

MAHARASHTRA POLLUTION CONTROL BOARD

Kalpataru Point, Sion Circle Sion (E), Mumbai – 400 022

Tender For Outsourcing of Facility Management & Housekeeping Services



By

Executive Engineer

Maharashtra Pollution Control Board

Kalpataru Point, Sion Circle
Sion (E), Mumbai – 400 022

NO. _____

Date: _____

Sub: **TENDER FOR OUTSOURCING OF FACILITY MANAGEMENT /
HOUSEKEEPING SERVICES**

- Last date for submission of the tender 14/07/2014 at 16.00 hrs.
- Opening time 16.30 hours on the same day

OUTSOURCING OF FACILITY MANAGEMENT SERVICES
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Dear Sir / Madam,

1. Sealed Envelop containing the tenders (Technical and Price bids) must reach the office of Executive Engineer on or before 14/07/2014 at 16.00 hrs. Sealed envelop to be super scribed with Tender No. _____ DATED _____ due for opening on _____.
2. We solicit sealed tenders from service providers who are ISO 9001:2000 Certified registered companies for provision of services in connection with handling of other Facility Management / Housekeeping Services on the basis of competitive bids.
3. For any clarification and further details on the above tender, please contact MPC Board on Tel. No. 24010437

Thanking you,

Yours faithfully,

Executive Engineer
Maharashtra Pollution Control Board

Maharashtra Pollution Control Board

Maharashtra Pollution Control Board is proposing to enter into Annual contract Agreement for a period of one / two years (extendable by one more year) for provision of services in connection with Facility Management Services / Housekeeping Services

THE SCOPE OF WORK AND SITE DETAILS ARE ENCLOSED FOR YOUR REFERENCE
THE SCHEDULE OF OPERATIONS IS GIVEN IN PAGE 09.

The above is only illustrative and may vary from time to time depending on requirement of Boards policy.

1. **Cost of Tender Document:** The Tender Document can be purchased on payment of **Rs. 3000.00** (Rupees Three thousand only) by Demand Draft drawn in favor of **MPC Board**.
2. **Tender documents can be purchased and submitted as indicated hereunder:**
Tender documents will be available for sale from **26/06/2014** to **08/07/2014** between **10.30 – 12.30** and **14.00 -16.00** Hrs on any working day other than Saturday, Sunday and Holiday from Executive Engineers office, 4th floor, Kalpataru Point, Sion, Mumbai - 400022.
3. **Earnest Money Deposit:** **Rs. 50000/-** (Rupees Fifty thousand only) by way of Bank Draft/Bankers Cheque drawn in favor of **"M P C Board"** payable at **Mumbai** and the same should be submitted along with the Tender. No other mode of payment is acceptable.
 - 3.1 Earnest Money deposit will not carry any interest.
 - 3.2 Earnest Money Deposit amount in respect of successful tenderers can be adjusted against Security Deposit.
 - 3.3 Earnest Money Deposit in the case of unsuccessful tenderers will be refunded only on finalization of the tender.
 - 3.4 In case, the successful tenderer fails or refuses to accept the contract offered in full or in part, the Earnest Money Deposit will be forfeited.
 - 3.5 Tenders received without E.M.D. shall be rejected.
4. **TWO BID SYSTEM**
 - 4.1 Part 'A' - **TECHNICAL BID**
Part 'B' - **PRICE BID**
 - 4.2 Sealed quotations are to be submitted under two-bid system as per following details
 - 4.3 **COVER - I (TECHNICAL BID) - Part 'A'**

The duly filled in Technical Bid along with instructions/terms and conditions, scope of work, technical bid (Part 'A') are to be kept in cover one and Superscribed as "TECHNICAL BID FOR ENQUIRY NO." _____ " DUE ON _____" and sealed.

TECHNICAL BID of Tenders must be accompanied by EMD as specified

Tenders received without EMD shall be rejected.

All pages of the Tender must be signed by the tenderer and he must affix his office seal in all pages.

The tenderer should enclose proof for all the information furnished by them. In case it is found, at any stage, the information/documents provided are not true, the Tender/Order/Agreement shall be cancelled and appropriate damages shall be claimed from the tenderer/party besides forfeiture of Security Deposit.

