



**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD**

**(A Govt. of Gujarat Enterprise)**

**CIN :L14100GJ1963SGC001206**

**GST :24AAACG7987P1ZT**

**GMDC/0425/2025**

**Request for Proposal (RFP) for  
Housekeeping and facility Management services  
for a period of Two years  
at**

**Corporate Office building of GMDC ,Vastrapur, Ahmedabad & GMDC Annexe Building,  
Ashram Road, Ahmedabad**

**TECHNICAL BID-I**

**Khanij Bhavan, Near University Ground, 132 feet Ring Road, Vastrapur,  
Ahmedabad-380 052**

**Phone : (079) 27913200, 27913501 Fax No : (079) 27911540**

**Email: [gm.hr.co@gmdcltd.com](mailto:gm.hr.co@gmdcltd.com), Website: [www.gmdcltd.com](http://www.gmdcltd.com)**



**NOTICE INVITING TENDER**

**Request for Proposal (RFP) for Housekeeping and Facility Management services for a period of Two years at Corporate Office building of GMDC, Vastrapur, Ahmedabad & GMDC Annexe building, Ashram Road, Ahmedabad.**

Sr.no	Description	Details
1	Tender No.	GMDC/0425/2025
2	Name of Work	Request for Proposal (RFP) for Housekeeping and Facility Management services for a period of Two years at Corporate Office building of GMDC ,Vastrapur, Ahmedabad & GMDC Annexe building, Ashram Road, Ahmedabad.
3.	Location of the Project	Corporate Office building of GMDC, “Khanij Bhavan” , Near University Ground, 132 Ft Ring Road, Vastrapur, Ahmedabad-52 & GMDC Annex Building, Ashram Road, Ahmedabad-09.
4	Source of bid documents	The Bid documents can be downloaded from <a href="https://www.gmdcltd.com">https://www.gmdcltd.com</a> OR <a href="https://gmdc.nprocure.com">https://gmdc.nprocure.com</a>
5	Estimated contract value	Rs. 164 Lakhs for corporate office Ahmedabad Rs, 21 Lakhs for GMDC, Annexe Building, Ashram Road Ahmedabad approximately excluding the GST.
6	Tender processing fee (Non Refundable)	Rs: 17700/-- by D.D.-DD should be in favour of 'GMDC Ltd' , payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time (except Co-Operative Bank) in the form and manner acceptable to the GMDC. Note: Tender processing fee is including GST at 18 %. Bidder should mention their GST number in forwarding letter to get the benefit of input tax credit.
7.	Earnest Money	Rs: 4,92,000/- of corporate office and Rs. 63,000/- of GMDC, Annexe Building, Ashram Road, Ahmedabad, total Rs. 5,55,000/- by D.D. should be in favour of 'GMDC Ltd', payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time (except Co-Operative Bank) in the form and manner acceptable to the GMDC. It is to be enclosed along with technical bid only; failing which tender will not be considered as a valid tender. <b>NOTE</b> : EMD submitted by way of any other instrument other than DD and /or for an amount less than the prescribed amount, the bid will be summarily rejected.



7.	Security Deposit	10 % of contract value (including EMD) in form of D.D. only and in favour of 'GMDC Ltd', payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time (except Co-Operative Bank) & It should be submitted within 15 days from the date of issuance of LOI.
8	Contract Period	24 Months
9	Commencement of Tender	From 17 <sup>th</sup> April 2025
10	Pre-Bid meeting	Dt. 30/04/2025 at 11.30 a.m. at GMDC, Vastrapur, Ahmedabad
11	Last Date and time for Downloading of Tender document.`	Dt : 09/05/2025 up to 15.00 hours
12	Last date and time for Online submission of tender.	Dt : 09/05/2025 up to 17.00 hours
13	Last date for Submission of Tender processing fee, EMD and Supporting doc. for Tech. bid during office hours in person.	Dt : 09/05/2025 up to 17.00 hours  <b>Note: The tender documents submitted after due date will not be considered for scrutiny and outright rejected</b>
14	Date and time for opening of technical bid	Dt : 10/05/2025 at 15.00 hours
15	Validity of Offer	120 days after opening of Price bid - A proposal valid for a shorter period may be considered nonresponsive and liable to rejection.

Further details can be seen on website [www.gmdcltd.com](http://www.gmdcltd.com) and [www.nprocure.com](http://www.nprocure.com)

1. In case of any discrepancy, the tender notice (NIT- Notice Inviting Tender) published on website "nprocure.com" shall prevail.
2. GMDC reserves the right to cancel the tender at any stage of tender process or reject any or all the tenders without assigning any reason thereof. GMDC reserves the right to split the work between more than one bidder.
3. Tender received without Tender processing fee and E.M.D. will be summarily rejected.



4. The bidder shall have to enclose the D.D. of Tender processing fee and E.M.D. amount in the sealed technical bid cover without fail. If demand drafts are not enclosed in the sealed technical bid cover, then the tender will not be considered for scrutiny and will be summarily rejected.
5. Bidder registered either in DGS & D, SSI, and NSIC or in the Central/ State Govt. or Central / State Govt. undertaking is not exempted by GMDC for paying EMD, Security Deposit, Tender Processing fee etc. As well as no price preferences over the quoted rate will be considered.
6. Tender is in three bid system, i.e. PQ bid, Technical Bid and Price Bid. First the PQ bid and technical bid will be opened. The same will be scrutinized by the GMDC and price bid will be opened only for those bidders, who qualify themselves in technical bid.
7. The bidder is required to quote the rate strictly as per the terms and conditions mentioned in the Tender document. The conditional tender or tender submitted for part items will not be considered and shall be liable for outright rejection. If for any item, rates are not quoted or quoted with 'zero' then tender of same bidder may be summarily rejected.
8. It is advisable that bidder should visit and inspect the location of work where work is required to be executed. Bidder has also to understand feasibility and other factors of works which will be related to and may affect the works before quoting the rates. After that nothing will be taken in consideration.
9. The tender documents submitted after due date will not be considered for scrutiny and summarily.
10. Tenders will be considered only of those bidders having Provident Fund Number received from Regional Provident Fund Commissioner's office, GST no. and permanent Account Number of Income Tax and qualified as per Pre-qualification criteria/bid.
11. Tender documents are only available in electronic form. The bidder should submit all the forms electronically only.
12. Bidders who wish to participate in this tender will have to register on <https://gmhc.nprocure.com>. Further bidders who wish to participate in online tenders will have to procure Digital Certificate as per information technology Act 2000 using which they can sign their electronic bids. Bidder can procure the same from (n) code solution- a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India and they will assist them in procuring the same at below mentioned address. Bidders who already have a valid Digital certificate need not procure a new Digital Certificate.

(n) Code Solution

A division of GNFC Ltd.

304, GNFC Infotower, Judges Bungalows,

Bodakdev,

Sarkhej- Gandhinagar highway,

Ahmedabad- 380 054

Toll Free- 7359 021 663

Phone no- 079- 40007317 , web site- [www.nprocure.com](http://www.nprocure.com)

E-mail: [nprocure@ncode.in](mailto:nprocure@ncode.in)

Email : [dscsales@ncode.in](mailto:dscsales@ncode.in), [ahdsales@ncode.in](mailto:ahdsales@ncode.in)



**Dy. General Manager (HR)**

GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

(A Govt. of Gujarat Enterprise)

KhanijBhavan, Near University Ground, 132 feet Ring Road,

Vastrapur, Ahmedabad-380 052

Phone: (079) 27913200, 27913501 Fax No: (079) 27911454

E mail- gm.hr.co@gmdcltd.com

Website [www.gmdcltd.com](http://www.gmdcltd.com)

**DISCLAIMER:**

1. This Bid document along with its Annexure and Schedule is not Transferrable.
2. Neither GMDC nor its employees or its consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this document.
3. Neither GMDC nor its employees or consultants shall have any liability to any Bidder or any other person under the law of contract, offence, the principle of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise from or be incurred or suffered in connection with this document, or any matter deemed to form part of this document, the award of the work, or the information and any other information supplied by or on behalf of GMDC or its employees, any consultants or otherwise arising in any way from the selection process.
4. GMDC reserves the right to change, modify, add, alter the document or cancel the bidding process without assigning any reasons thereof, at any stage during the bidding process before the Bid submission.
5. The Bidder shall not make any public announcements with respect to this Bidding process or this document. Any public announcements to be made with respect to this bidding process or this document shall be made with respect to this bidding process, or this document shall be made exclusively by GMDC. Any breach by the bidder of this clause shall be deemed to be deemed to be noncompliance with the terms and conditions of this document and shall render the proposal of qualification liable for rejection, GMDC 's decision in this regard shall be final and binding upon the Bidder.
6. The bidder shall bear all costs associated with the preparation and submission of the proposal. GMDC and their consultants shall not, under any circumstances, be responsible or liable for any such costs.



## INTRODUCTION

M/s. Gujarat Mineral Development Corporation Limited, Ahmedabad (hereinafter referred to as GMDC invites e- tenders for the subject works from experienced and financially sound contractor, who are in the field of Housekeeping works including cleaning, up keeping activities, facility management services for GMDC Ltd, at Corporate office, Vastrapur, Ahmedabad and GMDC Annexe building, Ashram Road, Ahmedabad & to maintain dust free / odorless environment of the premises with all man power, materials and consumables, all Govt. taxes (excluding GST), tools, tackles etc . This tender is in three bid evaluation system - Part I, II & III. Part I – Preliminary Bid, Part II Technical and Part III - Price Bid.

Name of Work: **Request for Proposal (RFP) for Housekeeping and Facility Management services for a period of Two years at Corporate Office building of GMDC, Vastrapur, Ahmedabad & GMDC Annexe building, Ashram Road, Ahmedabad.**

This tender is invited on supply of Manpower basis plus service charge on over total rate in percentage (%). Service charge include all required materials and consumables (**as per–Page no. 66 to 68**), tools, tackles, safety measures, transportations, mobilization, de mobilization, all taxes etc. (excluding GST) to complete the work in all respect. The contractor will supply material/consumables and expenditure of the same will be reimbursed through monthly bill upon submission of invoice.

The Equipment's/machineries as mentioned at **Annexure-IV** (page no. 69) should be deployed by the successful bidder as per work requirement and 50 % rent will be paid by GMDC after considering purchase and depreciation cost per accounting system.

The required plastic/steel materials like Buckets, big and small dustbins, paddle dustbins etc. will be purchased by successful bidder as per requirements, as per direction and approval of sample by Engineer in charge and it is to be reimbursed on producing the purchase bill. (**Annexure-V**) (page no.70)

Bidder shall have to qualify as per qualification criteria of this tender document for the work under reference. Bidder shall submit the required supporting documents relevant to qualification criteria for technical evaluation of the bid.

**Brief Scope Of work.** Up keeping, cleaning, Housekeeping and facility management services works at Corporate office building of GMDC & GMDC Annexe building, Ashram Road, Ahmedabad and its premises for two years by applicable Methodology as per different Items, works frequencies as per detailed scope of work as mentioned in Tender document . The scope of work also includes maintaining dust free/odorless environment of buildings premises by keeping clean all floor area, corners, walls, glasses, ceiling, partitions, furniture's , electrical fittings , doormats , dustbins windows, doors, toilets, staircases, railing and its posts, passages, terraces, porches, corridors, chajjas, cantilever slabs, rain water pipe etc of all the buildings with materials like coco broom, Soft broom, hand cart, topla etc and other cleaning materials , pesticides and consumables etc as mentioned at **Annexure -III** to the satisfaction of engineer in charge. For carry out this work you will deploy required manpower as well as deploy supervisors to carry out day-to-day supervisor as per satisfaction of Engineer in charge.



## Chapter –I

### INSTRUCTIONS TO THE BIDDERS:

Bidders are advised to read the instructions, evaluation norms and other terms and conditions described in these documents under different Chapters carefully before submitting their offer. In case of any doubt they may contact DGM (HR) at the head office of the GMDC at Ahmedabad.

