

# DISTRICT EDUCATION OFFICE, RAYAGADA

No. 6373 // 2024

Dt. 08.10 // 2024

## INVITATION FOR BIDS

Collector & Chairperson, ZillaBigyan PrasarSamiti (ZBPS), Rayagada invites sealed proposals / Bids from reputed Firms / Agencies for providing "Manpower Services to 33 number of Group D and Technicians as detailed below for general operation and maintenance of Nagavali Standalone Planetarium, Rayagada".

Activity/Services	Category	No. of Staff required
Assistant Facility Manager	High Skilled	1
Supervisor	High Skilled	1
Support Staff(Help desk executive)	Skilled	2
Electrician	Skilled	3
AC Technician	Skilled	2
Plumber	Semi-skilled	1
Fire Technician	Skilled	3
Carpenter	Semi-skilled	1
Security Guards	Semi-skilled	8
Housekeeper	Un skilled	8
Gardener	Un skilled	3
Total		33

A. Indicative scope :

The broad scope of services required through this BID DOCUMENT, shall be inter alia as indicated below:-

- House keeping and cleaning services.
- Security services & parking Management.
- Landscaping & Garden & Lawn maintenance.
- Help Desk & Reception services.
- Ensure for functioning and Repair of electrical appliances, sanitary fittings, wooden items and fire safety equipment etc.

B. Contact period : 3 years.

A. Bid processing fee(INR) : Rs.2000/-  
(non-refundable including GST)

C. Earnest Money Deposit (INR) : Rs.1,50,000/- (Rupees One lakh fifty thousand) only

(to be submitted in shape of Bank Guarantee covering the period of contract

from any Scheduled Commercial bank “drawn in favour of District Education Officer, Rayagadapayable at Rayagada” along with the Tender Document. The Bid Security will be returned to the unsuccessful bidder after selection of the successful bidder.

The BID DOCUMENT can be downloaded from the district website <https://rayagada.odisha.gov.in> or obtain in person from the office of the District Education Officer, Rayagada on payment of non-refundable cost of Tender Paper (Bid Processing Fee) amounting to Rs.2000/- (Rupees two thousand) including GST only in the shape of Demand Draft drawn in favour of District Education Officer, Rayagada payable at Rayagada on any working day between 10.00 A.M. to 5.30 P.M from 08.10.2024 To 22.10.2024

The filled in Tender Paper complete in all respect separately for Technical Bid and Financial Bid in separate sealed cover super-scribed clearly on the envelope as "Technical Bid for Engagement of Group D & Technician Manpower" and "Financial Bid for Engagement of Group D & Technician Manpower" as the case may be. Then both the sealed envelopes be placed in a separate cover duly sealed and super-scribed with "Bid proposal for Engagement of Group D & Technician Manpower" should be submitted through Registered Post/Speed Post/Courier and must reach the office of the District Education Officer, Rayagada by 5 P.M. of date 22.10.2024, as specified in the critical date sheet.

**D. Important Dates**

1	Last date & Time of submission of Bid	<u>22.10.2024</u> by 5 P.M.
2	Technical Bid opening Date & Time	<u>25.10.2024</u> at <u>4.00 P.M.</u>
3	Financial Bid opening Date & Time	<u>25.10.2024</u> at <u>4.00 P.M.</u>

**E. Contact Person :-**

- Asst. Secretary, ZBPS, Rayagada Sri Deepak Kumar Behera, Dist. Science Supervisor
- Email: [deorayagada27@gmail.com](mailto:deorayagada27@gmail.com)
- Contact No.9437234469
- Venue: District Education Office, Rayagada.

Incomplete and conditional Tender shall be summarily rejected. The Collector-cum-Chairperson, ZBPS, Rayagada reserves every right to reject any or all the Tenders, without assigning any reason thereof.

  
Addl. District Magistrate &  
Vice-Chairman ZBPS, Rayagada.

Memo No. 6374 /Dt. 08.10. /2024

Copy to Notice Board of this office / Notice Board of Collectorate, Rayagada for wide publication.

  
Addl. District Magistrate &  
Vice-Chairman ZBPS, Rayagada.

Memo No. 6375 /Dt. 08.10 / 2024

Copy forwarded to the Dist. e-Governance Manager, NIC, Collectorate, Rayagada for information & necessary action. He is requested to upload the Tender call Notice in the District website.

  
Addl. District Magistrate &  
Vice-Chairman ZBPS, Rayagada

Memo No. 6376 /Dt. 08.10 / 2024

Copy forwarded to the D.I.P.R.O., Rayagada for information. He is requested to get the invitation for Bids (IFB) published in two numbers of leading Odia Daily newspapers at an early date for wide circulation.

  
Addl. District Magistrate &  
Vice-Chairman Rayagada.

## **BID DOCUMENT FOR**

**”THE ENGAGEMENT OF 33 THIRTY-SIX GROUP-D  
AND TECHNICIANS (SKILLED AND UNSKILLED)  
PERSONNEL THROUGH MAN POWER SERVICE  
PROVIDER AGENCY ON OUTSOURCING BASIS FOR  
THE GENERAL OPERATION & MAINTENANCE OF  
NAGAVALI STANDALONE PLANETARIUM,  
AT-KADAMBARIGUDA, PS- CHANDILI,  
DIST-RAYAGADA**

**Collector & Chairperson, ZBPS, RAYAGADA  
At-DISTRICT EDUCATION OFFICE,  
RAYAGADA - 765 001.  
(EMAIL- deorayagada27@gmail.com)**

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# Disclaimer and Confidentiality

This Bid Document has been prepared by Office of the District Education Office, Rayagada (herein referred to as **CLIENT**) solely for the purpose of providing information to potential bidders. It is provided on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent of the Client.

The information contained in this Bid Document or subsequently provided to Bidder(s) / Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this BID DOCUMENT and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by “**CLIENT**” to prospective Bidder/s. The purpose of this BID DOCUMENT is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Financial Bid") pursuant to this Bid Document.

It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This Bid Document may not be appropriate for all persons, and it is not possible for “**CLIENT**”, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Bid Document.

The assumptions, assessments, statements and information contained in this BID DOCUMENT may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this BID DOCUMENT including Annexures / attachments/ amendments and obtain independent advice from appropriate sources. “**CLIENT**” and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this BID DOCUMENT to the Bidder/s is on a wide range of matters, some of which depend upon interpretation.

Bidders should not rely on any information contained in this document as a

statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such information, including without limitation, any income, fee/rentals, dimensions, areas, zoning and permits. While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (express or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. **“CLIENT”**, its advisors, officers, employees, subcontractors and agents shall not be liable (except to the extent that liability under statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

**“CLIENT”** also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this BID DOCUMENT.

**“CLIENT”** may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this BID DOCUMENT. **“CLIENT”** may also withdraw or cancel the BID DOCUMENT at any time without assigning any reasons thereof.

**“CLIENT”** reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this BID DOCUMENT does not imply that **“CLIENT”** is bound to select service provider or to appoint the successful service provider, as the case may be. **“CLIENT”** reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by **“CLIENT”** or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and **“CLIENT”** shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## Notice Inviting Tender (NIT)

The Collector & Chairperson, Zilla BigyanPrasarSamiti (ZBPS), Rayagada invites sealed proposals / Bids / Tenders from reputed Firms / Agencies for providing “Manpower Services to 33 number of Group D and Technicians as detailed below for general operation and maintenance of Nagavali Standalone Planetarium, Rayagada.

Activity/Services	Category	No. of Staff required
Assistant Facility Manager	High Skilled	1
Supervisor	High Skilled	1
Support Staff(Help desk executive)	Skilled	2
Electrician	Skilled	3
AC Technician	Skilled	2
Plumber	Semi-skilled	1
Fire Technician	Skilled	3
Carpenter	Semi-skilled	1
Security Guards	Semi-skilled	8
Housekeeper	Un skilled	8
Gardener	Un skilled	3
Total		<b>33</b>

### B. Indicative scope :

The broad scope of services required through this BID DOCUMENT, shall be inter alia as indicated below:-

- (a) Housekeeping and cleaning services.
- (b) Security services & parking Management.
- (c) Landscaping & Garden & Lawn maintenance.
- (d) Help Desk & Reception services.
- (e) Ensure for functioning and Repair of electrical appliances, sanitary fittings, wooden items and fire safety equipment etc.

C. Contact period : 3 years.

D. Bid processing fee(INR) : **Rs.2000/- (Rupees two thousand) Only**(non-refundable including GST)

F. Earnest Money Deposit (INR) : **Rs.1,50,000/- (Rupees One lakh fifty thousand) only**

(to be submitted in shape of Bank Guarantee covering the period of contract from any Scheduled Commercial bank “drawn in favour of District Education

**Officer, Rayagada payable at Rayagada” along with the Tender Document.**The Bid Security will be returned to the unsuccessful bidder after selection of the successful bidder.

The BID DOCUMENT can be downloaded from the district website <https://rayagada.odisha.gov.in> or obtain in person from the office of the District Education Officer, Rayagada on payment of non-refundable cost of Tender Paper (Bid Processing Fee) amounting to **Rs.2000/- (Rupees two thousand) only** including GST in the shape of Demand Draft drawn in favour of District Education Officer, Rayagada payable at Rayagada on any working day between 11.00 A.M. to 5.30 P.M from Date \_\_\_\_/\_\_\_\_/\_\_\_\_ To Date \_\_\_\_/\_\_\_\_/\_\_\_\_.

The filled in Tender Paper complete in all respect separately for Technical Bid and Financial Bid in separate sealed cover super-scribed clearly on the envelope as "Technical Bid for Engagement of Group D and Technician Manpower" and "Financial Bid for Engagement of Group D and Technician Manpower" as the case may be. Then both the sealed envelopes be placed in a separate cover duly sealed and super-scribed with "Bid proposal for Engagement of Group D and Technician Manpower" should be submitted through **Registered Post / Speed Post / Courier** and must reach the office of the District Education Officer, Rayagada by 5 P.M. of date \_\_\_\_\_, as specified in the critical date sheet.

#### **E. Important Dates**

1	Last date & Time of submission of Bid	_____ at 5 P.M.
2	Technical Bid opening Date & Time	_____ at 4 P.M.
3	Financial Bid opening Date & Time	_____ at 4 P.M.

#### **F. Contact Person :-**

- Asst. Secretary, ZBPS, Rayagada Sri Deepak Kumar Behera, Dist. Science Supervisor
- Email: [deorayagada27@gmail.com](mailto:deorayagada27@gmail.com)
- Contact No.9437234469
- Venue: District Education Office, Rayagada.

