**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**

**भारतीय प्रबंधन संस्थान कलकत्ता**

Purchase Section

D.H. ROAD, P.O. JOKA, KOLKATA - 700104

Tender No: NIT/IIMC/Facility Management-CMDP/07/2021-2022 Date: 24th May, 2021

**NOTICE INVITING TENDER**

**Tender for “Providing FACILITY MANAGEMENT SERVICES (HOUSEKEEPING, UPKEEP & MAINTENANCE AND RECEPTION MANAGEMENT, FOOD & BEVERAGES,) at the Management Development Centre (MDC), Indian Institute of Management Calcutta (IIMC) Campus at Joka, Kolkata”.**

E-Tenders are invited by Indian Institute of Management Calcutta (hereinafter referred to as “IIMC” or “IIM Calcutta” or “Institute”) under Two-Bid System i.e., **Technical Bid and Financial Bid** for **“Providing FACILITY MANAGEMENT SERVICES (HOUSEKEEPING, UPKEEP & MAINTENANCE AND RECEPTION MANAGEMENT, FOOD & BEVERAGES,) at the Management Development Centre (MDC), Indian Institute of Management Calcutta (IIMC) Campus at Joka, Kolkata”**. The Job/Services Contract shall be valid for a period of 2(two) years w.e.f. the date of commencement of work which may be extended for 01 (One) year depending upon the Satisfactory performance of the service provider/vendor, at the same terms and conditions and requirement of the Institute.

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| --- | --- | --- | --- |
| Sl. No | Name of Work | Cost of Tender document  (Rs.) | Duration of Contract |
| A. | **“Providing FACILITY MANAGEMENT SERVICES (HOUSEKEEPING, UPKEEP & MAINTENANCE AND RECEPTION MANAGEMENT, FOOD & BEVERAGES,) at the Management Development Centre (MDC), Indian Institute of Management Calcutta (IIMC) Campus at Joka, Kolkata”** | 1000/- + GST as applicable | 2 Years |

The detailed scope of work is given in the tender documents.

Time schedule of tender activities:

* Date & Time for submission of Tender Documents: from **24th May, 2021 17:00** to **14th June, 2021** up to **14:00 hrs**.
* Date & Time of Pre-Bid meeting: **7th June, 2021 at 14:15 Hrs.**

Join Zoom Meeting  
<https://zoom.us/j/97479076165?pwd=MzkvMHJwYWFzd2xkMGtzVERhSW4vdz09>  
  
Meeting ID: 974 7907 6165  
Passcode: 58tyZz

* Date & Time of Opening of Technical Bid: On **15th June, 2021** at **14:15 Hrs**.
* Date & Time of Opening of Financial Bid: **To be communicated to the technically qualified bidders.**

**Eligibility Criteria:**

The tendering Company/Firm/Agency shall fulfil the following criteria for submission of Bid:-

1. The Company/Firm/Agency shall have at least five years’ experience in successfully providing similar services to Educational Institutions of National Importance, Training Academies or such Centres in Government, PSUs, Autonomous Bodies or Large Corporate Houses.
2. The Company/Firm/Agency shall have been registered with the Labour Department and other concerned government authorities and Self-attested copy of the registration shall be attached with the bid.
3. The Company/Firm/Agency shall have Average Annual Turnover (Last three Audited Financial Statements) i.e., 2017-2018, 2018-2019 & 2019-20 of at least Rs.50 (Fifty) Crores.
4. The Registered Office/Branch Office of the Company/Firm/Agency shall be located in Kolkata, West Bengal.
5. The Company/Firm/Agency shall have been registered with the Income Tax and GST.
6. The Company/Firm/Agency should have valid PAN and should furnish copies of Income Tax Return for last three financial years (2017-2018, 2018-2019 & 2019-20).
7. The Company/Firm/Agency shall have been registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
8. The Company/Firm/Agency shall not have been blacklisted by any organization. Necessary declaration to these effects shall be attached with the Bid.
9. The Company/Firm/Agency shall not have any pending disputed issue with any concerned Authority as on date. Necessary declaration to these effects shall be attached with the Bid.
10. The Company/Firm/Agency shall submit the Application fee in Demand Draft.
11. The Company/Firm/Agency should have on their wage rolls minimum 100 workmen as on March 31, 2021.
12. All corrigendum and addendum shall be the part of the tender document and are to be uploaded duly signed and stamped with tender document as bid annexure. Even if the bidder fails to submit corrigendum and addendum duly signed by him, it will be deemed that the bidder has gone through such corrigendum / addendum, if any and no claim shall be entertained by IIMC on account of any omission / error on his part.

