



**TENDER FOR PREMISES AND FACILITY MANAGEMENT SERVICES CONTRACT FOR SIDBI'S OFFICE BUILDING AT BKC
and other Offices in MUMBAI**

(PART III- Financial Bid)

**LAST DATE OF SUBMISSION June 20, 2019
UPTO 1500 HRS.**

Issued to :-

**The Dy. General Manager
Small Industries Development Bank of India (SIDBI),
5th Floor, Premises Vertical,
Plot No-C-11, 'G' Block,
Bandra Kurla Complex,
Bandra (East), Mumbai-400 051
Phone No. 6753 1146/1190**

(To be submitted in Envelope No.III)

Tender Document - PART-III

**Financial Bid- Premises and Facility Management Contract for SIDBI office building at BKC and other Offices in
MUMBAI**

* Rate to be quoted as per **Annexure-A** (Minimum Staff strength at Site)

Part A- Monthly Activity			
Sl. No.	Description	Rate in Rs.	Remarks
1	Cleaning of office premises, kitchen, pantry with the workers as indicated (Daily Cleaning of entire office premises, kitchen, pantry, Toilet etc. and Water supply arrangement on each desk etc.)		Please refer Annexure-A (Item 1&2) for Manpower details. Minimum wages rate for 20 Nos. Housekeeping Staff BKC site 3 nos. staff for Andheri Office Site. 2 nos. staff for Laxmi plaza office site
2	Removal and disposal of garbage twice a day. (Daily disposal from the premises)		To be disposed off at place approved by Govt. authorities/MMRDA MCGM .
3	Monthly Pest/ Rodent/Fogging/ Termite control work (Once or more, as required only through Hicare/Godrej/PCI: One monthly(general pest), Bi monthly (Rodent/termite) or more as & when required)		In case of Complaints, treatment to be done more frequently
4	Facility Manager (1 no) Day time (10.00 am – 06.30pm)		Please refer Annexure A Item 10
5	Diploma Electrical Supervisor (Daily-To manage complete electrical and mechanical set up as also for testing and records maintenance) Day time (9.00 am – 06.00pm)		Minimum wages rate. Ref Annex D
6	Housekeeping Supervisor (1 no) Day time (07.00 am – 03.30 pm)		Minimum wages rate. Ref Annex D
7	Wireman (3 nos, 1 each in 3 shifts)		Minimum wages rate. Ref Annex D
8	Assistant Plumber (Day time 1 no.)		Minimum wages rate. Ref Annex D
9	Assistant Carpenter (Day time 1 no.)		Minimum wages rate. Ref Annex D
10	Lift man cum Operator (1 no) Day time (8.45 am to 6.30 pm- 6 daily)		
11	BMS Operator(1 no) Day time		Please refer Annexure A Item 9
12	Washing of towels for Senior Executives, Canteen and Toilets		Washing of towels provided for senior executives (CGM,GM and CEOs etc. about 30 Nos.), Canteen/Lounge on 1st and 2nd floor, toilets at 7th and 8th floor . The frequency of replacement and washing shall be twice a week or as required, whereas for toilets and canteen shall be daily.

