

Tender document

for

Facility Management Services

at

Toshali Bhawan

Government of Odisha,
General Administration &
Public Grievance Department

2020

Price: Rs. 2000.00 + GST @ 18%
(Those who download the tender
document from website should
enclose a DD for Rs. 2360.00
towards cost of tender)

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Government of Odisha
General Administration & Public Grievance Department

TENDER CALL NOTICE

No. GAD-OE2-MISC-0071-2014- 1412 /Gen, Bhubaneswar dtd. 14.01.2020

*General Administration & Public Grievance Department, Government of Odisha, hereby invites Sealed Tender for **Facility Management Services at Toshali Bhawan (Block A1, A2, B1& B2), Satya Nagar, Bhubaneswar, Odisha on outsourcing basis.***

The Tender Document can be available from the General Administration & Public Grievance Department, Government of Odisha, Bhubaneswar on payment of Rs. 2360/- towards cost of Tender Document or on State Government website “www.odisha.gov.in / www.tenderodisha.gov.in”. The Tender Document downloaded from website should be accompanied with a DD for Rs. 2360/- payable in favour of DDO-cum-Under Secretary to Government, G.A. & P.G. Department alongwith the tender bid towards cost of tender document.

*The Bidders are requested to contact the following persons for any clarification on the Tender Document or any other related matter and submit their Tender by **05.02.2020 at 3.00 P.M.** The Technical Bids will be opened on **07.02.2020 at 11.30 AM** in the office chamber of F.A.-Cum-Special Secretary to Government, G.A. & P.G. Department or any other place as may be confirmed before 30 minutes of opening of bids. The bidders or their authorized representatives may remain present at the time of opening of the bids.*

Contact Person: Sri D. Mallick, Joint Secretary to Government, G.A. & P.G. Department, Bhubaneswar- 751001.

Telephone : 0674-2392398

Sd/-
Joint Secretary to Government

Facility Management Services at Toshali Bhawan (Block A1,A2, B1 &B2),

Bhubaneswar

Odisha State.

General Administration Department & Public Grievance, Government of Odisha invites offers from reputed and experienced Service Providers for Facility Management Services at the Toshali Bhawan (Block A1, A2, B1 & B2).

The main objective of the contract is to provide Facilities Management Services as per the standards and specifications set out in this document in particular and good industry practice in general.

Formats for submission, Terms of Reference (TOR) and Performance Specifications are enclosed. TOR describes broad scope of work and should guide in submission of the offer

(1) Proposal Conditions

- (a) This Tender Call Notice is not an offer to contract but represents a definition of specific requirements and an invitation to recipients to submit a response addressing such requirements. Issuance of this Tender Call Notice, preparation and submission of a response by the bidder and the subsequent receipt and evaluation of the response by G.A. & P.G. Department does not commit G.A. & P.G. Department to award a contract to any bidder, even if all of the requirements stated in the Tender Call Notice are met.*
- (b) If a bidder (Service Provider) is selected, the bidder must be able to commence the services immediately within 30 days after the award of contract.*
- (c) G.A. & P.G. Department may modify these requirements in whole or in part and / or seek additional bidders to submit bids. Only the execution of a written contract will obligate G.A. & P.G. Department in accordance with the terms and conditions contained in such a contract.*
- (d) G.A. & P.G. Department shall not, in any way, be liable for any costs incurred by the respondents in preparing a response to this Tender Call Notice or during subsequent discussions with G.A. & P.G. Department, regarding their bids.*

- (e) *All information contained in this Tender Call Notice shall be considered “Confidential Information”. As such, the confidential information shall be protected and maintained in strict confidence by all the recipients of such information and shall not be disclosed or disclosure allowed by the bidder, except for the sole purposes of responding to this Tender Call Notice.*
- (f) *In the event that disclosure of the Confidential information to employees and authorised agents is necessary, Confidential Information may be disclosed to them on a need-to-know basis, but the bidder shall make these persons aware of the confidentiality of such information and they shall (and the bidder shall cause them to) be bound by the terms and conditions of this Tender Call Notice.*
- (g) *In no event shall this document, or any subsequent documents that may be made available in connection with this Tender Call Notice, be copied, transcribed, or distributed in whole or in part without the specific prior written authorization of G.A. & P.G. Department. G.A. & P.G. Department reserves the right to require the return or destruction of all documents including extracts, summaries and related notes.*
- (h) *All access to G.A. & P.G. Department sites shall be subject to G.A. & P.G. Department security procedures, Code of Conduct, confidentiality provisions and health and safety rules. G.A. & P.G. Department reserves the right at its absolute discretion to exclude and or refuse access to any of its sites to any personnel including but not limited to bidder’s staff and or agents.*

(2) Who Can Bid?