#### **THE TENDER & THE OFFER:**

It is a three-bid system. The bid is required to be submitted online at <https://www.nprocure.com> by the date and time prescribed in the tender notice as under:

##### Part – I Preliminary Bid

The DD details to be mentioned in online where as tender processing fee and EMD to be submitted physically as per tender notice at GMDC Ahmedabad office.

##### Part - II Technical bid

Technical bid documents are to be submitted offline. However, the documents required to be submitted in support of experience, financial position, status of the bidder, machinery and equipment owned by the bidder etc. as well as tender processing fee and EMD in the desired form shall be placed in sealed cover super-scribed “TECHNICAL BID, Tender No, and Name of work”, should be submitted separately at Corporate Office, Ahmedabad before stipulated time. During scrutiny of the Technical bid, if any shortfall details/ documents are observed, the same may be asked by mail or other means , then the same will have to be submitted within due date and time, otherwise bid will not be considered for further evaluation .

##### Part – III Price-bid

- To be submitted only on line before the stipulated time.

#### Opening of bids

- Preliminary bids will be opened after verification of receipt of payment towards Tender processing fee and EMD.**
- On verification of the supporting documents for technical qualification, the qualified bidders will be communicated the date and time of on line opening of price bids by telephone or email. However, all the bidders will be able view the price bids online.



Bidder shall have to qualify as per qualification criteria of this tender document for the work under reference. Bidder shall submit the required supporting documents relevant to qualification criteria for technical evaluation of the bid.

RFP Documents are uploaded on website of n-procure and GMDC.

Required, inspection visit will be made by GMDC for job of similar nature work executed by the bidder.

If two bidders become L1, then the preference will be given to the bidder who have higher average annual turnover of last five financial years ended on 31/03/2024.

Decision of the GMDC regarding pre- qualification based on the documents furnished by the bidders will be final and binding to all the bidders and no correspondence will be entertained from any of the bidders in this regard.

The bidder who have earlier been awarded contract by GMDC/ sister concerns/company/trust/group/consultancy firm etc of GMDC For any job which either they did not accept or have abandoned or contract has been terminated by the GMDC for breach of conditions , shall not be eligible to participate in the tender.

GMDC is entitled to ask the contractor to discontinue any work which does not meet the expected and/or specified standards and for which no compensation shall be payable to the contractor .

The successful Bidder will have to enter into an agreement with the GMDC on a non judicial stamp paper of Rs.300/- ( to be provided by the successful Bidder) in the form approved by the GMDC covering all terms and conditions interlaid that are advertised and stated in this tender form and those which may be agreed upon or modified by both parties during subsequent correspondence / discussions / negotiations within 30 days of acceptance of Letter of Intent (LOI).

### **Corrigendum:**

CORRIGENDUM ARE THE PART OF THE TENDER DOCUMENT.

CORRIGENDUM IF ANY SHALL BE UPLOADED ON THE WEBSITE [HTTPS://GMDC.NPROCURE.COM](https://gmdc.nprocure.com) ONLY. PLEASE NOTE THAT THERE IS NO PROVISION TO TAKE OUT THE LIST OF PARTIES DOWNLOADING THE TENDER DOCUMENT FROM THE ABOVE REFERRED WEBSITE. AS SUCH BIDDERS ARE REQUESTED TO SEE THE WEBSITE FROM TIME TO TIME BEFORE DUE DATE OF SUBMISSION OF BID TO ENSURE THAT THEY HAVE NOT MISSED ANY CORRIGENDUM UPLOADED AGAINST THE SAID TENDER AFTER DOWNLOADING THE TENDER DOCUMENT. THE RESPONSIBILITY OF DOWNLOADING THE RELATED CORRIGENDUM, IF ANY, WILL BE THAT OF THE DOWNLOADING PARTIES. NO SEPARATE INTIMATION IN RESPECT OF CORRIGENDUM WILL BE SENT TO BIDDERS WHO DOWNLOADED THE TENDER DOCUMENT FROM THE WEBSITE AS INFORMATION IN THIS RESPECT WILL NOT BE AVAILABLE TO WEBSITES.



**NOTE:**

1. The interested bidders can submit their queries through post or email to [gm.hr.co@gmdcltd.com](mailto:gm.hr.co@gmdcltd.com) writing on or before 10/03/2025 by 16:00 Hours. Queries received after the set time limit shall not be considered in the pre bid meeting.
2. For any other clarifications related to bid submission, bidder may contact GMDC office telephonically or through e-mail before the last date of submission of the bid document during working hours. The bidder must write Subject as **“Housekeeping and Facility Management services for a period of Two years at Corporate Office building of GMDC ,Vastrapur, Ahmedabad” & “GMDC Annexe building, Ashram Road, Ahmedabad”** in all its communication to GMDC.
3. Any clarifications / corrigendum / addendum shall be uploaded on GMDC / n-portal websites. Bidders are also advised to regularly check the above-mentioned websites regarding posting of Amendments, if any.
4. The Clarification (s)/ Corrigendum (s)/ Amendment(s) issued by GMDC will be binding on the bidders and it will be assumed that the information contained therein will have been taken into account by the bidder in its bid.
5. Any Clarification (s)/ Corrigendum (s)/ Amendment(s) issued by GMDC subsequent to the date of issuance of the RFP document will also be considered an integral part of the RFP Document.
6. No verbal clarifications and information provided by GMDC or its employee(s) or its representative(s) or its consultant(s) shall in any way be binding on GMDC unless subsequently confirmed through the issuance of Clarification (s) / Corrigendum (s)/ Amendment(s).



**CHAPTER- II**  
**Instruction to Bidders for Online Tendering**

Further details of this tender are as under

1.0	Particulars: RFP No- GMDC/0425/2025  Request for Proposal (RFP) for Housekeeping and Facility Management services for a period of Two years at Corporate Office building of GMDC, Vastrapur, Ahmedabad & GMDC Annexe building, Ashram Road, Ahmedabad.
<b>2.0</b>	<b>Downloading of RFP Documents</b>
2.1	Bid document will be available on web site up to date shown above in NIT
2.2	Bidders who wish to participate in this tender will have to get them self-registered on web site <a href="https://nprocure.com">https://nprocure.com</a>
<b>3.0</b>	<b>Digital Certificate</b>
3.1	Bidders who wish to participate in online tender will have to procure / should have legally valid digital Certificate as per Information Technology Act, 2000 using which they can sign their electronic bids.  Bidders can procure the same from any of the license certifying Authority of India or can contact (n) Code solutions- a division of GNFC Ltd, who are licensed certifying Authority by Govt. Of India.
3.2	All bids should be digitally signed. For details regarding digital signature certificate and related training involved, the below mentioned address should be contacted
3.3	<b>(n) Code Solution A division of GNFC</b>  (n) Code Solution, A division of GNFC ,304, GNFC Infotower, Bodakdev, Sarkhej-Gandhinagar highway, Ahmedabad- 380 054, Toll Free- 1-800-419-4632, Fax: =91 79 40007533, E-mail: <a href="mailto:nprocure@ncode.in">nprocure@ncode.in</a>
3.4	Bidders who already have a valid Digital certificate need not procure a new digital certificate.
<b>4.0</b>	<b>Online Submission of Technical &amp; Price Bid</b>
4.1	After submission of the bid as per schedule date & time, bidder cannot edit their offer submitted in any case.



4.2	Bidders shall submit their offer, i.e. Technical bid as per clause 5.1 of this chapter and Price bid in Electronic format online only on above mentioned website on or before date and time shown above after Digitally signing the same.
4.3	Offers submitted without digital signature will not be accepted.
4.4	Price bid in physical form will not be accepted in any case and bid submitted shall be summarily rejected.
<b>5.0</b>	<b>Submission of Tender Processing Fees and other Documents.</b>
5.1	Bidder shall have to submit DD for Tender processing fee, EMD and other documents as mentioned above in physical form so as to reach on date shown above, during office hours to DGM (HR), HR Department, GMDC Limited 'Khanij Bhavan', 132 Ft ring road, Nr. University Ground, Vastrapur, Ahmedabad- 380 052 in person only. <b>Note: The tender documents submitted after due date will not be considered for scrutiny and will summarily be rejected. No claim of whatsoever in nature shall be entertained by GMDC in this regard.</b>
5.2	Bidder must submit the documents as said in 5.1 above and no other condition in any form shall be considered at all, at the time of evaluation of the tender, i.e. the bidder shall have to submit unconditional offer without differing from any of the tender condition.
<b>6.0</b>	<b>Opening of Tender</b>
6.1	Opening of bid documents will be held on Date & time shown as per NIT , in the office of GMDC Ltd, DGM (HR), HR Department, at 'Khanij Bhavan', 132' Ft ring road, Nr. University Ground, Vastrapur, Ahmedabad- 380 052.
6.2	After completion of technical scrutiny, price bid of only qualified bidders would be opened online who are found to be substantially responsive.
<b>7.0</b>	<b>Contacting Officer</b>
7.1	Further details / clarification, if any required, will be available from – DGM (HR), GMDC Ltd, HR Department, at 'Khanij Bhavan', 132'Ft ring road, Nr. University Ground, Vastrapur, Ahmedabad- 380 052 Ph no. 079- 2791 3200.
7.2	<b>(n) Code Solution-A division of GNFC-301, GNFC Infotower, Bodakdev,Ahmedabad-380 054 Tel: +91 26857316/17/18, Fax: =91 79 26857321</b>  E-mail: <a href="mailto:nprocure@ncode.in">nprocure@ncode.in</a> Mobile: 9327084190 , 98985889652



<b>8.0</b>	<b>General Instructions:</b>
8.1	The Tender processing fees submitted will not be refunded under any circumstances
8.2	EMD in the form specified in tender document only shall be accepted.
8.3	Tender without Tender processing fees, earnest money deposit (EMD) and which do not fulfil all or any of the condition or submitted incomplete in any respect will be rejected.
8.4	Bidders approved either by the Central/ State Govt. or Central / State Govt. undertaking is not exempted by GMDC for paying EMD, SD, Tender Processing fees etc.
8.5	Conditional tender shall not be accepted.
8.6	This tender notice shall form a part of tender document
8.7	Bidders are advised to read carefully the “Instruction for Bidders” and eligibility criteria” contained in the tender documents.
8.8	The website address for E-Tender is <a href="https://www.nprocure.com">https://www.nprocure.com</a> and <a href="http://www.gmdcltd.com">www.gmdcltd.com</a>
8.9	Free training camp for bidders will be organized on every Saturday between 1.0 to 5.00 p.m. at (n) code solution, A division of GNFC , 301, GNFC Info tower, Bodakdev, Ahmedabad-380 054. Bidders are requested to take the benefit of the same.
8.10	Bidders are requested to quote rates as per the terms and conditions mentioned in the Tender Document. Tender submitted for part items will not be considered and will be rejected.
8.11	Bidders have to do this work strictly according to the drawings and specifications provided by GMDC and which together with general conditions, technical specifications, bills of quantities and contract agreement, will be called “Documents of Contract”
8.12	The Contractor shall enter into an agreement with the GMDC, on a stamp paper of Rs. 300/- which will be provided by the contractor, in the form approved by the GMDC covering all terms and conditions within 30 days of acceptance of LOI.