Note: Documentary evidence is required to establish the eligibility requirements for the conditions mentioned above.

Tender documents comprising the following:

Volume –I:

1. Notice Inviting Tender
2. Exhibit A to F
3. Master Service Agreement

Volume –II:

1. Financial Bid with Bill of Quantity

IIM Calcutta reserves the right to reject any or all tenders without assigning any reason thereof.

Contact details for Site Visit/Queries:

**Shri Shiladitya Senbarat**

**Head – Consultancy and Management Development Programmes,**

**Management Development Centre (MDC),**

Indian Institute of Management Calcutta, Joka,

D.H.Road, Kolkata- 700104.

**Email ID:** headcmdp@iimcal.ac.in

**Phone No.:** 9830026258

**Procedure for submission of Bids**

1. Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal. [https://eprocure.gov.in/eprocure/app]
2. It is mandatory for all the bidders to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-Procurement of IIM CALCUTTA.
3. It is mandatory for the bidders to get their firm /company registered with e-procurement portal “https://eprocure.gov.in/eprocure/app” to have user ID & password.
4. Tender documents will be available online on website “https://eprocure.gov.in/eprocure/app” which can be downloaded.
5. Bidders may download and refer the “Instructions for Online Bid Submission” from the website “https://eprocure.gov.in/eprocure/app”.
6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Financial Bid along with Bill of Quantities are to be submitted in “Technical Bid”.
7. Financial Bid along with Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of “Financial Bid”. Hence, physical submission of the documents is limited to submission of original Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.
8. Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.

9 Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/> eprocure/app (“Server System Clock Time”) shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

1. The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
2. The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line”. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be submitted in .pdf file format.
3. Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
4. Physical submission of the documents is to be as per the following in one envelop only
   1. Original Demand Draft for Tender document fee.

**Validity of Bid:**

* Bid submitted by the bidder shall remain valid for a period of 180 days from the date of opening of bid. The earnest money will be forfeited without any prejudice to any right or remedy, in case the Bidder withdraws his Tender during the validity period or in case he changes his offer to his benefits, which are not acceptable to IIMC.

**Security Deposit (SD):**

To ensure due performance of the contract, the Selected L1 bidder shall submit the Security Deposit (SD) equal to **Rs.30,00,000/‐ (Rupees Thirty Lakhs)** in the form of Demand Draft on any schedule commercial bank in favour of ‘Indian Institute of Management Calcutta’, payable at Kolkata. The selected bidder needs to submit the Security Deposit to IIMC before awarding the Contract. This SD will be refunded without any interest after completion of the Contract. The Contract without Security Deposit will be summarily rejected.

**Evaluation and Selection:**

The bid evaluation will be done following the quality and cost based selection method. The weightage of Technical Bid and Financial Bid will be 60% and 40% respectively.

* The evaluation of the bids will be done on Quality and Cost Based Selection (QCBS) method by evaluating the proposal in two stages i.e. technical evaluation and financial evaluation. There will be weightage of 60% for Evaluation of the Technical Bid as per Annexure-2 and 40% for evaluation of Financial Bid as per Annexure-3.
* Detailed Technical Evaluation shall be carried out along with other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms & conditions of the tender without any material deviations.
* The scorecard for Technical Evaluation is given in **Annexure 2**.
* Date of Opening of Financial Bid shall be communicated to the technically qualified firms.
* For Financial Evaluation, **Price exclusive of Taxes shall be considered.**

Evaluation and Comparison of Bids:

60% of weightage will be awarded for technical evaluation and 40% weightage will be awarded for financial evaluation. Technical Bid will be assigned a technical score (Ts) out of maximum of 100 points as per the details available in Annexure-2.