- (a) *Any individual, sole Proprietorship Firm, Partnership Firm, Public Limited Company, Private Limited Company, Corporate Body legally constituted having an office in India and Registered office /Branch office in Bhubaneswar can bid subject to the satisfaction of other eligibility criteria in terms of Organization and experience. The bidder should have at least **five years experience with average Annual Turnover of Rs. 3.00 Crore (last 3 years)** in providing facility management services in any office of Government of India, State Government, Public Sector Undertaking, Corporate Body, Nationalized Bank etc to be evidenced by relevant documents.*

(b) The facilities Service Provider (Bidder) should have ISO 9001:2000 or latest updated version of the Certification in providing facilities management services and follow the rules & regulations accordingly.

(3) Essence of the Contract

The basis of consideration and the essence of the contract shall be strict adherence to the quality and performance specifications for performing the works / services during the period of contract. The performance and quality specifications set out in this document shall be the basis of evaluation of offers.

(4) Submission of Bids

*(a) The tender has been invited under two bid system namely, “**Technical Bid**” and “**Financial Bid**”. The interested bidders are advised to upload two separate bids “**Technical Bid for Facility Management Services at Toshali Bhawan, Bhubaneswar**” and “**Financial Bid for Facility Management Services at Toshali Bhawan, Bhubaneswar**” by the scheduled date and time.*

(b) Technical Bid:

The Technical Bid to be submitted as per formats enclosed in Annexure-B, Appendix-I shall comprise the following, failing which the bid will be summarily rejected and will not be considered any further.

- (i) Tender Acceptance Letter (in the given format)*
- (ii) Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two Lakh only) in the form of D.D. in favour of DDO-cum-Under Secretary to Government, G.A. & P.G. Department, payable at Bhubaneswar.*
- (iii) Bidder’s Organization status (in the given format)*
- (iv) ISO certifications*
- (v) Financial status (in the given format)*
- (vi) Nature of experience (in the given format) alongwith certificate / letters for proof of minimum 5 years*
- (vii) Incorporation certificate, memorandum and articles of association, if any*
- (viii) PAN Card*

- (ix) *Copy of Income Tax returns filed and Audit Certificates for last 3 consecutive years of average annual turnover of Rs. 3.00 Crore certified by Chartered Accountant .*
- (x) *GST Registration Certificate*
- (xi) *Copy of GST Return*
- (xii) *EPF Registration Certificate*
- (xiii) *EPF Return for last 3 years (at least 200 persons)*
- (xiv) *ESI Registration Certificate*
- (xv) *Labour License / Registration under the Contract Labour (Regulation and Control) Act, 1970.*
- (xvi) *Certified Extracts of the Bank Account containing transactions during last 3 years*
- (xvii) *An undertaking to the effect that no case is pending with the police against the bidder and the bidder has not been black listed.*
- (xviii) *License issued by the appropriate authority to provide security service in this state in the letter head of Firm.*
- (xix) *Letter of Authorization for attending bid opening in the letter head of Firm (in the given format).*
- (xx) *Any other documents as required under this Tender Call Notice.*

Note: Only relevant copies of documents with self-attested should be provided

(C) Financial Bid:

The Financial Bid shall be submitted as per formats enclosed in Annexure B, Appendix 2 and shall comprise the financial quote

5. Bid preparation cost.

The cost of preparing the bids, presentation and of negotiating the contract including site visits etc. will be borne by the bidders themselves and in no case will be reimbursable by G.A. & P.G. Department.