### CHAPTER III

#### CHECK LIST OF DOCUMENTS ENCLOSED WITH TENDER

Sr. No.	Particulars	Declaration (Strike out whichever is not applicable)
1	Check list of documents in the prescribed proforma.	Yes / No
2.	Tender Processing Fees and Earnest Money deposit paid for the value as indicated in Notice Inviting Tender.	Yes / No
3.	Formats enclosed-dully filled in and signed along with all required enclosures, complete as per Instruction to bidder	
4	Documents /details as per Status of the Bidder, with documentary proof	Yes / No
5	Affidavit on stamp paper of Rs. 300/- as per attached format	Yes / No



**CHAPTER-IV**

**Location of the building where the works are to be carried out as per scope of work mentioned in the RFP at Corporate Office building .**

FLOOR	AREA	OVER ALL APPROXIMATE CARPET AREA
BASEMENT	Entire Basement, old A.C. plant room, Housekeeping room, lift entrance area, parking area, AHU room, OTS area and other area	1725 smt
COMPOUND, ROAD, PARKING AREA	Both out side roads of two gates entrance, Security cabin, Entire area inside the compound wall , Two Fountains, D.G. set room, 2 No Pump rooms, Electric Substation rooms, Porch and entry steps and passage to building etc, Back side entry, back side parking area , Toilet blocks, and other area and passage	3300 Smt
GROUND FLOOR	<p>Main entrance, porch area , EPBX room, VIP lift entrance, Reception area, Foyer area VIP Room , all toilets at Ground floor , pantry and other area, Driver cabin and entrance staircase, Otta and passage area</p> <p>Banquet Hall, Auditorium, foyer, Pantry , Toilets and it's passage etc, two Fire ducts and other area. VVIP office, conference room etc.</p>	1712 Smt
FIRST FLOOR (Tower- A & B)	Entrance from lift to passage of both side Towers, Hall / store area besides of present ICREATE Office , Record room (Tower-B), all toilets and pantries , terrace area side of Records room , AHU room., Fire ducts (Tower A & B) and other area , Vlp staircase passage area	765 Smt



<p>SECOND FLOOR (Tower- A &amp; B )</p>	<p>Area of Entrance from lift to passage of both side Towers, Fire ducts and other area, circular and VIP staircase</p> <p><u>Tower A -Reception area, Hall , Two cabins, conference room , Workstation area between Tower A and B, Toilets , Pantry , etc</u></p>	<p>1148 Smt</p>
<p>THIRD FLOOR (Tower- A )</p>	<p>Area of Entrance from lift to passage of both side Towers, Fire ducts and other area, circular and VIP staircase</p> <p><u>Tower A -Reception area, Hall , Two cabins, conference room , Workstation area between Tower and B , Toilets , Pantry , server room etc</u></p>	<p>1148 Smt</p>
<p>FOURTH FLOOR (Tower- A &amp; B)</p>	<p>Entrance from lift to passage of both side Towers,</p> <p>Entire area of Hall and cabins, workstation, ladies room, Library , IT department of Tower “A” and “B ” and connecting passage of A to B ,all toilets and , pantries, store room etc.</p> <p>AHU room , Fire ducts and other area , circular and VIP staircase</p>	<p>765 Smt</p>
<p>FIFTH FLOOR (Tower- A &amp; B)</p>	<p>Entrance from lift to passage of both side Towers, entire area of Hall and cabins of Tower “A” and “B” (HR division/Purchase dept/PF dept) and conference room AHU room, fire ducts , toilets, pantries , store rooms ,circular and VIP staircase etc. and other area</p>	<p>765 Smt</p>



SIXTH FLOOR (Tower- A & B)	Entrance from lift to passage of both side Towers, entire area of cabins from 01 to 08 of Tower “A” and “B” Conference room waiting Lounge, lunch room, committee room, AHU room, pantries, toilets , store room, fire ducts etc., circular and VIP staircase and other area	765 Smt
SEVENTH FLOOR (Tower- A & B)	Entrance from lift to passage of both side Towers, Conference room, waiting Lounge, entire area of cabins from 02 to 12 in r/o CGM/G.M/ P.A. etc. & server room, pantry room, cabins , AHU room, etc, toilets in cabins and common toilets , pantries etc. , circular and VIP staircase and other area	1008 Smt
EIGHTH FLOOR (Tower- A & B) AND TERRACE	Entrance from lift to passage of both side Towers, Chairman, Managing Director, their P.A’s, Board Room, Committee room, Waiting Lounge etc. Lift Control Rooms, record room on terrace, AHU room, court yard area , toilets, pantries , fire ducts etc., terrace, terrace store room, lift room etc, and other area	1050 Smt
Open I ducts at Ground Floor , Basement , First Floor	Water pipe carrying duct, waste water drainage pipe carrying ducts, fire pipes carrying ducts and other area	--
Staircases	Both circular and VIP staircases with stainless steel railings from Basement to terrace level and other area	--
Lifts	Four elevators (Two capsule and two VIP) and other area	--
No. of pantry (approx) at all floors	Pantry – 12 Nos	



<p>Number of total approximate Toilets at all floors</p>	<p>Gents Toilets - 28 Nos Ladies Toilets - 12 nos Handicapped – 04 Nos</p>	
<p>GMDC Annexe Building Ashram Road, Ahmedabad</p>	<p>First, Floor, Second Floor &amp; Third Floor offices, Conference room every floor, workstation every floor, pantry, terrace, staircase, lift &amp; surrounding area of the building.</p>	<p>2850 Sqm</p>
<p>GMDC Annexe Building Ashram Road, Ahmedabad</p>	<p>Toilets (Gents and Ladies), First Floor, Second Floor &amp; Third Floor and surrounding area  Gents Toilets. - 07  Ladies Toilers - 00</p>	



## CHAPTER- V

### OBJECTIVE AND SCOPE OF WORK

#### 1.1 Objective

GMDC wishes to appoint Contractor for Annual Maintenance Contract for a period of two years , for housekeeping and facility management services for Corporate Office building of GMDC located at “Khanij Bhavan”, 132 ft Ring road, Near University Ground, Nr. Helmate circle, Vastrapur, Ahmedabad-380052 & GMDC Annexe building, Ashram Road, Ahmedabad-380009.

#### 1.2 Scope of Work

The scope of work for this RFP shall be include but not limited to Housekeeping and Facility Management Services for a period of two years for office building located “Khanij Bhavan” , 132 ft Ring road, Near University Ground, Nr. Helmate circle, Vastrapur, Ahmedabad-380052 & GMDC Annexe building, Ashram Road, Ahmedabad-380009.

Job to be carried out by the AMC Contractor (Including required materials, consumables as per attached list)

Cleaning activity shall start at 8 AM and complete by 10 AM daily including all Saturdays or as required by GMDC representative in charge. (Office area mentioned in Technical Bid)

1

#### **Office Area –**

- (1) Cleaning , Sweeping and Mopping , removing of dust of every floors , passages and staircase area , removing of cobwebs on daily basis (except Sundays and Public Holidays) with the help of your own Brooms / Cane Brooms, etc. wet mops/dusters by suitable cleaning agent , using Consumables like Domex / Best quality floor cleaning Detergent – liquid solution of approved make etc ( List mentioned at annexure-I) , cleaning the floors by removing all stains, dust etc. and making area neat and clean by required man power, consumable and material , twice in a day , including spraying of finite or equivalent make insecticides . Total ground floor area like Porch entry , Foyer passage, Reception area , Back side exit/entry passage / steps , Lift area etc. shall be cleaned minimum six times in a day and whenever and where required and as directed .
- (2) Cleaning and moping of all passages and conference hall area at floors (common hall area allotted for staff sitting and lobby passages ) should be four times a day .
- (3) Room fresheners in all office area to be used daily in the morning and should be of ISI Mark or standard make.
- (4) Cleaning of floor carpets/fabrics as applicable without damaging the material every 7 days or as instructed by the GMDC representative.



2	<p><b><u>Basement &amp; Compound Area :</u></b>          Cleaning, Sweeping of total office Compound area, Basement parking area, back side parking area, Pump room, Generator room , Electric substation, Panel room, AC plant room, security cabin etc. approach road of office building, out side two roads near main gate etc. (except Sunday and public holidays) with all tools , tackles etc. .</p>
3	<p><b><u>Pantry &amp; Washroom Units (Ladies Toilet /Gents toilet/Officer’s cabin Toilets)</u></b></p> <p>a) Daily cleaning of Washroom Unit by wet and dry mop, at every hours for General toilets and twice a day for officers toilets and maintain the toilet floors dry during office hours.</p> <p>b) Cleaning of washbasins, urinals and water closets (WC) and sanitary fittings, bathrooms windows, ventilators, cleaning of dustbins at toilet &amp; Pantry area, cleaning of Pantry platform, sink, removing chokage/blockage of sink etc. are to be cleaned with suitable cleaning agent. Flushing systems of all toilets are to be check at regular interval daily and should be maintained in working condition daily. Air purifiers, Naphthalene balls, liquid soap and paper rolls are to be provided by the Contractor regularly to ensure continuous availability of these materials in requisite containers/ places.</p> <p>a) Weekly deep cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls of Washroom Units.</p>
4	<p><b><u>Cleaning of all wooden/Aluminium doors/Glass doors and windows:</u></b></p> <p>Daily Cleaning of all wooden / aluminium doors, Glasses of doors with Colin or glass cleaning solutions, frames, window sill etc. S.S. railings &amp; SS post of all passages and staircases at every floor, (except Sundays and public holidays) with the help of white / yellow dry / wet duster/ sand paper to be used where stains are not removed then using chemical solution to remove stains from aluminium frames on daily basis .</p>
5	<p><b><u>Cleaning of all wooden / Aluminium doors/ Glass doors and windows Glasses :</u></b></p> <p>Cleaning of glasses fitted in all wooden/aluminium windows / wooden - laminated - glass partitions / louvers etc. from inside and out side, located at all floor passages, lobby area / hall area, cabins /Board room etc. with the help of own white / yellow dry / wet duster – newspapers. Colin, glass cleaning solution and soft detergent of approved make to be used for cleaning of glass twice in a week with all required safety measures to work at all levels .          Note: After completion of item , work floor area should be properly cleaned immediately.</p>



6	<p><b><u>Cleaning of Four Lifts / Elevators:</u></b></p> <p>Daily Cleaning of three Lifts / Elevator, Inside doors, walls partitions, flooring, as well as out side doors, glass panel of capsule lifts, with the help Broom / Bamboo Broom, Dry Duster, liquid soap etc. Dry and wet mopping of floor of lifts will be cleaned thrice in a day and as and when required with wet mops/dusters etc, using Consumables like Dumex / Best quality floor cleaning Detergent – liquid solution of approved make. Glass cleaning will be done by using Colin solution and soft detergent. Work to be carried out thrice in a day basis.</p> <p>Weekly Cleaning of two capsule Lifts from outside, top area and lift well, lift well walls etc. including removing all dust, pigeons dirty dropping, stains with the help of Brooms, Bamboo brooms, wet mops/dusters etc, including removing cobwebs from lift well by using Consumables like Dumex / Best quality cleaning Detergent – liquid solution of approved make. Glass cleaning will be done by using Colin solution and soft detergent of approved make, or equivalent make by wet duster, and with wet newspapers, including all men power with required safety measures once in a week or as and when required as directed ..</p>
7	<p><b><u>Cleaning of all window sills and artificial plants , wooden panelling:</u></b></p> <p>Cleaning of all window sills and artificial plants, wooden panelling with glass at all passages of all floors, including cleaning &amp; washing of artificial plants provided at sill level of all windows located at Atrium area , in planters and at other places at all floors passages area with all safety measures and man powers. Work also included Cleaning and washing of planters and artificial plants arranged at Ground floor Reception area , 8th floor as well as during the contract period wherever GMDC placed extra artificial plants etc .</p>
8	<p><b><u>Cleaning of all wooden / steel furniture :</u></b></p> <p>Cleaning of all wooden / steel furniture (except workstations table top / officers tables), tepoys, sofa, glass and laminate partitions of work stations, low height and full height cabinet including sides and top, and shutters etc., all committee rooms tables , Board rooms table, Dining tables at banquet hall area and lunch room at 4th floor, Reception tables , Auditorium tables and other furniture located and placed in office etc. complete twice in a month or as and when required</p>