The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized score would be considered for the QCBS based evaluation, explained below:

The individual bidder’s commercial score is normalized as per formula below:

Fn = Fmin/Fb\*100 (rounded off to 2 decimal places) where,

Fn= Normalized commercial score for the Bidder under consideration

Fb= Absolute financial quote for the Bidder under consideration

Fmin= Minimum absolute financial quote from among the technically qualified bidders

Composite Score (S) = Ts \* 0.6 + Fn \* 0.4

**Award of Contract:**

Contract shall be awarded to the firm whose evaluated Composite Score (S) will be the Highest under QCBS method.

In case the composite score (S) of two or more are found to be same, the firm with the higher mark in the technical bid shall be awarded the contract.

Any effort by a firm to influence IIMC in its decision on bid evaluation or placement of Work Order may result in rejection of the firm’s bid.

**Period of Contract:**

The contract shall be valid initially for a period of two years from the date of commencement of work at site, which will be reviewed every year based on the performance and deliverables of the selected vendor.

This contract may be extended for further period of one year on the same terms & conditions as mentioned in the tender document, provided such requirement of the office persists at that time. or, may be curtailed in case partial services are required, with concomitant apportionment of costs thereof.

The Contract is liable to be terminated at any time before the completion of normal tenure, owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency, or any other reason leading to dissatisfaction of the user(s)

**Amendment to the Tender Document:**

At any time five working days prior to the last date for submission of the tenders, IIMC may for any reason, suo-moto or in response to any clarification by prospective bidder, modify the tender documents by amendments (Addenda/Corrigenda etc.). Any such amendments will only be uploaded in CPP Portal. All the bidders who uploaded in CPP Portal prior to such amendment shall take cognizance of such amendments. The amendments, if any, shall be binding on the bidder.

**Legal:**

* 1. The Service Provider will be responsible for compliance of all statutory provisions relating to Minimum Wage, Provident Fund and Employee State Insurance etc. in respect of the persons deployed in IIMC.
  2. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by him to IIMC to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
  3. The Service Provider shall maintain all statutory Registers under the applicable law. The agency shall produce the same on demand to the concerned authority of the Institute or any other authority under law.
  4. In case the Service Provider fails to comply with any statutory/taxation liability under appropriate law and as a result thereof IIMC is put to any loss/obligation, monetary or otherwise, IIMC will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the agency to the extent of the loss or obligation in monetary terms.

After Award of Contract, if the Service Provider is found to be charging any amount from the employees on its roll in any manner, in that case the contractor shall be liable to be terminated immediately with forfeiture of performance security amount and also the firm will be blacklisted.

**Award of Contract:**

The service contract will be awarded initially for TWO (02) YEARS from the date of commencement of work at site which will be reviewed every year. If the performance is found not satisfactory at any time, the contract may be terminated before the normal tenure owing to cessation of requirement or deficiency in service or substandard quality of manpower deployed by the Service Provider. IIMC reserves the right to extend the service period for a further period of one year beyond the initial period of two years, based on satisfactory performance and requirement of the Institute on the same terms & conditions as mentioned in Tender Document.

**Performance Evaluation:**

The performance of the Service Provider in compliance with the terms and conditions of the tender document will be reviewed by the Institute on completion of every year.

