

AMENDMENT/ ADDENDUM/ CORRIGENDUM-4

Dated : 19/02/2016

Name of Work: "Selection of Facility Management Service Provider for Mantralaya Mahanadi Bhawan and its Campus at Naya Raipur", With reference NIT No.: 50/ FMS / Mantralaya-MD/ EEC1 /CE (E)/ NRDA / 2015-16) Naya Raipur, Dated: 22/12/2015, the following amendments shall be made in the subjected work-

S. No.	Description	In place of	Read As
01	Last Date and time of submission of Tender	22-02-16 & 15.00hrs	29-02-16 & 15.00hrs
02	Date and time of opening of Tender	22-02-16 & 16.00hrs	29-02-16 & 16.00hrs
03	APPENDIX A: TERMS OF REFERENCE OR SCOPE OF FACILITY MANAGEMENT SERVICES / III. Detailed Scope of Housekeeping Services		
a)	xx. Pest Control Services	<p>D] Total of Pest Control Services (Form Fin -2) page No. 29.</p> <p>FORM FIN-2, Quote of Monthly Billing Amount for Manpower Charges in year-1, Pest Control (D)- 2, Person, page No. 32.</p> <p>Monthly Consumable for Pest control Page no. 47.</p> <p>Consumables for pest control Page no. 51.</p> <p>Z. Pest Control twice in a year and thereafter if required will be paid on pro-rata basis Page no. 64.</p> <p>B. Periodic Cleaning- STANDARDS- Monthly/ as and when required by eco-friendly chemicals only. Page no. 77</p> <p>xx. Pest Control / Page no. 80 & 81.</p> <p>xxi. Common pests and strategies / Page no. 81.</p> <p>xxii. SLA – Pest Control / Page no. 82.</p> <p>3.7 Penalties Short-fall in pest-control services - Sr. No. 8 / Page no. 163.</p>	<p>In view of the fact that Pest Control is a specialised job, therefore it is required that specialised Pest control agency shall be deployed by the selected Facility Management Provider for Pest Control Services in this work. The specialised agency shall be reputed and shall have executed bigger Govt. / Semi-Govt. projects like FCI Godowns etc. The agency, like Pest Control of India Or equivalent shall be engaged from the selected Facility Management Provider. They shall be duly got approved from NRDA, before starting the execution.</p> <p>Defined Task & Service Level Agreement (SLA) for Pest Control Services is same as mentioned in the various section of the RFP.</p>
b)	Landscaping Management	i. Landscaping Maintenance-Broad outline, ii. Manpower, iii. Equipment & consumables & xviii. SLA-Landscaping, page No. 82 & 97.	Landscaping part is deleted completely from the scope of the Facility Management Provider.
c)	xix. Helpdesk Management	Defined Task & Service Level Agreement (SLA) for Helpdesk Management is same as mentioned in the various section of the RFP. Page no. 97.	For Help desk operations & Control room services it is required to provide, maintain & pay 2 nos. of Telephone by the selected Facility Management Provider. Nothing extra shall be paid to the service provider for this facility.

**Accordingly FIN-1 & FIN-2 is revised as enclosed herewith.
All other terms and condition shall remain same.**

Enclosure: REVISED FIN-1 & FIN-2.

Chief Executive Officer
Naya Raipur Development Authority
NayaRaipur (Chhattisgarh)

Format for Financial Proposal
(On the letterhead of the Bidder)

Having gone through this RFP document and Draft Agreement and having fully understood the scope of work for the Project as set out in this RFP document; we are pleased to quote the following Estimated Total Billing Amount for the Assignment:

SUMMARY OF FINANCIAL PROPOSAL

Description	Estimated Total Billing Amount for 1 st Year (inRs.)	Estimated Monthly Billing Amount for 1 st Year (in Rs.)
A] Total of Management Services (Form Fin -2)		
B] Total of Technical Services (Form Fin -2)		
C] Total of Soft Service Support (Form Fin -2)		
D] Total of Miscellaneous Deployment/Services(Form Fin -2)		
E] Sundry Expenses/Overheads [For each head below, Liquated Damages for delay as per clause 2.2 and as per clause 2.4 & 2.7 Penalty for deficiency shall be deducted from the bill]		
(i) Amount towards House-keeping Machinerics to be deployed by the Service-provider.		
(ii) Amount towards Technical Tools & Plants to be deployed by the Service-provider.		
(iii) Amount towards consumable for Cleaning & Plumbing services.		
(iv) Amount towards specialized agency for Pest-control Services with all necessary consumables, equipment & manpower (Minimum 1 Specialist, 1 Supervisor & 2 Pest-controller per Month).		
Sub-total (E)		
F] Management Fees for Office operations (Monthly office expenses for 2 Telephone connections, 3 computers with 2 A4 & 2 A3 Laser printers, 1 photocopier, 3 Computer operators, 50CDs, 10DVDs, 10 packets A4 & 5 packets A3 papers, 50 Files, 50 folders, 25 Registers, necessary office stationery, processing fees for Overtime, PF, ESI maintain all site documents, PPMS, SOPs, Compliances, Quality performance and reports, Checklists, Trackers etc. for safe and economical running of services). Detail component shall be decided in the Initial / inception report. For each head below, Liquated Damages for delay as per clause 2.2 and as per clause 2.4 & 2.7 Penalty for deficiency shall be deducted from the bill (Form Fin -2)		
Total (A to F)		

Estimated Total Billing Amount (ETBA) for the first year (in words):

We confirm that the rate quoted above is inclusive of all applicable taxes, cess and levies, **except service tax** which shall be reimbursed separately.

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of bidder

As per agreement clause 1.4 Service Provider shall submit correct invoices including key deliverables as per clause 1.6 with Overtime, PF, ESI details as required in clause 26.13 otherwise Liquidated Damages for delay as per clause 2.2 will be imposed and as per clause 2.4 & 2.7 Penalty for deficiency in Services shall also be deducted from the bill. As per agreement clause 26.10 The Service Provider shall visit installations under operation daily in every shift and ensure PPM is followed strictly. He shall also ensure proper manning of each installation by authorized Technician and by organizing the operators engaged by the Service Provider in such a manner that all services are manned, operated by 24 X 7 hrs basis or as ordered by management. Service Provider shall provide and maintain all site documents, SOPs, Compliances, Quality performance and reports, Checklists, Trackers etc. as per engineering best practice for safe and economical running of services, shall be followed. Draft SOPs, Check Lists, PPM Schedules shall be forwarded to Management for approval before they are placed at site for application within month of acceptance of LOI. All personnel shall be as per As per agreement clause 26.13.

Quote of Monthly Billing Amount for Manpower Charges in year-1

NAME OF WORK- FACILITY MANAGEMENT SERVICES PROVIDER FOR MANTRALAYA MAHANADI BAHAWAN AND ITS CAMPUS, NAYA RAIPUR							
SL. No.	POSITION	No. of person	Unit	MONTHLY RATE, Rs.	Monthly AMOUNT, Rs. For Yr-1 (Col 3 x Col 5)	Remark	
1	2	3	4	5	6	7	
A	Management Services						
1	TL/Property Manager	1	Person			Monthly rate shall inclusive of PF, ESI, Employees welfare, Dress, Laundry charges, all taxes inclusive explicable Service taxes & all allowances with Overtime allowance applicable to this contract.	
	Rate in Rs. In words:.....						
2	Chief Supervisor	1	Person				
	Rate in Rs. In words:.....						
3	Shift Supervisor	6	Person				
	Rate in Rs. In words:.....						
4	Fire Officer	1	Person				
	Rate in Rs. In words:.....						
5	Executive HR	1	Person				
	Rate in Rs. In words:.....						
6	Executive Help-desk/Customer care	6	Person				
	Rate in Rs. In words:.....						
	Sub-total [A]	16	Person				
B	Technical Services						
7	HT Electrician	4	Person				
	Rate in Rs. In words:.....						
8	LT Electrician	7	Person				
	Rate in Rs. In words:.....						
9	HVAC operator	7	Person				
	Rate in Rs. In words:.....						