6. Local Conditions

It will be imperative on each bidder to fully inform himself of all local conditions and factors, which may have any effect on the execution of works / services covered under these documents and specifications. Intending Bidders shall visit the site and make themselves thoroughly acquainted with its local site conditions. It is suggested to the bidders to conduct a demographic study to identify the local utility areas (markets / locality / residential areas, communication and transport conditions, effective labour and materials required to be involved and other features) which will help the bidders to consider all such factors during estimation for performing services as indicated in this Bid Document.

It must be understood and agreed that all the factors have properly been investigated and considered while submitting the bids. No financial adjustment arising thereof shall be permitted by G.A. & P.G. Department, which are based on lack of such clear information. Further, no claim for financial adjustment to the contract awarded on these specifications and documents will be entertained by G.A. & P.G. Department.

7. Price Bids

The bidders are required to quote amount inclusive of all prevailing taxes and fees except the statutory GST for the Facility Management Services in the prescribed format. The total amount to be quoted in Indian rupees shall be for the first full year of the contact starting from the date of commencement of services. The fee shall be payable in 12 equal monthly installments. G.A. & P.G. Department may consider escalation over subsequent year, if required, to compensate increase in

minimum wages, inflation etc. The contract shall be valid for a period of one year and would be extendable by 5 years subject to satisfactory performance at the discretion of the G.A. & P.G. Department.

In addition, the statutory GST if payable shall be paid separately on submission of proof of payment to the Government.

The bidders are required to consider all the costs, consumables, tools and equipments except for providing the services.

8. Language

All information in the bid shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this requirement shall disqualify a bid. In the event of any discrepancy in meaning, the English language translation of all documents shall prevail.

9. Signature of the Bidder

The bid must contain the name, residence and place of business of the authorized person or persons making the bid must be signed by the Bidder with his usual signature. The names of all persons signing shall be stamped, typed or printed below the signature. Bids by Corporation/Company must be signed with the legal name of the Corporation/Company by the President/Managing Director or other person or persons authorized to bid on behalf of such Corporation/Company in the matter.

10. Vague and Indefinite Expressions

Tender documents submitted by the bidders containing vague and indefinite expressions such as “subject to availability” etc. will not be entertained. Full responsibility is to be accepted by the bidder.

11. Bid submission

Bidders are advised in their own interest to ensure that the bids must be uploaded well before the closing date and time of Bid Submission.

12. Equal information policy

Should any bidder raise a question, which is considered to be general interest, G.A. & P.G. DEPARTMENT reserves the right to calculate both question and answer to all other respondents/bidders. In this event, the identity of the bidder(s) raising the issue will not be disclosed.

13. Earnest Money Deposit (EMD):

The bidders are required to pay an earnest money deposit (EMD) of ` 2,00,000/- (Rupees Two Lakh only) in the form of demand draft in favour of D.D.O-cum-Under Secretary to Government, G.A.& P.G. Department, payable at Bhubaneswar .

The D.D. for EMD and cost of Tender Document must be submitted in an separately envelope to Joint Secretary to Government, G.A. & P.G. Departemnt. Any bid without EMD (and copy of Tender Document) shall be liable for rejection. The amount of EMD shall not carry any interest.

14. Return of EMD

The EMD paid by the unsuccessful bidders will be refunded to them without interest, after the award of work is finalized by G.A. & P.G. Department or after the date of expiry of validity of offer, unless the validity of the offer is extended by mutual consent.

15. Bid validity period

The bid shall be kept valid for a period of one hundred twenty (120) days from the stipulated last date of submission of bids. The overall offer for the assignment and

bidders' quoted prices shall remain unchanged during the period of validity. In case the bidder withdraws, modifies or changes his offer during the bid validity period, the Earnest Money deposit paid by him shall be fortified without assigning any reason thereof.

16. Rejection of Bids

16.1 G.A. & P.G. Department reserves the right to accept or reject any or all bids without giving or assigning any reason for its decision. The whole work may be split between two or more Contractors or accepted in part and not entirely, if considered expedient by G.A. & P.G. Department.

16.2 Tenders are liable to be rejected in case any of the particulars / prescribed information is either missing or incomplete in any respect and / or if the prescribed conditions are not fulfilled.

16.3 Canvassing in connection with the tender is strictly prohibited and proposals submitted by bidders who resort to canvassing will be liable to rejection.

17. Right to Accept or Reject any or All Bids

Evaluation of bids shall be at the sole discretion of G.A. & P.G. Department and no suggestion and / or communication shall be entertained in this regard. G.A.&P.G. Department reserves right to reject or accept and to annul the bidding process and reject all the bids at any time prior to the award of contract, without thereby incurring any liability to the effected bidders or any obligation to inform the affected bidders of the ground for G.A. & P.G. Department's action.

18. Examination of Bids

G.A. & P.G. Department will examine all the bids to determine whether they are complete in all respects as specified in the Tender Documents supplied to the bidders. Examination of Bids shall be done in two stages as below:

18.1 Technical Bid

Technical bids received will be opened on the scheduled date and time. This bids will be examined as per the terms of reference, specifications and documents, mentioned in this Tender Documents to ascertain the qualified bids. The bidder should take enough care to submit all the information sought by G.A. & P.G. Department in the desired formats.

18.2 Financial Bid

The Bidder will quote amount for conducting the assignment. The price Bid is to be provided in the formats given in Appendix 2. Significant lack of clarity on any cost of item as called for above could lead to the bid being rejected, if it hinders a uniform evaluation process, even if the bid meets all other bidding and technical criteria.

Those bidders who will be successful in their technical bid shall only qualify for consideration of opening of financial bids. Financial bids of all qualifying bidders will be opened for which intimation will be given to all pre-qualified bidders who if they so desire, can remain present.

19. Successful Bidder

The L1 Bidder will be found Successful Bidder (Service Provider). In case of multiple Bidder tied up in L1 price, then the maximum average annual turnover will be taken into consideration for selection of L1 Bidder.

20. Service Agreement

The successful bidder would be invited to execute the Service Agreement, which would have, apart from others, the specific conditions as presented in Annexure A.

Annexure A

Specific Condition of the Services Agreement

A General Conditions

1. *The Persons deployed by the service provider must be properly trained, have requisite experience and skills for carrying out a wide variety of facility management services using appropriate materials and tools/equipments. Details regarding the training imparted to employees should be attached with the technical bid.*

2. *The Service provider must ensure the health & safety measures of the employees. Details of health and safety measures that the Service Provider takes, should be attached. The nodal officer's to be appointment by G.A. & P.G. DEPARTMENT for Toshali Bhawan (Nodal Officers) will also have the right to conduct health check up of the staff once in 6 months.*

3. *The Service Provider must comply with all the statutory compliances including payment of minimum wages, provident fund and employee state insurance premium for all the contract staff deployed for providing the services. Any non compliance of any statutory requirement will lead to the termination of the contract.*

4. *The service provider shall deal with and settle the matters related with unions and shall make sure that no labour disputes / problems are referred to the Nodal Officers. The Service Provider at all times should indemnify G.A. & P.G. Department against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employee's Liability*

Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. G.A. & P.G. Department will not own any responsibility in this regard.

5. *The Service Provider will have to deposit a Performance Security Deposit @ 5% of the contract by way of Bank Guarantee (BG) from any bank empanelled by Government of Odisha in favour of DDO-cum-Under Secretary to Government, G.A. & P.G. Department covering the period of contract within fifteen days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the Service Provider.*

6. *The successful Service Provider will have to commence the work within 30 days of acceptance of contract. Otherwise the contract will be cancelled and Performance Bank Guarantee will be forfeited.*

7. *The facilities management services as per scope of work defined in Clause C below and for complete common area on all the floors, including outer area, offices, rooms, parking area at Toshali Bhawan.*

8. *The contract shall initially be valid for a period of one year and may be extended further on a yearly basis subject to satisfactory performance, on the same terms & conditions up to a maximum of five years. The rates quoted by the Service Provider shall remain unchanged during the initial period of one year of contract. G.A. & P.G. Department, Bhubaneswar however reserves the right to terminate the contract by serving three months notice in writing to the Service Provider. The contract may also be terminated with mutual consent by giving one month's notice.*

9. *The successful Service Provider must provide standard liveries as per list providing by him with the bid, to its staffs / supervisors / managers, with their identity properly displayed. Samples of liveries will have to be submitted by successful Service Provider for approval of G.A. & P.G. Department.*

10. *In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by G.A. & P.G. Department besides annulment of the contract.*