9	<p><b><u>Washing and cleaning of Storage Tank of Water Coolers :</u></b></p> <p>Washing and cleaning of Storage Tank of Water Coolers at every fifteen days (twice in a month) or as and when required as directed, of any capacity located in office at all floors with the help of required man power Wet / Dry Duster / Mop , clean cotton cloths , scotch bright, wire brush etc. with detergent soap and inside area of tank should be cleaned and dry by removing salt scale etc . and directed by Engineer in charge . Work to be completed before office hours. 12 nos. Of coolers (approx)</p>
10	<p><b><u>Cleaning, washing of two numbers of fountains:</u></b></p> <p>Cleaning, washing of two numbers of fountains, near porch area, every week or as and when required as directed, including cleaning/washing of fountain well with brush, dewatered the fountain well, cleaning nozzles and pipes with wire brush, removing scales etc. complete, including cleaning of pebbles of fountain area with the help of detergent powder/liquid soap with the help of sponge /brush. Laid cobble will be cleaned with the help of brush so that dust/sand between cobbles get cleared .</p>
11	<p><b><u>Cleaning, Sweeping and washing and mopping of all terraces:</u></b></p> <p>Cleaning, Sweeping and washing and mopping of all terraces, (above Auditorium , exhibition hall and 8th floor, at 1st floor, porch and all open terraces ), Pargolas, Open to Sky area (OTS), ducts, Fibre Dom (Two at terrace and two at Ground floor slab level), rain water pipe lines with all required man power, and with the help of Broom / Bamboo Broom, Wet / Dry Duster/Mop, required consumable materials like floor cleaner, detergent etc once in a month or as and when required as directed .</p>
12	<p><b><u>Cleaning of carpets:</u></b></p> <p>Cleaning of carpets / woven carpets/vinyl flooring as directed by EIC, including removing fine dust etc. , by your required man power and own vacuum cleaning machines on monthly basis . Work to be carried out before or after office hours or on off day/ holiday and also as and when required and as directed by EIC.</p>
13	<p><b><u>Attending of daily complaints IMMEDIATELY pertaining to sewage drainage sanitary system:</u></b></p> <p>Attending of daily complaints IMMEDIATELY pertaining to sewage drainage sanitary system for removal of chockage / blockages in waste pipes lines, DRAINAGE PIPE LINES, w/c and Urinals , Pantry sink, two fountain sumps floor traps, Nahni traps , wash basin, gully trap , etc. as and when required at all the floors of GMDC as well as office premises. The agency shall depute sufficient no. of sweepers / plumber to attend the above job as per satisfaction of supervisor in charge and see that on receiving complains, it should be attended immediately .</p>

14	<p><b>Probing work of sewer line:</b></p> <p>Carrying out probing work as and when required of sewer line of 100 to 230 mm dia pipes either mechanically or manually (without entering manpower in Manhole) ,cleaning the grit/sand/debris /sludge of the man holes, inspection chambers, gully traps, collected, removal and disposal of the same by either forming a put dug or burying it or by conveying it out side of the premises as directed by EIC, including proper flushing of pipe lines, man holes, inspection chambers, gully trap with water including cost of all tools, plants and other materials required from the job as well as precautionary measures required to be adopted for the man working on the job for their health and safety etc. Complete, including all diameter of pipe, Gully trap, inspection Chamber, manhole etc.</p>
15	<p><b>Pest control:</b></p> <p>The Contractor shall be responsible for pest control in the office and washroom units and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of mosquitoes, cockroaches, ants, rats, silver fish, crawling insects etc. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.</p>
16	<p>Removal of beehives and cobwebs/honey webs from the office building and its premises daily and as and when required. The actual expenditure, will reimburse by the agency through monthly bill.</p>
17	<p>The Contractor shall deploy a Caretaker for pantry services (10 AM – 6.15 PM) for attending to tea/coffee and other snacks as per requirements</p>
18	<p><b>Provision of Labour.</b> The Contractor shall be responsible to provide labourer as when required by the GMDC/ demand placed by EIC for various type of work like shifting of furniture, crockery, books, files, canteen related items, scenery etc. The provision of labourer is over and above authorisation of Housekeeper . The contractor will reimburse the same during monthly bill as per minimum wages of state government.</p>
19	<p><b>Providing of Facility.</b> The contractor shall be responsible to provide 02 times Tea/Coffee to all employees of GMDC at all floors as per timing and rate fixed by the management. The contractor will be reimbursed the same through monthly bill.</p>



**CHAPTER VI**

**FORM 'A'**

**ELIGIBILITY CRITERIA**

The Bidder should meet the following Eligibility Criteria in order to be considered for further evaluation processes :

**STRUCTURE AND ORGANIZATION**

**Following details are required to be furnished with documents to qualify in Technical bid for the tender work**

Sr no	Item	Details
01	Name and address of Entity.	
02	Phone no,	
	Mobile No. (Mobile no to be mentioned mandatory)	
	E mail ID, (E mail ID to be mentioned Mandatory)	
	Website	
03	Name Of contact Person (To be mentioned Mandatory)	
04	Whether Proprietorship /partnership/ Pvt ltd / Limited co or any other along with documentary evidence to be attached	Yes/ No
05	Please confirm on awarding the work, you will take the registration certificate as per statutory requirement under contract labour laws	Confirmed Yes or No.
06	Number of years of experience in Similar nature of work	From _____ (total) years



07	Income tax PAN Registration No Copy [Copy to be enclosed]	Mentioned & Copy attached Yes/ No
08	GST No. (Copy to be attached)	Mentioned & Copy attached Yes/ No
09	Whether registered under composite scheme	Yes/No
10	Attached proof of filing GST returns on regular basis of last one year.	Attached /Not Attached
11	Provident Fund Registration Number – Copy to be attached	Mentioned & Copy attached Yes/ No
12	Payment Terms	Accepted Yes/No
13	Income Tax Deduction-Taxes will be deducted as per prevailing Government rules from the monthly bill	Agree Yes/No
14	Validity of offer	Accepted Yes/ No
15	Work completion period as per NIT-	Accepted -Yes/ No
16	Liquidated Damages clause - Liquidated damages for the work delayed /non completion/ nonperformance of the works will be imposed as mentioned in Tender documents .	Accepted - Yes/No



17	Rates/Charges -Rates / charges should be firm and fixed till the completion of work. Quoted rates includes all man power, required material, safety measures, PF contribution, all taxes, (Excluding GST). No rate escalation will be allowed during tenure of contract on any account.	- Accepted  Yes/No
18	Please Indicate the details of arbitrations/legal proceeding in last ten years of Your entity. If Your entity have not any arbitration/legal proceeding in last Ten years then mentioned "No" in your letterhead and If your entity has any arbitration/legal proceeding than mention details on your entity's letterhead .	Submitted on letter head mentioning No or YES as applicable Yes / No
19	Deviation sheet attached- Deviation sheet to be attached by the bidder mentioning any deviation in technical & commercial. If there is no deviation then with, No deviation sheet, submitted on letter head of the bidders	Deviation sheet  (As per format-page no. 58) mentioning NIL or with deviation on your letter head submitted  Yes/ No
20	Declaration I &II sheet – Attached-Declarations in prescribed format on letter head of the bidder	Declaration –I & II as per tender (page no- 55 & 56) typed on your letter head submitted  Yes/ No



21	The Contractor shall maintain daily check list as per requirement mentioning all activities floor wise/ area wise and should be signed by Supervisor and get them signed by the GMDC representative and submitted daily and as well along with the running bill .	Condition accepted – yes/No
22	Affidavit regarding the Genuineness of documents (format) on Rs.300/- non-Judicial stamp paper submitted or not	As per format of <b>(Annexure-I- Page no- 60)</b> on Rs.300/- stamp paper submitted Yes/No



### 1.3 Criteria for Bid Evaluation.

A three-stage procedure will be adopted for evaluation of proposals as follows:

- Pre- Qualification or Eligibility Criteria
- Technical Evaluation Criteria – minimum 60% cut off marks for qualification
- Commercial bid opening and final evaluation based on Quality cum Cost Based System (QCBS) Evaluation at 70:30 ratios (Technical 70% and Commercial 30%).
- Similar project will mean project involving following scope : Up keeping, Cleaning, Housekeeping and Facility Management services works at Corporate offices/factories/hospitals/education institutions/airports and transport terminals / Government offices and institutions for at least one year.

### 1.4 Pre-Qualification Criteria.

The Bidder shall have to fulfil following Pre-Qualification Criteria.

Sr. No.	List of Documents	Supporting documents
1	The bidder should be a company in the form of Private Limited Company/ Agency/ Properties Firm/ Public Limited Company/ any another Company/ LLP Company registered under Indian Company's Act 1956 and/or any amendment in existence for last five years from the date of publishing of this RFP.	Incorporation/Registration certificate(s) should be furnished as documentary proof.
2	Bidder's Average Annual Financial Turnover during the last 3 financial years (FY 2021-22, FY 2022-23, FY 2023-24), ending 31st March of 2024 should be at least Rs. 8 Crores. Net worth should be positive as on 31st March of 2024.	Copy of Audited Balance Sheet of last three financial years (FY 21-22, FY 22-23, FY 23-24) CA certificate with ink signed/stamp must be enclosed.
3	The Bidder should have the experience of completion of similar works in any of the Banking establishment (preferably) or any others as follows:- Three similar completed works costing not less than Rs. 40,00,000/- (please indicate the amount equal to 40% of the estimated cost); or Two similar completed works costing not less than Rs. 50,00,000/- (please indicate the amount equal to 50% of the estimated cost); or One similar completed work costing not less than Rs. 80,00,000/- (please indicate the amount equal to 80% of the estimated cost).	The bidder should attach self-attested copies of work order.



4	The Bidder should not have been Blacklisted by any State / Central Government organization or PSU or any corporation or any organization in India at the time of bid submission.	An undertaking must be submitted by the bidders.
5	The bidder should have a valid PAN and GST Registration (copy of PAN card and GST Registration certificate should be submitted in the bid).	Bidder should provide all valid documents.

## 1.5 Evaluation and Comparison of Substantially Responsive Bids

### 1. Technical:

- a. Technical Bids of only those bidders who meet the “Pre-Qualification” criteria shall be considered for Technical Evaluation.
- b. Bidders who have been qualified under “Pre-Qualification” criteria will be invited to provide Technical Presentation of the proposed solution.
- c. The date, time and venue for such Technical Presentation shall be intimated through e- mail to such bidders by the Authority in advance.
- d. The mode of technical presentation would be in person only.
- e. The technical evaluation shall be done by “Bid Evaluation Committee” formed by GMDC for this purpose. In case of any discrepancy or dispute among the members of “Bid Evaluation Committee”, the decision of management of GMDC shall be final and binding for all. The management of GMDC shall nominate remaining members of the “Bid Evaluation Committee”.