5. COVER II (PRICE BID) - Part 'B'

The tenderer must sign on Page 22 (Part "B") - Price Bid of the tender and also affix his/her seal. The duly filled in Price Bid is to be kept in Cover II and sealed and Superscribed as "PRICE BID FOR TENDER ENQUIRY NO. _____ " DUE ON _____".

NOTE: No other documents should be kept in the cover containing Price Bid (Part 'B') of the Tenderer.

- 6. THE ABOVE TWO COVERS BE FURTHER PUT IN A MASTER COVER, SEALED AND SUPERSCRIBED AS "QUOTATION FOR TENDER ENQUIRY NO. _____ Due on _____".**
7. In case the Tender form is received with both Price Bid and Technical Bid kept in the same sealed cover, the same will not be considered.
8. Tender will be opened in the presence of intending Tenderers/Service Providers at **16.30 hrs** on the due date of opening i.e. on **14/07/2011**. Only Technical Bids of the tenderers received will be opened on that day and the Price Bids will be sealed in the presence of those tenderers present and kept in our custody. The price bid of only those tenderers, who are successful in the "Technical Bid" evaluation will be opened and the time, date and venue for the opening of Price Bid will be intimated to only those tenderers whose Technical Bids were accepted after evaluation based on the criteria enumerated on pages 14 to 16. A Committee will inspect the premises/documents of the Tenderer/Service provider who qualifies in the Technical bid, for the physical verification of the claim of the bidder(s). And upon satisfying, the committee will be shortlist the parties.
9. EMD and all subsequent Payments to be made by way of crossed Demand Draft drawn in favor of **M P C Board** payable at Mumbai.
10. Sealed Tender documents are to be personally deposited/delivered in the Tender Box earmarked for this purpose. Tender documents sent by Post/Courier shall be at the risk of the Tenderer and MPCB will not be responsible for any loss or non-receipt of tender documents. Tenders received after due date will not be entertained/considered.
11. Tenders should be in the prescribed form duly signed and stamped and prices be clearly written in ink both in words and figures without any over-writing. Over-writing if any should be signed by the Tenderer/Service Provider.

12. Incomplete tender is liable to be rejected.
13. All columns should be furnished with relevant details duly substantiated with proof and no column should be left blank.
14. Tenderers/Service Providers are required to submit price bid/commercial bid which will be valid for a period of three years. The agreement will be for a period of 1 years (extendable by a period of two year on mutually agreed terms and conditions). However, MPC Board reserves the right to extend the agreement for a further period of three months at the same rates, terms & conditions.
15. Quotation should be valid for a period of 90 days from the date of Opening of the tenders.
16. **Security Deposit:**
 - 16.1 The successful Tenderers/service Providers will be required to deposit **10% of the Annual Contract Agreement value** after adjusting the amount of Earnest Money as Security Deposit with M P C Board by Demand draft/Pay Order within 2 (Two) weeks of communication of acceptance of tender for the satisfactory performance of the contract.
 - 16.2 Security Deposit will not carry any interest.
 - 16.3 Security Deposit will be refunded only after successful completion of all the contractual obligations by the successful Tenderer / Service Provider.
 - 16.4 Security deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/Service Provider.
 - 16.5 The amount of Security deposit or bank guarantee, as the case may be shall stand increased if value of the actual work exceeds tender amount.
17. **Recovery of sum due:**
 - 17.1 Whenever under this contract any sum of money is recoverable from the Service Provider, M P C Board shall be entitled to recover such sum by appropriating in part or full from the said security deposit already deposited by the Service Provider.
 - 17.2 In the event of said security deposit being insufficient, the balance of total amount recoverable, as the case may be, the Service Provider shall pay to M P C Board, on demand the balance amount, if any, due to M P C Board within 10 days of the demand by M P C Board.
 - 17.3 If any amount due to the board is so set off against the said Security Deposit, the Service Provider shall have to make good the said amount so set off to bring the security deposit to the original value immediately but not later than 10 days from the date of demand being made by M P C Board.
18. **Tenderers/Services provider must have registration for ESI and Provident fund or else they must obtain the same within 15 days.**