## Bidder Data Sheet

Sl. No	Description			
1.	Title of Request for Proposal (BID DOCUMENT)	Selection of agency for providing <b>Manpower Services for general operation and maintenance of Nagavali Standalone Planetarium, Rayagada</b>		
2	Manpower Resources Required	<b>Activity/Services</b>	<b>Category</b>	
		Assistant Facility Manager	High Skilled	1
		Supervisor	High Skilled	1
		Support Staff(Help desk executive)	Skilled	2
		Electrician	Skilled	3
		AC Technician	Skilled	2
		Plumber	Semi-skilled	1
		Fire Technician	Skilled	3
		Carpenter	Semi-skilled	1
		Security Guards	Semi-skilled	8
		Housekeeper	Un skilled	8
		Gardener	Un skilled	3
		<b>Total</b>		<b>33</b>
3	Broad scope of services	<p>The Broad Scope of services required under through this BID DOCUMENT shall be inter alia as briefed below :</p> <p>(a) Housekeeping and cleaning services.                      (b) Security services &amp; parking Management.                      (c) Landscaping &amp; Garden &amp; Lawn maintenance.                      (d) Help Desk &amp; Reception services.                      (e) Ensure for functioning and Repair of electrical appliances, sanitary fittings, wooden items and fire safety equipment etc.</p>		
4	Contract Period	The Contract shall be for a period of <b>03 years</b> (i.e.36 Months)		
5	Method of Selection	<b>Least Cost Selection Process (LCS)</b>		

6	Bid Processing Fee	<b>Rs.2000/-</b> (Rupees two thousand)Only (non-refundable & including GST) in shape of Demand Draft) as the cost of Tender Paper in shape of Demand Draft of any Scheduled Commercial Bank drawn in favour of District Education Officer, Rayagada payable at Rayagada along with the Technical Bid.
7	Earnest Money Deposit (INR)	<b>Rs.1,50,000/- (Rupees One lakh fifty thousand) only</b> (to be submitted in shape of Bank Guarantee covering the period of contract from any Scheduled Commercial bank drawn in favour of District Education Officer, Rayagada payable at Rayagada along with the Tender Document. The Bid Security will be returned to the unsuccessful bidder after selection of the successfulbidder.
8	Submission of Proposal	Bidder/s shall be required to submit their Proposal through <b>Registered Post / Speed Post / Courier</b> as per instructions in the BID DOCUMENT on or before the end date and time for proposal submission i.e. Dt. _____ at 5 PM to the following address :-  <b>The District Education Office, Behind Govt. Hospital, Rayagada 765001</b>  (The Client will not be responsible for any postal delay/any consequences in receiving of the proposal. Any bid received after the deadline of submission, will be out-richtly rejected.)
8	Date of issue of BID DOCUMENT	_____
9	Downloading of BID DOCUMENT Documents	Bidders can download the complete BID DOCUMENT from the district website <a href="https://rayagada.odisha.gov.in">https://rayagada.odisha.gov.in</a>

11	Last date and time of Submission of Bid (Bid Due Date)	<b>Date:</b> _____ <b>Time:</b> 5 P.M.
12	Date of opening of Technical Bid	<b>Date:</b> _____ <b>Time:</b> _____.  The Technical Bids shall be opened in presence of the authorized representatives of the bidder who wish to be present at the venue at that time.
13	Date of opening of Financial Proposal	<b>Date:</b> _____ <b>Time:</b> _____  Financial Bids of technically qualified bidders will only be opened in presence of the authorized representatives and evaluated. Bidders quoting lowest financial bid for the first Year <b>i.e. L1</b> among technically qualified bidders shall be identified as selected bidder.
14	Letter of Award (LoA) to selected Bidder	Within 07 days from the date of issue of award notice.
15	Site Visit	Bidders are advised to prepare and submit their respective proposals only after visiting the site and validating project information. Prospective bidders may make a visit to the site for necessary assessment for the purpose of bid preparation. The site visit will be facilitated by the District Education Officer, Rayagada from Dt. _____ to _____ for the prospective bidders (on prior request). The authorized person as mentioned above shall be contacted for the purpose.
16	Scope of work, Obligations of Agency and Client, for the assignment:	As detailed in Schedule of Requirements
17	Selection process	As detailed in clause 1.3.1

18	Performance Security	<b>Selected bidder must submit Performance Security of the amount equivalent to 5% of the Contract Value (Bidders are requested to refer Clause 1.11 for details)</b>
19	Validity of Proposal	Proposals must remain valid for Thirty (30) days after the submission date Bidders are requested to refer Clause 1.14 (Proposal Validity)
20	Language(s) of the submitted proposals	English
21	Bidder to state financial proposal in the national currency	Indian Rupees (INR)
22	Taxes	As per Clause no 1.2.8
23	Selection criteria for pre-qualification (eligibility)	Bidders are requested to refer Clause 1.2.4 for detail
24	Evaluation Criteria for Technical Proposal	Bidders are requested to refer Clause 1.7.1
25	Signing of Service Agreement (SA)	Within 15 (Fifteen) days from the date of issue of Letter of Award (LoA)
26	Mobilization Period and Commencement of Service:	15 days from the signing of Service Agreement (SA)

## Section-1: Instruction to bidders

### 1.1. Project Introduction –comprehensive details of Standalone Nagavali Planetarium

	Project Specification Description	Quantity(Unit)
A	Land Area	10700 Sqft.
B	Boundary Wall Surface Area (Inside+Outside)	20000Sqft.
C	Total Carpet Area	10000Sqft.
D	Basement Parking	1000 Sqft.
E	Aluminum Windows	300Sq.ft.
F	Over Head Tank for drinking water (Capacity)	4000 Letter
G	Over Head Tank for firefighting (Capacity)	20000 Ltr.
H	Fire Hydrant Sump (Capacity)	5 HP
I	No. of Toilets:- Toilets having non glazed ceramic tiles floor and wall with PH fittings and fixtures.	13 numbers
J	Type of Flooring	Vitrified Tile flooring in all rooms. Ceramic tile flooring in toilets
K	D.G.Room with details of Machineries	D.G. Set One no. 125 KVA
L	Pump House with details of Machineries	One Pump House
M	Substation yard area	300 Sqft.
N	Lawn area	50000 Sqft.
O	Signage Board(soft)	NA
P	Front lawn plantation	450 Plants
Q	Centralized A/C Systems with detail specification	08 Spit AC systems installed
R	Any other relevant information in respect of the project location	The building is situated at Kadambariguda, J.K. Road, Rayagada.

- Note:
- (i) Area variation is  $\pm 10\%$ .
  - (ii) Bidders are requested for site visit before preparation and submission of their Bid.

## 1.2 General

### 1.2.1 Scope of Tender

**1.2.1.1** The Collector & Chairperson, ZBPS, Rayagada OR the District Education Officer, Rayagada (hereinafter referred to as “The Client”) invites sealed bids from the eligible bidders for providing Manpower Services for general operation and maintenance of Nagavali Standalone Planetarium, Rayagada.

**1.2.1.2** The successful bidder will be expected to provide the Manpower Services for general operation and maintenance of Nagavali Standalone Planetarium, Rayagada for the intended period specified in the Bidder Data Sheet. Please refer Form T- 7 for scope of work for the proposed services.

**1.2.1.3** The successful bidder shall become Facility Management Service Provider (FMS) on completion of contract signing formalities.

**1.2.1.4** The bidders are required to familiarize themselves with the site conditions as well as surroundings and take them into account while preparing their proposals.

**1.2.2 CLIENT:** the District Education Officer, Rayagada will facilitate field visit of potential bidders.

#### Contact Details of Officers in Charge of the Nagavali Standalone Planetarium, Rayagada

Sl. No.	Officer In charge		
	Name	Designation	Contact No
1	Sri Ajit Singh	Site Engineer, NPCC, Rayagada	9910656885

#### Contact person from Office of District Education Office, Rayagada

Sl. No.	Officer In charge		
	Name	Designation	Contact No
1	Sri Deepak Kumar Behera	District Science Supervisor, Rayagada	9437234469

### 1.2.3 Eligibility Criteria

The bidder should meet the following eligibility requirements to qualify for participation in the bidding process:

Criteria	Description	Required supporting Documents
<b>Technical Criteria</b>		
A.	The bidder should be registered with the FOLLOWING Govt. Authorities  1. Labour Department, 2. Employees Provident Fund Authorities 3. Employees State Insurance Corporation 4. Income Tax 5. Goods & Services Tax	Copy of Certificates of Incorporation / Registration issued by the competent Authority:  Copies of PAN, GSTIN and upto date GST Return, IT Returns for the last 3 financial years i.e. 2021-22, 2022-23 and 2023-24, Labour Registration, EPF Registration Certificate, ESI Registration Certificate and Valid License under PSARA (Private Security Agencies Regulation Act.2005) to be submitted along with the technical proposal.
B.	The bidder must have executed Comprehensive Operation, Maintenance and Multi facility Mechanized Services in Central / State Govt./ High rise Buildings, Apartments, Business centers and Malls during last three financial years i.e. 2021-22, 2022-23 and 2023-24 of value specified herein in the relevant area as per the scope of the work.	Copies of supporting work order / work completion certificate issued by respective authorities as applicable along with duly filled information sheet as per <b>Form T4</b> .
D.	Bidder must not be under any declaration of Ineligibility by any Client and should not be blacklisted with any of the government project as on date of proposal.	Undertaking as per <b>Form T5</b> on stamp paper of appropriate value in shape of affidavit from the Notary regarding his eligibility and non-blacklisting needs to be furnished
E.	The registered Office / branch office of the Service Provider <b>must be located</b> within the <b>jurisdictional area of the concerned State</b> .	Valid address proof of the office (Copy of the Land Line Telephone Bill / Electricity Bill / GSTIN of the Office Premise)

Financial Capability Criteria		
A	Bidder should have the average financial turnover of not less than Rs.50.00 Crore (FiftyCrore) and should have a positive net worth for last Three financial years 2021-22, 2022-23 and 2023-24 for providing similar type of services as per the scope of the work.	Duly certified copy from the auditor / chartered accountant has to be provided certifying Organizations turnover during last Three financial years [Please insert the Period] as per <b>Form T2</b>
B	Must have its own bank account in any scheduled bank situated in Odisha or any nationalize bank in India “It is desirable to open Bank account in anywhere in Odisha once a bidder is selected”	Copy of the pass book along with self-attested Bank Account Statement for the last six months period needs to be furnished.
C	Must not have any pending judicial proceedings for any criminal offence against the Owner /Director / Persons to be deployed by the Service Provider	An undertaking to this effect must be submitted on the bidder letter head as per <b>Form T5</b>

**NB:**

- i. **Similar works** means undertaken Comprehensive Facility Management Services including operation and maintenance services, housekeeping, security services, horticulture, waste management etc.
- ii. **Eligible Projects** for the purpose of evaluation shall mean following projects: Similar works executed for Central Government/State Government/PSUs/ Convention Centre/ Commercial Complexes/ Multiplexes /Luxury Hotels/ Resorts/Institutional Campus/Corporate House/Hospitals etc.

## 1.2.4 Technical Evaluation

The eligible bidders would be further evaluated for short-listing based on following technical score weightage:

Sl. No	Criteria	Weightage	
	Sub-Criteria	Sub-Criteria	Criteria Total
1	<b>Past experience of the Bidder</b>		<b>50</b>
1.1.	Experience of Bidder (in number of years in business from the date of incorporation):	20 Mark	
		i) 3 to 5 years	10
		ii) More than 5 years	15
		iii) More than 7 years	20
1.2	Undertaken at least one project having comprehensive facilities management services with <b>minimum built up area of 10,000 sq. ft.</b> and having the contract value of <b>Rs.5.00Crore</b> during the last Three financial years	30 Mark	
		i) Minimum of 1 project of similar capacity and contract value	20
		ii) For each additional project of similar capacity and contract value	5 <i>(Maximum = 10 Mark)</i>
2	<b>Financial strength of the bidder:</b>  Bidders having the Average financial turnover of minimum of Rs.50.00Croreduring the last Three financial years will be considered]	<b>Bidders having</b> <b>(i)</b> Prescribed financial turnover of Rs.50.00Croreswill be given 2.5. marks <b>(ii)</b> Turnover above Rs.50.00crores then marking will be 5. <b>(iii)</b> For each additional turnover of Rs.10.00Crore = 1 Mark will be given subject to a maximum mark of 10.	<b>10</b>
3	Proposed Manpower, Standard Operating Procedure, Quality Control Mechanism and Work plan to undertake the comprehensive facilities management at the location	Review of Bidders technical proposal with reference to Quality of Service Delivery, Equipment availability, Automation and proposed technical manpower to be deployed for the purpose. The Bidder has to submit Detail Plan as per <b>Form No.T8 and through PPT presentation in the Bid Opening.</b>	<b>40</b>
	<b>Full Mark</b>		<b>100</b>

Bidders who score more than **60%** marks shall be considered for further evaluation.

**1.2.5 Proposal Preparation Cost:** The bidder shall be responsible for bearing all the costs and expenses associated with the preparation of its proposal and participate in the bidding process. Client shall not be responsible, or in any way liable for such costs/expenses, regardless of the conduct or outcome of the bidding process.

**1.2.6 Project Inspection and Site Visit:** The Bidder, at his own responsibility and risk can visit, and examine the location of the site and its surroundings, and obtain all information that may be necessary for preparing the proposal. The costs of visiting the site shall be borne by the Bidder. Client shall not be liable for such costs, regardless of the outcome of the bidding process.

**1.2.7 Only One Proposal** Each bidder will submit only one proposal. Alternative bid is not allowed. Consortium / Joint venture of any form is allowed under this bidding process.

#### **1.2.8 Taxes**

**1.2.8.1** The financial proposal /bid shall be exclusive of applicable Goods & Services Tax (GST).

**1.2.8.2** As a condition, precedent for reimbursement of the GST, the FMS shall provide a valid GSTIN and raise **GST compliant Tax Invoice** to the Client.

**1.2.8.3** The financial liability on account of any other applicable taxes, as may be applicable on the amounts received by the FMS from Client shall be solely borne by the FMS. The FMS alone shall be responsible in all respects for the payment of all taxes including Income Tax etc. in a timely manner and filing the returns in respect thereof as per the applicable laws. Client shall not bear any responsibility in this regard.

**1.2.8.4** However, towards compliance with the applicable Tax laws, Client shall deduct TDS as applicable from the payments to be made by Client to FMS and a certificate shall be made available to the FMS in support of the evidence.

## 1.3 Bidding Instructions

### 1.3.1 Brief Description of Bidding Process

1.3.1.1 The proposal/bid against the BID DOCUMENT would be completed through single stage two envelope systems:

#### A. Request for Proposal (BID DOCUMENT) –

BID DOCUMENT comprises of following two parts as briefed below:

##### a. Part 1: Technical Proposal

- The Technical Proposal of bidders will be evaluated for compliance with the eligibility criteria and further technical evaluation as defined in the BID DOCUMENT. The bidders fulfilling the eligibility criteria and technical evaluation conditions shall be considered as technically qualified. These technically qualified bidders would only be considered for Financial Proposal evaluation.
- Bidders are requested to refer Clause *1.3.6 & 1.7.1*

##### b. Part 2: Financial Proposal

- Financial Proposal of technically qualified bidders (based on technical proposal and technical evaluation as indicated above) will only be opened and evaluated.
- Bidders quoting Lowest Bid Value i.e. **L1** for first year of service among technically qualified bidders shall be selected as successful bidder.
- Bidders are requested to refer Clauses *1.3.7 & 1.7.2*

#### B. Proposal validity shall be as per duration specified in Clause 1.14

1.3.1.2 During the Bidding Process, the bidder will be requested to submit their Proposals pursuant to this BID DOCUMENT in accordance with the terms set forth in this BID DOCUMENT, all the Volumes, Appendices and Addenda thereof issued by “**CLIENT**” as part of this Bidding Process (collectively the "Bidding Documents"), as modified, altered, amended and clarified from time to time by Client. All Proposals shall be prepared and submitted in accordance with such terms. There should not be any overwriting allowed in the Financial Bid.

**1.3.1.3** Client reserves the right to reject the proposal which does not meet the requirement of the selection process. Any further extension of the proposal validity period shall be with the consent of the bidder. Further details of the process to be followed during the Bidding Process and the terms thereof are spelt out in this BID DOCUMENT.

### **1.3.2 Special Instructions for Preparation of Proposal**

- i. **Language:** - The proposal and supporting documents shall be in English language unless otherwise specified.
- ii. **Currency:** - Bidders shall express the price of their Financial Proposal in India Rupees (INR) only.
- iii. All Bidders are required to submit their proposal in accordance with the guidelines set forth in this BID DOCUMENT. In order to promote consistency among proposals and minimize potential misunderstandings regarding interpretation of proposals by Client, the format in which bidders have to specify the fundamental aspects of their Proposal have been outlined in this BID DOCUMENT.
- iv. The technical proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by Bidder/s. Any such corrections, interlineations or overwriting must be initialed by the authorized representative of the bidder. There should not be any overwriting in the financial bid. Client's decisions in this regard will be final.
- v. In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the BID DOCUMENT. Material deficiencies in providing the information requested may result in rejection of a Proposal. While preparing the Technical Proposal, Bidders must give particular attention to the following:
  - The bidder must physically visit the project location to have a clear understanding of the proposed facilities and the nature of services required, financial and technical implications.

- While making the proposal, the bidder must ensure that they provide all the information as sought by Tender Inviting Authority, failing which the proposal shall be considered as non-responsive.
  - Detail working of the lump sum price must be submitted along with the Financial Proposal.
  - The Bidder shall also submit, along with their Proposal, a copy of this BID DOCUMENT bearing the initials of the Authorized Signatory of the Bidder and stamp of the entity thereof on each page of these documents i.e. BID DOCUMENT. This shall indicate that the Bidder agrees to abide by all terms & conditions specified in the BID DOCUMENT.
- vi. It shall be deemed that prior to the submission of the Proposal, the Bidder has:
- a. Made a complete and careful examination of terms and conditions / requirements, and other information as set forth in this BID DOCUMENT.
  - b. Received all such relevant information as it has been requested from Client; and
  - c. Made a complete and careful examination of the various aspects of the Project.
- vii. No change in or supplementary information to a Proposal shall be accepted after the Proposal Due Date. However, Client reserves the right to seek additional information from the Bidders, if found necessary, during the course of evaluation of the Proposal. In case of non- submission, incomplete submission or delayed submission of such additional information or clarifications sought by Client, the Proposal would be evaluated solely on the basis of available information.
- viii. Client shall not be liable for any mistake or error or neglect by Bidder in respect of the above.
- ix. The Conditional Bids shall not be considered and will be out rightly rejected.
- x. Client reserves the right to reject any or all proposals without assigning any reason whatsoever.
- xi. Client also reserves the right to terminate the Bidding Process at its discretion under

intimation to the Bidders submitting the Proposals, without assigning any reasons for the same.

- xii. Client reserves the right to verify any or all information furnished by the Bidder.
- xiii. Notwithstanding anything stated in this BID DOCUMENT, if any claim made or information provided by the Bidder in the Proposal or any information provided by the Bidder in response to any subsequent query by Client, is found to be incorrect or is a material misrepresentation of facts, then the Proposal will be liable for rejection.
- xiv. The Bidder shall be responsible for all costs associated with the preparation of the Proposal. Client shall not be responsible in any way for such costs, regardless of the conduct or outcome of the Bidding Process.

### 1.3.3 Submission of queries

Any queries or request for additional information concerning this BID DOCUMENT shall be submitted by email within the timeline as provided in the Bidder Data Sheet, to the designated authority as provided here under:

Name of Official                      Sri Deepak Kumar Behera, Dist. Science & Asst. Secretary,  
ZBPS, Rayagada Supervisor

Email    [deorayagada27@gmail.com](mailto:deorayagada27@gmail.com)

(The email subject / communication shall clearly bear the following identification / title "**Queries / Request for Clarification: Name of the Assignment**")

Contact No.                                      9437234469

Venue    District Education Office, Rayagada.

The Bidder shall mention the name of firm and contact details of their representative on the envelope/email while sending queries:

The queries should necessarily be submitted in the following format:-

BID DOCUMENT Reference(s) (Section & Page Number(s))	Content of BID DOCUMENT requiring Clarification(s)	Points of clarification

Any requests for clarifications after the bid submission date shall not be entertained.

### 1.3.4 Clarification and Amendment of BID DOCUMENT

At any time prior to the deadline for submission of bid, Client may, for any reason, whether at its own initiative or in response to clarifications requested by one or more of the interested parties, modify the BID DOCUMENT by way of issuance of an "Addendum".

### 1.3.5 Bidder/submission in support of Eligibility

Bidder shall submit the signed checklist for eligibility criteria as per **Form-T1** along with requisite documents as indicated in the clause 1.2 (Selection Criteria)

### 1.3.6 Submission for Technical Proposal

Bidders are required to submit Technical Proposal as per the prescribed format as provided in Section-4 of the BID DOCUMENT. Submission of wrong form of technical proposal will result in the rejection of the bid. The Technical Proposal shall provide the information indicated in the following Para using the attached Standard Forms as per Section 5.

The following Forms need to be submitted along with the technical proposal:

Forms No	Format Details	Page No.
FORM-T1	Covering Letter	51
FORM-T2	A: Bidder's Organization Details B: Financial Capacity of the Bidder	53 57
FORM-T3	Power of Attorney	58
FORM-T4	Past Experience in Similar Sector	59
FORM-T5	Undertaking	60
FORM-T6	Bid Security Declaration	61
FORM-T7	Scope of the Work	63
FORM-T8	Quality Control mechanism	74

### 1.3.7 Submission for Financial Proposal

- i. The estimated cost of the contract is **Rs.52,00000/- (Rupees fifty two lakhs)only (approximate)** per annum excluding applicable taxes, statutory dues and negotiated service charges. As desired by authority additional man power may be engaged on the same terms & conditions based on requirement. Similarly, man power may be curtailed as per decision of authority.
- ii. The Financial Proposal shall be prepared using the attached Standard Forms as per **FORM – T9**
- iii. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
- iv. All information provided should be legible and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the lower amount will be taken as correct, whether the same has been provided in figures or in words.
- v. The financial proposal shall be in the form of lump-sum amount (in the form of Annual Comprehensive Facility Management Cost quoted in INR for First Year) and shall be exclusive of any taxes/GST that may be applicable. Detail break-up of the lump-sum amount must also be worked out and to be submitted along with the financial proposal.