**Terms & Conditions for providing various services**

1. IIM Calcutta seeks Service Provider for **“Providing FACILITY MANAGEMENT SERVICES (HOUSEKEEPING, UPKEEP & MAINTENANCE AND RECEPTION MANAGEMENT, FOOD & BEVERAGES,) at the Management Development Centre (MDC), Indian Institute of Management Calcutta (IIMC) Campus at Joka, Kolkata”**
2. Area and quantum of services indicated in the SoW and other documents are indicative of current requirements. Such requirement may vary from time to time as per emerging needs of the Institute and extraneous factors, etc. IIM Calcutta reserves the right to reduce or increase the services, if considered necessary.
3. It may be beneficial for the interested bidder to visit the concerned facility at IIM Calcutta (subject to COVID-19 restrictions), conduct a survey, understand the requirements, and carry out due diligence of the scope of work before bidding for the tender.
4. Such surveys as above shall have to be in compliance with Institute norms and Government stipulations (given current situation), and the cost borne entirely by the bidder.
5. Any discrepancies or disputes arising on account of non-adherence to statutory & Labour laws would be the responsibility of the service providers &IIM Calcutta will not be responsible for the same.
6. The service provider shall not pay to the persons engaged by him less than the minimum wages as per Central Govt. notification and as applicable at IIM Calcutta.
7. IIM Calcutta will not be liable to pay any amount other than settled in the contract. Any payment under provision of the ESI Act 1948, Workman Compensation Act 1923, Payment of Gratuity Act 1972, Employee’s Provident Fund and Miscellaneous Provisions Act 1952 or any other statutory liability shall be made by the service provider
8. Bill should be submitted by the agency on monthly basis and payment will be made after due verification of the same and recommendation from concerned officer.
9. Copies of payment of PF/ESI/Statutory dues should be furnished to the IIM Calcutta on a monthly basis along with a declaration stating that the PF contribution/ESI deduction pertaining to the personnel engaged in IIM Calcutta have been included in the respective Challans.
10. The agency must ensure the wages to deployed personnel by 7th of each month through Bank and proof of credited amount should be produced along with next month’s bill.
11. The deployed personnel by the service provider will always keep Identity Card with them for verification while working.
12. Identity cards for the vendor’s employees, as required under the law would have to be provided at their own cost. IIM Calcutta shall not pay any extra charges to the service provider against these items.
13. A formal declaration has to be submitted by the agency that the personnel deployed by the agency are all employees of the service provider. IIM Calcutta shall not have any liability/responsibility to absorb the persons engaged by the service provider.
14. The details of the persons deployed by the agency with bio data, attested proof of identity, the latest photographs of all the persons shall be supplied to IIM Calcutta for record.
15. Any change of manpower deployed by the service provider should be intimated in advance. IIM Calcutta shall have the right to replace or stop any job/services without assigning any reason whatsoever and the substitute shall have to be provided by the service provider immediately, if required.
16. Necessary license, permit, consent, sanction etc. as may be required or called for / from / by local or any other authority for doing such job shall have to be obtained by the Service Provider. The Service Provider shall comply at its own cost with all applicable laws, rules and regulation in force from time to time whether of Central or State Govt. as applicable to him or this contract without any liability and responsibility to IIM Calcutta, whatsoever it may be.
17. The persons deployed by the service provider should not have any adverse Police Records/Criminal cases against them. Service Provider will be required to produce antecedents duly verified by police of the personnel deployed at IIM Calcutta. The character and antecedents of each personnel of the service provider will be verified by the service provider before their deployment after investigation by the Local Police & collecting proofs or identity like Driving License, Previous Work Experience, Proof of Residence and recent photograph and a certification to this effect submitted to the Institute. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The agency shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request. The service provider should ensure that his worker does not smoke, not indulge in drinking alcohol or intoxicants or in gambling.
18. Any dispute arising out of or in any way connected with the contract shall be deemed to have arisen in Kolkata and only courts in Kolkata shall have jurisdiction to determine/decide the same.
19. Names of the Proprietor, Directors, consultant and top executives (with address, phone number etc.) should be furnished with the tender.
20. The period of contract will be for two years from the date of commencement of services/work which may be extended for a further period of one year subject to satisfactory performance and requirement of the Institute.
21. Job/services to be provided at the Institute may increase or decrease as per the requirement. The exact area & quantum of services required on a particular department/section of the Institute will be communicated by the Institute and the payment will be made accordingly.
22. The service provider will maintain a daily Attendance Register of the personnel along with their deployment position at the Institute, to be produced as and when required by the Institute.
23. The agency must have proper mechanism for Intake, verification of candidate’s character and antecedents, management and placement of the suitable manpower.
24. The Service Provider will provide job/service of the specified standards only (in terms of qualifications and skill requirements) for each area/department of job/service as required by the Institute.
25. The persons deputed shall not be below the age of 18 years and not more than 60 years and should be physically fit, healthy for performing assigned duties.
26. The Manager-in-charge (or, equivalent) of the service provider posted at site shall be in charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract. While working at the premises of IIM Calcutta, s/he and her/his team shall work under the directives and guidance of IIM Calcutta.
27. The persons deployed by the service provider should be disciplined and should not participate in any activity prejudicial to the interest of IIM Calcutta. In case any of the persons so deployed by the service provider is found to be failing in terms of general discipline/etiquette or does not perform her / his duties properly or indulges in any unlawful activity including riots or disorderly conduct, the service provider on the order of the Institute, shall immediately withdraw such person(s) from the premises of the Institute.
28. Any personal, legal, financial, or medical matter (including but not limited to possible injury in the course of work) concerning the service provider’s personnel shall have to be dealt with solely by the service provider her/himself. IIM Calcutta shall not be held responsible or obligated in any such case.
29. In case IIM Calcutta is implicated in any law / suit on account of not fulfilling of any or all obligations under any law or arising out of issues related to performance/delivery of duties by any personnel of the service provider, all cost of defending such suit, settlement of claims, penalty etc. shall be borne by the service provider, or else such amounts shall be liable to be recovered from the due amounts payable to the agency and/or from the Security Deposit held by IIM Calcutta.
30. The decision of Competent Authority, IIM Calcutta in regard to interpretation of the terms and conditions and the agreement shall be final and binding to the service provider.
31. The Competent Authority, IIM Calcutta shall be the sole authority to decide and judge the quality of service rendered by the agency and all other matters and his decision shall be final and binding.
32. The scope of work & the terms and conditions of tender shall form the part and basis of the contract and decision of the Institute in reference to all matters of dispute shall be final and binding.
33. No accommodation/transport/any other facility not explicitly stated in the tender document will be provided by IIM Calcutta for the personnel deployed by the agency.
34. Any violations of these terms and conditions will lead to termination of the contract with the agency, forfeiture of the security amount and blacklisting of the service provider for future works.