11. *Staff deployed by the Service Provider shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property / person.*

12. *Government of Odisha or any of its officers / staff will not extend any loans or advances to any staff of the Service Provider working at the sites, or will not entrust any valuables or keys of any cabin / office / enclosure where confidential / valuable documents / items /assets are stored, to the staff member of the Service Provider.*

13. *The Service Provider shall not entrust the work to any other party.*

14. *G.A. & P.G. Department reserves the right to withdraw / relax /amend any of the terms and conditions mentioned above without assigning any reason there of so as to overcome any problem that may arise at a later stage.*

B. Infrastructure

1. Control Room:

G.A. & P.G. Department will provide space for setting up a control room. The control room will have seating arrangements for the Manager and / or Supervisor and will be equipped with computer work stations by the Service Provider. The Service Provider will arrange for all other items, viz. computerized inventory of stores, computerized daily duty roster chart, etc. The staff will first report to the Manager / supervisor in the control room and subsequently deployed for duty after having been checked for liveries, upkeep, issue of material and equipments, etc.

2. Store Room:

G.A. & P.G. Department will provide space for a store room at each of the locations. The store keeper / supervisor deployed by the contractor will store all their liveries, materials, equipments in the store room and maintain a computerized record of the store.

3. Reception Room:

The G.A. & P.G. Department will provide a room in Toshali Bhawan for the purpose of reception. The front Desk / helpdesk management team will operate out of these offices. They would cater for the visitor management and attend to all the complaints.

4. *G.A. & P.G. Department will depute a nodal officer to ensure that the specified areas, are open at designated hours for cleaning / housekeeping and other related work.*

i. The Service Provider shall be responsible for checking the liveries, equipments to be provided to each of the staff.

ii. The Service Provider shall provide a roster chart giving floor wise / area wise / station wise deployment plan.

5. *The Service Provider shall manage collection, screening / segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an eco friendly manner. The Service Provider shall arrange for required resources, including manpower, machinery, disposal bags, bins etc.. The Service Provider shall also ensure that the garbage collection and disposal work does not adversely affect the surrounding or personnel deputed for the work.*

C. Scope of Work & Services

The details and scope of work are enclosed at Appendix 1 to Annexure A.

D. Payment Procedure

Payment will be made in the succeeding month upon submission of the bill in duplicate. Payment of the bill will be based on standardized invoices alongwith all statutory documents viz duly verified attendance sheet, wage sheet, Provident Fund & Employees State Insurance Scheme Challans.

Annexure A

Scope of Work

Appendix-1

I Buildings

The proposed services are to be provided at the following premises located at Bhubaneswar:

- (1) Toshali Bhawan (Block A1, A2, B1&B2)*

II Scope of Services

A. The entire building will be cleaned thoroughly including inside, outside and premises of the building one time prior to regular cleaning within a specific period i.e. preferably within 15 days from the date of issue of Work Order.

B. The detailed scope of work shall be as under:

Housekeeping: Professional housekeeping at Toshali Plaza the following areas:

Common Area / Office Areas: *The professional housekeeping of these covered areas would involve 2 Levels of cleaning, depending on the degree of intensity and cleaning aids used in each:*

- Level One (Basic) : These are daily activities and include dry / wet odor free mopping, dry / damp wiping using mops, brooming, litter collection, garbage disposal – within the facility, dusting, washer / wiper glass cleaning etc.*
- Level Two (Intensive): These are weekly activities and include floor scrubbing using auto scrubber, vacuum cleaning, stain removal, scraping , disinfecting, etc.*

Bathrooms: *Professional housekeeping of bathrooms would involve cleaning & disinfecting with cleaning agents.*

The cleaning and maintenance of toilets and washrooms require high standard of Hygiene. The maintenance of the standards may necessitate the cleaning of the area several times a day or minimum three times a day.