19. **Qualifying Criteria: -**

1. The bidder must have the ISO 9001:2008 & ISO 14001:2004 certified registered companies for provision of services in connection with handling of other Facility Management/Housekeeping Services.
2. For financial soundness banker's certificate, along with Profit & Loss account and Balance Sheet duly certified by C.A. must submitted.
3. The bidder should have the ESI number, PF number and PAN number. Challans of ESIC & PF for at least 50 employees must be submitted for six months.
4. All statutory obligations required for such type of housekeeping Contracts should be followed and documentary proof should be available.
5. Incomplete tender not accompanied by EMD are liable to be rejected.
6. Issue of tender will be at the sole discretion of MPCB. Tender will not be sent by post.
7. All other details and terms & conditions of the tender are mentioned in the tender document
8. The bidder must have at least single order of similar type of work of Rs.60 Lakhs in any Government Organization within latest five years.
9. The bidder must have annual turnover above 2.75 Cr.

20. **General**

- 20.1 The service provider will provide handling services as per requirement based on the schedule for Facility Management / Housekeeping Services.
- 20.2 The service provider will cover all the jobs specified in the scope of work given in Pages 11 and 12.
- 20.3 The service provider should provide one Supervisor per Shift to co-ordinate with MPC Board.
- 20.4 The supervisor so provided will extract work from the Service Provider personnel by properly deploying them for various kinds of work.
- 20.5 The supervisor so provided will furnish such statement related to deployment of personnel to the representative of M P C Board as and when called for.
- 20.6 The service provider shall provide at his own cost proper uniforms to his Personnel for good presentability.
- 20.7 The Service Provider shall obtain photo-identity cards to his personnel under his signature, company's name and seal which shall be displayed by them while on duty.
- 20.8 The work carried out by the Service Provider can be spot checked and audited by a third party.
- 20.9 The service provider will be solely responsible for any damage to property of M P C Board, due to negligence or otherwise and will compensate M P C Board for the Damage.
- 20.10 The service provider shall be personally responsible for any theft, dishonesty, and / or disobedience on the part of the personnel/ supervisors provided by him for this service.
- 20.11 The supervisor so provided shall ensure that all the security regulations of MPCB or any other Agency associated with MPCB activity are strictly adhered to and complied with by the persons engaged by him to provide the service. Any violation of security regulations will be at the cost and risk of service provider.

- 20.12 The service provider shall not transfer or assign or sub let any part of the service once agreed or any share of interest in any manner or degree directly or indirectly to any other firm or corporation what so ever.

21. Personnel deployed by the service provider.

- 21.1 The personnel of Service Provider should be physically / medically fit for the specified jobs.
- 21.2 The personnel should be well mannered and courteous. They shall while on duty wear proper uniform, which shall be provided by the service provider, should be cleaned regularly and should have their photo identity card pinned thereon.
- 21.3 The personnel so deployed must be insured against all risks.
- 21.4 The service provider shall not engage any person below 18 years of age.
- 21.5 The service provider will himself be responsible and will comply with all the statutory regulations such as P.F, E.S.I, Minimum Wages Act, Bonus Act and all other local laws as are in force or that may become applicable in future and from time to time in all matters, relating to his employees so far as it pertains to the service being provided by him under this contract and all matters arising there from. All Statutory requirements and obligations in respect of the service provider personnel are required to be fulfilled by him and M P C Board will have no liabilities what so ever arising out of the above. The Service Provider should also maintain the records and registers in compliance with all statutory provisions applicable to his personnel under the statutes from time to time. Such records /registers should be produced before the designated officer of M P C Board at periodical intervals for general inspection. Further the copies of the returns submitted to the statutory authorities must be furnished to MPC Board.

22. Payment of bills.

- 22.1 The service provider shall submit his monthly bills in triplicate towards the services rendered in the previous month to the MPCB for scrutiny and certification to the effect that there is no penalty leviable in terms of Clause (28) and also that there is no case of invoking of indemnity clause as mentioned in Clause (29). The monthly bills will then be dispatched to Account Department for payment action.
- 22.2 Necessary deductions towards income tax and any other applicable tax shall be effected at source at the time of settlement of monthly bills.