## 1.4. Preparation and Submission of Bids

### 1.4.1 Preparation of Bids

- a. Bidders should take into account all clarifications/ corrigendum / addendums to the BID DOCUMENT published before preparation and submission of their proposals.
- b. Bidders should go through the BID DOCUMENT carefully to understand the requirements to be submitted as part of the bid. Please note the number of covers/packets in which the bids have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

## 1.4.2 Submission of Bids

- i. The bids shall be submitted through **SPEED POST / REGISTERED POST / COURIER** under two cover system i.e., viz., Technical Proposal (Cover-I) and Financial Proposal (Cover-II). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- ii. The proposals submitted through Telegram/Fax/email / any other mode shall not be considered and will be out rightly rejected. No correspondence will be entertained in this matter.

### 1) Cover – I Technical Proposal:

- Bid Processing Fee and EMD as applicable.
- The documents as specified in clause **1.3.6** of this BID DOCUMENT are to be self-attested and furnished by the Bidder (i.e. checklist and Form T1 to T9).
- Signed copy of the BID DOCUMENT.
- All required documents.

### 2) Cover – II Financial Bid (Check list):

- The formats as specified in clause **1.3.7** of this BID DOCUMENT are to be self-attested and to be furnished by the Bidder.
- Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Services of Group-D personnel for the Nagavali Standalone Planetarium** "

## 1.5 Modifications/ Withdrawal of Proposals

No proposal can be modified by the bidder subsequent to the closing date and time of proposal submission due date. In the event of withdrawal of the proposal by bidder, the EMD will be forfeited by “CLIENT”.

## 1.6 Opening of Proposal

Client reserves the right to reject any Proposal not submitted on time and which does not contain the information / documents as set out in this BID DOCUMENT.

### Stage 1: Opening of Cover 1 Technical Proposal

The documents in Cover 1 submitted by respective bidders will be opened on the date and time stipulated in the “Bidder Data Sheet”, processed & scrutinized to determine Non- Responsive Proposals. Prior to evaluation of Proposals, Client will determine whether each Proposal is responsive to the requirements of the BID DOCUMENT. A Proposal shall be considered responsive only if the Proposal:

- is received by the client within the due date
- is submitted pursuant to Bidding Instructions
- is accompanied by the Power of Attorney as specified in **Form T3**, as applicable.
- accompanied by Bid Processing Fee and EMD / Bid Security
- contains all the information as requested in the BID DOCUMENT;
- all pages of the Proposal are signed by Authorized representative of Bidder and numbered.
- contains information in the forms specified in this BID DOCUMENT; and fulfills the conditions of eligibility,
- Proposal validity is as prescribed in the BID DOCUMENT,
- Technical proposal does not contain any financial information

Client reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification or withdrawal shall be entertained by Client in respect of such Proposals. Client would subsequently examine and evaluate Proposals in accordance with the selection process specified in Technical Evaluation proposal w.r.t Eligibility Criteria.

## **Stage 2: Opening of Cover 2 (Financial Proposal)**

After the technical evaluation, Client would prepare a list of technically qualified Bidder/s for opening of their Financial Proposals within the stipulated date. Client will not entertain any query or clarification from Bidder/s who fail to qualify at any stage of Selection Process.

### **1.7 Evaluation of Proposal**

#### **1.7.1 Technical Evaluation**

The Technical Proposal of bidders will be opened in presence of the authorized representative of the bidders and evaluated for compliance with the qualification criteria of the BID DOCUMENT. The technically qualified bidders as per **clause 1.2.4** would only be considered for submission of Financial Proposal evaluation.

#### **1.7.2 Financial Evaluation and Selection of Bidder**

Financial Proposal of technically qualified bidders (as indicated above) will only be opened and evaluated. Bidders quoting lowest Financial Quote i.e. **L1** for Year 1 (as per **Form T2**), among technically qualified bidders shall be identified as **“Selected Bidder”**.

### **1.8 Award of Work**

After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by the Client to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof, which may also be extended through email in addition to offline mode of acceptance of communication to avoid delay. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Client may, unless it consents to extension of time for submission thereof, the appropriate EMD of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by the Client on account of failure of the Selected Bidder to acknowledge the LOA, and the next eligible Bidder may be considered.

## **1.9 Execution of Service Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Service Agreement (SA) within the period prescribed in “Bidder Data Sheet”. The Selected Bidder shall not be entitled to seek any deviation in the Service Agreement. The Selected Bidder shall submit Performance Bank Guarantee before signing of Service Agreement.

## **1.10 Implementation Process and Contract Period**

The date on which the Service Agreement will be signed between “CLIENT” and Selected Bidder will be identified as the ‘Commencement Date’;

### **1.10.1 Mobilization Period**

The Agency will be granted a 15 calendar days from the date of signing the Service Agreement to mobilize the resources as per the requirements stated in this BID DOCUMENT. The date on which the mobilization period gets completed will be identified as the ‘Effective Date’;

The Client may request to mobilize part team on priority (if need be) during mobilization period, FMS shall extend required assistance to the Client if such request is raised.

### **1.10.2 Contract Period**

The Contract Period shall start from the ‘Effective Date’ as defined above, and shall be valid for a period of 03 years (i.e. 36 Months) (annually renewable). The FMS shall provide a consolidated list of equipment procured by the FMS and update the Client on annual basis for records.

**1.10.3** The Agreement is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements. The Agreement shall automatically expire after completion of one year unless extended further by the mutual consent of the Manpower Service Provider and Authority

**1.10.4** The Agreement may be extended, on the same terms and conditions or with some additions/ deletions/ modifications, for a further specific period mutually agreed upon by the Man Power Service Provider and Authority. However, under no circumstances the manpower/ personnel engaged shall be allowed to continue for more than two years, so as to avoid future litigation relating to regularization.

**1.10.5** The Man Power Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority

#### **1.10.6 Terms and Conditions of the Contract**

- a) The Manpower Service Provider will be bound by the details furnished by into the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the agreement and forfeiture of performance Security. Action as deemed proper shall be initiated against the Service Provider Agency
- b) The Authority reserves the right to terminate the agreement at any time during the period of contract after giving 30 days' notice to the Man Power Service Provider.
- c) The persons deployed in the Centre besides normal working hours will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No.30794 dated 06.11.2021.
- d) The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office of the District Education Officer, Rayagada so that optimal services of the persons deployed could be availed without any disruption.
- e) The entire financial liability in respect of man power services deployed in the Planetarium Centre shall be that of the Man power Service Provider

and Collector-cum-Chairperson, ZBPS will no way be liable. It will be the responsibility of the Man power Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the Collector-cum-Chairperson, ZBPS, Rayagada.

- f) For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of man power so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against Collector-cum-Chairperson, ZBPS Rayagada.
- g) The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Collector-cum-Chairperson, ZBPS Rayagada shall, in no way, be responsible for settlement of such issues whatsoever.
- h) The Collector-cum-Chairperson, ZBPS Rayagada shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
- i) The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during or after expiry of the Agreement.
- j) In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
- k) The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office. Undertaking from the person deployed to this effect shall be required to be submitted by the Man Power Service Provider at the time of commencement of such deployment.
- l) The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Department, Provident Fund Authorities, Employees

State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.

- m) The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Man power Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, where ever applicable.
- n) The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. Police verification of the antecedents of the deployed personnel can be made at the discretion of the Collector-cum-Chairperson, ZBPS Rayagada.
- o) The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office.
- p) The agency must not have been blacklisted by any Central / State Government any other public sector undertaking or any authority during the recent past. An undertaking to this effect shall be furnished by the Bidders as per the prescribed format at **FORM T5**
- q) The persons deployed shall not commit any mischief in any form with the case records, documents, registers and files. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
- r) The Manpower Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of workers in respect of the persons deployed by it in the Nagavali Standalone Planetarium Rayagada. The Collector-cum- Chairperson, ZBPS, RAYAGADA shall have no

liability in this regard

- s) The Manpower Service Provider shall also be liable for depositing all taxes, levies, Chess, etc., on account of service rendered by it to the concerned tax collection authorities, from time to time, as per the Rules and Regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Collector – cum – Chairperson, ZBPS, RAYAGADA as and when required.
- t) The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the Collector-cum-Chairperson, ZBPS, RAYAGADA or any other authority under law.
- u) The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act./Rules, GST Act. /Rules, as amended from time to time and a certificate to this effect shall be provided by Collector-cum- Chairperson, ZBPS, RAYAGADA
- v) In case the Manpower Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Collector-cum- Chairperson, ZBPS, RAYAGADA is put to any loss/obligation, monetary or otherwise, the Collector-cum- Chairperson, ZBPS, RAYAGADA will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
- w) The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Collector-cum-Chairperson, ZBPS, RAYAGADA will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Collector-cum- Chairperson, ZBPS, RAYAGADA by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

### 1.10.8 Payment Terms and Enhancement

- i. The payment for the entire Annual Comprehensive Facility Management Cost will be done on equal monthly installments basis during contract period.
- ii. The Manpower Service Provider shall raise the bill, in triplicate in favour of Collector-cum- Chairperson, ZBPS, RAYAGADA along with attendance sheet duly verified by Collector-cum- Chairperson, ZBPS, RAYAGADA in respect of the persons deployed and submit the same to the prescribed authority within the 3rd day of the succeeding month.
- iii. As far as possible the payment will be released within the last week of succeeding month, subject to availability of funds.
- iv. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax, etc., should be necessarily accompanied with documentary proof pertaining to the concerned monthly bill. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Collector-cum- Chairperson, ZBPS, RAYAGADA.
- v. The amount of penalty calculated @ Rs.100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from the monthly bills in the succeeding month .
- vi. Overall cost enhancement of 3% per annum shall be applicable on last paid Annual Comprehensive Facility Management Cost. Following example is for clarity:

<b>1st Year</b>	No enhancement
<b>2nd Year</b>	3% enhancement on Annual Comprehensive Facility Management Cost paid in 1st Year
<b>3rd Year</b>	3% enhancement on Annual Comprehensive Facility Management Cost paid in 2nd Year

- vii. However, if after taking into account the changes/ increase in minimum wages/ statutory wages payables to workers, such increase may be considered (even if, with that increased contract value will escalate more than the overall limit of 3% per annum on the initial value of contract).

## 1.11 Performance Security

1.11.1 Within 10 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Client a Performance Security [to cover the amount of liquidated damages and/or the compensation of the breach of contract] in any of the forms given below for an amount equivalent to 5% of the Annual Contract Value as per the stipulation. Performance Security shall be submitted in the form of Bank Guarantee from any scheduled commercial bank in favour of **“District Education Officer, Rayagada”**. The successful bidder may deposit the balance amount after deducting the bid security deposited. Failure of the successful Bidder to comply with the requirements of Sub- clause 1.11.1 shall constitute sufficient grounds for cancellation of the award.

1.11.2 The performance security submitted shall be valid for a period of 3 Years and 3 months from the date of effectiveness of the contract. **The authenticity of the PBG will be get properly verified by the Client from the local branch of the issuing bank prior to execution of the contract.**

1.11.3 It is expressly understood and agreed that the performance security is intended to secure the performance of entire Service Agreement. It is also expressly understood and agreed that the performance security is not to be construed to cover all the damages detailed / stipulated in various clauses in the Contract document.

1.11.4 Should the contract period, for whatever reason be extended, the Bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to the Client before the expiry date of the Bank Guarantee originally furnished.