The cleaning schedule is divided into 2 parts:

❖ *Daily Cleaning – Routine cleaning is carried out covering the following aspects;*

- *Floor cleaning and sanitization*
- *Glass & mirror cleaning*
- *Fixtures and tiles*
- *Toilets & Urinals*
- *Deodorizing & air freshening*

❖ *Periodic cleaning (weekly) – The following aspects are covered:*

- *Ventilator, Exhaust Fan cleaning*
- *Removal of Uric acid, Scale & Organic Buildup from the toilet bowls.*

The Service Provider shall maintain reports (Toilet Checklist, Consumption record, Supervisors checklist) to analyze performance in terms of Fortnightly Performance analysis

Outer Area: *two levels cleaning of outer areas, so as to ensure cleaner surrounding, involving:*

- *Level One (Basic): Constant litter collection on daily basis by attendants (litter men) equipped with lobby dustpans, brooms for outer area.*
- *Level Two (Intensive): Outer paved area daily mechanized brooming with Work behind Manual Sweeper.*

Waste Management: *The Service Provider shall manage collection, screening / segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an eco friendly manner. The Service Provider shall arrange for required resources, including manpower, machinery, disposal bags, bins etc. and shall also ensure that the garbage collection and disposal work do not adversely affect the surroundings or personnel deputed for the work.*

Pest Control Services: *This service would cover all areas, and common usage areas such as staircases, elevator lobbies, drains and equipment rooms. Service in specific shall include the following.*

- *Treating the entire common area for general preventive disinfestations that shall include cockroaches, snails, millipedes, centipedes, spiders etc.*
- *Treating the entire common area for rodent treatment.*
- *Spraying of manholes, drain outlets and other areas susceptible to pest breeding*
- *Regular check-up of all drainages, shafts etc for mosquitoes*
- *Rotation of pesticides to avoid immunity in pests*
- *Notify all concerned within the office premises of the treatment well in advance.*
- *Ensure that no plastic stationery or medicine or food is exposed to the pesticides*
- *Cleaning of the working areas after pest control treatment.*

Security Services: As a part of Security Services the successful bidder (Service Provider) shall ensure security and safety of Toshali Bhawan 24 hours a day 7 days a week. Service in specific shall include the following.

- *Physical security of Toshali Bhawan.*
- *Monitoring Exit points, guiding visitors, checking of gate passes for material.*
- *Movement, prevention of unauthorized entry into the Premises.*
- *Security by Electronic means*
- *Fire Safety*
- *Emergency Situations*
- *Awareness of Fire Stations*
- *Monitoring of fire equipment.*
- *Awareness of use of Fire Station Appliances*
- *Regular Training of Security Personnel.*

Electromechanical Services: The successful bidder (Service Provider) shall maintain and manage various Techno-administrative Services at Toshali Bhawan, such as Electrical services, Diesel Generator Sets, Mechanical and Heat Ventilating AC Systems, Electronics Security System of the Premises, Centralized Helpdesk, Fire Fighting and Public Address /CCTV, Audio Visual Systems, Intelligent lighting, fire –detection system and Fire-hydrants, Sprinklers, access control system, Plumbing, Carpentry, Horticulture, Environmental Services including Sweeping and cleaning, Pest Control and Waste Management etc.

Annexure A

Formats for Submission

of

Bid Data

Appendix-1: Formats

for Technical Bid

Appendix – 1: Formats for Technical Bid

GOVT. OF ODISHA

GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

BHUBANESWAR - 751001

COMPLETE FACILITY MANAGEMENT SERVICES AT TOSHALI BHAWAN

BHUBANESWAR

TECHNICAL BID

<i>Sl No.</i>	<i>Description</i>	
1	<i>Tendering Firm's Name & Address</i>	
2	<i>Telephone No.</i>	
3	<i>Mobile No.</i>	
4	<i>Date of Registration and Registration Details</i>	
5	<i>Firms Details (Proprietorship, Partnership, Company, Corporate Body) please attach certificate</i>	
6	<i>Whether ISO certified. YES /NO. (attach certificate)</i>	
7	<i>Details of present work place</i>	
8	<i>Experience certificate</i>	
9	<i>PAN No.</i>	
10	<i>Income Tax Return of last 3 years</i>	
11	<i>GST Registration No.</i>	