23. Penalties

- 23.1 Prompt, punctual, efficient, safe and courteous service is the essence of this Service Agreement. Lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider.
- 23.2 The Service Provider shall always endeavor to carry out all the jobs connected with or incidental to the activities of M P C Board and he shall be held responsible for any lapse/failure on behalf of any of his employees/agents and in the event of occurrence of any such loss/damage caused to the business/property/reputation of M P C Board, he shall be liable to penalty in terms of money.

- 23.3 In case of failure to commence the service on the stipulated time/date, the E.M.D shall be forfeited.
- 23.4 In case of failure to carry out the service to the satisfaction of Executive Engineer, MPCB will be free to get the same service done by any other agency at the cost and risk of the service provider and Security Deposit provided by the party will be forfeited.

24. Indemnity:

- 24.1 The service provider shall indemnify M P C Board, against any claims, damages, loss or penalty including costs thereof in case of liability that may occur to the customers of M P C Board, and/or their baggage during the course of performance of contractual terms. The service provider shall be solely responsible for any liability whatsoever arising out of any accident /incident involving personnel deployed by him.
- 24.2 The service provider shall indemnify M P C Board against any claims, damages, loss or penalty including costs thereof arising out of any breach or violation of any of the provisions of all the laws, including labour laws as applicable from time to time, governing the personnel employed by the service provider.

25. Extension / Termination of agreement :

- 25.1 The validity of the agreement comes to an end *ipso facto* by efflux of time unless otherwise renewed/terminated.
- 25.2 In the event of the service provider failing to comply with any of the terms and conditions of the agreement, M P C Board shall be at liberty to terminate the contract with immediate effect besides forfeiting the security deposit.
- 25.3 The contract shall be terminated by either side by giving two months notice in writing. However M P C Board reserves the right to terminate / cancel the order partially or fully without notice and without assigning any reason and without any liability to.

26. Arbitration:

- 26.1 Any dispute or difference, what so ever arising out of this service agreement shall be referred to the sole arbitration of the Executive _____ or the person appointed by him whose decision shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 and rules made there under.

27. Jurisdiction:

- 27.1 In respect of any matter pertaining to such arbitration the courts of law in Mumbai shall have the exclusive jurisdiction and both the parties will submit to the said jurisdiction.

EXECUTIVE ENGINEER
Maharashtra Pollution Control Board

Annexure "A"

SCOPE OF WORK

1. **Sweeping and Cleaning:** Sweeping and Cleaning is a routine affair of house keeping. Sweeping will be Carried out with Bombay broom such that worker does cleaning in up right position. The Sweeping and Cleaning of following building elements will be done at least once a day. Corridors, staircase, railings, rooms, toilet blocks, ceilings, sidewalls, lofts, weather sheds, windows glass panels. Fixtures, lounge shed, pillars, Columns, exterior walls terraces, ground entrapped within and at least 5 feet outside all around the building with Bombay broom.
2. **Vacuum Cleaning:** Ultra Clean rooms have to be cleaned with the help of vacuum cleaner as sweeping with broom is prohibited in these areas. Vacuum cleaner I fitted with HEPA at the exhaust. Vacuum cleaning will be carried out only by the trained personnel well acquainted with the vacuum cleaning.
3. **Mopping:** Mopping will be carried out only after the cleaning/sweeping is over, Mopping will be done by Sprinkling water with appropriate detergent solutions/scented phenyl. Rubber broom only will be used for this work. After mopping floor swabbing will be done with dry cloth broom to avoid slippage of anyone. The areas e.g. corners, edges and pockets where rubber broom could not be used mop cloth will be used for manual mopping and swabbing. The building elements under mopping are as under. Corridors, staircase, railings, rooms, toilet blocks, mirrors, ceramics, marble, glazed and mosaic tiles in skirting and aside walls, window glass panels, fixtures, decorative pillars & columns, idols and photo frames.
4. **Window glass panel cleaning:** Window frames will be cleaned with detergent. Dust from window platform outside and inside will be removed. Glass will be cleaned with suitable chemicals without any scratch. Use of newspaper and old cloth for cleaning glass will be permitted. Glass panels in Library, reception room, main building and canteen will be cleaned very frequently.
5. **Spraying perfumes:** Perfume will be sprayed after routine cleaning work, in the building everyday in the corridors, office rooms, laboratories, conference halls, dining halls, rest rooms and reception rooms etc.
6. **De-dusting of furniture and fixtures:** De-dusting and fixtures will be carried out with clean dhoti cloth everyday morning before office hours. Glass top will be cleaned wet cloth to remove stain. Each room will have furniture like tables, chairs, stools, side tables, computers, office equipments, show cases, cupboards, display board, etc. There will be lighting fixtures, fans, air-conditioner and electrical fittings. Lighting and decorative fixture, fans, etc. will be cleaned periodically in phased manner with the convenience and requirement of concerned officer sitting in that room.
7. **Wax Polishing:** Wax polishing of mosaic, glazed and ceramic tiles will be necessary to regain glazy look. Whenever found essential this work will be carried out.
8. **Stain removal:** Stain accumulates on various water connections fittings near water cooler, sanitary fittings in toilet block on mosaic, marble and ceramic tiles, glass panes, mirrors, etc. Periodic stain removal will be carried out with appropriate anti-stain materials.