13	<p>Bouquets Periodicity –Thrice a week For cabins of CMD-02, DMD-02, CEO-02, CMD secretariat-02 Periodicity – Twice a week CGM-10 AND GM- 20 Nos. The minimum value of bouquets should be Rs. 125/- starting with GM Grade and with an increment of Rs. 25/- for next grade. The actual size of bouquet and qty of flowers in each bouquet will be decided after finalisation with SIDBI.</p>		<p>The payment shall be released on pro rata basis and for actual days in a week. Bank reserves the right for finalising the Flower vendor and design / shape, etc. Including extra flower arrangement at CMD secretariat like on water pot etc. which will be paid extra as per actual market rates. <u>Grade & rate of flower bouquet</u> GM- Rs 125/-, CGM- Rs. 150/-, DMD,CEO & CMD Secretariat- Rs.175/-, CMD- Rs. 200/-. The contractor has to work out the amount, add his profit, extra charges if any and quote accordingly.</p>
14	<p>Consumable for toilets/ cleaning/ washing, etc. All cleaning material should be of approved standard Brand.</p>		<p>Contractor is required to provide items as detailed in Annexure-E or any other additional cleaning items required from time to time.</p>
15	<p>Repairing and Maintenance of Electrical, Carpentry and plumbing fittings as per the scope of the work.</p>		<p>Necessary Tool kits for Electrician, Carpenter and plumbers to be considered.</p>
I	<p>Sub Total of Part-A i.e. Sr.No.1 to 14</p>		
<p>Part B Quarterly Activity</p>			
16	<p>Carrying out Quarterly Facade cleaning services for structural glazing, Aluminium Composite Panel, louvers and glazed windows, granite facade including washing, removing the dust particles, mortar etc. from the glass-panes, jambs, sills and soffits of the glazing & windows and cleaning the ground after completion of facade cleaning operation with latest 'Sheveron' make or equivalent (neutral/ alkaline/ acidic) cleaner. The polymer fibre rope 'Garware' make or equivalent make having 8.50mm to 10.50 mm dia, descender, fall arrestor, rope grab, carabiners etc. shall be of international quality or of reputed makes.</p>		<p>Providing all the required facade access systems, personal protection and fall protection systems cleaning materials, labours of all description, equipments, tools, plants, tackles, water, electricity / power, safety equipment, devices, superintendence, etc. complete and cleaning the facade of 45 m high Banks Office Building including cleaning of Aluminium & Glass windows having heat-treated low-e tinted glass glazing, ACP and Granite at all levels to the entire satisfaction of the Bank Total approx. external facade area=60,000 sqft. (Periodicity –Quarterly) (Please refer to clause no. 19 & 20(e) of tender document Part II)</p>
17	<p>Italian Marble Floor Polishing</p>		<p>Minor Polishing of Italian Marble flooring Provided in Entrance Lobby on ground and first floor , lift lobbies on all floors, office /cabins/passages on 7th , 8th floor. (To be done quarterly with all tools/machine and materials) Approximate area 4,500 sqft.</p>

Part C: Half Yearly Activity		
18	Water tank cleaning and disinfection	Once in a 06 months-Quote rate per job (The overhead water tank capacity is approx. 60,000 litres and underground tank capacity is approx. 2 lakh litres) Please refer to clause no 3.10 of tender document Part-II
Part D: Yearly Activity		
19	a. Testing and submission report of IR value of earth pits (6 nos), lightning arrestors (6 nos), rising mains (2 nos), main distribution board, distribution panels (8 nos).	Once in a year Please refer to clause no. 2.1.21, 2.1.22 & 7.5 tender document Part II
20	Sub Total of Part A, B, C and D	1st Year Amount= (12*Part A)+(4*Part B)+(2* Part C)+Part D
21	Management and supervision charges including taxes and profits.	In terms of % of Sr. No. 20. No other overheads/profit shall be payable.
22	TOTAL AMOUNT for 1st Year	

1. TOTAL AMOUNT QUOTED for 1st year (Rs. in Words)

ATTENTION: Please read complete description given in the activity column as also each PART i.e. PART A to PART D before quoting the rates. The successful contractor will be decided on the basis of total outgo for the Bank for one year.

1. GST will be paid additional on the quoted amount as per extant guidelines/ applicability.
2. Payment shall be made monthly on submission of bill of completed activities/ work along with necessary supporting documents as indicated in tender.
3. No other payment shall be made for doing the works described in scope and schedule of work. No escalation on quoted rates shall be paid.
4. Non completion of any activity shall attract a levy of compensation @150% of the value quoted by the contractor or actual value incurred by the Bank whichever is more.
5. All required tools and materials for plumbers, electrician and carpenter and for cleaning etc. shall be arranged in sufficient quantity by contractor at his own cost.
6. The contractor shall be solely responsible for protection of his men and material as well as the material handed over by the Bank.
7. The contractor shall be solely responsible for protection of Bank's property.
8. The contractor cannot sublet any part work without prior permission of the bank.
9. The contractor is responsible for making timely payment to his employees / sub contractors approved by SIDBI. It is the responsibility of the contractor to submit the proof of payment along with the monthly bills else appropriate penalty will be levied as deemed to be fit.
10. In case of failure, the Bank reserves the right to cancel a part contract or complete contract and award to suitable agency at the risk and cost of contractor.
11. The contractor should submit Monthly bill payment format approved by SIDBI along with enclosures while submitting the monthly bills. The contractor must submit Salary slips, PF Statement, ESIC Statement etc. of all the employees engaged along with the monthly bills else the bill will not be processed.

12. All the staff employed by the contractor at SIDBI site should have Bank A/C for direct credit of salary. No other mode of payment will be acceptable.
13. Salary of all the employees engaged by the contractor in SIDBI should be credited before 10th of every month.

Signature and Seal:

Date:

Place:
