



**TENDER FOR PREMISES AND FACILITY MANAGEMENT**  
**SERVICES CONTRACT FOR SIDBI'S OFFICE BUILDING AT**  
**BKC, MUMBAI**

**(PART III- Financial Bid)**

**LAST DATE OF SUBMISSION April 13, 2017**  
**UPTO 1500 HRS.**

**Issued to :-**

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**The Dy. General Manager**  
**Small Industries Development Bank of India (SIDBI),**  
**MSME Development Centre,**  
**5<sup>th</sup> Floor, Premises Vertical,**  
**Plot No-C-11, 'G' Block,**  
**Bandra Kurla Complex,**  
**Bandra (East), Mumbai-400 051**  
**Phone No. 6753 1325/1146/1214**

**Tender Document - PART-III**

**Financial Bid- Premises and Facility Management Contract  
 for SIDBI office building at BKC, Mumbai**

**(To be submitted in Envelope No.III)**

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

Sl. No.	Activity	Unit	Rate in Rs. per unit	Annual Rate in Rs.	Remarks
<b>PART -A (Amount to be quoted on monthly basis in Rate Column and Annual Rate has to be considered 12 times)</b>					
1	Cleaning of office premises, kitchen, pantry with the workers as indicated (Daily Cleaning of entire office premises and twice cleaning of kitchen & pantry, Water supply arrangement on each desk etc.)	<b>One month</b>			Please refer Annexure-A (Item 1&2) for Manpower details.
2	Removal and disposal of garbage twice a day. (Daily disposal from the premises)	<b>One month</b>			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)	<b>One month</b>			In case of Complaints, treatment to be done more frequently

4	Electrical and Plumbing work <b>(Scope as mentioned in the schedule of services)</b>	<b>One month</b>			Please refer Annexure A (Item 3&4) for desired minimum Manpower.
	Repairing and maintenance of electrical and plumbing fittings as per the scope of the work.				
	a) Electrician (3 nos, 1 each for 3 shifts)				
	b) Plumber (Day time 1 no.)				
5	Carpentry Work. (Carpenter at least 03 days a week or as and when required.)	<b>One month</b>			Complaints to be attended promptly(Ref. Annexure - A-Item 5)
6	Maintenance & upkeep of Garden including one gardener daily	<b>One month</b>			Ref. Annexure A- Item 6
7	Diploma Electrical Engineer (Daily-To manage complete electrical and mechanical set up as also for testing and records maintenance) Day time ( 9.00 am – 06.00pm)	<b>One month</b>			Please refer Annexure A Item 8
8	Manager ( 1 no) Day time ( 10.00 am – 06.30pm)	<b>One month</b>			Please refer Annexure A Item 10

9	Supervisor ( 1 no) Day time ( 07.00 am – 03.30 pm)	<b>One month</b>			Please refer Annexure A Item 11
10	Lift man ( 1 no) Day time (8.45 am to 6.30 pm- 6 daily)	<b>One month</b>			Please refer Annexure A Item 7
11	BMS Operator(1 no) Day time	<b>One month</b>			Please refer Annexure A Item 9
12	Washing of towels for Senior Executives, Canteen and Toilets	<b>One month</b>			Washing of towels provided for senior executives(CGM,GM and CEOs- about 40 Nos.), Canteen/Lounge on 1st and 8 <sup>th</sup> floor, toilets at 7th and 8th floor levels. 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</p> <p><b><u>Periodicity –Thrice a week)</u></b></p> <p>For cabins of CMD-02, DMD-02, CEO-02, CMD secretariat-02</p> <p><b><u>Periodicity – Twice a week)</u></b></p> <p>CGM-11 AND GM- 30 Nos.</p> <p>The minimum value of bouquets should be ` 125/- starting with GM Grade and with an increment of ` 25/- for next grade. The actual size of bouquet and qty of flowers in each bouquet will be decided after finalisation with SIDBI.</p>	<b>One month</b>			<p>The payment shall be released on pro rata basis and for actual days in a week.</p> <p>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.</p> <p><u>Grade &amp; rate of flower bouquet</u></p> <p>GM- Rs 125/-, CGM- Rs. 150/-, DMD,CEO &amp; CMD Secretariat- Rs.175/-, CMD- Rs. 200/-.</p> <p>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>	<b>One month</b>			<p>Contractor is required to provide items as detailed in Annexure-E or any other additional cleaning items required from time to time.</p>
I	<p><b>Sub Total of Part-A i.e. SI.No.1 to 14</b></p>				