12	<i>GST clearance certificate</i>	
13	<i>EPF Registration Certificate No</i>	
14	<i>EPF Return for last 3 years</i>	
15	<i>ESI Registration Certificate No.</i>	
16	<i>Labour licence / Registration under the Contract Labour (Regulation & Control) Act, 1970 (copy attached)</i>	
17	<i>Details of Bank Account (extract of the transactions during last 3 years)</i>	
18	<i>Undertaking to the effect that no case is pending with the police against the bidder and the bidder has not been black listed by any organization</i>	
19	<i>Tender Document Fee(details to be mentioned)</i>	<i>Cost of Tender Document of Rs. 2360/- vide Bank Draft No._____ dt._____ Bank Name _____ Branch_____</i>
20	<i>EMD Amount `2,00,000/-</i>	<i>As per the information of the tender document `2,00,000/- to be deposited along with Technical Bid 1. Bank Draft No._____ dated _____ : _____/- Bank name & Branch</i>

		_____ to be drawn in favour of DDO-cum-Under Secretary, G.A. & P.G. Department, Bhubaneswar
21	List of Supervisor / Workers alongwith their qualification to be deployed for work	
22	Details of Licence issued by appropriate authority to provide security service in this state(Copy attached)	
23	List of equipment & machines available to be used for work	
24	Additional information, if any (attach separate sheet, if required)	

Authorised Signatory

Proforma I

Tender Acceptance Form

To

The OSD-cum-Deputy Secretary

G.A. & P.G. Department

Government of Odisha

Bhubaneswar

Sub: Facility Management Services at Toshali Bhawan, Bhubaneswar, Odisha.

Dear Sir,

We have visited the above premises and buildings and fully acquainted ourselves with the relevant facilities to provide services as envisaged in this tender.

We fully understand that non-compliances of the above shall not be accepted as an excuse for performance below the expected level of standards.

Having examined the conditions of the buildings, their surroundings, the nature occupants, working hours, nature and conditions of the floor areas, bathrooms & toilet blocks, plumbing, furniture, local conditions, etc., relating to the description in the tender document hereunder set out and having completed the assessment of the SOW specified in the said tender document and having acquired the requisite information relating thereto as affecting the Tender Documents, I/We hereby offer to undertake the job specified in the said tender document for the duration specified in the said tender document as they may be applicable.

I/We guarantee that the contents of the Tender documents will be kept confidential within our organization and text of the said documents shall remain the property of G.A. & P.G. Department and that the said documents are to be used only for the purpose intended by G.A. & P.G. Department.

Name of the person having Power of Attorney to sign the Contract (Certified True Copy of the Power of Attorney shall be attached):

(Name) :

(Designation) :

Yours faithfully,

Signature of the Facilities Service Provider

Along with Company Seal

Witness

(1) Signature : _____

Occupation : _____

Address : _____

(2) Signature : _____

Occupation : _____

Address : _____

Authorized Signatory:

Proforma II

Organization Status

<i>Name</i>	<i>Registered Office and Branch Office Location address</i>	<i>Name of CEO/MD</i>	<i>Contact e-mail, Fax, tel., mobile nos.</i>	<i>Year of registration / date of commencement of operation</i>	<i>Registering Authority and Registration Number</i>	<i>Whether ISO 9001:2000 Certified (or updated version) or not (Attach ISO Certification)</i>

Note :

Supporting Documents are to be submitted:

Proforma III

Financial Status

<i>Name of the Firm</i>	<i>Annual Turnover from Facilities Management (excluding catering) for last 3 years</i>			<i>Average Annual Turnover</i>
	<i>2016-17</i>	<i>2017-18</i>	<i>2018-19</i>	
	<i>(X)</i>	<i>(Y)</i>	<i>(Z)</i>	<i>(X+Y+Z)/3=T</i>

Note:

- (1) Annual Turnover = Total Revenue from Facilities Management-Revenue from sale of assets, scrap-Revenue from catering services*
- (2) The turnover must be given in Indian Rupees*
- (3) This proforma shall be dully certified by a Chartered Accountant.*

Proforma IV

Nature of Experience

<i>Sl. no.</i>	<i>Name of the Client</i>	<i>Nature of Work</i>	<i>Period</i>	<i>Annual Payment (Please support with proof) ()</i>	<i>Fee mentioned was earned 12 months starting from (month and year)</i>

Note:

- (1) *The nature of work should clearly indicate specific service or over all maintenance*
- (2) *Copies of clients' certificates and service agreements should be provided*