**Table-1**

The Technical Bids will be evaluated using the following criteria:

Sr. No.	Technical Parameters for Evaluation	Max score	Supporting Documents
1.	The bidder's average turnover criteria for last 3 financial years <ul style="list-style-type: none"> <li>• INR 8 – 10 Crores – 10 Marks</li> <li>• INR &gt;10 – 12 Crores – 15 Marks</li> <li>• INR &gt; 12 Crores – 20 Marks</li> </ul>	20	a. Copies of audited balance sheets of last 3 financial years b. CA certificate.
2.	The Bidder should have the experience of completion of similar works in any of the corporation or any others as follows: Three similar completed works costing not less than Rs. 40,00,000/- (please indicate the amount equal to 40% of the estimated cost); - 5 Marks. <b>Or</b> Two similar* completed works costing not less than Rs. 50,00,000/- (please indicate the amount equal to 50% of the estimated cost); - 10 Marks. <b>Or</b> One similar completed work costing not less than Rs. 80,00,000/- (please indicate the amount equal to 80% of the estimated cost).- 15 Marks	15	Copies of Work Orders/ Agreements
3.	Number of years of Experience in Housekeeping services: <ul style="list-style-type: none"> <li>• Years &gt; 10 years 10 marks</li> <li>• Years &lt; 10 years 05 mark</li> </ul>	10	Copies of Work Orders/ Agreements / Work Completion Certificate
4.	Experience in completion of similar works in any of the Corporation or any others and has minimum 3 ongoing live sites of providing housekeeping services	10	Copies of the valid certificates
5.	Satisfactory performance certificates from Two different existing clients <ul style="list-style-type: none"> <li>• 2 certificates 10 marks</li> <li>• 1 certificate 05 marks</li> </ul>	10	
6.	Presentation: Understanding of tendered work & showing the methodology of work plan	30	
7.	Area of operation in Ahmedabad	5	
	<b>TOTAL MARKS</b>	<b>100</b>	

\* Similar Project means project with broadly



## 1.6 OPENING & COMPARISON OF COMMERCIAL BIDS

- a. Only those bidders, who have scored at least 60% marks in technical bid evaluation process shall be declared as “Technically Qualified Bidders”.
- b. The Commercial Bids of only “Technically Qualified Bidders” will be opened. The decision of The GMDC in this regard shall be final.
- c. Before opening of the commercial bids technical marks shall be declared in the presence of Bidder’s representatives.
- d. The Commercial Bids will be opened, in the presence of Bidder’s representatives (Maximum two for each bidder). Attendance for Commercial Bids opening is not mandatory for the bidders. The bidder’s representatives who are present shall sign a register evidencing their attendance.
- e. The Bidders are required to quote for all the items as mentioned in the Commercial Bid. Therefore, any Bid which does not quote for all the items will be determined to be non- responsive and will be rejected.
- f. The evaluation committee will evaluate each of the technical qualified bids based on QCBS Method. The weightage of the technical and commercial parameters will be in the ratio of 70:30 respectively.

For calculation of the combined Technical and Price Score of all bidders, following formula will be used:

- i. Technical Score (TS): Each Technical bid will be assigned a Technical Score out of a maximum of 100 points. The bidder with highest Technical Score (Tmax) will be awarded 100% score. Technical Scores for other bidders will be evaluated using the following Formula

$$\text{Technical Score (TS)} = (\text{Technical Score of the Bidder} / \text{Tmax}) \times 100$$

- ii. Commercial Score (CS): The Commercial Bids of only the technically qualified bidders will be opened for evaluation. The bidder with lowest Commercial Quote (L1) will be awarded 100% score.

Commercial Scores for other bidders will be evaluated using the following Formula:  
Commercial Score (CS) = (Commercial Quote of L1/ Commercial Quote of the Bidder) X 100

- iii. Final Total Score (FS): For every Bidder the Final Total Score (FS) will be calculated using the formula

$$\text{Final Total Score (FS)} = 0.7 \times \text{TS} + 0.3 \times \text{CS},$$

- g. Bidder scoring highest “Total Score” as per above formula, will be considered as the “Successful Bidder” for award of the contract.
- h. In case of a Tie during evaluation process, the bidder having higher technical marks shall be considered as the Successful Bidder. In case of tie for both technical marks and commercials, both



the bidders will be called for negotiations by GMDC and the bidder offering higher rebate shall be awarded the LOI.

- i. Evaluation committee's decision will be final and binding for all bidders.

## **2.1 Manner of Preparation of Bid Proposal :**

1. Bidder's Proposal (the Proposal) will consist of following components
  - a. Cost of RFP document(Tender fee)
  - b. Bid Security (EMD)
  - c. Technical Proposal including details of claim of qualifying criteria laid down in Notice inviting Proposal and RFP to be submitted in hard copy, and
  - d. Financial Proposal to be submitted online
2. **The Technical Proposal shall not include any information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared nonresponsive.**
3. The Technical proposal shall contain:
  - a. A brief description of the bidder's organization and an outline of recent experience of the Bidder, on works of similar nature. The information on each assignment should indicate scope of work, duration, firm's involvement, name of client, detailed services and manpower deployment etc. the details of assignments on hand shall also be furnished.
  - b. Clause by clause Compliance statement for Bid document including annexures to be submitted.
  - c. All deviations and / or non-compliance clauses shall be listed separately & submitted.
  - d. Letter of Authority for signing the bid.
  - e. All Annexure / Table, duly filled-in with necessary proofs, as required and stated in the bid document.
  - f. All Eligibility forms, authorized certificates & supporting document related to Technical Stage.
  - g. A concise, complete, and logical description of approach and methodology as proposed by the Bidder in compliance to the Terms and conditions of Tender and Scope of Work.
  - h. Any comments of suggestions on the Scope of Work and a description of the methodology (work plan) which the firm proposes to execute the services, illustrated with bar charts of activities.
4. Financial proposal must be submitted online by the bidder in the prescribed format provided in the Annexure at designated places on n-procure portal. Financial proposal including quote must be submitted online only and not through hard copy.
  - a. All information provided in Bidders' Financial Proposal will be treated as confidential.
  - b. The Financial Proposal is to be submitted in the requisite annexure enclosed.
  - c. The rates to be quoted shall be in the format given in Annexure and it shall include all costs/expenses and statutory taxes (if any) excluding GST which is to be mentioned in the designated places. GMDC shall pay GST additionally as may be applicable. All the costs shall be in INR.
  - d. The price quoted above are inclusive of cost of visiting GMDC office for meetings and presentations.



## **2.2 Submission, Receipt and Opening of Proposals**

1. The original Technical proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL’. The EMD and Tender Fee shall be placed in separate sealed envelopes clearly indicating “EMD” and “TENDER FEE” respectively on the envelopes. The envelopes containing the Technical Proposal, EMD and Tender Fee shall be placed into an outer envelope and sealed. This outer envelope shall bear the name of the RFP, tender reference number, submission address and be clearly marked “DO NOT OPEN, BEFORE” (insert the time and date of the submission deadline indicated in the Bid Document)”. GMDC shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for proposal rejection. If the Financial Proposal is not submitted online within due date, this will constitute grounds for declaring the Proposal non-responsive.
2. At no circumstances, the Technical proposal shall have any mention of the bidders quoted price. The proposal would be summarily rejected for any such incidence.

### **2.3 A. Evaluation of Proposals**

1. The members of the Tender Committee of GMDC will carry out the evaluation of proposals on the basis of their responsiveness to the RFP.
2. Bidders who meet the eligibility criteria shall be declared as Eligible Bidders and shall be considered for Financial Proposal opening stage.
3. During Technical Proposal evaluation, the GMDC may, at its discretion, ask the Bidder for a clarification on any information provided in the Bid. The Bidder shall provide the requisite clarifications within the prescribed timelines asked in the clarifications. In case Bidder does not respond within time provided by GMDC , its proposal shall be liable to disqualification or be evaluated based on information available with GMDC, as found suitable by the Tender Committee.
  - A. Steps for Financial Bid Evaluation :
    - a) The quote for service charge must include the applicable TDS (FOR WHICH THE PARTY MUST PRODUCE THE PROOF OF TDS APPLICABLE TO THEM AND ALL TEMPORARY CERTIFICATES FOR LOWER TAX DEDUCTION MUST BE IGNORED. ONLY THE RATE APPLICABLE AS PER APPROPRIATE SECTION OF THE INCOME TAX ACT SHALL BE CONSIDERED) to the agency and a fair amount of return on the efforts. Agency will be straight away disqualified if the rates are found to be below the rate of TDS applicable to them.
    - b) For Evaluation purpose, a Weighted Average Bid value will be computed based on the financial quotes being received. This Weighted average will be calculated considering the financial quote of the respective bidder and their applicable TDS category. Financial quote received from Proprietary firms will be weighted with 1% TDS, whereas for Private Limited firms it will be weighted with 2% TDS.
    - c) Weighted Average Bid (WAB) will be the calculated as :



$$\text{WAB} = (Q1 \times \text{TDS}\% + Q2 \times \text{TDS}\% \dots \dots Qn \times \text{TDS}\%) \div (\sum \text{TDS1} + \text{TDS} 2 + \dots \text{TDS} n)$$

Where,

Q = Quote,

TDS = Applicable TDS %

n = Number of total bids received.

- d) The qualifying range of the financial Bids will be derived calculating as,  $\pm 50\%$  of the **Weighted Average Bid** value so arrived at under point 2.3.A. (c). Financial bids falling outside the qualifying range will be disqualified and not considered for evaluation. For Ex: For a weighted average bid value of 5%, Bids falling within the range of  $\pm 50\%$  of weighted average bid i.e. 50% of 5%, (2.5%) which will set the qualifying range between 2.5 % to 7.5%.
- e) The remaining bidders after elimination under clause 2.3.A.(a), 2.3.A.(b) and 2.3.A.(c) ,2.3.A (d) shall be further analyzed to arrive at L-1 bidder among them.
- f) Once L1 rates are finalized as per procedure defined in this section, L2, L3, L4, L5, other bidders shall be given the option to match L1 rates and get empanelled with GMDC. Final decision for empanelling the agencies who qualify and agree to the terms will be of GMDC .

#### **2.4 Opening of Financial Proposals**

1. The Eligible Bidders shall be communicated through email regarding the date and time of opening of Financial Proposals.
2. GMDC shall reserve the right to negotiate with the bidder(s) whose bid has been ranked first by the evaluation committee on the basis of best value to the work. If GMDC is unable to finalize a service agreement with the bidder ranked first, GMDC may proceed to the next ranked bidder, and so on until a contract is awarded. However, the GMDC reserves the right to further negotiate the prices quoted by the L1 bidder and distribution of the total work while awarding the contract.

#### **2.5 Issuance of Work Order**

1. GMDC shall determine the Successful Bidder through the tender process outlined in section hereof. GMDC shall issue LOI/ work order to the successful bidder confirming that it has been accepted by GMDC. Before issuance of the work order, GMDC reserves the right to conduct due diligence on the Bidder including seeking clarification pertaining to any of the proposal elements.
2. The successful bidder shall be issued work order by GMDC for executing the scope given in the work order. Written acceptance and acknowledgment of the LOI/work order shall be provided by the bidding entity (Authorised Representative submit under common seal) within 07 (seven) days of issuance of such work order.



## **CHAPTER- VIII**

### **GENERAL TERMS & CONDITION OF TENDER**

1. Any conditional Tender will not be entertained and will be out rightly rejected.
2. It is advisable to visit and inspect the location of work where work is required to be executed . Bidder has also to understand feasibility and other factors of works which will be related to and may affect the works before quoting the rates. After that nothing will be taken in consideration.
3. GMDC reserves the right to accept or reject any or all proposals, and to annual the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.
4. The costs of preparing the proposal and of negotiating the contract, including visits to the GMDC and site locations are not reimbursable by GMDC. The Bidder shall be deemed to have full knowledge of the role and responsibilities of the work.
5. The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed format.
6. The proposal shall be signed by the Bidder or duly authorized persons to bind the Bidder to the contract.
7. A Bidder that is under a declaration of ineligibility by Government of Gujarat or any other Government authority in India at the date of submission of the proposal or during evaluation of proposals shall be disqualified.
8. Any conditional bid, Technical or Financial, may be rejected outright and no claim whatsoever in respect there of shall be entertained. The management of GMDC reserves the right to reject / cancel any or all bids without assigning reasons.
9. GMDC reserves its right to waive non-substantial deviations without being bound to do so.
10. All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
11. The selection would be on the Quality Cum Cost Based Selection (QCBS) based on the final weighted score, subject to fulfilling the requirements of the Qualification Criteria. The Proposal will form part of the contract with the selected agency.
12. The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney / board resolution or in any other form demonstrating that the representative has been dully authorized to sign.