### 1.11.5 Appropriation of Performance Security

I. Performance Security submitted by the Successful Bidder / FMS shall be

forfeited if the FMS fails to commence operations as per the requirements of this BID DOCUMENT.

- II. In the event the FMS fails to perform any or all its obligations under the Service Agreement and damages are imposed for such failure, the Client shall have right to appropriate such amount as damages from the Performance Security submitted by the FMS.
- III. Upon occurrence of a FMS Default or failure to meet any condition as per the Service Agreement, the Client shall, without prejudice to its other rights and remedies hereunder or in law, be entitled to en-cash and appropriate the relevant amounts from the Performance Security as Damages for such FMS Default or failure to meet any Condition Precedent. Upon such appropriation from the Performance Security, the FMS shall, within 30 (thirty) days thereof, replenish, in case of partial appropriation, to its original value, and in case of appropriation of the entire Performance Security provide a fresh Performance Security, as the case may be, failing which the Client shall be entitled to terminate this Agreement.
- IV. Upon replenishment or furnishing of a fresh Performance Security as aforesaid, the FMS shall be entitled to an additional Cure Period of 30 (thirty) days for remedying the FMS Default or to meet any Condition Precedent, and in the event of the FMS not curing its default or meeting such Condition Precedent within such Cure Period, the Client shall be entitled to en-cash and appropriate such Performance Security as Damages, and to terminate this Agreement.

#### **1.11.6 Release of Performance Security**

Performance Security submitted, will be returned to the Agency subject to the Client's right to receive or recover amounts, if any, due without any interest within 90 days after completion of Contract.

## **1.12 Bid Security/EMD**

Proposal should necessarily be accompanied by “Bid Security” of **Rs.1,50,000/- (Rupees One lakh fifty thousand)** only in shape of Bank Guarantee covering the period of contract from any Scheduled Commercial Bank drawn in favour of “District Education Officer, Rayagada” payable at Rayagada along with the Bid Document. The Bid Security will be returned to the unsuccessful bidder after selection of the successful bidder.

## **1.13 Power of Attorney**

**1.13.1** The Bidder should submit a Power of Attorney in the format specified at **Form T3** of Section 5 authorizing the signatory of the Proposal to commit the Bidder.

## **1.14 Proposal Validity**

**1.14.1** The Bidder Data Sheet Sl. No 21 indicates that the proposal will remain valid for a period of 30 days after the submission date. During this period, bidders shall ensure the availability of professional staff nominated in the Proposal and also the financial proposal shall remain unchanged. Client will make its best effort to complete the selection process within this period. If required, the Client may request the bidders to extend the validity period of their proposals. Bidders, who do not agree, have the right to refuse to extend the validity of their Proposals; under such circumstance Client shall not consider such proposal for further evaluation.

**1.14.2** Bidders are requested to refer “Bidder Data Sheet” for applicable duration of validity.

## **Section – 2: Key clauses of Service Agreement**

### **2.1 Sub-contracting**

**2.1.1** The selected service provider is not allowed to sub-contract any portion of work without the prior written consent of the Authority.

**2.2 Other contractors / Sub Contractors:**are not allowed without the prior written consent of the Authority.

### **2.3 Materials, Machinery & Equipment**

**2.3.1** The Bidder / FMS shall arrange and supply at his own cost all material, machinery, equipment, plant, tools, appliances etc. as per requirement in consultation with Client as and when necessary.

**2.3.2** The Bidder / FMS shall bear all the costs including transportation, loading, unloading, stacking storage, safe custody against the damage due to sun, rain, dampness, fire, theft etc.

**2.3.3** All the material brought to the site shall be duly accounted for by the contractor and got insured against loss due to any reason what so ever.

**2.3.4** The material procured by the service provider shall be strictly according to the specification of that material conforming to ISI standard or any other approving Client as applicable.

**2.3.5** Storage of the material should be as per approved norm. No damaged or inferior material will be kept at site of work for more than seven days from the date of orders of Engineer in Charge to remove the material.

### **2.4 Labour engagement& its criteria for selection**

**2.4.1** The Bidder / FMS shall, make his own arrangements for the engagement of all staff and labour, local or other, and for their payment, housing, feeding and

transport. The Group-D manpower shall be engaged as Watch & ward, Gardening and land scaping, Sweeping and Housekeeping, office support staff and technical person (electrical) in Nagavali Standalone Planetarium, Rayagada.

**2.4.2 The Group-D and Technician personnel should be above 18 years and not more than 50 years of age**

**2.4.3 The minimum educational qualification of Security person and Support staff must be 10th pass. For electrician, the applicant must have qualified in ITI (Electrical) from any recognized institution having experience of two years.**

**2.4.4 They must not have any criminal antecedent. Each Group D personnel and Technician, at the time of his engagement, shall furnish a self-declaration of not having any criminal antecedent duly verified and certified by the Agency to the Authority**

**2.4.5 The FMS shall, if required by the Client, deliver to the Client a return in detail, in such form and at such intervals as the authorized officer of Client may prescribe, showing the staff and the number of the several classes of labour from time to time employed by the Contractor on the site and such other information as the Engineer may require.**

## **2.5 Compliance with Labour Regulations**

**2.5.1 During continuance of the contract, the Bidder / FMS shall abide at all times by the all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local Client and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local Client.**

**2.5.2 The employees of the Bidder / FMS in no case shall be treated as the employees of the Client at any point of time.**

## **2.6 Insurance**

The Bidder / FMS shall provide, in the joint names of the Employer and the FMS, insurance cover from the Start Date to the end of the Maintenance Period, in the amounts and deductibles stated in the Contract Data for the following events which are due to the Contractor's risk:

- a) loss of or damage to the Works and Materials;
- b) loss of or damage to Equipment;
- c) loss of or damage of property (except the Works, Plant, Materials and Equipment) in connection with the Contract: and
- d) Personal injury or death.

## **2.7 Safety**

The Bidder / FMS shall be responsible for maintaining the safety of all activities on the site.

## **2.8 Cost of Repairs**

**2.8.1** Loss of damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the duration of Contract shall be remedied by the FMS at FMS's cost if the loss or damage arises from the FMS's acts or omissions or damage to main FMS's work.

## **2.9 Manuals & Registers**

**2.9.1** The FMS shall provide updated asset register recording the actual condition of the assets at the time of takeover and at the end of the contract period.

**2.9.2** If the Bidder / FMS does not submit the asset register at the end of the contract period or they do not receive the Client's approval, the Client reserves the right to withhold the final bill payable to the Bidder / FMS.

## **2.10 Termination**

**2.10.1** The authorized officer on behalf of the Client may terminate the Contract if the other party causes a fundamental breach of the Contract. For this purpose, **30 days' notice** in writing shall be served by either party on the other party clearly mentioning the particular grounds of Breach of Contract with a copy to the Employer. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to Government for decision and their decision shall be binding on all parties. The disputes in the matter will be under the jurisdiction of High Court of Odisha.

## **2.11 Payment upon Termination**

**2.11.1** If the Contract is terminated because of a fundamental breach of Contract by the FMS, the authorized representative of the Client shall issue a certificate for the value of the work done less advance payments received up to the date of the issue of the certificate, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law and less the percentage to apply to the work not completed as indicated in the Contract Data. Additional Liquidated Damages shall not apply. If the total amount due to the Client exceeds any payment due to the FMS the difference shall be a debt payable to the Client.

## **2.12 Obligations of Facility Management Contractor**

### **2.12.1 General**

#### **A. Standard of Performance**

The Bidder / FMS shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The FMS shall at all the times support and safeguard the Client's legitimate interest in any dealings with the other parties.

## **B. Law governing Services**

The Bidder / FMS shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that the personnel of FMS, comply with the Applicable Law. The Client shall notify FMS in writing of the relevant local customs, and the FMS after such notification, respect such customs.

## **C. Conflict of Interest**

The Bidder / FMS shall hold the Client's interests paramount, without any consideration for future works, and strictly avoid conflict with other assignments or their own corporate interests.

## **D. Confidentiality**

Except with the prior written consent of the Client, the Bidder / FMS and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Bidder / FMS and the Personnel make public the recommendations formulated in the course of or as a result of the Services.

### **2.12.2 Change in Applicable Law related to taxes and duties**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by Bidder / FMS in performing the Services, then the remuneration and reimbursable expenses as otherwise payable to the Bidder / FMS under this Contract shall be increased or decreased accordingly by agreement between the parties hereto.

### **2.12.3 Payment**

The certificate on the satisfactory performance of the service by Bidder / FMS shall be issued by an Officer authorized by the Client and in consideration of the services performed by the FMS under this Contract. The Client shall make to the FMS such payments and in such a manner as is provided in the Agreement. The payment will be

made by the Client directly to the Bank Account of the Bidder / FMS towards the service performed for the concerned period. The FMS is liable to pay the remunerations of its deployed manpower / beneficiaries in their respective bank account and submit the duly certified transaction statement to the Client for necessary records.

#### **2.12.4 Basic Utilities**

Basic Utilities like Water and Power Supply will be provided by the Client to Bidder / FMS, however the infrastructure required for use of water and power supply shall be the responsibility of FMS.

#### **2.12.5 Statutory and regulatory compliances**

Procurement or renewal of statutory and regulatory compliances related to Client's assets shall be done by the Client. Client may seek advice from FMS for such procurement or renewals.

### **2.13 Extension/Renewal of Contract**

**2.13.1** The extension or renewal of the contract in terms of increase in duration of contract or addition in scope of work, if required by the Client may be considered taking into account the performance of the FMS. However, Client is not bound to consider any such extensions.

**2.13.2** The extension or renewal of the contract shall be as per the terms as approved by the Client.

### **2.14 Definitions**

Terms which are defined herein may not necessarily have been defined in the conditions of Contract but keep their defined meanings. Capital initials are used to identify defined terms:

- i. **“Client”** means: The District Education Officer, Rayagada(“CLIENT”) with whom the Selected Bidder signs the Agreement for the Services as per Scope of the Work.

