Contract period

- i. The contract shall continue for a period as provided in Bid Data Sheet (Annexure-2A). However, the period of the contract may be further extended after completion of contract period, as per discretion of Maha-Metro.
- ii. The contractor has to provide his services at the accepted contractual terms & conditions of existing contract.

6.16 Dispute Resolution

Amicable Resolution

i. No Legal action till Dispute Settlement Procedure is exhausted.

Any and all Disputes shall be settled in accordance with the provisions of this clause. No action at law concerning or arising out of any Dispute shall be commenced unless and until all applicable Dispute Resolution Procedures set out in this clause shall have been finally exhausted in relation to that Dispute or any Dispute out of which that Dispute shall have arisen with which it may be or may have been connected.

ii. Notice of Dispute

For the purpose of this Sub-Clause, a Dispute shall be deemed to arise when one party serves on the other party a notice in writing (hereinafter called a "Notice of Dispute") stating the nature of the Dispute provided that no such notice shall be served later than 30 days beyond the date of contractual completion and extension thereof if any. .

iii. Two Stages for Dispute Resolution

Disputes shall be settled through two stages:

- a) Conciliation procedures as established by "The Arbitration and Conciliation Act-1996" & amended by the Arbitration & Conciliation (Amendment) Act, 2015 and any statutory modification or re-enactment thereof and in accordance with this clause. In the event this procedure fails to resolve the Dispute then;
- b) Arbitration procedures undertaken as provided by "The Arbitration and Conciliation Act-1996" & amended by the Arbitration & Conciliation (Amendment) Act, 2015 and any statutory modification or re-enactment thereof and in accordance with this clause.

iv. Conciliation

Within 60 days of receipt of Notice of Dispute, either party shall refer the matter in dispute to conciliation.

Conciliation proceedings shall be initiated within 30 days of one party inviting the other in writing to Conciliation. Conciliation shall commence when the other party accepts in writing this invitation. If the invitation is not accepted, then Conciliation shall not take place. If the party initiating conciliation does not receive a reply within 30 days

from the date on which he sends the invitation, he may elect to treat this as a rejection of the invitation to conciliate and inform the other party accordingly.

The Conciliation shall be undertaken by one Conciliator selected from a panel of Conciliators maintained by the Maha-Metro. The Conciliator shall assist the parties to reach an amicable settlement in an independent and impartial manner.

v. Conciliation procedure

The Maha-Metro shall maintain a panel of Conciliators, who shall be from serving or retired Engineers of Government Departments, or of Public Sector Undertakings. Out of this panel, a list of three Conciliators shall be sent to the Contractor who shall choose one of them to act as Conciliator and conduct conciliation proceedings in accordance with "The Arbitration and Conciliation Act, 1996" of India & amended by the Arbitration & Conciliation (Amendment) Act, 2015 and any statutory modification or re-enactment thereof. There will be no objection if conciliator so nominated is a serving employee of Maha- Metro who would be Deputy HOD level officer and above. The Maha-Metro and the Contractor shall in good faith co-operate with the Conciliator and, in particular, shall endeavour to comply with requests by the Conciliator to submit written materials, provide evidence and attend meetings. Each party may, on his own initiative or at the invitation of the Conciliator, submit to the Conciliator suggestions for the settlement of the dispute. When it appears to the Conciliator that there exist elements of a settlement which may be acceptable to the parties, he shall formulate the terms of possible settlement and submit them to the parties for their observations. After receiving the observations of the parties, the Conciliator may reformulate the terms of a possible settlement in the light of such observations.

If the parties reach agreement on a settlement of the dispute, then may draw up and sign a written settlement agreement. If requested by the parties, the Conciliator may draw up, or assist the parties in drawing up, the settlement agreement. When the parties sign the settlement agreement, it shall be final and binding on the parties and persons claiming under them respectively. The Conciliator shall authenticate the settlement agreement and furnish a copy thereof to each of the parties. As far as possible, the conciliation proceedings should be completed within 60 days of the receipts of notice by the Conciliator.

The parties shall not initiate, during the conciliator proceedings, any arbitral or judicial proceedings in respect of a dispute that is the subject matter of the conciliation proceedings.

vi. Termination of Conciliation proceedings

The conciliation proceedings shall be terminated:

- a) By the signing of the settlement agreement by the parties on the date of agreement;
or
- b) By written declaration of the conciliator, after consultation with the parties, to the effect

that further efforts at conciliation are no longer justified, on the date of such declaration;
or

- c) By a written declaration of the parties to the conciliator to the effect that the conciliation proceedings are terminated, on the date of declaration; or
- d) By a written declaration of a party to the other party and the conciliator, if appointed, to the effect that the conciliation proceedings are terminated, on the date of declaration.

Upon termination of the conciliation proceedings, the conciliator shall fix the costs of the conciliation and give written notice thereof to the parties. The costs shall be borne equally by the parties unless settlement agreement provides for a different apportionment. All other expenses incurred by a party shall be borne by that party.

vii. Arbitration

If the efforts to resolve all or any of the disputes through conciliation fails, then such disputes or differences, whatsoever arising between the parties, arising out of touching or relating to construction/ manufacture, measuring operation or effect of the License Agreement or the breach thereof shall be referred to Arbitration in accordance with the following provisions:

- a) Only such dispute(s) or difference(s) in respect of which notice has been made but could not be settled through Conciliation, together with counter claims or set off, given by the Maha-Metro, shall be referred to arbitration. Other matters shall not be included in the reference.
- b) The Arbitration proceedings shall be assumed to have commenced from the day, a written and valid demand for arbitration is received by Managing Director, Maharashtra Metro Rail Corporation Limited, Nagpur (MD/Maha Metro).
- c) The disputes so referred to arbitration shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996 & amended by the Arbitration & Conciliation (Amendment) Act, 2015 and any statutory modification or re-enactment thereof.

Further, it is agreed between the parties as under:

viii. Number of Arbitrations: The Arbitral Tribunal shall consist of:

- i) Sole Arbitrator in cases where the total value of all claims in question added together does not exceed Rs. 2.00 crores;
- ii) 3(Three) Arbitrators in all other cases.

ix. Procedure for Appointment of Arbitrators: The Arbitrators shall be appointed as per following procedure:

- i) In case of Sole Arbitrator: Within 60 days from the day when a written and valid demand for arbitration is received by MD/ Maha Metro, the Maha-Metro will forward a panel of 03 names to the Contractor. The Contractor shall have to

choose one Arbitrator from the panel of three, to be appointed as Sole Arbitrator within 30 days of dispatch of the request by the Maha-Metro. In case the Contractor fails to choose one Arbitrator within 30 days of dispatch of panel of arbitrators by Maha Metro then MD/Maha Metro shall appoint anyone Arbitrator from the panel of 03 Arbitrator as Sole Arbitrator.

ii) In case of 03 Arbitrators:

- a) Within 60 days from the day when a written and valid demand for Arbitration is received by MD/Maha Metro, the Maha-Metro will forward a panel of 5 names to the Contractor. The Contractor will then give his consent for any name out of the panel to be appointed as one of the Arbitrators within 30 days of dispatch of the request by the Maha-Metro.
- b) Maha-Metro will decide the second Arbitrator. MD/ Maha Metro shall appoint the two Arbitrators, including the name of one Arbitrator for whom consent was given by the Contractor, within 30 days from the receipt of the consent for one name of the Arbitrator from the Contractor. In case the Consultant fails to give his consent within 30 days of dispatch of the request of the Maha-Metro then MD/Maha Metro shall nominate both the Arbitrators from the panel.
- c) The third Arbitrator shall be chosen by the two Arbitrators so appointed by the parties out of the panel of 05 Arbitrators provided to Contractor from the larger panel of Arbitrators to be provided to them by Maha-Metro at the request of two appointed Arbitrators (if so desired by them) and who shall act as Presiding Arbitrator. In case of failure of the two appointed Arbitrators to reach upon consensus within a period of 30 days from their appointment, then upon the request of either or both parties, the Presiding Arbitrator shall be appointed by the Managing Director/ Maha Metro, Nagpur.
- d) If one or more of the Arbitrators appointed as above refuses to act as Arbitrator, withdraws from his office as Arbitrator, or vacates his / their office/ offices or is / are unable or unwilling to perform his functions as Arbitrator for any reason whatsoever or dies or in the opinion of the MD/Maha Metro fails to act without undue delay, the MD/Maha Metro shall appoint new Arbitrator/ Arbitrators to act in his/ their place except in case of new Presiding Arbitrator who shall be chosen following the same procedure as mentioned in para (ii) (c) above. Such re-constituted Tribunal may, at its discretion, proceed with the reference from the stage at which it was left by the previous Arbitrator(s).
- e) The Maha-Metro at the time of offering the panel of Arbitrator (s) to be appointed as Arbitrator shall also supply the information with regard to the qualifications of the said Arbitrators nominated in the panel along with their professional experience, phone nos. and addresses to the Contractor.

Qualification and Experience of Arbitrators (to be appointed as per sub-clause above): The Arbitrators to be appointed shall have minimum qualification and experience as under:

Arbitrator shall be; a Working/ Retired Officer (not below E-8 grade in a PSU with which Maha -Metro has no business relationship) of any discipline of Engineering or Accounts/ Finance Department, having experience in Contract Management;

Or

A Retired Officer (retired not below the SAG level in Railways) of any Engineering Services of Indian Railways or Indian Railway Accounts Service, having experience in Contract Management; or a Retired Officer who should have retired more than 3 years previously from the date of appointment as Arbitrator (retired not below E-8 grade in Maha Metro or a PSU with which Maha Metro has a business relationship) of any Engineering discipline or Accounts/ Finance Department, having experience in Contract Management or Retired Judge of any High Court or Supreme Court of India or reputed Chartered Accountant & should be member of ICAI, New Delhi No person other than the persons appointed as per above procedure and having above qualification and experience shall act as Arbitrator.

No new claim shall be added during proceedings by either party. However, a party may amend or supplement the original claim or defence thereof during the course of arbitration proceedings subject to acceptance by Tribunal having due regard to the delay in making it.

Neither party shall be limited in the proceedings before such arbitrator(s) to the evidence or arguments put before the Conciliator for the purpose of obtaining his decision. No decision given by the Conciliator in accordance with the foregoing provisions shall disqualify him from being called as a witness and giving evidence before the arbitrator(s) on any matter, whatsoever, relevant to dispute or difference referred to arbitrator/s. Neither party shall be limited in the proceedings before such arbitrators to the evidence.

It is agreed by both the Parties that in the cases where Arbitral Tribunal is consist of sole Arbitrator, their disputes shall be resolved by fast track procedure specified in sub-section (3) of 29B of the Arbitration and Conciliation (Amendment) Act, 2015 or as amended up to date.

If the Contractor(s) does/do not prefer his/their specific and final claims in writing, within a period of 90 days of receiving the intimation from the Maha-Metro/ Conciliator that the final demand is ready, he / they will be deemed to have waived his/their claim(s) and the Maha-Metro shall be

discharged and released of all liabilities under the License Agreement in respect of these claims.

Arbitration proceedings shall be held at Nagpur, India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

The Arbitral Tribunal should record day to day proceedings. The proceedings shall normally be conducted on the basis of documents and written statements. All Arbitration awards shall be in writing and shall state item wise, the sum and detailed reasons upon which it is based. A model time scheduled for conduct of Arbitration proceedings in a period of 180 days/365 days will be made available to Arbitral Tribunal for their guidance. Both the parties should endeavor to adhere to time scheduled for early finalization of Award.

The Award of the sole Arbitrator or the award by majority of three Arbitrators as the case may be shall be binding on all parties. Any ruling on award shall be made by a majority of members of Tribunal. In the absence of such a majority, the views of the Presiding Arbitrator shall prevail.

A party may apply for correction of any computational errors, any typographical or clerical errors or any other error of similar nature occurring in the award of a tribunal and interpretation of specific point of award to tribunal within 60 days of the receipt of award party may apply to tribunal within 60 days of receipt of award to make an additional award as to claims presented in the arbitral proceedings but omitted from the arbitral award.

x. Interest on Arbitration Award

Where the arbitral award is for the payment of money, no interest shall be payable on whole or any part of the money for the period it is accrued, till the date on which the award is made.

xi. Cost of Conciliation/ Arbitration

The fees and other charges of the Conciliator/ Arbitrators shall be as per the scales fixed by the Maha-Metro from time to time irrespective of the fact whether the Arbitrator(s) is / are appointed by the Maha-Metro or by the Court of law unless specifically directed by Hon'ble Court otherwise on the matter, and shall be shared equally by the Maha-Metro and the Contractor. However, the expenses incurred by each party in connection with the preparation, presentation will be borne by itself. The latest scale of fee & other charges fixed by Maha -Metro.

6.17 Jurisdiction of Court

In case of any dispute which is remains unresolved by mutual negotiation or ADR method, the decision of court in the jurisdiction of Bombay High Court, Nagpur Bench shall be binding and final.

6.18 Proprietary Rights:

Any document, manuals, instructions, guidelines, procedures or information shared by Maha-Metro to the Contractor for carrying out the assignment under this work shall remain property of Maha-Metro. These are proprietary of Maha-Metro and should not be shared with persons not related to Maha-Metro Contract.

6.19 Gender Neutrality:

Minimum 30% of the total manpower to be supplied preferably be female, and as per the requirement based on Section-5: Scope of work.

Annexure -6 A**Corrupt and Fraudulent Practices Policy**

The Maha-Metro, the Implementing Agency and the contractors, suppliers or consultants must observe the highest standard of ethics during contract procurement and performance.

By submitting this tender, Bidder/ the contractor/ supplier or consultant declares that (i) “it did not engage in any practice likely to influence the contract award process to the Maha-Metro's detriment, and that it did not and will not get involved in any anti-competitive practice”, and that (ii) “the negotiation, the procurement and the performance of the contract did not and shall not give rise to any act of corruption or fraud”.

Moreover, the Agency requires including in the Bidding Documents and Agency- financed contracts a provision requiring that bidders and contractors, suppliers and consultants will permit the Agency to inspect their accounts and records relating to the procurement and performance of the Agency-financed contract, and to have them audited by auditors appointed by the Agency.