13. Physical papers are to reach our office as per the date and time mentioned in this document. It is the responsibility of the participating agency to submit the bid before the last date and time at the address as mentioned in the document above, and GMDC will not be responsible for any delay due to post/ courier/ any other reasons.
14. At any time before the submission of Proposals, GMDC may amend this document by issuing an addendum, which shall be binding.
15. The Contractor shall have to start the work within 7 days from the date of Letter of Intent and submit the Security Deposit as per LOI. In case of non-compliance with the above condition, the necessary action may be taken including forfeiture of EMD but not limited to termination of the contract and in that case GMDC may take necessary decision and debar the bidder for period as per GMDC discretion. This debarment shall be applicable in respect of participation in tender of all sister concerns/company/trust/group/consultancy firm etc of GMDC.
16. During the contract period, GMDC may discontinue the awarded work at any stage without assigning any reason thereof or GMDC reserve the right to discontinue the awarded work at any stage without assigning any reason thereof with a notice period of one month. In that case GMDC will close the contract and no payment on any account shall be entertained from the date of closer of the contract . In any case no claim will be entertained from the date of discontinue of work for the above by GMDC. In that case GMDC will finalise the contract work as per executed up to that period and GMDC will not pay for the balance works as mentioned in BOQ as well as no payment will be considered for deployed manpower , idle machineries , tools, tackles , manpower etc.
17. GMDC reserves the right of altering nature of work by adding to or omitting scope of work or portions of the same carried out without prejudice to this contract.
18. GMDC reserves the right to carry out the work at other places mentioned in the scope , at the same Rate , terms and conditions and mutually agreed upon under this tender.
19. Awarded contract may be extended for a further period , at the same Rate , terms and condition on mutually agreed upon.
20. Water and electricity required for the subject work will be supplied at one point free of cost .
21. All required safety of the materials , man power, tools , tackles , equipments, machineries etc. storage at site are the responsibility of the Contractor till the completion of contract.
22. No mobilization advance shall be given by GMDC for this contract.
23. Bidders shall have to quote their GST number and date in the Bid. Bid received from unregistered bidders will not be considered.



Bidders shall have to quote their rates without GST. GST will be paid/adjusted/ reimbursed to the successful bidder as per prevailing rates & rules to the extent directly related to the service rendered or Goods supplied by the successful bidder under the said contract subject to uploading the invoice on GSTN portal and successful bidder will mention the GST amount separately in the invoice/ bill along with SAC/HSN code under GST. Further if the successful bidder does not upload the invoice within four months from the invoice date on GSTN portal GST will not be reimbursed to them.

No statutory variation shall be admitted, if current taxes become payable because of exceeding the prescribed limit for turnover of the contractor after the date of offer.

If any variation take place after contractual date of completion, the same shall not be allowed , even if delayed are accepted by Contractor.

Note: Above clause will hold good and govern the contract

In case, if similar condition/clause elsewhere in tender document is in conflict with the clause , the clause mentioned in this para will prevail and govern the contract

24. Bidder is required to submit a copy of PF registration number received from RPFC office along with the tender, failing which the bid will be rejected summarily.
25. The Contractor will have to submit 'NO DEMAND CERTIFICATE' and pre receipt bill document along with the final bill of the work, as per the Performa given.
26. The Contractor shall have to enter into an agreement with GMDC on an appropriate stamp paper (to be provided by the contractor) after accepting the Letter of Intent.
27. The Contractor shall abide by the provisions of labour laws, Contract labour Regulations and Abolition Act (Act 37 of 1970) pertaining to the employment of the labour and shall get register with regional provident fund commissioner and inform the GMDC about the registration number by submitting the copy of the number allotted to contractor by RPFC . The Contractor shall have to submit the copy of labour license issued by the competent authority for the subject work.
28. The Contractor shall be responsible for and shall pay any compensation to its workman payable under the Employees' Compensation Act, 1923 (VII of 1923) for injuries, cause to the employee. If such compensation is paid by GMDC as principal employer under sub-section (1) of section 12 of the said act on behalf of the contractor. It shall be recoverable by GMDC from contractor under section (2) of the said section. The Contractor shall pay such amount of compensation on demand, failing which same will be recovered from his running bills of the contractor.
29. Contractor must submit month wise labour payment record duly certified by GMDC labour welfare officer /HR dept, along with RA bill, failing which no payment will be made for the respective RA bill.



30. Submission of false or incorrect information, history of delaying in completion of work, reports of unprofessional conduct amongst other things shall be sufficient ground for disqualification of technical bid.
31. Roads, passages, approach at work site should be kept clean all the time. Material/machineries should be stack/ kept in proper manner so it should not obstruct day to day vehicular traffic.
32. The contractor has to produce bill of the materials used in the execution of the work if asked for by GMDC .
33. The contractor shall have to carry out the work strictly as per instruction of EIC. Contractor should have to inform EIC before commencement of the work.
34. The employer reserves the right to cancel /terminate the Contract in the event of work is not satisfactory executed by contractor , after giving one month notice to the contractor and get the work completed at the cost and risk of the contractor.



## CHAPTER-IX

### General instructions for the Work:

The Housekeeping and Facility Management Service provider Agency should be able to provide a qualified servicing and skill / creative team, for the said work. The agency team would work closely with the GMDC and should be available always at the call of the Management

The agency shall arrange to carry out cleanliness and sanitation work keeping following points in consideration.

1.

- a) The cleaned area shall become totally dust free and spotless giving a sparkling look.
  - b) No Foul / bad smell should emanate from any part of office premises.
  - c) The cleaning should not spoil the natural shine and look of the furniture / material.
  - d) The furniture etc. should be arranged in the same order as it was before cleaning.
  - e) The cleaning activity should not cause any disturbance to the activities of the office.
  - f) The garbage should be neatly picked up and disposed at contractors' risk and cost in the nearest dust bin provided by local Authority.
  - g) All main big dustbin shall be provided with black polyethene bags, made from virgin plastic materials and above 40 Micron HDPE , approved by Government and block polythine bags required to be replaced daily from dust bin . Required Liquid soap bottle along with hand wash liquid of Lifebuoy/Dettol or equivalent are in scope of bidders
  - h) All paddle dustbin put in the Ladies Toilet should be provided with black polythin bags made from virgin plastic materials and above 40 Micron HDPE , approved by Government and black polythine bags required to be replaced daily from dust bin.
  - i) All plastic doormats put outside the toilets and pantries area at all floors should be washed and clean every week.
  - j) All dustbins of employees should be washed and cleaned at every week.
- 1) Cleaning of Ceiling, walls, Staircases and removal of cobwebs from all places in the office premises, should be done as per schedule. After this no cobwebs should be spotted at any places in the entire premises.
  - 2) Finit (Name of the product or equivalent make) should be sprayed in each room, cabin, hall, floor, and other suitable locations specified on weekly basis and can be changed as per GMDC need. After that room spray having good smell to be sprayed.
  - 3) The timing and frequency for cleaning works and sanitation works given in the tender is tentative and can be changed as per GMDC need.
  - 4) On receipt of any complaint concerning any activity of the contract from GMDC's staff members, it should be attended within an half an hour and acknowledgement be taken for the satisfactory completion of the work from the complainant. Complaint should be entered in registered and signed of complainant required after satisfactory completion of work.



- 5) The Contractor shall make arrangements for power extension board, vacuum cleaners and other such electrical equipment as required by it so perform the housekeeping operations
- 6) All materials/ consumables to be used in the process shall be arranged by the Contractor and has to be of ISI mark or in conformity with the specification/makes keeping in view good quality /standard after discussion and finalization with GMDC representative in charge.
- 7) The Contractor shall assess the quantity of consumables to be used and supply them in advance and store them at the GMDC or as directed by GMDC representative on fortnightly basis. The stores are to be replenished at least 5 days in advance.
- 8) The Contractor shall ensure appropriate garbage disposal with proper segregation of bio-degradable and non-biodegradable and / or as required at the sites by the GMDC representative.
- 9) The Contractor shall employ adult and skilled manpower only and shall ensure their appropriate code of conduct or behaviour. Any slippage in the code of conduct or behaviour of the deployed manpower shall be dealt very seriously with monetary sanction on the Contractor and / or other punishments even leading to termination of Contract as found suitable by GMDC.
- 10) The person engaged by the contractor for work of cleaning will be called as “safaiwala”.
- 11) Daily attendance of all ‘Safaiwala’ and Supervisor will be recorded in main gate at security office Register.
- 12) The staff employed by the contractor shall be polite, well behaved and respectful to officers and employees of the GMDC.
- 13) The contractor shall deploy sufficient numbers of ‘Safaiwala” and Supervisor and other manpower full time to carry out the work as per scope.
- 14) The “safaiwala” will be bound to observe all the instructions issued by GMDC regarding general discipline, behavior and cleanliness.
- 15) The staff employed by the contractor shall have good character and record. They should be free from any communicable disease. The contractor shall give full particulars of their staff with photos& ID card before commencement of the work under contract.
- 16) The successful bidder shall provide 02 pair of uniforms every year to his employees with photo identity card and they should always be in neat and clean uniform shown as per presentation, while on duty. The expenditure will be reimbursed by contractor yearly basis.



17) Successful bidder or any employee of the successful bidder found misbehaving or found in any case of misconduct/not obeying the instruction of GMDC management, LD Leviable will be as under:

Sr. No	Type of Offence	Penalty Charge	Remarks
1	If the deployed Housekeeper & facility personnel are less than the requirement	1.5 times per day rate of housekeeper & facility staff shall be leviable.	Deduction will be made from monthly invoice
2	<ul style="list-style-type: none"> <li>• Found misbehaving / misconduct / not obeying the instruction of superiors</li> <li>• Consuming any type of alcoholic / drug</li> </ul>	<ul style="list-style-type: none"> <li>• Rs.200 (Per Occurrence)</li> <li>• 5 days salary deduction + immediate termination</li> </ul>	
3	Found seating on chair, playing game on mobile during duty hours	<ul style="list-style-type: none"> <li>• 1st Occasion - Deduction of 1 day salary</li> <li>• 2nd Occasion - Deduction of two Days salary</li> <li>• 3rd Occasion - Deduction of three days salary and termination</li> </ul>	
4	Absent from duty location without informing to EIC / Late reporting for duty	<ul style="list-style-type: none"> <li>• 1st Occasion - Deduction of 1 day salary</li> <li>• 2nd Occasion - Deduction of two Days salary</li> <li>• 3rd Occasion - Deduction of three days salary and termination</li> </ul>	



5	Damage of GMDC Property	Deduction of Double amount/ cost of property damaged	Deduction will be made from monthly invoice
6	Involved in any theft or illegal activities	Termination & 5 days salary deduction	
7	Involvement in any type of Manhandling cases	As per the severity of the case	
8	Not in Proper uniform/turn out	<ol style="list-style-type: none"> <li>1. Warning Letter.</li> <li>2. 1 day salary deduction.</li> <li>3. two days salary Deduction.</li> </ol>	Successful bidder should provide 2 pairs of uniform to the employees within 15 days of joining, If Successful bidder has not issued 2 pairs of uniform to individual, deduction will be made from monthly invoices of Successful bidder.
9	In case of Theft	<ul style="list-style-type: none"> <li>• Complete responsibility will be with Successful bidder like launching complaint / FIR etc.</li> <li>• Cost of asset will be deducted</li> </ul>	Deduction will be made from monthly invoices.
10	Any other case not covered above	Base on the case and severity, penalty will be deducted	LD will be decided by GMDC.
11	Not providing of Supervisor	2 times per day rate of Supervisor housekeeper shall be leviable.	Deduction will be made from monthly invoices.

**Note-**For any of the offence written warning should be issued to individual along with the above-mentioned LD.



- 18) If performance of any employees is found unsatisfactory to the GMDC, he shall have to be replaced by the contractor immediately.
- 19) The contractor shall not change his “safaiwala” at random. This should be done with prior approval of GMDC.
- 20) Daily, All employees should attend the job timely and as per requirement . Over and above if GMDC require some urgent cleaning work or additional work, then it should be attended by Contractor without any extra payment.
- 21) **As per scope of works, required man power for the contract work should be made available. However as per works demand it may change. This is the only guideline:**

Sr.No	Type of Manpower	Nos
<b>REQUIREMENT OF MANPOWER AT GMDC, CORPORATE OFFICE, AHMEDABAD</b>		
1	Unskilled (Sweepers/ Safaiwala)	16
2	Skilled supervisor	1
3	Semi skilled (Pantry Boy)	11
4	Chef (Cook)	02
5	Dish washer	01
	Total	31
<b>REQUIREMENT OF MANPOWER AT GMDC, ANNEXY BUILDING, ASHRAM ROAD AHMEDABAD</b>		
1	Unskilled (Sweepers/ Safaiwala)	02
2	Semi skilled (Pantry Boy)	01
	<b>Total</b>	<b>03</b>

- (a) As per the scope, before office should start, the work as per schedule furnished by HR Department are required to be executed hence minimum safaiwala should be keep present.
- (b) As per schedule , required routine work should be completed, however from 10.30 a.m.to 6.10 pm – One safaiwala should remain at every floor.
- (c) Auditorium/Banquet Hall- Minimum two safailwala should remain full time as and when any functions/ programmed arrange in Auditorium and Banquet Hall.
- 22) The “safaiwala” shall check and ensure that urinals, toilets, wash basins, drainage pipes, wash basin taps, flush cocks, etc are in proper working conditions. In case of any problem, it should be brought to the notice of Engineer in Charge / nodal officers and to be attended immediately to put in working condition.
- 23) The GMDC shall not reimburse any charges or compensation for the loss of his materials or the injuries suffered by the employees of the contractor.
- 24) The contractor shall submit chart of arrangement for carrying out different activities as per contract prior to commencement of the work. He shall also submit daily attendance sheet of the “safaiwala” for the day, signed by Security officers. In case any change of “safaiwala” is made, the same must be brought to the notice of the person in charge.



- 25) Smoking, chewing & spitting of Pan masala, Gutka will not be allowed to any person of contractor in the office premises.
- 26) The contractor will have to take care of all safety of their personal during working hours by providing safety items like safety belt, gas mask, Gloves and other such safety items and must assure that while carrying out such work they should wear safety equipment's to avoid accident.
- 27) Every day, Contractor has to submit daily work done report and same should be certified by Engineer in charge of respective floors.
- 28) On instructions of the Officer in charge, if additional areas are required to be maintained on a particular day or period or any other emergency job, the contractor shall deploy sufficient numbers of additional manpower for up keeping the areas.
- 29) Contractor have to prepare a month wise , item wise register maintaining executing of work for each item daily and to be certified by the engineer in charge .
- 30) All consumables are required to be recorded with quantity and will require to be submitted to person in charge, without fail, whenever brought on site. Once materials/goods/ consumables, bring for GMDC use, strictly not allow to take out side the GMDC's premises for Contractor's other site works/places .
- 31) The scope of work also include Cleaning of inside and outside wall surfaces of Head Office building, internal walls, doors, windows and window glasses, railing, basement parking, Drivers cabin, cleaning of CC road of Head Office premises and up to 132ft. ring road, cattle trap of gates, electric sub station, A.C. plant room , Generator room, pump room and electric panel room and report to be submitted to DGM (HR) ] in prescribe form. Moreover, GMDC Annexy building, premises, First, Second and Third floors, surrounding areas etc.
- 32) Daily cleaning of all floors lobby passages/cabins glasses and it should be kept always stain free, dust free.
- 33) All ceramic tiles are to be mopped by wet process using soap / detergent, stain removers etc.
- 34) All, the toilets to be maintained in good hygienic condition daily by applying soap solution, Sani-fresh or equivalent make powder, acid, phenyl etc. Adequate naphthalene balls and odonil shall be kept in wash basin and urinals of the all the buildings.
- 35) Glass panels are to be cleaned with soap /colin and plain cloth.
- 36) It is the responsibility of the contractor to give weekly off and other holidays as per rules to the personnel deployed under him, and see that the deployment of the required numbers of manpower & supervisors on all days.



- 37) Any dead body of birds or animal found within the office building or compound premises will have to be removed immediately from the place to a suitable place and to be buried, if required without any Extra charges
- 38) All the terraces will be cleaned once in a month regularly as per scheduled. Any water logging at any place, due to rain water will be cleaned/ removed immediately without any Extra charges. Scope of work also include regular cleaning of water spout and drain pipes. This also includes cleaning of all inspection chambers, man holes and respective pipe lines .
- 39) Contractor has to remove Garbage daily from the office premises and transfer and remove the same at suitable place to the nearest dust bin provided by local authority at his risk and cost.
- 40) Three lifts are always to be made clean and to be sprayed air freshener daily.
- 41) In fire ducts no housekeeping material to be stored and ducts should be cleaned all times.
- 42) Toilet louvers to be cleaned during deep cleaning works.
- 43) Supplying and spraying of air freshener in usable GMDC floor area at the starting of office hours at 10.30 a.m.
- 44) Spraying of disinfectant like Hit, Baygon, Finit / laxman Rekha etc. daily in toilets, pantries and other area as and when require.
- 45) The contractor shall liable for any accident and /or deaths occurring on account of cleaning work or damage incurred or claim arising there from during the period of contract. In the event of any claim being made against the GMDC for any accident, death, or damages for which the contractor is sole responsible. contractor must take all such further action in that regard at his own expenses and risk.
- 46) During the execution of work if, any damage occurs to the GMDC premises/material /fixtures/ electrical fittings / glasses and other materials , the same will be on contractor's account and recovered at the rate actual purchase value plus 15 % from their bill.



## CHAPTER-X

### Special Terms and Conditions of Tender:

Note: The bidder should note that clauses brought out in this chapter 'X' of "Special Terms and conditions of tender" will hold good and govern the contract. In case, if similar condition / Clauses elsewhere in tender document are in conflict with the clauses of this chapter, the clauses mentioned in this chapter will prevail and govern the contract.

- 1) **Rates:** Rates quoted by the Bidders should be firm and no escalation in rate will be allowed on any account to the contractor during the entire contract period till completion of work.
- 2) **Payment Terms and Running Bills:**

Original Invoice/ Bill should be sent with mentioning LOI/Work Order no in the invoice without fail. The payment procedure will be carried out on original copy only. Payments shall be released for the service executed in all respects as per scope of work and specifications.

RA bill must be submitted along with the names of the laborers employed for the work, salaries / payment made to them, PF code no., amount of P.F. deducted from the salary made to the labours and employer's contribution amount deposited in RPF office till the previous month duly certified by project office, failing which no payment will be made for the RA bill submitted by the Contractor .

#### MODE OF PAYMENT OF RUNNING BILLS :

The contractor will have to submit monthly running bill for the service executed. RA and final bill should be submitted in following manner and with necessary documents,

1. Bill should be prepared based on actual supply of man power deployed per month as per the attendance sheet duly certified by the Engineer In charge or authorized person of GMDC.
2. Contractor has to mention their name of firm along with the name of man power in attendance , wages sheet and PF challan. The workers/manpower attendance sheet should be attached after certification by respective department and also by HR department of GMDC. Make ensure that attendance sheet should not be fabricated and contractor has to provide leave on holiday and other facilities to the workers/weekly leave as per labour law.
3. For all type of works agency has to pay minimum wages to their employee/ workers as per state rule as applicable . The Wages sheet should be attached with Employees/ workers bank payment statement and certification by GMDC project concerned officer of HR department . The payment of wages paid to workers should not be less than minimum wages and to be deposited in employees Bank account only . If advance payments released to workers than the certified copy of advance register should be attached.
4. As per requirements of tender labour license must be obtained from Authority by the contractor . Contractor should comply the applicable provisions of labour legislation



5. Employees P.F. remittance, ECR report. If PF is not deducted of any workers than the declaration form ( Form No- 11) should be submitted of each worker.
6. Submission of valid Employee compensation policy/workmen's compensation policy. Workman Compensation policy of the contract work must be of same work place /Project where the works are being executed . The combined policy , i.e. combined work & place may not be considered.
7. Proof of submission of professional tax. GMDC COB Authority aware to the contractor for deposition of deducted Professional tax amount through prescribed challan at Gram Panchayat office of project jurisdiction area village Panchayat./ local authority.
8. Along with the final bill, work completion certificate, Contractor has to submit No Demand Certificate as per tender & No Due certificate to be obtained from project authority and submit the undertaking for discharge of principal employers from statutory obligations, labour liabilities etc., if arise in future as per format to be obtained from Project office.
9. Any other documents as per work requirement for processing the bill.

RA bill will be paid at 100 % amount payable under this contract after getting approval from Competent Authority at Head office , with in 21 working days from the date of receipt of the bill, after deducting there from:

- A. Security deposit at 5 % on the exceeded amount of the actual contract value in case it exceeds the contract value.
- B. Income tax inclusive of surcharge at the prevailing rate from time to time shall be deducted from the running account bills and TDS on CGST and SGST.
- C. Cost of any services provided by GMDC and/or material supplied by the GMDC.
- D. Other deduction either statutory or other work reason, if any.

**3) Earnest Money Deposit. (EMD)/Security Deposit (SD)**

- a) Tender received without E.M.D. will be summarily rejected. No relaxation on EMD/SD for any small-scale industry shall be considered.
- b) The bidder shall deposit Earnest money deposit of Rs. 5,55,000/- only by demand Draft in favour of 'GMDC Ltd' , payable at Ahmedabad of Nationalized Bank or from Bank approved by Govt. of Gujarat from time to time(except Co-Operative Bank)in the form and manner acceptable to the GMDC. EMD in any other form except DD, bid will be out rightly rejected.
- c) Earnest money deposit paid will be adjusted against security deposit of contractor. Earnest money deposit paid as above will be refunded to unsuccessful bidders .
- d) Contractor has to pay full amount of Security Deposit @ 10% of the contract value including EMD by way of D.D. in favour of 'GMDC Ltd', payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time (except Co-Operative Bank) in the form and manner acceptable to the GMDC, within 7 days from the date of issue of LOI and /or before the commencement of the work , whichever is earlier . Payment against the work as well as detailed work order will be



issued only after submission of Security Deposit. If contractor fails to pay security deposit within 7days from the date of issue of LOI, GMDC may cancel the LOI at its sole discretion resulting into forfeiture of EMD paid by the contractor.

- e) Earnest Money Deposit, Security deposit will not bear any interest.
- f) If the contractor does not pay security deposit and/ or does not commence work as per tender condition, E.M.D. paid by the contractor will be liable to be forfeited by the GMDC and in that case GMDC may take necessary decision including but not limited to termination of contract and/or debar the contractor for participating in future tenders/business of GMDC for period as per GMDC discretion. This debarment shall be applicable in respect of participation in tender of all sister concerns/company/trust/group/consultancy firm etc of GMDC.
- g) Security deposit paid by the contractor shall be liable to be forfeited by GMDC, if the contractor does not carry out the work in accordance with the terms and condition of the tender. In such eventuality GMDC can complete the work at the risk and cost of the Contractor ..
- h) Security deposit will be refunded after satisfactory completion of contract period on demand by Contractor.

#### **4) Forfeiture of EMD**

The EMD is liable to be forfeited if :

- i) The Bidder modifies or withdraws his offer after due date and time for submission of Bids
- ii) The bidder increases the prices unilaterally after the opening of Bid and during the validity period of the Bid.
- iii) The successful Bidder does not commence the work and not submitted security deposit as specified in LOI/Work Order.
- iv) The successful Bidder does not submit the duplicate copy of LOI/work order issued within 7 days from the date of issue as a token of acceptance, unless any other period has been agreed in writing.