- ii. **“Affiliate”** means: any corporation, firm, or other entity that directly or indirectly is controlled by or is under common control of another firm.
- iii. **“Assignment”** means: The work that the Bidder / FMS shall perform pursuant to the Service Agreement.
- iv. **“AMC”** means Annual Maintenance Contract.
- v. **“CAM”** Common Area Maintenance
- vi. **“Capital Asset”** are core assets installed by the Client limited to Air Conditioning Chillers, HVAC Main Panels and Starter Panels, Generators, Transformers, UPS, Fire Alarm Panel, Display Screens, CCTV system, Pumps (Fire, Water, Sewage and Air Conditioning), Solar Panel System, and Retractable Seating, AC, LED TV. Water Purifier, fans, public address systems, monitors, computers, other electronic items, furniture and fixtures.
- vii. **“Commencement Date”** means the date on which the Service Agreement will be signed between Client and Selected Bidder;
- viii. **“Contract Period”** is the period granted for undertaking Facility Management Services in the Project Facility, commencing from the Effective Date for the duration as defined in BID DOCUMENT
- ix. **“Effective Date”** means date as defined in the BID DOCUMENT.
- x. **“Facility Management Service provider (FMS)”**  
Means the selected entity who has completed the agreement signing formalities with the Client for Comprehensive Facility Management Services at the Nagavali Standalone Planetarium, Rayagada, mentioned in Bidder Sheet clause 1, in accordance with the terms & conditions of the Service Agreement.
- xi. **“Facility Management Services”**  
Means the providing comprehensive facility management services as per scope of work defined in Form T7.
- xii. **“Mobilization Period”** means period as defined in the BID DOCUMENT.
- xiii. **“Project Facility”** or **“Project Facility Area”** or **“Facility Area”**  
Means the premises as defined in the BID DOCUMENT.

xiv. **“Request for Proposal” /“BID DOCUMENT”**

means Request for Proposal for selection of agency for providing ‘Comprehensive Facility Management Services’ to the Nagavali Standalone Planetarium at Rayagada, mentioned in Bidder Sheet clause 1, including all related attachment(s), amendment(s) and corrigendum(s).

xv. **“Service Agreement” or “Contract” or “SA”**

Means Agreement signed between Client and Selected Bidder. (Key clauses of Draft Service Agreement are mentioned in Section 2 of BID DOCUMENT)

xvi. **“Selected Bidder”** shall be as defined in clause 1.7.2 of BID DOCUMENT.

## Section – 3: Schedule of Requirements.

### 3.1 About the facility

The office of the District Education Officer, Rayagada comes under the administrative control of Collector & District Magistrate, Rayagada. This office serves as the vital link between the Nagavali Standalone Planetarium, Rayagada and District office. This office also looks after the day to day running of the Planetarium.

### 3.2 Facility Area

3.2.1 The Facility Area where services of FMS are required shall include all areas with-in boundary of the Planetarium.

### 3.3 Purpose

3.3.1 The Collector & Chairperson, ZBPS, Rayagada invites sealed proposals from all eligible bidder / service provider for providing comprehensive facility management services within the Nagavali Standalone Planetarium under Rayagada District.

The broad scope of services required as below;

- (a) Housekeeping and cleaning services.
- (b) Security services & parking Management.
- (c) Landscaping & Garden & Lawn maintenance.
- (d) Help Desk & Reception services.
- (e) Ensure for functioning and Repair of electrical appliances, sanitary fittings, wooden items and fire safety equipment etc.

Please refer **Form T7** for detailed scope of work and **Annexure I** for Specification and Location of Assets.

## Section 4: Specifications and Allied Technical Details.

Please refer Annexure I for details of Availability of the Assets at the Location  
(The Planetarium mentioned in Bidder Data)

## Section 5: Technical Proposal

- I. Bidders need to submit all required information with supporting documents as per **Form T1 to T8** and as per instructions provided in this BID DOCUMENT.
- II. If necessary, additional sheets can be added by the Bidder.
- III. Each page of technical and qualification information shall be duly signed by the Bidder or his authorized representative.
- IV. Cost incurred by Bidder(s) in making this offer, in providing clarifications or attending discussions, conferences, or site visits shall not be reimbursed by the Client.
- V. Incomplete bids shall be summarily rejected.
- VI. The language for submission of application shall be English.
- VII. The enclosed forms should be filled in completely and all questions should be answered. If any particular query is not relevant, it should be replied as 'not applicable'.
- VIII. Financial data, Project/Work costs, value of works, etc. Should be given in Indian Rupee only.
- IX. If the bid is made by a firm in partnership, it shall be signed by all the partners of the firm along with their full names and current addresses, or by a partner holding the power of attorney for the firm for signing the application. In such a case a certified copy of the power of attorney should accompany the application. A certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

- X. If the bid is made by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the power of attorney for signing the application, in which case a certified copy of the power of attorney should accompany the application. Such limited company or corporation will be required to furnish satisfactory evidence of its existence before the contract is awarded. The information furnished must be sufficient to show that the bidder is capable in all respects to successfully complete the envisaged work.

  
Addl. District Magistrate &  
Vice-Chairman ZBPS, Rayagada.

# Section: 6 – Financial Proposal

## Format for Submission of Financial Bid

<Letter head of the Bidder>

Letter No. ,

Date:

Bid No: BID DOCUMENT Identification No.

To

The District Education Officer, Rayagada

### FINANCIAL BID

NAMEOFTHEWORK: FOR PROVIDING SERVICES OF GROUP-D PERSONNEL AND TECHNICIAN IN THE NAGAVALI STANDALONE PLANETARIUM, KADAMBARIGUDA, RAYAGADA DISTRICT

RFPNO:

NameoftheBidder: \_\_\_\_\_

Sl.no	Descriptionoftheitem	Unit	Service Charge quoted per person as %(up to 2 decimal only)	In Words
	For providing Services of Group-D Personnel / Technician	%		

NB:

- 1) Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- 2) The above rate shall be inclusive of all applicable taxes, fees, duties, levies, transportation charges, insurance charges, Office expenses, Recruitment Charges, HRA etc. except GST. No additional fee over and above shall be applicable

- 3) Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Service fee proposed for the assignment shall remain fixed till completion of the contract.
- 4) The remuneration for the service will be governed by the guidelines /rules / procedures / memorandum issued by the Finance Department / Labour and ESI Deptt. and GA Deptt. from time to time as detailed below.
- 5) The minimum service charge shall be 3.85% (3 % profit plus transaction charges provided that the service charges should not exceed 7% in any case).

Category of employees	Minimum wages with VDA per day w.e.f. 18.07.2024
Unskilled	Rs.450.00
Semi-Skilled	Rs.500.00
Skilled	Rs.550.00
Highly Skilled	Rs.600.00

**Authorized Signature  
{In full and initials}**

**Name and Designation of the Signatory:  
Name of the Bidder and Address:**

**FORM-T1: COVERING LETTER**

*(On the Bidder's Letter Head)*

[Location,  
Date]

To

**The District Education Officer,  
Rayagada**

**Sub: Selection of Agency for Providing Manpower Services at Nagavali Standalone Planetarium at Rayagada.**

Dear Sir,

With reference to your Request for Proposal dated.....I have examined all relevant documents and understood their contents, hereby submit our Technical and Financial Proposal for **Man Power Services**.

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. This statement is made for the express purpose of appointment as the Contractor for the aforesaid Assignment.

2. I shall make available to the Client any additional information it may deem necessary or require for supplementing or authenticating of the Proposal.

3. I acknowledge the right of the Client to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

4. I certify that in the last 3 years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Client or a judicial pronouncement or arbitration award against the Bidder nor been expelled from any project or contract by any public Client nor have had any contract terminated by any public Client for breach on our part.

5. I declare that:

a. I have examined and have no reservations to the BID DOCUMENT Documents, including any Addendum issued by the Client;

b. I do not have any conflict of interest in accordance with the prescriptions in the BID DOCUMENT;

c. I/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 BID DOCUMENT, in respect of any tender or request for proposal issued by or any agreement entered into with the Client or any other public sector enterprise or any government, Central or State; and

d. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the BID DOCUMENT, 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 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 Assignment is not awarded to me/us or our proposal is not opened or rejected.

7. I agree to keep this offer valid for 30 (Thirty Days) days from the Proposal Due Date specified in the BID DOCUMENT.

8. In the event of my firm being selected as the Service Provider, I agree to enter into an Agreement in accordance with the form which shall be provided by Client. We agree not to seek any changes in the aforesaid form and agree to abide by the same.

9. I 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 and conditions of the BID DOCUMENT.

Yours sincerely,

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm: Address:**

## FORM-T2: INFORMATION ABOUT THE BIDDER

### A. BIDDER'S ORGANISATION

Title of Project: **FOR PROVIDING SERVICES OF GROUP-D PERSONNEL AND TECHNICIAN IN THE NAGAVALI STANDALONE PLANETARIUM, KADAMBARIGUDA, RAYAGADA**

2. State the Status of the Bidder's Organization namely Public Limited Company/ Private Limited Company/ Partnership Firm/ Proprietary Firm, etc.

3. State the following:

1.	Name of the Manpower Service Provider	
2	Registered Address	
3	Year of incorporation	
4	Year of commencement of business	
5	Principal place of business:	
6	Details of Demand Draft towards cost of tender paper	
7	Details of Bid Security (Bank Guarantee number, date and amount & details of Bank)	
8	Name of Owner / Partner/ Director (Name of all Directors/Partners)	
9	Full Address of Registered Office (with PIN Code)	
	Telephone No:	
	Mobile No:	
	<b>FAX No:</b>	
	E-mail ID:	
10	Full Address of Branch Office (if any)	

11	Name, Telephone No/Mobile No/ E-mail <b>ID</b> of Authorized Officer / Person to co-ordinate with DEO, Rayagada.	
12	Banker of the Manpower Service Provider.(Attached copy of statement of A/c for the last three years)	
13	PAN No: (Attach copy of the PAN)	
14	Statutory Registration No: (It is desirable to obtained License under License & Contract Labour Act 1970 from Labour Department, Government ofOdisha after rewarded the contract)	
15	GST Registration No. (Enclose copy of the certificate)	
16	ESI Registration No.: (Enclose copy of theCertificate)	

4. Brief description about the Organization / Firm including details of its main lines of business:

5. Details of authorized signatory of the Bidder:

- a) Name:
- b) Designation:
- c) Company:
- d) Address:
- e) Phone No.:
- f) Fax No. :
- g) E-mail address:

6. Details of individual (s) who will serve as the point of contact / communication for CLIENT within the Company

- a) Name:
- b) Designation:
- c) Address:
- d) Telephone No.
- e) E-mail address:
- f) Fax No.

7. Bidders shall enclose copies of the valid EPF, ESI and Labour License &PSARA License(**Joint venture will be considered for PASRA**);

## 8. Checklist of Eligibility

Criteria	Description	Required Supporting Document	Submitted (Yes/No)
<b>Technical Criteria</b>			
A.	The bidder should be registered with the concerned Govt. Authorities  <ol style="list-style-type: none"> <li>1. Labour Department,</li> <li>2. Provident Fund Authorities</li> <li>3. Employees State Insurance Corporation</li> <li>4. Income Tax</li> <li>5. Goods &amp; Services Tax</li> </ol>	Copy of Certificates of Incorporation / Registration issued by the competent Client  Copies of PAN, upto date GST return and GSTIN, IT Returns for the last 3 financial years, Labour Registration, EPF Registration Certificate, ESI Registration Certificate and Valid License under PSARA(Private Security Agencies Regulation Act.2005) to be submitted along with the technical proposal.	
B.	Bidder should have undertaken similar work for minimum one year on at least one eligible project with minimum built up area of 10,000 sq. ft. in last 3 years.	Attach true copy of supporting work order, completion certificate as applicable along with duly filled Data Sheet as per Form T4 of Section 4 Certified from Statutory Auditor/ Chartered Accountant.	
D.	Bidder must not be under any declaration of ineligibility by any Client and should not be blacklisted with any of the government project as on date of proposal.	Undertaking as per Form T5 on stamp paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility and non-blacklist	
<b>Financial Capability Criteria</b>			
E.	Bidder should have achieved Minimum Annual Average financial turnover of not less than <b>Rs.50.00 crore for last three financial years</b> 2021-22, 2022-23 and 2023-24	Duly attested copy from the statutory auditor/chartered accountant has to be provided certifying Organizations turnover during last three financial years.	
F.	Bidder, should have a positive net worth during the previous Five financial years		

## 9. Checklist of Technical Forms

Forms no.	Title	Submitted (Yes/No) with Page No.
FORM-T1	COVERING LETTER	
FORM-T2	A: INFORMATION ABOUT THE BIDDER B: FINANCIAL CAPACITY OF THE BIDDER	
FORM-T3	POWER OF ATTORNEY	
FORM-T4	PAST EXPERIENCE OF THE BIDDER	
FORM-T5	UNDERTAKING	
FORM-T6	FORMAT FOR BID SECURITY DECLARATION	
FORM-T7	SCOPE OF WORK	
FORM-T8	QUALITY CONTROL MECHANISM	

I understand that in case we do not submit required information in given formats along with the supporting documents, Client may treat our proposal as non- responsive.