**Mode of Payment:**

The Service Provider shall submit the bills on a monthly basis, at office of concerned Competent Authority for the executed work, complete in all respects. The bills will be submitted in the manner and form that may be prescribed by the Competent Authority. Payments will be made only by Account payee cheque/DD/RTGS. The Competent Authority will have the right to recover liquidated damages for delay or slow progress of the work (if any), penalty etc. from the bills submitted for payment.

TDS/Income Tax and such other Tax applicable from time to time will be deducted from the bill.

The final Settlement of the bills and refund/adjustment/appropriation of any amount retained from the bills of the Service Provider shall be made fully after the Competent Authority is satisfied that all the contractual obligations have been fully met and no amount remains due for recovery from the Service Provider on any account.

The successful bidder shall submit necessary bank details for bill payment at the time of entering into contract.

**Terms & Conditions of Termination**

* 1. The contract may be terminated by serving three months’ notice, in case the Service Provider :
     + assigns or sub contracts any of the service without obtaining prior approval of the Competent Authority.
     + Violates/ contravenes of any of the terms and condition mentioned herein like not having a valid license etc.
     + performance of services is not found satisfactory and does not improve in spite of feedback/request(s)/complaint(s)/reminder(s).
     + violates Government or Institute guidelines / Terms of Contract or suppression of fact(s)
     + declared insolvent by competent court of law.
     + Act or action by its personnel that adversely affects the Institute and/or its brand/image/reputation.
  2. If Service Provider desires to exit the contract under normal circumstances, three months’ notice, in advance should be submitted by the agency.
  3. On termination of the contract, it shall be the sole responsibility of the Service Provider to remove/withdraw her/his persons on expiry of the notice period. IIM Calcutta shall not indemnify any loss caused by the agency by such termination, whatsoever it may be. During the notice period of the termination of the contract in the situations contemplated above, the Service Provider shall keep on discharging his duties till the expiry of the notice period.
  4. In the event of premature closure of the contract for the reasons as mentioned in Point Nos.1 & 2 above, the security deposit money shall be absolutely forfeited by IIM Calcutta.
  5. At the end of contract period / termination of the contract, the agency shall hand over the charge to the new Service Provider (appointed by IIM Calcutta) without any hindrance. In case of non-compliance, the security deposit shall be forfeited.

**Conciliation & Arbitration:**

Any dispute, if arises, in connection with the work, shall be tried to be settled mutually by seeking references to conditions in tender documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The Venue for such arbitration will be in Kolkata. The award of the Arbitrator shall be final, conclusive and binding on all parties.

**Force Majeure:**

Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other give a notice of termination.