Proforma-V

Letter of authorization for attending bid opening

Following persons are hereby authorized to attend the bid opening for the tender on behalf of _____ (bidder) in order of preference given below

<i>Order of preference</i>	<i>Name & Designation</i>	<i>Specimen Signature</i>
<i>1</i>		
<i>2</i>		
<i>3</i>		

Note:

- 1. Only one representative can be allowed*
- 2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed is not produced.*

Annexure B
Formats for Submission
of
Bid Data

Appendix- 2: Formats
for Financial Bid

Appendix-2

Break-up of the quoted price per month

1. Manpower

Sl. No.	Category	No. of Manpower	Category	Minimum Wage per day (Rs.)	Nos. of days in a month	Remuneration per month				Amount Rs.
						Wage (Rs.)	EPF (Rs.)	ESI (Rs.)	Total (Rs.)	
A	B	C	D	E	F					G (B X F)
1	Facility Manager	1	Highly Skilled	448	26					
2	Site Engineer	1	Highly Skilled	448	26					
3	Facility Executive	1	Highly Skilled	448	26					
4	House Keeping Supervisor	3	Semiskilled	338	26					
5	House Keeping attendant	35	Unskilled	298	26					
6	Electrician	2	Skilled	388	26					
7	Plumber	1	Skilled	388	26					
8	Carpenter	1	Skilled	388	26					
9	Gardener	1	Skilled	388	26					
10	Garden Helper	2	Semiskilled	338	26					
11	Security Supervisor	4	Skilled	388	30					
12	Security Guard	50	Semiskilled	338	30					
Total (1)		102								

2. Cleaning Materials & Consumables

Sl. No.	Particulars	Quantity required per month	Rate per unit (Not below the standard market price)	Amount Rs.
A	B	C	D	E (CXD)
1	Naphthalin Ball (Kingson) Bengal	10 Kg.		

	<i>Chemical Product</i>			
2	<i>Vim Powder</i>	<i>100 Kg.</i>		
3	<i>Bleaching Powder(Swastik)</i>	<i>100 Kg.</i>		
4	<i>Hydrochloric Acid</i>	<i>100 Ltrs.</i>		
5	<i>Liquid Soap (Lizol /ISI Brand)</i>	<i>100 Ltrs.</i>		
6	<i>Carbostone</i>	<i>10 Pcs.</i>		
7	<i>Black Phenyl(Double Bull) Utkal Chemical</i>	<i>100 Ltrs.</i>		
8	<i>White phenyl(Sanitol) IDD</i>	<i>200 Ltrs.</i>		
9	<i>Odonil</i>	<i>50 Pcs.</i>		
10	<i>Dettol</i>	<i>50 Ltrs.</i>		
11	<i>Handle with Pochha</i>	<i>100 Pcs.</i>		
12	<i>Pochha refill</i>	<i>200 Pcs.</i>		
13	<i>Colin</i>	<i>50 Ltrs.</i>		
14	<i>Baygon Liquid</i>	<i>20 Ltrs.</i>		
15	<i>Baygon Sprayer (big)</i>	<i>10 Pcs.</i>		
16	<i>Carbolic Acid</i>	<i>5 Bottles</i>		
17	<i>Fouda (TATA)</i>	<i>10 Pc.</i>		
18	<i>Kanta Fouda (TATA)</i>	<i>10 Pc.</i>		
19	<i>Belcha (TATA)</i>	<i>5 Pc.</i>		
20	<i>Jhudi (Bamboo)</i>	<i>10 Pcs.</i>		
21	<i>Duster cloth (standard Markin cloth in rolls)</i>	<i>20 Mtrs.</i>		
22	<i>Stationeries</i>	<i>Rs. 5000/-</i>		
Total (2)				

3. Service charges / other charges

<i>Sl. No.</i>	<i>Particulars</i>	<i>Rate</i>	<i>Amount Rs.</i>
<i>1</i>	<i>Service Charges</i>		
<i>2</i>	<i>Other Charges</i>		
Total (3)			

N.B – All price in three tables must be quoted in Rupees.

Grand Total	Total (1) + Total (2) + Total (3) = Rs.
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N.B – The materials and consumables should be of good quality.