**Authorized Signature [In full and initials]:**

**Name and Designation of Signatory:**  
**Name of the Bidder:**

## Form T2: B. FINANCIAL CAPACITY OF THE BIDDER

Bidders are required to provide the information about the annual turnover from the similar service during the last **three years** as per the following prescribed format:

*[To be provided on the Bidder Letter Head]*

*<Name of Bidder>*

### FINANCIAL CAPACITY OF BIDDER

S. No.	Period(Last 3 FYs)	Financial Turnover from the similar service in INR(Audited balance sheet furnished for the last 3(three) Financial Year)	Average Turnover from the similar service in INR
1.	2021-22		
2.	2022-23		
3.	2023-24		
Certificate from the Statutory Auditor			

This is to certify that [Insert name of the bidder with detail address] has the annual turnover against the respective FY on account of providing similar service.

Seal and Signature of the Auditor

Authorized Signature

[In full and initials]:

Name and Designation of Signatory:  
Name of the Bidder:

## FORM-T3: POWER OF ATTORNEY

*(On a Stamp Paper of relevant value)*

### FORM-T3: POWER OF ATTORNEY FOR AUTHORISED SIGNATORY

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr. /Ms. (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for **[Name of the Service]**

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

#### Executants

#### Signature of Attorney

(Name, Title and Address of the Attorney) Attested

#### Executant *Notes:*

- 1. To be executed by the sole Bidder.*
- 2. 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.*
- 3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- 4. In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such Client may be enclosed in lieu of the Power of Attorney.*

## FORM-T4: PAST EXPERIENCE OF THE BIDDER

### *Name of Bidder*

Details of the similar assignments undertaken / completed during the last Five years:

Sl. No	Name of project	Name of client with address and contact numbers	Date of award of contract	Date of Completion of assignment (for both completed and ongoing projects)	Period of service	Total area of the location		Contract value(In INR)	Description of services provided
						Super build up area in Sq. ft.	Total area (Sq. ft.)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		(8)	(9)

*N.B. : Copies of the Work Orders / Completion Certificates from the respective authorities needs to be furnished by the Bidder along with the technical proposal as proof of evidence.*

Authorized Signature

[In full and initials]:

Name and Designation of Signatory:

Name of the Bidder:

## FORM-T5: UNDERTAKING

*[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility of the Bidder and non-blacklisting]*

I/we, hereby undertake that, our company has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority during the recent past.

Yours sincerely,

**Authorized Signature**

**[In full and initials]:**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

FORM-T6:

**Format for Bid Security Declaration**

<Letter head of the Bidder>

Letter No. \_\_\_\_\_ ,

Date:

Bid No: \_\_\_\_\_ BID DOCUMENT Identification No.

To

The District Education Officer, Rayagada

We, the undersigned, declare that:

1. We understand that, according to your conditions, a Bid-Security Declaration must support bids.
2. We accept that Collector & Chairperson, ZBPS, Rayagada shall suspend/ prohibit/ debar/ blacklist from participating in bidding in any contract of the State for a minimum period of 120 days, if we are in breach of our obligation(s) under the bid conditions, because we:
  - (a) have withdrawn our Bid prior to the expiry date of the bid validity specified in the Letter of Bid or any extended date provided by Collector & Chairperson, ZBPS, Rayagada.
  - (b) Having been notified of the acceptance of our Bid by Collector & Chairperson, ZBPS, Rayagada prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by Collector & Chairperson, ZBPS, Rayagada.
    - i. Failure to furnish the Performance Security in accordance with the Terms of the BID DOCUMENT; or
    - ii. Fail to agree to the decisions of the contract negotiation meeting: or
    - iii. Failure / refusal to execute the Contract.
3. We understand this Bid-Security Declaration shall expire if we are not the successful Bidder,

(i) Upon the notification of the name of the successful Bidder through award of contract or (ii) After the expiry date of the Bid validity.

Name of the Bidder / Name of the person duly authorized to sign the Bid on behalf of the Bidder\*.

Title of the person signing the Bid -  
Signature of the person named above  
Date signed \_\_\_\_/\_\_\_\_/2024

\* Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid.

Authorized Signature / in full & initial  
.....

Name & Title of Signatory –

Name of firm & Address -  
Date:-

## FORM-T7: SCOPE OF WORK FOR THE FACILITY

### A1 Broad Description of Facility Management for man power service provider

**A1.1.** This scope of work essentially indicates Operations & Maintenance services pertaining to upkeep & smooth working of the entire premises including equipment's, building services, infrastructure, fixtures, accessories, utilities, services, and furniture in the Facility as per the satisfaction of client / end user. The FMS shall be responsible for breakdown maintenance.

The Broad Scope of services required as below;

- (f) Housekeeping and cleaning services.
- (g) Security services & parking Management.
- (h) Landscaping & Garden & Lawn maintenance.
- (i) Help Desk & Reception services.
- (j) Ensure for functioning and Repair of electrical appliances, sanitary fittings, wooden items and fire safety equipment etc.

Please refer **Annexure I (Page – 75)** for details of various spaces.

### A 1.2 Facility Management Services

**A2.1.** The scope of work for facility management services is broadly divided into following categories:

#### a. Operation of Equipment and Fixtures

- i. Day to day unhindered running of the entire facility as per the satisfaction of the client / end user.
- ii. Preservation of machinery, building and services in good operating condition.
- iii. Daily / periodic maintenance (inspection, and re-tightening, replenishments) to retain the healthy condition of equipment and prevent failure through the prevention of deterioration, periodic inspection or equipment condition diagnosis etc. as deemed fit by concerned Government Department.
- iv. Procure and store adequate stock of machinery and equipment's etc. for unhindered daily operations of the facility at its own cost.
- v. Day to day minor repairs required in the entire complex under the maintenance of FMS
- vi. Preserving the project, its equipment's and assets as per the satisfaction of the client

- vii. Day to day repairs/service of the facilities
- viii. Prepare list of probable spare parts, electrical and mechanical items, A.C spares including Chillers, split units etc. and DG spares and will coordinate and supervise for availability of these spares.
- ix. The FMS shall operate all equipment's fittings and fixtures (electrical) on regular basis and ensure the smooth functioning of the area such as operation of pumps for filling water to tanks as per the requirement.
- x. In project facility area light fixtures, chokes, capacitors, switch, regulator starters, ballasts etc. for common area and service, service rooms, sub-station and external lights.
- xi. Operation of all equipment in the project facility, including their minor repairs and replenishment such as electric lights, fuse LED bulbs etc.
- xii. Repair & Re-winding of Ventilation Fans, pumps, motors, Geysers, oil heater etc. (After Defect Liability Period/Warranty Period).
- xiii. Daily operation of all electrical power system- incoming and outgoing and DG sets and minor maintenance and replacing fuse, tube lights, bulbs, minor wiring etc.

**b. Role & Responsibility of Asst. Facility Manager**

- i. Maintaining proper communication between Client and Company
- ii. Ensure that high quality of service is provided to Client.
- iii. Maintain a high standard of hygiene, safety and cleanliness and statutory requirements
- iv. Identify client needs and expectations and ensure client satisfaction
- v. Deal professionally with customer feedback
- vi. Actively monitor and handle complaints
- vii. Formulate systems in line with client and Company expectations
- viii. Maintain and sustain improved quality of services as per ISO standards.
- ix. Keep all wastage to a minimum and observe environmental practices where required.
- x. Be update with current safety regulations in order to respond to emergency call-in situations in the facility and help to coordinate any related function to accommodate the safety of customers, visitors and staff.

### **c. Help Desk**

- i. Meet & greet to visitors and to perform public relation counter & close liaising with visitor & Facility Management Personnel
- ii. Help desk services to be provided as per requirement.
- iii. Help desk has to record the complaints raised by the visitors and closely monitor the solution of the complaint.
- iv. Providing information to visitors and to perform public relation counter & close liaising with visitor & Facility Management Personnel.

### **d. Housekeeping and Cleaning Services**

- i. The FMS shall ensure that day to day basis works such as removing chokage of drainage pipes, manholes, restoration of water supply, repairs of seepage from walls and roofs including the domes, repairs to faulty switches, watering of plants, lawn mowing, hedge cutting, sweeping of leaf falls etc. are attended under day to day service facilities.
- ii. Perform routine cleaning of the internal and external areas to meet the required service standard.
- iii. Cleanliness of all common spaces and space inside the location within Project Facility.
- iv. Perform periodic cleaning of glass facades, structure at entrance plaza, external claddings etc. at all heights (internally and externally)
- v. Additional housekeeping services as and when required by Client.
- vi. Dusting / cleaning of all furniture, sills, counters, screens, blinds & curtains, light fittings, signage, doors, door frames, fittings and glass pans etc. to remove debris, stains, cobwebs and marks.
- vii. Stairs including treads, risers, nosing, banisters, balustrades, handrails, ledges and protective wire guards where present must be free from dust, debris, stains and marks.
- viii. Polishing / vacuum cleaning / cleaning of floors, carpets, carpet tiles, mats and mat wells and ensure the same must be free from grit, dust and debris with no apparent stains. They must be clean and dry. All carpeted areas are to be cleaned by the

manufactures recommended methods and recommended intervals.

- ix. Clean all water tanks and disinfects specially before start of rainy season and as instructed by Client.
- x. Regular cleaning of storm water drain, manholes, sewage lines etc. for removal of any blockages.
- xi. Entrances, service areas, parking areas, paving, paths, roads, grounds, amphi-theatres, courtyard sand, lawns at the entrance, outside premises must be maintained so that no graffiti, debris, litter, cigarette ends, dirt or spillages are apparent after cleaning.
- xii. Server Room, Control Room etc. must be free from dust, static electricity and be clinically clean. (To be done in presence of the officials concerned).
- xiii. All sanitary ware including sinks, wash hand basins, WC bowls, seats, covers, hinges, tops, undersides, rims, taps, overflows, outlets, chains, plugs, urinals, brushes, toilet roll holders, tiled surfaces, splash backs, and vanity units must be free from scum, grease, hair, scale, dust, soil, spillages and removable stains. In addition, the surfaces should be disinfected.
- xiv. Floors should be cleaned to the same standard as other building floors. In addition there should be no evidence of scum, grease, hair, and scale and the floors must be disinfected.
- xv. **Waste Management** should be done as per the norms of respective Municipal Corporations.