**Senior Administrative Officer (Purchase)**

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| **Annexure‐I**  **Technical information Form** | | | | |
| **SL**  **No.** | **Particulars** | **Yes/No** | **Details** | **Attachments** |
| 1 | Name of the Service Provider: |  |  |  |
| 2 | Registered Address: |  |  | Enclose Proof |
| 3 | Branch/Head Office Address at Kolkata (Mandatory) |  |  | Enclose Proof |
| 4 | Name of the Authorized Signatory: |  |  | Enclose Proof |
| 5 | Trade License No.: |  |  | Enclose Proof |
| 6 | FSSAI License No. |  |  |  |
| 7 | Shop/Establishment Registration No.: |  |  | Enclose Proof |
| 8 | PAN Details: |  |  | Enclose Proof |
| 9 | GST Registration No.: |  |  | Enclose Proof |
| 10 | P.F. Registration No.: |  |  | Enclose Proof |
| 11 | ESIC Registration No.: |  |  | Enclose Proof |
| 12 | West Bengal Labour Welfare Board (WBLWF) Registration No.: |  |  | Enclose Proof |
| 13 | Average Annual Turnover of last three Financial Year i.e. 2017-2018, 2018-2019 & 2019-2020 |  |  | Enclose Proof (Audit Reports) |
| 14 | Net profit (Audited) for last three Financial Year i.e. 2017-2018, 2018-2019 & 2019-2020 |  |  | Enclose Proof (Audit Reports) |
| 15 | IT Return for last three Financial Years i.e. 2017-2018, 2018-2019 & 2019-2020 to be submitted |  |  | To be enclosed |
| 16 | Minimum experience in similar assignments in Government/ PSU's/Autonomous Bodies |  |  | Enclose Proof as Work Order |
| 17 | Performance Certificates for the works completed satisfactorily |  |  | To be enclosed as proof |
| 18 | Minimum Manpower on roll as on 31.3.2021 |  | 100 | Enclose proof as salary/wage register |
| 19 | ISO Certificate (If Any) |  |  | Enclose proof as salary/wage register |

I/We accept all the terms and conditions of the Tender Notice.

Date: …………………………………… Name and Signature of the Tenderer

Designation:

Place: ……………………………………

Signature with Seal

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| **Technical Weightage Calculation Chart** | | | | | |
|  |  |  |  |  |  |
| Sl. No | Criteria | | Marks Dist. | Max. Marks | Maximum Marks |
| 1 | **Organisational Strength** | | |  | 45 |
| 1.1 | Total Manpower on roll |  |  |
| (i) From 100 up to 200 | 5 | 15 |
| (ii) From 201 up to 500 | 10 |
| (iii) Above 500 | 15 |
| **Quality Related Certification** | | | |
| 1.2 | (i) Without ISO-9001 Certification | 0 | 15 |
| (ii) With ISO-9001 Certification | 10 |
| (iii) ISO-9001 plus other Hospitality related Quality Certification(s) issued by competent statutory body. | 15 |
| **No. of years of operation/experience in providing similar services** | | | |
| 1.3 | (i) 5 Years to 10 Years | 5 | 15 |
| (ii) Above 10 Years to 15 Years | 10 |
| (iii) Above 15 Years | 15 |
| 2 | Experience in Providing similar services to   Educational Institutions of National Importance  and/or Training Academies/Centres in   (1) Government,   (2) Autonomous bodies,   (3) PSUs,  (4) Large Corporate Houses (i.e. those having annual turnover of >Rs. 500 Crores) | | | | |
| **No. of aforesaid Institutions and/or organizations worked with so far, in the last 5 years** | | | |  |
| 2.1 | (i) 01 to 03 | 5 | 20 | 40 |
| (ii) Above 03 to 06 | 10 |
| (iii) Above 06 | 20 |
| **No. of Management Institutes/Business Schools where Facility Management services have been provided in their Training/Corporate Centres during last 3 years** | | | |
| 2.2 | (i) Less than 02 | 5 | 20 |
| (ii) 02 to 04 | 10 |
| (ii) 05 and Above | 20 |
| 3 | **Financial Strength** | | |  |  |
| 3.1 | Average Annual Turnover (Last three Audited Financial Statements)i.e. 2017-2018, 2018-2019 & 2019-20 | | | |
| (i) From Rs.50 Crores to Rs.100 Crores | 5 | 15 | 15 |
| (ii) Above Rs.100 Crores to Rs.125 Crores | 10 |
| (iii) Above Rs.125 Crores | 15 |
| **4** | **Total Marks** | |  |  |  |

**Annexure – II**