- 9. Removing spider webs and cobwebs:** Removing spider and cobwebs will be carried out periodically with broom. This work will be done before sweeping.
- 10. Toilet related specific work:** Each toilet will be provided with liquid or solid soaps at washbasin, naphthalene balls at water outlets, bucket and tumbler or toilet papers and availability of water. Contractor shall ensure that all the consumables are available inside toilet. In case of failure of water supply concerned office will be kept informed. Maintenance of ladies toilets will be done before office hours only. While cleaning toilet, board will be hung on the face of the door to intimate the users about cleaning in progress. Any theft or loss of sanitary fittings, taps, light bulbs will be brought to the notice of the concerned officer.
- 11. Washing Flushing:** Washing of all floors will be carried out at least once a month to remove accumulated dust or mud in deep corners and tiles joints. During monsoon corridors and floors will be spoiled with mud etc. Washing will be carried out with water pipe and rubber broom/map cloth.
- 12. Dumping/disposing:** Garbage collected after daily sweeping and cleaning will be carried away in suitable manner for disposal at identified place within the campus. Waste collected from each office/laboratory will be sorted out. Waste papers and documents will be to paper shredder unit and to the incinerating yard from there for burning.
- 13. Cleaning of Lab. Equipments:** Cleaning/Washing of Laboratory equipments as per directions of Lab. Incharge.

HVAC Operator

The operator and assistant must be based with at least 5 years experience in the field to perform duties enlisted to them and must be in proper uniform at all the times.

Lift Operation

1. Lift Attendant service elevator 7.am to 11.pm. 1 Attendant per shift
2. Lift technician during office hours or as decided by the board.

Electrical Operation

1. The Electrician should be ITI holder in Electrician and having experience not less then 7/15 years. He shall take care of all electrical, electromechanical equipments, HVAC, Lifts etc.

Carpentry

Check all, Door closers, Floor springs, Handles, Hinges, Locks, Latches, Shutters, Doors, Attend to complaints/requests within 30 minutes/ as per SLA defined of lodging of the complaints for repairing their chair, opening a stuck drawer etc. Minor repairs to be carried out immediate, Co-ordinate with outside agency to ensure that all break downs/rectification jobs are completed satisfactorily, Liaise & update to Regional Facility/Admin teams on daily basis about repair & maintenance works.

Plumbing

Check all Cloakrooms – W/C, urinals, and clear blockages if any. Attend to complaints/requests within 30minutes of lodging of the complaints, Clear blockages in main line as and when required, Co-ordinate with Original Equipment Manufacturer (OEM) of auto flush system, Check inventory of spares & consumables, General Repairs, Co-ordinate for works like painting, polishing, tiling, ceiling works etc.

Gardener

The Gardner should have experience not less then 5 years. He shall take care of Gardens associated with Board's offices.

S P E C I F I C A T I O N S

(A) Providing and Using Sundry Items of Good Quality for House Cleaning

ITEMS.