The Agency/Maha-Metro reserves the right to take any action it deems appropriate to check that these ethics rules are observed and reserves, in particular, the rights to:

- a) reject a proposal for a contract award if it is established that during the selection process the bidder that is recommended for the award has been convicted of corruption, directly or by means of an agent, or has engaged in fraud or anti- competitive practices in view of being awarded the Contract;
- b) declare mis procurement when it is established that, at any time, the Maha-Metro, the contractor, the supplier, the consultant or its representatives have engaged in acts of corruption, fraud or anti-competitive practices during the contract procurement or performance without the Maha-Metro having taken appropriate action in due time satisfactory to the Agency to remedy the situation, including by failing to inform the Agency at the time they knew of such practices.

The Agency defines, for the purposes of this provision, the terms set forth below as follows:

- (a) Corruption of a public officer means:
 - i. the act of promising, offering or giving to a public officer, directly or indirectly, an undue advantage of any kind for himself or for another person or entity, for such public officer to act or refrain from acting in his official capacity; or
 - ii. the act by which a public officer solicits or accepts, directly or indirectly, an undue advantage of any kind for himself or for another person or entity, for such public officer to act or refrain from acting in his official capacity.
- (b) A “public officer” shall be construed as meaning
 - i. any person who holds a legislative, executive, administrative or judicial mandate (within the State of the Maha-Metro) regardless of whether that person was nominated or elected,

regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the person occupies;

- ii. any other person who performs a public function, including for a State institution or a State-owned company, or who provides a public service;
- iii. any other person defined as a public officer by the national laws of the Maha-Metro.

(c) Corruption of a private person means:

- i. the act of promising, offering or giving to any person other than a public officer, directly or indirectly, an undue advantage of any kind for himself or for another person or entity, for such person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations; or
- ii. the act by which any person other than a public officer solicits or accepts, directly or indirectly, an undue advantage of any kind for himself or for another person or entity, for such person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations.

(d) Fraud means any dishonest conduct (act or omission), whether or not it constitutes a criminal offence, deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate consent, to circumvent legal or regulatory requirements and/or to violate internal rules in order to obtain illegitimate profit.

(e) Anti-competitive practices means:

- i. any concerted or implied practices which have as their object or effect the prevention, restriction or distortion of competition within a marketplace, especially where they (i) limit access to the marketplace or free exercise of competition by other undertakings, (ii) prevent free, competition-driven price determination by artificially causing price increases or decreases, (iii) restrict or control production, markets, investments or technical progress; or (iv) divide up market shares or sources of supply.
- ii. any abuse by one undertaking or a group of undertakings which hold a dominant position on an internal market or on a substantial part of it.
- iii. any practice whereby prices are quoted or set unreasonably low, the object of which is to eliminate an undertaking or any of its products from a market or to prevent it from entering the market.

In all the above circumstances the EMD & Performance Security of the Bidder / Successful bidder shall be forfeited & either excluded from the bidding process or termination.

Section-7

BIDDING FORMS

**(Form-B1 to Form-B15 need to be submitted by Bidders
along with Technical Bid)**

Letter of Bid

(The Bidder must accomplish the Letter of Bid on its letterhead clearly showing the Bidder's complete name and address.)

Date:

Invitation for Bid No / Tender No.:

To,

**Maharashtra Metro Rail Corporation Limited ,
Metro Bhawan, VIP Road, Near Deeksha Bhoomi,
Ramdaspath, Nagpur-440010,
Maharashtra, INDIA**

With reference to your Bid documents/Tender Notification dated _____, I/we, having examined all relevant document and understood their contents, hereby submit our Proposal for “(Name of Work)”. The proposal is unconditional and unqualified.

1. All information provided in the Proposal and in the Appendices, is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as Agency/ for the aforesaid work.
3. I/We shall make available to the Maha-Metro any additional information it may deem necessary or required for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the Maha-Metro to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We declare that:
 - a. I/We have examined and have no reservations to the Bid Document, including any Addendum issued by the Maha-Metro;
 - b. I/We do not have any conflict of interest in accordance with ITB 4.2;
 - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Maha-Metro or any other Public-Sector enterprise or any government, Central or State; and

- d. I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Bidder, without incurring any liability to the Bidders as per Sub-Clause 9.1 of ITB.
 7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicated or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Supply or which relates to a grave offence that outrages the moral sense of the community.
 8. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
 9. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ Employees.
 10. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Maha-Metro and/ or the Government of Maharashtra in connection with the selection of Bidder or in connection with the Evaluation/ Selection Process itself in respect of the above-mentioned work.
 11. I/We agree and understand that the proposal is subject to the provisions of the Bid Document. In no case, shall I/we have any claim or right of whatsoever nature if the Work is not awarded to me/us or our proposal is not opened or rejected.
 12. I/We agree to keep this offer valid for 180 days (One Hundred and Eighty) from the last date of submission of the bid.
 13. Power of Attorney in favor of the authorized signatory to sign and submit this proposal and document is attached herewith as Form B-5.
 14. In the event of my/our firm/ being selected as the Bidder, I/we agree to enter into an Agreement in accordance with the form at C-2 of the Bid documents. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
 15. I/We have studied Bid Document and all other document carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any document or information provided to us by the Maha-Metro or in respect of any matter arising out of or concerning or relating to the Evaluation Process including the award of the work.
 16. I we certify that we/our firm is financially sound and no insolvency/liquidation/court proceedings against us/our firm is pending.

17. I/We, agree and undertake to abide by all the terms and conditions of the Bid Document.
In witness thereof, I/we submit this proposal under and in accordance with the terms of the Bid Document.

Yours faithfully
(Signature with name, designation and
stamp of the authorized signatory)

FORM-B2**BIDDER'S INFORMATION**

1.	Bidder's Name (Company Name)	
2.	Legal Status (Pvt. Ltd. Comp./ Ltd. Company/ LLP/ Proprietorship etc.)	
3.	Nationality	
4.	Registered Address	
5.	Address of Correspondence	
6.	Name of Proprietor/Director of Company	
7.	1. Date of Registration/ Incorporation/ date of Issue of License under Shop Act: 2. Identification number of Certificate/ Registration/ License: 3. Numbers of Years in Business: 4. Validity (if any): Bidder must attach the relevant Certificate in support of the furnished information. (Cert. of incorporation/ Statutory Registration /Shop Act License) (whatever is applicable)	1. : 2. : 3. : 4.
8.	Nature of Business Establishment Year (as mentioned in Incorporation certificate)	
9.	Telephone Nos.	
10.	Fax Nos.	
11.	Mobile No.	
12.	E-mail ID	
13.	Contact Person Name Designation Mobile	

	E-mail		
14.	Organizational Capability (Staff strength)		
15.	PF/ESI Details: Reg. No. PF Reg. No. ESI		
16.	PAN/GST Details: PAN No. GST No.		
17.	A brief enlistment of Clients with whom your organization has worked (Enclose the list supported by LOA/WO/Experience Certificate)		
18.	List any arbitration cases/ legal disputes on Current/ previous projects - Mention name of project, reason for dispute, party filing the suit and current status)		
19.	Already established office at Nagpur	YES	NO
20.	If Yes, Complete address with contact no of Nagpur.		
21.	Whether have conflict of Interest in accordance with Clause 3.3. of Section-3 <i>Marking "Yes" as "☐" will disqualify the bidder</i>	YES	NO
22.	Name & Signature of the person furnishing the above statements		

Notes: -

- Every statement made in the pre-qualification format should be supported by Documentary proof for consideration. Otherwise, the tender is liable to be rejected.