#### e. Role & Responsibility of Housekeeper

- i. Floor cleaning (sweeping, dry moping, wet moping, scrubbing, washing etc.)
- ii. Toilet cleaning
- iii. Dusting
- iv. Cobweb cleaning
- v. Staircase and steel railing cleaning
- vi. Indoor glass cleaning
- vii. Pathway, parking area sweeping
- viii. DG room, Control room & All Utility area cleaning
- ix. Maintain the work quality
- x. Frequency will be depending on situation

## **f. Role & Responsibility of Housekeeping Supervisor**

### Position Purpose

- Supervisors will ensure that all such Comprehensive O & M are delivered as defined by FM/AFM.
- Supervisors need to ensure that the shift staffs are performing as per the plan/schedule and all such log books are entered periodically. Report to FM / AFM immediately on any such operational abnormalities.

### Roles & Responsibilities

- Responsible for all Housekeeping, Technical, gardening, Security related work
- Responsible for make super cleaning schedule (weekly, monthly, quarterly) & get work done as per the schedule.
- To conduct daily checking to keep all the area net and clean
- Conduct training class related to work( use and dilution of chemicals, work procedure, work safety, grooming standard,attitude and behaviour, responsibility)
- Communicate with client and response as soon as possible on client complain/request
- Get the work done as per SLA &SOW.
- Responsible for maintaining all Housekeeping related Documents (checklist, logbook etc.)

## **g. Help Desk, Reception Services**

- iii. The FMS shall operate front desk/help desk as per the guidelines provided by Client. These Services pertain to the assisting/guiding the visitors, Client's staff, attending problems on Help-Desk and resolving the problems to closure, which occur on day-to-day basis.
- iv. The helpdesk/front desk operations shall include responding and resolving the problems which may related to visitors/premises which may or may not be logged (problems such as failure of UPS, fire alarm etc.).
- v. Reception desk will be operational 24/7 It will be primarily responsible for guest check-in, coordinate with help desk for ensuring arrangements in the room before the guest entry in the room, collection of rent/revenue & deposit with cashier, clearance from the canteen towards payment, check-out report of house-keeping, maintenance of the relevant registers etc.

## **h. Garden & Lawn Maintenance**

The FMS shall be responsible for ensuring proper maintenance and upkeep of all horticulture works. Adequate equipment shall be maintained by FMS including grass cutting machine and other tools required for maintenance of horticulture areas. FMS shall grow seasonal plants and seasonal flowers as deemed fit by the Client to maintain the horticulture/landscape as per the satisfaction of client/ end user. FMS shall make required arrangements and proper use of required insecticides, Pesticides, Fertilizers, and Manures etc.

The Agency has to perform the following activities:

- i. Daily watering
- ii. Weed removing, pumping
- iii. Trimming of unwanted branches and pruning
- iv. Replacement of plants, if required.
- v. Gap filling
- vi. Soil mulching
- vii. Stacking if required
- viii. Lawn mowing
- ix. Hedges and Shrubs cutting etc.
- x. Cleaning Garden areas
- xi. Applying fertilizer or compost manure/vermin culture manure alternate month or as and when required.
- xii. Applying pesticides and fungicide alternate month or as and when required.
- xiii. Maintenance of vermin compost pits
- xiv. Disposal of dry/fallen leaves.
- xv. Seed collection and sowing.
- xvi. Rising of Nursery.
- xvii. Preparation and maintenance of Planting Materials.
- xviii. Operation of Tools, Machinery as required for the Garden.
- xix. General maintenance of existing plants, Tools implements
- xx. Landscaping etc.

## **i. Security Services and Parking Management**

The activities and responsibilities of FMS are:

- i. To provide security services for the protection of life and property against theft, pilferage, fire etc.,
- ii. Manage operations (including the baggage scanning and frisking) at Entry and Exit points,
- iii. Ensure safety and security of men and material,

- iv. Guiding visitors to desired locations/concerned officials/occupants,
- v. Regulating entry of unwanted visitors/salesmen and maintenance of visitor's register,
- vi. Regulate the entry and exit of vehicles/materials and parking of vehicles.
- vii. Prevent entry of stray animals like cow, dogs etc.,
- viii. Round the clock patrolling of the Project Facility,
- ix. Agency shall maintain records of inwards and outwards movement of men, materials and vehicles, etc. with proper check as per instructions given from time to time by Client,
- x. Effective involvement during the crisis management like fire accidents and bomb threats and during periodical drills. Liaison with appropriate agencies in case of emergencies/Disaster & be well equipped with their contact numbers
- xi. Visitor's management in common, during events & exhibitions, and during other special occasions,
- xii. Having effective control on movement of materials in / out,
- xiii. Physical guarding of entry / exit points,
- xiv. Screening / directing of visitors,
- xv. Patrolling and guarding various common areas and surroundings to ensure adequate safety and security.
- xvi. Assisting the occupants during the emergency evacuation of the building, rescue operation of passengers stranded in the lifts,
- xvii. The FMS shall operate and maintain Fire Alarm System, CCTV System, PA system and any other system as installed in the said premises
- xviii. Complete disaster management in case of emergencies/ disasters,
- xix. Providing of adequate security as per the requirement,
- xx. Ensuring and monitoring the operations of Boom Barriers & Access Control System,
- xxi. Lodging of complaints/FIRs in case of emergency/disaster on intimation,
- xxii. FMS shall provide a log book register for making entries by the security personnel of their presence at duty site.
- xxiii. FMS shall provide at his own cost
- xxiv. Proper clean uniform and badges and
- xxv. Photo identity cards as per laid down rules for Private Security Agencies.

#### PARKING MANAGEMENT ATTENDANT JOB AND RESPONSIBILITY

1. Manage parking and traffic control in assign area and monitor all surface and building inside and outside parking areas for facility.

2. Assist all customers to move in and out of vehicles and retrieve all cars to customers with courtesy and maintain count of all vehicles.
3. Ensure operation of all vehicles efficiently for valet service and provide tags for all vehicles and maintain log sheet for parking facility usage.
4. Manage all communication with parking supervisor and identify all visitors and tenants violating rules and provide warnings to same.
5. Perform regular patrol on all parking levels and provide assistance to visitors to locate vehicle if required.
6. Manage and resolve all customer queries and control traffic at entrance and exists at all times.
7. Ensure compliance to all safety regulations and company policies and inform management in case of violations.
8. Evaluate parking to ensure optimal utilization of area and maintain safety of all guests.

**j. Security Team**

Security supervisors have to carry out inspections on the premises to see if everything is in order, strict monitoring on Gate Control, Personal Control, Materials Control, Vehicles control.

**Security guard**

1. Security Guard have to carry out inspections on the premises to see everything is in order,
2. strict monitoring on Gate Control,
3. Visitor Control,
4. Materials Control,
5. Vehicles control,
6. restrict uncivil activity in premises and maintain discipline
7. Safe keeping of all assets
8. Maintain a safe and healthy environment
9. Allow only authorized person in premises and in side of planetarium

10. Tender Proper guidance to visitors as per their quarry.

**Fire safety technician duties:**

1. Performance of daily, weekly, monthly and annual inspections and preventative maintenance services on numerous sized fire extinguishers and firefighting hose. Also assist with automatic sprinkler and fire alarm systems, risers, sectional valves, pumps and fire doors.
2. Replace, repair, fill and tag all fire extinguishers and fire hose in the facility.
3. Complete electronic and/or hand written inspection reports in a timely manner.
4. Communicate with customers to assure any system deficiencies re promptly reported and corrected.
5. Help schedule and complete assigned tasks.
6. Document time worked and all paperwork relating to assigned tasks in a timely manner.
7. Be proficient in the use of electric carts, high lifts and scissors lifts.
8. Be able to work independently and use provided personal protective equipment not limited to fall protection, hearing protection, eye protection and head protection.
9. Understand and use two way radio communicators.

**k. Multi Skill Technician**

Responsible to do the assigned work of allotted area within given time.

Work as follows-

- i. Thoroughly wipe with an appropriate detergent and cloth and keep also free from dust, also wipe area surrounding the equipment.

- ii. Unhealthy systems, abnormalities in performance or malfunctioning if any (electrical, HVAC, Plumbing, Carpentry, STP & WTP) will be reported / rectified within a reasonable time.
- iii. Coordinate with AMC vendor, if provided.
- iv. Prepare inventory of spares and ensure that critical spares are always available.
- v. Logging of all maintenance data in the approved formats.
- vi. Maintain the work quality
- vii. Frequency of checking will be depending on situation
- viii. Follow the PPM schedule

## A5 MANPOWER

**A5.1 Refer Annexure A as given in last page of BID DOCUMENT**

**A5.2 Above is the minimum manpower requirement by the Client:**

- i. FMS shall provide the above minimum manpower to efficiently and effectively manage the facility. However, FMS shall be responsible to maintain the service levels as required and shall be liable to deploy additional manpower as per the requirement to fulfill the scope of work for the FMS services at its own cost.
- ii. During day shift the total no. of manpower deployed should not be less than the minimum manpower specified in the Annexure-A, at all times.
- iii. The tentative duration of working hours/operational hours of memorial will be as per the Govt. Guidelines.
- iv. Police verification of the manpower deployed by the FMS contractor should be complete and client can ask to share the information with them any time, if required.
- v. State minimum wages will be applicable for manpower deployment.
- vi. **Disbursing Client will verify the status of deposit of EPF and ESI information of the deployed manpower every month, and the payment related information should be attached to the bill of next month by the bidder.**

## FORM-T8: QUALITY CONTROL MECHANISM

*[In this format, the bidder shall provide a brief write up on the proposed quality control mechanism for the required services within 10 pages] in addition to this the Bidder has to prepare and demonstrate the Quality Control Mechanism through Power Point during opening of the Bids.*

**Authorized Signature  
{In full and initials}**

**Name and Designation of the Signatory:  
Name of the Bidder and Address:**

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## Annexure I

### Details of Availability of the Assets at the Location

NAME OF THE WORK:           **FOR PROVIDING SERVICES OF GROUP-D PERSONNEL AND TECHNICIAN IN THE NAGAVALI STANDALONE PLANETARIUM, KADAMBARIGUDA, RAYAGADA DISTRICT**

Sl. No.	Name of the Asset (Machinery/Equipment)	Specification	Available Quantity	Remarks, if any
1.	D.G. Set (Automatic Type)		01 set	
2.	A.Cs	2.0 TR	08	
3.	Pumps			
	Submersible	2 HP	01	
4.	Fans			
	a) Ceiling fan	80 watts	17	
	b) Exhaust Fan		13	

## Annexure – A

### Minimum manpower requirement by the Client

Activity/Services	Category	No. of Staff required
Assistant Facility Manager	High Skilled	1
Supervisor	High Skilled	1
Support Staff(Help desk executive)	Skilled	2
Electrician	Skilled	3
AC Technician	Skilled	2
Plumber	Semi-skilled	1
Fire Technician	Skilled	3
Carpenter	Semi-skilled	1
Security Guards	Semi-skilled	8
Housekeeper	Un skilled	8
Gardener	Un skilled	3
<b>Total</b>		<b>33</b>