DUSTERS

Floor Duster

Glass Duster

CLEANING AGENTS

Liquid Soap

Industrial Floor Cleaner

Toilet Bowl Cleaner

Stain Remover

Disinfectant

Drainex

UPHOLSTERY

Spotting Chemical

WOODCARE CREAM

GLASS CLEANER

SANITARY CUBES

BUCKETS / BINS

BRUSHES

Leather Brush

Grooves & Conner Brush

Upholstery Brush

Carpet Brush

Nylon Scrubbing Brush

Hand Scrubbing Brush

Brass Polish

MOPS

Lobby Mop M 350" 12"

Dry Mop FS60 24"

Kachcha Mop

GARBAGE BAG (Large)

GARBAGE BAGS (Small)

SQUEEZERS

R 24"

R 18"

R 12"

WC BRUSH

WINDOW SQUEEZER

MUGS / DUSTPAN

BROOMS

Soft Brooms

Hard Brooms

Synthetic Brooms

AIR FRESHENER

SHAKE & VAC

(B) CHEMICALS TO BE USED FOR SPECIALIZED CLEANING:

SCRUBBING SOLUTION

CARPET CLEANING SOLUTION of good quality

WATER SOLUBLE STAIN REMOVER

OIL STAIN REMOVER

GUM REMOVER

(C) LATEST MACHINERY TO BE USED.

- (a) Floor Scrubbing / Polishing Machine.
- (b) Carpet / Upholstery Shampoo Machine.
- (c) EUROCLEAN DRY-N-WET PICK-UP VACUUM CLEANER.
- (d) HOOVER.

TENDER FORMAT TO BE FILLED ON THE LETTER HEAD OF THE TENDERER AND TO BE SUBMITTED ALONG WITH TECHNICAL BID

TO:
THE _____
MAHARASHTRA POLLUTION CONTROL BOARD
KALPTARU POINT
SION CIRCLE
SION (E)
MUMBAI – 400 022

SUB: - **TENDER NO.** _____

DATED _____ **DUE ON** _____

Dear Sir,

We have gone through the tender documents hosted by you purchased from _____ office, consisting of covering letter and Terms and Conditions and are pleased to submit Technical Bid and Price Bid.

We agree to accept the terms and conditions as stipulated.

Thanking you,

Yours faithfully,

Signature: _____

Name: _____

Designation: _____

Name of Company: _____

Address: _____

Company Seal: _____

Phone No. _____

Fax No. _____

E-Mail _____

MAHARASHTRA POLLUTION CONTROL BOARD, MUMBAI

TECHNICAL BID (PART 'A')

TENDER FORM NO.: _____

DATE: _____

TENDER SL. NO. ISSUED ON: ISSUED TO:
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TENDER FOR FACILITY MANAGEMENT / HOUSEKEEPING SERVICES

PROFILE

A.	NAME OF THE TENDERER AND ADDRESS: _____ _____	PHONE : MOBILE : FAX : E-MAIL :
B.	IS YOUR COMPANY REGISTERED (ATTACH PHOTOCOPY)	YES : ☐ NO : ☐
<u>TICK MARK ✓ AS APPLICABLE (ENCLOSE COPIES)</u>		
C.	ANNUAL TURN OVER :	
D.	INCOME TAX PERMANENT ACCOUNT NO. : (ATTACH PHOTO COPY)	
E.	WHETHER INCOM TAX RETURN FILED FOR THE LAST 3 YEARS : (ATTACH PHOTOCOPY)	
F.	ESI CODE : (ATTACH PHOTO COPY)	
G.	PF CODE : (ATTACH PHOTO COPY)	
H.	Total span of experience in the field :	

K. NAME A FEW REPUTED COMPANIES / PUBLIC SECTOR ORGANISATIONS WHERE SUCH JOBS WERE UNDERTAKEN ON ANNUAL CONTRACT DURING THE LAST THREE YEARS (Attach Proof).

Name of contract	Organization	Period of Contract	No. of personnel deployed	Annual value of the contract

(ATTACH ADDITIONAL SHEETS IF REQUIRED)

L. Annual contract value of such single order and the period of execution.....

M. Please furnish the following details:

A) How many are employed by you? :

- i) More than 100
- ii) More than 75
- iii) More than 50
- iv) More than 25
- v) Less than 25

B) How many are skilled employees? :

- i) More than 100
- ii) More than 75
- iii) More than 50
- iv) More than 25
- v) Less than 25

C) How many are semi skilled employees? :

- i) More than 100
- ii) More than 75
- iii) More than 50
- iv) More than 25
- v) Less than 25

D) How many are Unskilled employees? :