SL. No.	POSITION	No. of person	Unit	MONTHLY RATE, Rs.	Monthly AMOUNT, Rs. For Yr-1 (Col 3 x Col 5)	Remark
1	2	3	4	5	6	7
10	DG Operation Supervisor	2	Person			Monthly rate shall inclusive of PF, ESI, Employees welfare, Dress, Laundry charges, all taxes inclusive explicable Service taxes & all allowances with Overtime allowance applicable to this contract.
	Rate in Rs. In words:.....					
11	Technical helper	10	Person			
	Rate in Rs. In words:.....					
12	Plumbers	7	Person			
	Rate in Rs. In words:.....					
13	Lift Operation Supervisor	1	Person			
	Rate in Rs. In words:.....					
14	Fire Technician	7	Person			
	Rate in Rs. In words:.....					
15	BMS operator	7	Person			
	Rate in Rs. In words:.....					
16	Carpenter	4	Person			
	Rate in Rs. In words:.....					
17	Painter	4	Person			
	Rate in Rs. In words:.....					
18	Masson	4	Person			
	Rate in Rs. In words:.....					
	Sub-total [B]	64	Person			
C	Soft Services					Monthly rate shall inclusive of PF, ESI, Employees welfare, Dress, Laundry charges, all taxes excluding Service taxes & all allowances with Overtime allowance applicable to
19	Housekeeping Supervisor	10	Person			
	Rate in Rs. In words:.....					
20	Housekeepers (Female & Male Both)	140	Person			
	Rate in Rs. In words:.....					
21	Office Boy	10	Person			
	Rate in Rs. In words:.....					
	Sub-total [C]	160	Person			
D	Miscellaneous Services	10	Person			
	Rate in Rs. In words:.....					
	Sub-total [D]	10	Person			
	TOTAL (A+B+C+D)	250	Person			

SL. No.	POSITION	No. of person	Unit	MONTHLY RATE, Rs.	Monthly AMOUNT, Rs. For Yr-1 (Col 3 x Col 5)	Remark
1	2	3	4	5	6	7
E	Sundry expenses / overheads					
(i)	Amount towards House-keeping Machineries to be deployed by the Service-provider		LUMPSUM			
(ii)	Amount towards Technical Tools & Plants to be deployed by the Service-provider		LUMPSUM			
(iii)	Amount towards consumable for Cleaning & Plumbing, services.		LUMPSUM			
(iv)	Amount towards specialized agency for Pest-control Services with all necessary consumables, equipment & manpower (Minimum 1 Specialist, 1 Supervisor & 2 Pest-controller per Month).		LUMPSUM			
F	Monthly Management Fee for Office operations (Monthly office expenses for 2 nos. Telephone connections, 3 computers with 2 A4 & 2 A3 laser printers, 1 photocopier, 3 Computer operators, 50 CDs, 10 DVDs, 10 packets A4 & 5 packets A3 papers, 50 Files, 50 folders, 25 Registers, necessary office stationery, processing fees for Overtime, PF, ESI maintain all site documents, PPMS, SOPs, Compliances, Quality performance and reports, Checklists, Trackers etc. for safe and economical running of services). Detail component shall be decided in the Initial / inception report.		LUMPSUM			
	Rate in Rs. In words:.....					
G	MONTHLY TOTAL (A+B+C+D+E+F), RS.					

Estimated Total Monthly Amount (ETMA) for the first year (in words):

We confirm that the rate quoted above is inclusive of all applicable taxes, cess and levies, **except service tax** which shall be reimbursed separately.

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of bidder