FORM-B-3**Average Annual Turnover of the Bidding Agency***Bidder's Name:* _____*Tender No. and title:* _____

Annual turnover data (Ref.Section-3) for 3 years		
S. No.	Year	Amount Rs.
	<i>[indicate year]</i>	<i>[insert amount]</i>
1		
2		
3		
	Average Annual Turnover	

Note: -

- 1 Attach certified copy of summary of balance sheet certified by Statutory Auditor for each year mentioned above with UDIN.
- 2 All the eligibility criteria as specified in *Section-3 -Eligibility Criteria*, should be provided duly certified by Statutory Auditor with UDIN.

Form-B-4**Summary of Experience***(Submission of Experience certificates in compliance to Section 3, Eligibility Criteria)**Bidder's Name:* _____*Tender No. and title:* _____

Starting Year	Ending Year	Contract Identification
		Name of Work: _____ Name, Address and <i>E-Mail ID</i> of Employer:
		Contract value (as well as Revised Contract value if any): Status of work: On-Going/ Completed Date of Commencement: Date of Completion (Actual/Estimated): Value of Work Executed (As per Experience Certificate):
		Name of Work: _____ Name, Address and <i>E-Mail ID</i> of Employer:
		Contract value (as well as Revised Contract value if any): Status of work: On-Going/ Completed Date of Commencement: Date of Completion (Actual/Estimated): Value of Work Executed (As per Experience Certificate):
		Name of Work: _____ Name, Address and <i>E-Mail ID</i> of Employer:
		Contract value (as well as Revised Contract value if any): Status of work: On-Going/ Completed Date of Commencement: Date of Completion (Actual/Estimated): Value of Work Executed (As per Experience Certificate):

*Bidder shall attach Experience certificates for the works mentioned to this form.**The certificate shall be duly signed & stamped by Client/Employer with address & contact no's/email ID, briefly describing the nature of the work done and amount certified towards this work done.*

Form-B4a**Summary of Experience of Execution of Similar Works**

Bidder's Name: _____

Tender No. : _____

Name of Work:- _____

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contract or <input type="checkbox"/>	Member in JV/CONSO RTIUM <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub- contract or <input type="checkbox"/>
Total Contract Amount (INR)				
If member in a JV/CONSORTIUM or sub-contractor, specify participation in total Contract amount				
Employer's Name:				
Address: Telephone/fax number E-mail:				

* See Section III Evaluation and Qualification Criteria

Note:-

In support of the above, bidders are required to enclosed work completion certificate issued by previous employer.

Form B5**Form of Bid Security (EMD)
(Demand Guarantee)**

Beneficiary: _____
Invitation for Bids No: _____
Date: _____
Bid Guarantee no.: _____
Guarantor: _____

We have been informed that _____ (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its bid (hereinafter called "the Bid") for the execution of _____ under Invitation for Bids No. _____ ("the IFB").

Furthermore, we understand that, according to the Beneficiary's conditions, bids must be supported by a bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's first demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid during the period of bid validity set forth in the Applicant's Letter of Bid ("the Bid Validity Period"), or any extension thereto provided by the Applicant; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful bidder, upon our receipt of copies of the contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such contract agreement; or (b) if the Applicant is not the successful bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the bidding process; or (ii) Sixty days after the end of the Bid Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees(URDG) 2010 Revision, ICC Publication No. 758.

[signature(s)]

Bid Securing Declaration [Applicable if EMD/Bid Security exemption is availed by Bidder as per BDS/ITB]

Bidder's Name: _____

Tender No.: _____

Name Of Work: _____

To,

Maharashtra Metro Rail Corporation Ltd (Maha-Metro), hereinafter called "the Maha-Metro" acting through Executive Director (Procurement), Maharashtra Metro Rail Corporation Limited, Procurement block, first floor, Metro Bhawan, Nagpur India We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Borrower for the period of time of [insert number of years as indicated in ITB 19.2 of the BDS] starting on the date that we receive a notification from the Maha-Metro, if we are in breach of our obligation(s) under the bid conditions, because we

(a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or (b) do not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or

(c) having been notified of the acceptance of our Bid by the Maha-Metro during the period of bid validity, (i) fail or refuse to execute the Contract, if required; or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB; or (iii) fail or refuse to furnish a domestic preference security, if required.

We understand that this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) 60 days after the expiration of our Bid.

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration] Duly authorized to sign the bid for and on behalf of [insert complete name of the bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal [where appropriate]

Form-B7**Affidavit****(To be typed on Non Judicial Stamped of appropriate value & notarized by Notary Public)**

This affidavit is executed at (Place) _____ on _____ (Date) by _____ (Name of the authorized person) behalf of _____ (name of the bidding firm), who is bidding for the work _____ (Name of the work), vide tender No _____ invited by Maharashtra Metro Rail Corporation Limited

We hereby certify that, any **Ban/Blacklisting/Debarment** enforced on us/our company is not effective on the day of 'Last date for Bid Submission':

- A. for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide "Bid Securing Declaration" etc. by:
- a. any Department / PSU / Subordinate Offices under Ministry of Housing and Urban Affairs (MOHUA) **or**
 - b. any department of Government of Maharashtra
- OR
- B. By Department of Expenditure (DOE), Ministry of Finance, Government of India from participating in any government bidding procedure.

We also certify that, our Company is not listed in the **Exclusion List of World Bank**, on the day of 'Last date for Bid Submission'.

I undertake that the above statement made by me is true & nothing has been concealed. I am aware that my candidature for the above bid shall be terminated by Maharashtra Metro Rail Corporation Limited at any stage of bidding or even after award of the work ordering the execution stage of the above work. (In case of successful bidder), if the above statement is found false or fabricated.

.....

(Signature of the executant)

(Name, designation, and address of the executant)

Common seal of bidding firm..... has been affixed.

.....

Signature and stamp of Notary of the place of execution

Form-B8**Affidavit****(To be typed on Non Judicial Stamped of appropriate value & notarized by Notary Public)**

This affidavit is executed at (Place)_____ on_____ (Date) by _____ (Name of the authorized person) behalf of _____ (name of the bidding firm), who is bidding for the work_____ (Name of the work), vide tender No_____ invited by Maharashtra Metro Rail Corporation Limited

I/We hereby declare that: -

1. I / We shall not have deployed any person under the 18 years of age, which is prohibited & punishable under Child Labour (Prohibition & Regulation) Act-1986 & its further amendments.
2. I/ We ensure that no case of sexual harassment/abuses take place at my premises / Office with the female employee out sourced to Maha-Metro as per the provision of above bid, if awarded to me/us. I am aware of the provision of "The sexual Harassment of women at work place (Prevention. Prohibition & redressed act 2013)
3. I/We shall comply with all relevant statutory norms like Minimum wages, Employees' provident fund, Employees State Insurance & GST etc.