- vi) More than 100
- vii) More than 75
- viii) More than 50
- ix) More than 25
- x) Less than 25

E) How many Supervisors are there? :

- i) More than 50
- ii) More than 25
- iii) Less than 25

N) Have you or your Company been served with Show- cause notice for Non-compliance with any of the provisions of statutory Labour laws/criminal offences in the past? - YES/NO

If Yes, state the outcome and its present status (use the space at reverse of the page)

SIGNATURE

NAME OF TENDERER

SEAL

MAHARASHTRA POLLUTION CONTROL BOARD: MUMBAI

**TENDER FOR OUTSOURCING OF FACILITY MANAGEMENT / HOUSEKEEPING
SERVICES AT MUMBAI**

**THE TECHNICAL EVALUATION CRITERIA LEADING TO SHORT LISTING OF THE
AGENCIES IS AS FOLLOWS (FOR MPCB USE ONLY)**

SL. NO	ATTRIBUTE	POINTS		REMARKS
		IF	POINTS	
	Registered as company	NO	REJECT	MANDATORY
1.	Total No. of Companies served during last three years.	1 to 2 3 to 5 6 to 10 11 to 15 above 15	2 4 6 8 10	
2.	Annual Turn over	Less than 24 Lakhs Less than 36 Lakhs Less than 48 Lakhs Less than 60 Lakhs above 60 Lakhs	2 4 6 8 10	
3.	Annual value of the single largest contract of similar work	Less than 12 Lakhs Less than 18 Lakhs Less than 24 Lakhs Less than 30 Lakhs Above 30 Lakhs	2 4 6 8 10	
4.	Total No. of workers employed by service provider	More than 50 More than 75 More than 100 More than 150 More than 200	2 4 6 8 10	
5.	No. of semi-skilled workers employed	Less than 25 More than 25 More than 50 More than 75 More than 100	2 4 6 8 10	

6.	No. of un- skilled workers employed	Less than 25 More than 25 More than 50 More than 75 More than 100	2 4 6 8 10	
7.	No. of supervisors employed	Less than 25 More than 25 More than 50 More than 75 More than 100	2 4 6 8 10	
8.	Total No. of workers deployed in single largest contract	More than 25 More than 50 More than 75 More than 100 More than 125	2 4 6 8 10	
9.	Experience as Service Provider in the similar/relevant field	Less than 3 years Less than 5 years Less than 10 years Above 10 years Above 15 years	2 4 6 8 10	
10.	On action taken for non-compliance with statutory laws	Never received Notice(s) Notice served and closed after compliance report Notice served and prosecution ordered Prosecution ordered but not resulted in adverse action. Penalty/ punishment / damages imposed.	10 6 4 2 0	

Note(1):

- Technical Bid may be evaluated by awarding points for each attribute.
- The sum of these points will be the total points of the agency.
- The Highest score secured by any of the tenderer will be the BASE Index.
- After evaluation of the Technical Bids based on the above attributes, only those parties who secure 75% of BASE INDEX will be short listed.

Details of Office Premises.

Office	Place	Approximate Area (Sq. Ft.)
R.O. Mumbai	Govandi	4000
Head Quarter	Sion	28187
R.O. Thane	Thane	5333
R.O. Kalyan	Kalyan	12270
R.O. Navi Mumbai	Belapur	14000
Central Laboratory	Mahape	38000
R.O.Kolhapur	Kolhapur	3000
R.O. Pune	Pune	12500
R.O. Aurangabad	Aurangabad	11400
R.O. Nagpur	Nagpur	11270
R.O. Chandrapur	Chandrapur	15000
R.O. Amravati	Amravati	6200

Manpower Requirement at various offices.