<b>PART -B ( Amount to be quoted Quarterly basis and Annual rate will be considered 4 times the quarterly rate)</b>					
15	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.	<b>Quarterly (3 months)</b>			<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 &amp; Glass windows having heat-treated low-e tinted glass glazing, ACP and Granite at all levels to the entire satisfaction of the Bank</p> <p>Total approx. external facade area=60,000 sqft.                      (Periodicity –Quarterly)                      (Please refer to clause no. 19 &amp; 20(e) of tender document Part II )</p>
16	Italian Marble Floor Polishing	<b>Quarterly (3 months)</b>			<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.</p> <p>( To be done quarterly with all tools/machine and materials)</p> <p>Approximate area 6,600 sqft.</p>

<b>PART -C ( Rate to be quoted half yearly basis and Annual Rate is to be considered as two times that of Half yearly amount)</b>					
17	Water tank cleaning and disinfection	<b>Half Yearly (6 months)</b>			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
<b>PART-D ( Rate to be quoted yearly basis and Annual Rate will be same as that of yearly basis rate)</b>					
18	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) and seek clearance from PWD Engineer Once in a year.  b. Fire Safety Audit.  c. Electrical Safety Audit.	<b>Yearly (12 months)</b>			Once in a year  Please refer to clause no. 2.1.21, 2.1.22 & 7.5 tender document Part II
<b>PART -E ( Rate to be quoted for one time expenditure in two years and annual rate will be half of the rate quoted in rate column)</b>					
19	Cleaning, scrubbing and coating of Granite Stone exterior Cladding surface at all levels, including joint filling wherever required. The approximate area of the stone facade is 19,000 sqft.	<b>Once in Two years</b>			(Please refer to clause no. 20(a,b,c,d) tender document Part II )  <b>Payment for this item of work will be released only once in a two years after satisfactory completion of the work.</b>
<b>II</b>	<b>Sub Total of Part B, C, D and E i.e. SI.No.15 to 19</b>				

<b>PART F (Amount to be quoted on one monthly basis in Rate Column and Annual Rate has to be considered 12 times)</b>					
20	Management and supervision charges including taxes and profits.	<b>One month</b>			No other overheads/profit shall be payable.
III	<b>Subtotal of Sl.No.20</b>				
21	<b>Total Amount for 1st Year (excluding service tax) I+II+III</b>				<b>Total of Part A to F i.e. Sl.No. 1 to 20</b>
22	Add Service tax @----- %				
23	<b>TOTAL AMOUNT for 1<sup>st</sup> Year ( including Service Tax)</b>				



24	<b>Total Amount for 2nd Year (excluding service tax)</b> _____% <b>increase over the first year rates.</b>				The Contractor is required to quote the % and amount for second year considering increase in rates of materials, labours, overheads, profit etc.
25	Add Service tax @----- %				
26	<b>TOTAL AMOUNT for 2<sup>nd</sup> Year ( including Service Tax)</b>				
27	<b>Total Contract Value (23+26)</b>				

1. TOTAL AMOUNT QUOTED for 1<sup>st</sup> year ( Rs. in Words )

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2. TOTAL AMOUNT QUOTED for 2nd year ( Rs. in Words)

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3. Total Contract Value Quoted for Two Years ( Rs. in Words)

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

1. Rates quoted above shall be inclusive of all the taxes. However, Service Tax/GST as applicable should be shown separately which shall be payable 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 Bank. It is the responsibility of the contractor to submit the proof of payment (on demand) of the same 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.

**Signature and Seal:**

**Date:**

**Place:**

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