I undertake that the above statement made by me is true & nothing has been concealed. I am aware that my candidature for the above bid shall be terminated by **Maharashtra Metro Rail Corporation Limited** at any stage of bidding or even after award of the work ordering the execution stage of the above work. (In case of successful bidder), if the above statement is found false or fabricated or violate the relevant act of Govt. of India and Govt. of Maharashtra, I / We shall be liable for punishment as per relevant act & law of Govt. of India and Govt. of Maharashtra

.....

(Signature of the executant)

(Name, designation and address of the executant)

Common seal of bidding firm..... has been affixed.

.....

Signature and stamp of Notary of the place of execution

Form-B9**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
- b) We have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
- e) We further certify that no investigation by a regulatory authority is pending for any kind of fraud & corrupt practices, anti-national activities, terrorist activities and treason either against us or against our CEO or any of our directors / managers / employees

(Signature of the executant)

(Name, designation and address of the executant)

Common seal of bidding firm

Signature and stamp of Notary of the place of execution

FORM-B10**DECLARATION**

I, _____, Son / Daughter /Wife
of Shri. _____, the authorized signatory of the bidder,
mentioned above, is competent to sign this declaration and execute this tender document;

We here by confirm that, we have downloaded / read the complete set of Tender documents /
addendum /clarifications along with the set of enclosures hosted on e-Tendering portal. We
confirm that we have gone through the bid documents, addendums and clarifications for this
work placed up to the date of opening of bids on the e-Tendering portal of Maha-Metro. We
confirm our unconditional acceptance for the same
and have considered for these in the submission of our financial bid. We/I hereby give our
acceptance to all the terms and conditions of the Tender document.

The information / documents furnished along with the above application are true and authentic
to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of
any false information/ fabricated document would lead to rejection of my tender & forfeiture my
Bid Security /EMD besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Seal:

Date:

Place

FORM-B11**UNDERTAKING FOR PROPRIETORSHIP FIRM (instead of Power of Attorney)**

(In case the bidding firm is proprietorship firm and proprietor is the signatory of bid and this undertaking enclosed in the bid in lieu of POA on letter head of bidding firm.)

I, _____(name), S/O _____ (father's name)
_____(address) is the proprietor of the bidding firm named as _____
(firm's name) and authorize signatory as the owner of the bidding firm.

I undertake and owe the full responsibility of statement and information furnished with this bid and abide by all conditions of this bid.

_____(SIGN)

_____(NAME)

FORM-B12**POWER OF ATTORNEY & BOARD RESOLUTION**

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

(A) POWER OF ATTORNEY FOR SOLE BIDDER

Know all men by these presents, We(name and address of the registered office of the bidder firm, as applicable) do hereby constitute, appoint and authorize Mr./Ms.....S/o-----
-(name and residential address) who is presently employed with us and holding the position of _____, (name of the post of person in the bidding firm) as our Attorney to sign and execute the Contract Agreement and any other requisite document in our name and our behalf for '.....' _____[name of the work] for Nagpur Metro Rail Project in response to the Bidding Document dated _____ (Tender No) issued by Maharashtra Metro Rail Corporation Limited (Maha-Metro) (the Maha-Metro) and to do all or any of the acts, deeds or things necessary or incidental to the above.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the Bidding Documents.

Signed by the within named

.....[Insert the name of the executant company]

through the hand of Mr.

duly authorized by the head of the bidding firm to issue such Power of Attorney

Dated this day of

Accepted

Signature of Attorney

(Name, designation and address of the Attorney)

Attested

.....

(Signature of the executant)

(Name, designation and address of the executant)

Common seal of bidding firm..... has been affixed

.....

Signature and stamp of Notary of the place of execution

WITNESS

1.

(Signature)

Name

Designation.....

2.

(Signature)

Name

Designation.....

Notes:

1. The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and the same should be under common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this regard.
2. In the event, power of attorney has been executed outside India, the same needs to be duly notarized by a notary public of the jurisdiction where it is executed.
3. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney, in favour of the person executing this power of attorney for delegation of power hereunder on behalf of the executant(s).

(B) BOARD RESOLUTION FOR SOLE BIDDER

The Board, after discussion, at the duly convened Meeting on (Insert date), with the consent of all the Directors present and in compliance of the provisions of the Companies Act, 1956/2013, passed the following Resolution:

RESOLVED THAT pursuant to the applicable provisions of the Companies Act, 1956/2013 and as permitted under the Memorandum and Articles of Association of the Company, approval of the Board be and is hereby accorded to submit a Bid in response to the Bidding Documents dated _____ issued by Maharashtra Metro Rail Corporation Limited (MAHA-METRO) for *[Insert name of the work]* for Nagpur Metro Rail Project.

FURTHER RESOLVED THAT Mr./Ms....., (insert the name and designation of the concerned official of the Company) be and is hereby authorized to take all the steps required to be taken by the Company for submission of the aforesaid Bid, including in particular, signing the Bid, making changes thereto and submitting amended Bid, signing and executing all the documents related to the Bid, certified copy of this Board resolution or letter or undertakings, etc., required to be submitted to MAHA-METRO as part of the Bid or such other documents as may be necessary in this regard and to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to submission of our said Bid including signing and executing the Contract Documents, making representations to MAHA-METRO or any other authority, and providing information / responses to MAHA-METRO, representing us in all matters before MAHA-METRO, and generally dealing with MAHA-METRO in all matters in connection with our Bid till the completion of the bidding process as per the terms of the above said Bidding Documents and further till the Contract is entered into with MAHA-METRO and thereafter till the expiry of the Contract.

FURTHER RESOLVED THAT a power of attorney as per the draft attached to the Bidding Documents be issued in favour of the above named person, _____, to be executed by Mr. _____ or Mr. _____, Directors of the Company under the Common seal of the Company, affixation thereof to be witnessed by one or both of the above named Directors and by Mr. _____, (insert the name and designation of the concerned official of the Company) or as per the Memorandum and Articles of Association of the Company.

Signature and stamp of Company Secretary / Managing Director/Director of Bidder

Notes:

1. This certified true copy should be submitted on the letterhead of the Company, signed by the Company Secretary / Managing Director/Director of the Bidder.

2. The contents of the format may be suitably re-worded indicating the identity of the entity passing the resolution.

3. In the event the Board resolution is from a company incorporated outside India, the same needs to be notarized by a notary in the home country of company passing the resolution and legalized by the Indian Embassy there. However, in case such company is from a country which has signed The Hague Legislation Convention 1961, then the Board Resolution is not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

4. This format may be modified only to the limited extent required to comply with the local regulations and laws applicable to a foreign entity submitting this resolution. For example, reference to Companies Act 1956/2013 may be suitably modified to refer to the law applicable to the entity submitting the resolution. However, in such case, the foreign entity shall submit an unqualified opinion issued by the legal counsel of such foreign entity, stating that the Board resolutions are in compliance with the applicable laws of the respective jurisdictions of the issuing company and the authorizations granted therein are true and valid.

FORM-B13**UNDERTAKING FOR APPOINTMENT OF EX-DEFENSE OFFICER AND ITS EQUIVALENT
IN THE NAVY OR AIR FORCE**

(This undertaking is to be enclosed in the technical bid submission on letter head of bidding firm.)

I, _____ (name), S/O _____ (father's name)
_____ (address) at _____ designation of the bidding firm named as
_____ (firm's name), I am authorized signatory of the bidding firm.

I undertake and owe the full responsibility that our company _____
(firm's name) will appoint the personnel i.e. Ex-Defense officer and its equivalent in the Navy
or Air Force within 60 (Sixty) days of award of work.

I undertake that the above statement made by me is true & nothing has been concealed. I am
aware that my candidature for the above bid shall be terminated by Maharashtra Metro Rail
Corporation Limited at any stage of bidding or even after award of the work ordering the
execution stage of the above work. (In case of successful bidder), if the above statement is
found false or fabricated.

_____(SIGN)

_____(NAME)

Common seal of bidding firm..... has been affixed.

FORM-B14**UNDERTAKING FOR OBTAINING PSARA LICENSE**

(This undertaking is to be enclosed in the technical bid submission on letter head of bidding firm.)

I, _____ (name), S/O _____ (father's name)
_____ (address) at _____ designation of the bidding firm named as
_____ (firm's name), I am authorized signatory of the bidding firm.

I undertake and owe the full responsibility that our company _____
(firm's name) will obtain a valid Private Security Agencies (Regulation) Act (PSARA) License
of Govt. of Maharashtra within 90 (ninety) days from the date of LOA (if becomes successful
bidder).

I undertake that the above statement made by me is true & nothing has been concealed. I am
aware that my candidature for the above bid shall be terminated by Maharashtra Metro Rail
Corporation Limited at any stage of bidding or even after award of the work ordering the
execution stage of the above work. (In case of successful bidder), if the above statement is
found false or fabricated.

_____(SIGN)

_____(NAME)

Common seal of bidding firm..... has been affixed.

Form of Declaration for non-engagement of any agent, middleman or intermediary

Bidder's Name: _____

Tender No. : _____

Name of Work:- _____

[We hereby declare / We hereby jointly and severally declare that the submission of this Bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item or work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission, has been, or will be paid and that the Bid price does not include any such amount. We acknowledge the right of the Employer, if it finds to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract NULL and VOID.

SIGNATURE OF THE BIDDER

FORMS FOR CONTRACT

(To be used at the time of award of work to successful Bidder)

Form-C1**Contract Agreement**

THIS AGREEMENT made the _____ day of _____, _____, between _____ of _____ (hereinafter "the Maha-Metro"), of the one part, and _____ of _____ (hereinafter "the Contractor"), of the other part:
WHEREAS the Maha-Metro desires that the Works known as _____ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein, in the sum of *[insert Contract Price or Ceiling in words and figures, expressed in the Contract currency (ies)]* (hereinafter called "the Contract Price").
The Maha-Metro and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

Section -1. Notice Inviting Tender (NIT)**Section- 2. Instructions to Bidders (ITB)****Annexure-2A. Bid Data Sheet (BDS)****Annexure-2B. Tool Kit of e-tender****Section- 3. Eligibility Criteria****Section- 4. Evaluation Criteria****Section- 5. Scope of Work****Section-6. Condition of Contract and Special Conditions of Contract****Annexure-6-A. Corrupt and Fraudulent Practices****Section -7. Bidding & Contract Forms****Section -8. List of Document to be attached.****Section-9 Financial Bid & BOQ**

3. In consideration of the payments to be made by the Maha-Metro to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Maha-Metro to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Maha-Metro hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of _____ on the day, month and year specified above.

Signed by _____ (for the Maha-Metro)

Signed by _____ (for the Contractor)

Performance Security**(Bank Guarantee)****Beneficiary:** _____**Date:** _____**PERFORMANCE GUARANTEE No.:** _____**Guarantor:** _____

We have been informed that _____ (hereinafter called "the Applicant") has entered into Contract No. _____ dated _____ with the Beneficiary, for the execution of _____ (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor; waiving all objections and defenses under the aforementioned contract, hereby irrevocably and independently undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____),¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's first demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant has failed to duly perform the aforementioned contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2...², and any demand for payment under it must be received by us at this office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication no 758, except that the supporting statement under Article 15 (a) is hereby excluded

¹ The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency (cies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

² Insert the date **twenty-eight days** after the expected completion date as described in **Section-6 Clause 6.14**. The Maha-Metro should note that in the event of an extension of this date for completion of the Contract, the Maha-Metro would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Maha-Metro might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

SECTION – 8**LIST OF DOCUMENTS TO BE ENCLOSED**

The tendering firm/company is required to enclose attested and legible scanned copies of the following documents (in the same sequence) in the Technical Bid section, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:

SN	Description
1.	Certificate of Incorporation / Statutory Registration /Shop Act License certificate (As the case may be)
2.	PAN/GIR No.
3.	GST Registration No.
4.	E.P.F. Registration Certificate
5.	E.S.I.C. Registration Certificate
6.	Audited Balance Sheets, Profit & Loss Statements along with relevant notes certified by Statutory Auditor with UDIN for the last 3 (three) Audited Financial Years (i.e. FY 2023-24, FY 2022-23, FY 2021-22). (Complete Annual Reports need not to be attached unless specifically demanded in the bid document).
7.	Section-7 Bidding Forms: <ul style="list-style-type: none"> • Letter of Bid • Bidder Information • Average annual turnover • Summary of Experience supported with experience certificates • Format for Bid Security / EMD • Format for Bid Securing Declaration • Affidavit for ban/blacklist/debarment • Affidavit for Child labour • Declaration for corrupt & fraudulent practices • Declaration for Tender & True information • Declaration for Proprietorship instead of Power of Attorney • Power of Attorney & Board Resolution • Undertaking for Appointment of Ex-Defense Officer in Leadership Role • Undertaking for obtaining PSARA License • Form of Declaration for non-engagement of any agent, middleman or intermediary
8.	Undertaking in case of audited Balance Sheets of Financial Year 2023-24 are not Available. In that case, Bidder shall submit Provisional Balance Sheets duly certified by Statutory Auditor with UDIN
9.	A Certificate showing Net Worth as on 31.03.2024 duly certified by the Statutory Auditor along with UDIN
10.	Documents in support of Eligibility Criteria in Section-3
11.	Copy of Labor Licenses (if applicable)

Section – 9: Financial Bid & BOQ

Preamble:

1	The Bill of quantities consists of Following Schedules as Listed below:
	Schedule-A: Housekeeping services for stations & depot incl machinery, all Consumables & pest control.
	Schedule -B: Ticketing services
	Schedule -C: Security Services
	Schedule -D: FMS Supervisor Services
	Schedule -E: RCA services
	Schedule -F: Reimbursable Items
2	The Bill of Quantities shall be read in conjunction with the Instructions to Bidders (ITB), Work's Requirement, Scope of Work, Conditions of Contract, Notice Inviting Tender, Annexures and Addendums if any.
3	Schedule "A" to "F" consist of BOQ items to be executed. The bidder has to quote in a Summary sheet of Financial bids against the estimated amount of respective schedules and arrive at the final amount of the respective schedules. The total of Five schedules as mentioned above i.e. from "A" to "E" filled up by the bidder in the Summary sheet of Financial bid shall be treated as the total price quoted by the bidder for evaluation purposes. Schedule F to be filled At-Par. The lowest sum of all schedules of Eligible Financial Bid may be considered as the lowest for evaluation.
4	If the bidder fails to quote rates against any schedule, the quote for that Schedule/Annexure will be treated as "Quoted At-Par".
5	The Contractor may raise their 'Running Account' bill (RA Bill) on a monthly basis as per the status of work on the last day of the respective calendar month.
6	The quantities given in the " Bill of Quantities" are estimated and provisional and are given to provide a common basis for Bidding. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Engineer, and valued at the rates in the accepted priced "Bill of Quantities", wherever applicable.
7	The bidder should quote his rate only in the Financial Bid/ Price Bid Summary sheet provided in the Commercial/ Price Envelope section of the e-Tender Portal of Maha Metro and nowhere else in the submission.
8	The whole cost of complying with the provisions of the Contract/ scope of work shall be deemed to have been included in the quoted rates. The rates quoted shall also include all administrative expenses and costs of the Project Manager, Security Liaising Controller, Training Coordinator, HR Executive, Project Leader, Team leader (HK, Security & Ticketing), interface officer, staff relievers, profits, overheads and expenditure towards other provisions like misc. expenses consumables items of the specific scope of work, Garbage collection, insurance, etc. must be included in the total amount quoted in the summary sheet of financial bid.
9	Errors will be corrected by the Maha-Metro for any arithmetical errors in computation or summation.

10	The Bidder's offer shall be inclusive of all taxes and duties/ charges payable by them, Income Tax and any other statutory taxes to be deducted at source, if any, will be deducted by the Maha-Metro in accordance with the Income Tax Act and any other acts in force and in accordance with instructions issued by the Authorities in this regard from time to time.
11	The rate quoted by the bidder shall be inclusive of GST @18% as per the Summary sheet of the Financial Bid. Any changes in the rate of GST or any other taxes of the work shall be adjusted both ways.
12	The quantity mentioned in BOQ may vary (Increase or Decrease) according to requirement. Due to such variations in quantity, the total estimated value is liable to change. The payment for such variations will be adjusted from time to time and the Contract value may be revised (Increased or Decreased).
13	A decrease/ an increase in the quantity of individual items up to any extent due to the requirement of work shall not form the ground for an extra claim on this account.
14.	The quantities of items shown the execution each schedule are minimum and approximate and liable to vary during the actual execution of the work. The Contractor shall be bound to carry out and complete the stipulated work, irrespective of the variations in individual items, specified in the Schedule.
15.	Contractor shall be liable to pay the staff as per clause 6.3 of section 6 with respect to prevailing rates and Govt. circulars issued from time to time. Any changes in statutory obligation like minimum wages (Basic, VDA), Bonus, EPF, ESIC, and any changes in payment structure by Maha-Metro, after award of work will be compensable both ways i.e. if there is increase in minimum wages then the difference will be paid to the contractor & if there is a decrease in minimum wages the contractor has to pay difference to Maha-Metro.
16.	If the lowest priced bidder (L1) fails to meet the mandatory statutory requirements such as minimum wages criteria or any other criteria during the financial evaluation stage, then the bidder shall be considered as non-responsive.

IMPORTANT NOTES: Maha-Metro reserves the right to omit /off load/ partially execute any items in any of the Schedules/Annexures during Contract Period without any liability to either party.

Section-9: Financial Bid

(To be filled online on the e-tender portal only.)

Name of Work:

Facility Management Services (FMS) for 19 Stations, Hingna Depot and 12 Trainsets of Line-2 of Nagpur Metro Rail Project for providing the following:
(a) Mechanized Housekeeping, Cleaning Services, (b) Ticketing (TOM/EFO) Services, (c) Security Services for the period of 03 (Three) years.

Tender No.: N1-O&M-32/2024 dated 22.01.2025

Summary sheet of Financial Bid						
SN	Schedule	Activity	Total Amount for 3 years including GST@ 18% (INR)	% Quoted by Bidder (+ Above), (- Below), (0 At Par)	Total Amount Quoted by Bidder including GST (INR) (in Figures)	Total Amount Quoted by Bidder including GST (INR) (in Words)
A	B	C	D	E	F	G
1	Schedule-A	Housekeeping services for stations & depot incl machinery, all Consumables & pest control	15,06,48,149.50			
2	Schedule-B	Ticketing services	14,10,89,844.03			
3	Schedule-C	Security Services	33,75,53,866.89			
4	Schedule-D	FMS Supervisor services	5,56,21,957.74			
5	Schedule-E	RCA Services	1,22,09,698.04			
6	Schedule-F	Reimbursable items	1,24,69,360.00	At Par		
Total Amount for 03 Years			70,95,92,876.20			

Notes:

1. The bidder should fill up the rates in this summary sheet on the e-Tender Portal of Maha-Metro.
2. The cost towards the Project Manager, Security lesioning Controller, Training Coordinator, HR Executive, Project Leader, Team leader (HK, Security & Ticketing), staff relievers, profits, VDA revisions, overheads and expenditure towards other provisions like misc. expenses consumables items of the specific scope of work, Garbage collection, insurance, etc. must be included in the amount quoted by bidder including GST in Summary Sheet of Financial Bid.

3. The Quoted Price is all inclusive of a total cost in accordance with the terms and conditions of the bid, which includes all taxes, duties, levies, royalties, cess, etc. for the said Work and amendments/ revision thereof.
4. All taxes, duties, and levies prior to the Base date i.e. 28 days prior to the latest date of submission of Bid are deemed to be included in the price quoted by the Bidder.
5. Any change in the legislation of any kind of Taxes by GOI or GOM, after the Base Date shall be accounted for separately and shall be applicable both ways (Reimbursement & Deduction).
6. TDS towards GST etc. leviable under the applicable laws shall be deducted by Maha-Metro at the time of payment of any amount towards this work. Details of taxes deducted/ Tax deduction certificate at the source shall be issued to the Contractor as per standard practices.
7. Please refer scope of work for minimum manpower requirement. However, the contractor may deploy additional manpower to meet the Service Level Agreement., for which extra amount / claim shall not be paid / reimbursed to the contractor.

SCHEDULE A
Housekeeping services for stations & depot including machinery, all Consumables & pest control

Station cleaning				Depot cleaning				Train cleaning			
Year	Weighted area quantity per day (in Sqm.)	Base rate per unit per day* (Rs.)	Amount in Rs.	Year	Weighted area quantity per day (in Sqm.)	Base rate per unit per day* (Rs.)	Amount in Rs.	Year	No. of Trains	Base rate per unit per day* (Rs.)	Amount in Rs.
B	C	E	F=C X E X Days	B	C	E	F=C X E X Days	B	C	E	F=C X E X Days
First year	98,363	0.90	3,24,39,753.88	First year	15,000	0.90	49,46,944.56	First year	12	1180.20	51,69,276.00
Second year	98,363	0.90	3,24,39,753.88	Second year	15,000	0.90	49,46,944.56	Second year	12	1180.20	51,69,276.00
Third year	98,363	0.90	3,24,39,753.88	Third year	15,000	0.90	49,46,944.56	Third year	12	1180.20	51,69,276.00
Total Cost Stations (excl. GST)			9,73,19,261.64	Total Cost Depots (excl. GST)			1,48,40,833.68	Total Cost Trains (excl. GST)			1,55,07,828.00

Total Cleaning rate (Stations+ depots + Trains)	12,76,67,923.32
Total Cost incl. GST@18%	15,06,48,149.50

Base rate includes the cost of manpower, machinery, consumables and pest control, etc.

Minimum 8 nos. shifts per day per station/depot are required for cleaning activity at station, depot. However, the contractor may deploy additional manpower to meet the Service Level Agreement, for which extra amount / claim shall not be paid / reimbursed to the contractor.

SCHEDULE B- Ticketing Services

Station (Line-2)	Shift count	Per shift rate in Rs.	Per day cost
Lokmanya Nagar	11	1,049.94	11,549.39
Bansi Nagar	4	1,049.94	4,199.78
Vasudev Nagar	6	1,049.94	6,299.67
Rachna Ring Road	4	1,049.94	4,199.78
Subhash Nagar	4	1,049.94	4,199.78
Dharampeth College	4	1,049.94	4,199.78
L.A.D. Square	4	1,049.94	4,199.78
Shankar Nagar	4	1,049.94	4,199.78
Institution Of Engineers	4	1,049.94	4,199.78
Jhansi Rani Square	6	1,049.94	6,299.67
Cotton Market Square	4	1,049.94	4,199.78
Nagpur Railway Station	9	1,049.94	9,449.50
Dosar Vaisya Square	6	1,049.94	6,299.67
Agrasen Square	6	1,049.94	6,299.67
Chitar Oli Square	5	1,049.94	5,249.72
Telephone Exchange	5	1,049.94	5,249.72
Ambedkar Square	4	1,049.94	4,199.78
Vaishno Devi Square	4	1,049.94	4,199.78
Prajapati Nagar	10	1,049.94	10,499.44
Total	104	Total cost per day	1,09,194.21
		Ticketing cost (First year)	3,98,55,888.14
		Ticketing cost (Sec. year)	3,98,55,888.14
		Ticketing cost (Third year)	3,98,55,888.14
		Total Cost for 3 years	11,95,67,664.43
		Total Cost incl. GST@18%	14,10,89,844.03

SCHEDULE C-Security Services

Line-2	Shift count	Per shift rate in Rs.	Per day cost in Rs.
Lokmanya Nagar	14	946.54	13,251.53
Bansi Nagar	9	946.54	8,518.84
Vasudev Nagar	16	946.54	15,144.60
Rachna Ring Road	9	946.54	8,518.84
Subhash Nagar	10	946.54	9,465.38
Dharampeth College	10	946.54	9,465.38
L.A.D. Square	9	946.54	8,518.84
Shankar Nagar	10	946.54	9,465.38
Institution Of Engineers	9	946.54	8,518.84
Jhansi Rani Square	16	946.54	15,144.60
Cotton Market Square	10	946.54	9,465.38
Nagpur Railway Station	18	946.54	17,037.68
Dosar Vaisya Square	16	946.54	15,144.60
Agrasen Square	16	946.54	15,144.60
Chitar Oli Square	16	946.54	15,144.60
Telephone Exchange	10	946.54	9,465.38
Ambedkar Square	10	946.54	9,465.38
Vaishno Devi Square	10	946.54	9,465.38
Prajapati Nagar	18	946.54	17,037.68
ERT	6	946.54	5,679.23
SIT RSS	3	946.54	2,839.61
Inside Train	4	946.54	3,786.15
Security Control Room	3	946.54	2,839.61
Hingna	24	946.54	22,716.90
Total	276		2,61,244.38

Security cost (First year)	9,53,54,199.69
Security cost (Second year)	9,53,54,199.69
Security cost (Third year)	9,53,54,199.69
Total Cost for 3 years	28,60,62,599.06
Total Cost incl. GST@18%	33,75,53,866.89

SCHEDULE D- FMS Supervisor

Manpower strength	Shift count	Per shift rate in Rs.	Per day cost in Rs.
Lokmanya Nagar	3	1,049.94	3,149.83
Bansi Nagar	1	1,049.94	1,049.94
Vasudev Nagar	2	1,049.94	2,099.89
Rachna Ring Road	2	1,049.94	2,099.89
Subhash Nagar	2	1,049.94	2,099.89
Dharampeth College	2	1,049.94	2,099.89
L.A.D. Square	2	1,049.94	2,099.89
Shankar Nagar	2	1,049.94	2,099.89
Institution Of Engineers	2	1,049.94	2,099.89
Jhansi Rani Square	2	1,049.94	2,099.89
Cotton Market Square	2	1,049.94	2,099.89
Nagpur Railway Station	2	1,049.94	2,099.89
Dosar Vaisya Square	2	1,049.94	2,099.89
Agrasen Square	2	1,049.94	2,099.89
Chitar Oli Square	2	1,049.94	2,099.89
Telephone Exchange	2	1,049.94	2,099.89
Ambedkar Square	2	1,049.94	2,099.89
Vaishno Devi Square	2	1,049.94	2,099.89
Prajapati Nagar	2	1,049.94	2,099.89
Depot	3	1,049.94	3,149.83
Total cost per day			43,047.72
FMS Sup cost (First year)		1,57,12,417.44	

FMS Sup cost (Second year)	1,57,12,417.44
FMS Supy cost (Third year)	1,57,12,417.44
Total Cost for 3 years	4,71,37,252.32
Total Cost incl. GST@18%	5,56,21,957.74

SCHEDULE -E

Shift count	Per shift rate in Rs.	Per day cost in Rs.
9	1,049.94	9,449.50

RCA cost (First year)	34,49,067.24
RCA cost (Second year)	34,49,067.24
RCA cost (Third year)	34,49,067.24
Total Cost for 3 years	1,03,47,201.73
Total Cost incl. GST@18%	1,22,09,698.04

SCHEDULE -F**Reimbursable items:**

SN	Item	Qty	Rate incl. GST (in Rs.)	Cost incl. GST (maximum ceiling limit for entire contract period)
1	ERT cab with driver (Scorpio/Xylo) (12 hrs duty per day for 26 days in a month)	2	48,300/-	34,77,600/-
2	Duty travel vehicles with drivers to site (Swift dezire/Honda Amaze/Zest) (10 hrs duty per day for 26 days in a month)	2	39,330/-	28,31,760/-
3	Office Equipment (security equipment, light cleaning equipment and other misc. items along with maintenance	As and when required	At actual	20,00,000/-
4	Additional reports and documents submission	As and when required	At actual	10,00,000/-
5	Celebrations, decorations, VIP visits	As and when required	At actual	10,00,000/-
6	FMS staff training (Periodic training bases on Maha-Metro time to time requirement	As and when required	60,000/-	21,60,000/-
7	Total			1,24,69,360/-

Note: Above cost will not be considered for financial score. All items are reimbursable as per clause 5.8 (Reimbursable items) of section 5. Bidders are instructed for not including the above cost on their overhead charges. The maximum amount to be reimbursed during the entire contract period, will be restricted as per ceilings limit, item wise (sr no 1 to 6).