Office	Supervisor	Janitors	Liftman	Electrician	A.C. technician	Plumber	Gardner
R.O. Mumbai	01 no.	02 nos.	0	0	0	0	0
Head Quarter		13 nos.	0	0	0	0	0
R.O. Thane	01 no.	04 nos.	0	0	0	0	0
R.O. Kalyan		06 nos.	0	0	0	0	0
R.O. Navi Mumbai	01 no.	06 nos.	0	0	0	0	0
Central Laboratory		15 nos.	01 no.	01 no.	01 no.	01 no.	1 no.
R.O.Kolhapur	01 no.	02 nos.	0	0	0	0	0
R.O. Pune		06 nos.	0	0.	0	0	0
R.O. Nagpur	01 no.	04 nos.	0	0	0	0	0
R.O. Chandrapur		06 nos.	0	0	0	0	0
R.O. Aurangabad	01 no.	06 nos.	0	0	0	0	0
R.O. Amravati		03 nos.	0	0	0	0	0

Office	Machinery	Material
		Min. Rs.
R.O. Mumbai		2000.00
Head Quarter		5000.00
R.O. Thane		2000.00
R.O. Kalyan		2000.00
R.O. Navi Mumbai		4000.00
Central Laboratory		9000.00
R.O.Kolhapur		2000.00
R.O. Pune		2000.00
R.O. Nagpur		2000.00
R.O. Chandrapur		4000.00
R.O. Aurangabad		2000.00
R.O. Amravati		1500.00

Maharashtra Pollution Control Board: Mumbai

Price Bid (Part "B")

No.-----

Date:-----

Tender For Providing Facility Management? Housekeeping Services at following offices
(The rates quoted should be for the service per Aircraft)

(A) For R.O. Mumbai

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor			
2	Janitor	3 nos.		
3	Machinery			
4	material			
	Total			
	Taxes & Liability			

(B) For Head Quarter

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor	1 no.		
2	Janitor	13 nos.		
3	Machinery			
4	material			
	Total			
	Taxes & Liability			

(C) For R.O. Thane

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor	1 no.		
2	Janitor	03 nos.		
3	Machinery			
4	material			
	Total			
	Taxes & Liability			

(D) For R.O. Kalyan

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor			
2	Janitor	06nos.		
3	Machinery			
4	material			
	Total			
	Taxes & Liability			

(E) For R.O. Navi Mumbai

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor			
2	Janitor	06nos.		
3	Machinery			
4	material			
	Total			
	Taxes & Liability			

(F) For Central Laboratory

Sr. No.	Particulars	Unit	Rate	Total per Month
1	I.T.I. Electrician	1 no.		
2	HVAC Operator	1 no.		
3	Lift Technician	1 no.		
4	Supervisor	1 no.		
5	Plumber	1 no.		
6	Gardner	1 no.		
7	Janitor	15 nos.		
8	Material			
9	Machinery			
	Total			
	Taxes & Liability			

(G) For R.O. Kolhapur

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor			
2	Janitor	02nos.		
3	Machinery			
4	material			
5	Total			
6	Taxes & Liability			

(H) For R.O. Pune

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor	01 no.		
2	Janitor	02nos.		
3	Machinery			
4	material			
5	Total			
6	Taxes & Liability			

(I) For R.O. Nagpur

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor			
2	Janitor	02nos.		
3	Machinery			
4	material			
5	Total			
6	Taxes & Liability			

(J) For R.O. Chandrapur

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor			
2	Janitor	02nos.		
3	Machinery			
4	material			
5	Total			
6	Taxes & Liability			

(K) For R.O. Aurangabad

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor			
2	Janitor	02nos.		
3	Machinery			
4	material			
5	Total			
6	Taxes & Liability			

(L) For R.O. Amravati

Sr. No.	Particulars	Unit	Rate	Total per Month
1	Supervisor			
2	Janitor	02nos.		
3	Machinery			
4	material			
5	Total			
6	Taxes & Liability			

SUMMARY :

Sr. No.	Offices	Area in Sq. Ft.	Total Per Month (Including Taxes & Duties)
1)	Total of (A) R. O. Mumbai	4000	
2)	Total of (B) Head Quarter	28187	
3)	Total of (C) R. O. Thane	5333	
4)	Total of (D) R. O. Kalyan	12270	
5)	Total of (E) R. O. Navi Mumbai	14000	
6)	Total of (F) Central Laboratory	38000	
7)	Total of (G) Kolhapur	3000	
8)	Total of (H) Pune	12500	
9)	Total of (I) Nagpur	11400	
10)	Total of (J) Chandrapur	11270	
11)	Total of (K) Aurangabad	15000	
12)	Total of (L) Amravati	6200	
	TOTAL (Including Taxes & Duties)		

SEAL**NAME OF THE TENDERER****SIGNATURE**