5) Duration of Contract:

The Contract period shall be of 24 months from the date of start of work as per Letter of Intent. It is clarified that the commencement of contractual work shall be within 7 days from the date of LOI. In case the contractor commences the work after 7 days, the deemed date of commencement will be considered from actual date of start of work.

Time is of essence of this contract. If Completion of Work is not adhered to as stipulated in the contract or the contractor abandons the work then GMDC shall be at liberty to execute the work at Contractor's risk and cost and if thereby any extra expenditure is involved, the same shall be debited to Contractor's account. If GMDC is unable to execute and complete the work from alternate source in time and if GMDC suffers any consequential loss, Contractor will have to bear the same. GMDC in that case will forfeit the security deposit and will also have the right to recover from the contractor the amount towards damages suffered by GMDC.

6) Validity.

Validity of the offer submitted by the bidder shall be of 180 days from the date of opening of the Price Bid and if required by the GMDC, the Bidder will have to extend the validity unconditionally for a further period of 30 days.

7) Taxes.

Taxes will be applicable as per the prevailing rate from time to time. All the rates quoted by the Bidders must be inclusive of all taxes and duties applicable like, Royalty, transportation, labour etc. excluding GST. GST will be reimbursed to the party subject to timely uploading of invoices on GSTN portal. If due to non-submission or late submission of invoices on GSTN portal and due to which GMDC's ITC get rejected, GST will not be reimbursed.

TDS: TDS will be deducted from bill amount as per the prevailing Govt. Rules & regulations.

8) Liquidated Damages (LD)

In case of delay in commencement of work or non-conformance to activities and conditions mentioned in scope of work in work order, GMDC shall charge liquidated damages at the rate of 0.5% (zero point five percent) of contract value proportionate to the respective month per week of delay, capped individually at 5% of the contract value for the respective month. However, if the subsequent activities are completed or services are performed to make good of the delay / non-conformance to the satisfaction of GMDC, then the liquidated damages so claimed and collected by GMDC, if any, from the contractor will be refunded to the contractor. In case of delay causing the applicable liquidated damages to reach the abovementioned cap of 5% of the proportionate contract value individually, GMDC shall have the right to take action against the contractor and / or terminate the services with the contractor and / or to forfeit the Security Deposit and get the remainder of work completed by any other party at the cost of the contractor.



9) **Modifications**

GMDC shall have the right to make changes/modifications with regards to services mentioned in the RFP. The contractor shall comply with such a written request or make alternative suggestion. Any such changes or modifications shall be at the cost, if any, of GMDC. As soon as possible after receipt of the written request for changes, the contractor shall furnish in writing to GMDC , an estimate of cost for the changes & modifications. On receipt of GMDC's written authorization, the contractor shall promptly proceed with the changes/modifications.

10) **Loss and Damages:**

Any loss or damages or deterioration of the material in transits shall be at the cost of the contractor. It shall be at the discretion of the GMDC to reject, damaged or spoiled material, if so noticed. During the execution of work, if any property of GMDC is damaged then estimated repair cost + 20 % of the same shall be recovered from contractor.

11) **Insurance:**

All required insurance for the work, including but not limited to, damage to persons, property, fire etc. are to be provided by the Contractor at his cost.

12. **Non-fulfillment of Terms and Conditions of the Contract**

- 12.1 If the Contractor fails to carry out the work as per terms and conditions of the contract to the satisfaction of the GMDC, GMDC shall be entitled to forfeit the security deposit paid by the Contractor. This however, shall not absolve the Contractor from his obligation to fulfill the contract. In such event, the GMDC shall have a right to complete and / or to get the work completed at the cost & risk of the Contractor and the Contractor shall be responsible to pay such cost incurred by the GMDC to complete the work and /or to get the work completed.
- 12.2 Likewise, if the Contractor does not fulfill the terms and conditions of the contract and does not carry out the work up to the entire satisfaction of GMDC, GMDC shall have the right to forthwith terminate the contract at its sole discretion, without assigning any reason, Under such events, the GMDC shall be entitled to forfeit the security deposit paid by the Contractor and the GMDC shall have a right to complete the work and/or to get the work completed at the risk and cost of the Contractor.



12.3 For any reasons, if it is required, the GMDC reserves rights to cancel, terminate, amend and / or alter the contract and/or bifurcate and/or reduce the contract work at any time without giving any notice to the Contractor and without incurring any responsibility. For such cases, Contractor shall have to take away his labour, tools, tackles, machinery, equipment etc. and shall leave the site at once shall have to carry out the instructions of the GMDC.

**13. Approval:**

The decision of GMDC in respect of acceptance or rejection of the quality of the work shall be binding to the contractor and no further correspondence in this regard shall be entertained by GMDC.

14) The GMDC also reserves right to alter, increase or decrease the scope of work during the currency of the contract and payment will be made accordingly.

15) If tender is submitted in contravention of the terms and conditions stated herein, then the tender will be out rightly rejected.

16) In case of any dispute or difference of opinion in the interpretation of any of the terms and conditions of this tender, the decision of the Managing Director of GMDC shall be final and binding to all.

**17) STATUTORY OBLIGATIONS:-**

I. The "Contractor shall obtain necessary license/permit required for execution of the contractual work and it shall pay wages and benefits in accordance with the applicable laws and shall not pay less than as notified by the Government Authorities from time to time and shall maintain the employment records as required under applicable laws.

II. The Contractor shall get his own License under Contract Labour (Regulation and Abolition) Act, 1970. The same shall be renewed from time to time and maintain all the records as per the act.

III. The Contractor shall be responsible to enroll his employees, deduct, add and deposit in the relevant accounts the contributions as required under the Employees State Insurance Act, 1952 and the Employees Provident Funds and Miscellaneous Provisions Act 1952 and any other enactment's covered under the various applicable labour laws as well as maintain all books of records for the staff and employees deputed by it for this contract such as required under any laws applicable. The Bidder shall also furnish a copy of such statements as documentary proof to the GMDC.

IV. The Contractor has to issue to the employee's Identity card with their photos and shall also maintain relevant register.



- V. The Contractor shall give leave/holiday to its workforce as per the provisions of applicable labour laws .
- VI The Contractor would comply with all applicable laws and maintain all such necessary records as necessitated under such laws .
- VII. The Contractor shall follow and complied the provision of the Building and other construction workers welfare (Cess) Act, 1996.

## **18. Force Majeure**

1.1 Force majeure is herein defined as any cause which is beyond the control of the contractor or the GMDC as the case may be which they could not foreseen or with reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- (i) Natural phenomena such as flood, draughts Cyclone, earthquake and epidemics, declaration of war.
- (ii) Acts of any government, including but not limited to war, declared or undeclared priorities, quantities, embargoes, providing either party shall with in fifteen(15) days from the occurrence of such a cause notify the other in writing of such cases.

1.2 a. The contractor will advise, in the event of his having resorted to this clause by a registered letter duly certified by the statutory authorities, the beginning and end of the cause of delay, within fifteen days of the occurrence and cessation of such Force Majeure condition. In the event of delay lasting over two months, if arising out of Force Majeure, the contract may be terminated at the discretion of the GMDC.

b. For delay arising out of Force Majeure, the contractor will not claim extension in completion date for a period exceeding the period of delay attributable to the causes of force Majeure and neither company nor the Contractor shall be liable to pay extra costs (like increase in rates, re mobilization, advance, idle charges for labour and machinery etc.) provided it is mutually established that the Force Majeure conditions did actually exist.

c. If any of the Force Majeure conditions exists in the place of operation of the contractor even at the time of submission of bid he will categorically specify them in his bid and state whether they have been taken into consideration in their quotations.

1.3 (1) The contractor or the GMDC shall not be liable for delays in performing his obligations resulting from any force majeure cause are referred to and/or defined above. The date of completion will subject to herein after provided, be extended by are as on able time given though such cause may occur after contractor's performance of his obligations has been delayed for other causes.



**19) Foreclosure of contract:**

In case of any necessity arising due to local working conditions, land/lease issues or any unforeseen reason not in the control of the GMDC or of the Contractor, Committee comprising of representative of GMDC, Contractor and technical expert shall be constituted. The said Committee will look into the reasons/causes and analyse the conditions as to whether the work awarded is feasible to continue with the existing terms and conditions of the contract or any other available option or to Fore Close the contract in the interest of both the GMDC and the Contractor.

After study of the prevailing conditions of the contract under execution, committee may recommend to Fore Close the contract keeping in view the financial implication to both the GMDC and Contractor. Guideline/Modality of the Fore Closure of the contract shall be decided by the committee considering the work executed and unexecuted, period of the contract completed and balance period of the contract, value of the work executed and value of the work unexecuted etc.

Decision of GMDC for Fore Closure of the contract on the recommendations of the committee shall be final and binding to the Contractor.



## 20) DISPUTE RESOLUTION AND ARBITRATION:

The Parties shall endeavour, in the first instance, to resolve any dispute, disagreement or difference arising out of or in connection with this Tender and subsequent contract , including any question regarding its interpretation, performance, existence, validity, termination and the rights and liabilities of the Parties to this Tender and subsequent contract (a “Dispute”) through good faith negotiations.

“All questions, disputes, differences and/or interpretation of this tender and subsequent contract whatsoever, which may at any time arise between the parties to this tender and subsequent contract in connection with the contract or any matter arising out of or in relation thereto, shall be referred to Sole Arbitrator as per the provisions of Arbitration and Conciliation Act, 1996 and subsequent amendment thereto. The venue of arbitration proceedings shall be at Ahmedabad. The Language of the Arbitration shall be in English.

### GOVERNING LAW AND JURISDICTION:

#### **GOVERNING LAW:**

This Tender and subsequent Contract shall be construed and interpreted in accordance with and governed by the laws of India.

#### **JURISDICTION:**

Matter relating to any dispute or difference arising out of this Tender and subsequent contract shall be subject to the exclusive jurisdiction of Court at Ahmedabad only.



*On Bidder's Letter Head*

From:

Ref:

Date:

To

Gujarat Mineral Development Corporation Limited  
[A Government of Gujarat Enterprise]  
'KhanijBhavan,  
Nr. University Ground, 132 Ft. Ring Road  
Vastrapur Ahmedabad 380 052

Sub: Earnest Money Deposit Against RFP **No- GMDC/0425/2025**

Dear Sir,

With reference to above and as per terms and conditions of tender we are sending

Herewith D.D. / Pay Order NO \_\_\_\_\_ Dated \_\_\_\_\_ Of

\_\_\_\_\_ [Name of Bank and Branch] Payable at Ahmedabad  
for **Rs. 5,55,000/-** only being the amount of E.M.D.

Kindly acknowledge the stamp receipt.

Thanking You

Yours Faithfully

**[Name and Signature]**



ON BIDDER'S LETTER HEAD

**DECLARATION**

From:

Ref:

Date:

To

Gujarat Mineral Development Corporation Limited  
[A Government of Gujarat Enterprise]  
'KhanijBhavan,  
Nr. University Ground, 132 Ft. Ring Road  
Vastrapur  
Ahmedabad 380 052

**Sub: Declaration. Tender No- GMDC/0425/2025**

**SUB: Request for Proposal (RFP) for Housekeeping and Facility Management services for a period of Two years at Corporate Office building of GMDC ,Vastrapur, Ahmedabad & GMDC Annexe Building, Ashram Road, Ahmedabad-380009.**

Dear Sir,

I / We have carefully gone through and clearly understood the terms and conditions mentioned in the Tender document and hereby submit the bid to execute the whole work strictly in accordance with the said Tender.

I/We hereby solemnly declare that none of Our Partners Jointly or Severally or Our Firm / Company / Associates company have not been Black Listed by the Central Government or any State Government or It's Undertaking.

I/We hereby further declare that, if the above Declaration is found untrue, G.M.D.C. Ltd. shall be entitled to take any action against us severally and or individually or our firm / Company, In this regard in any manner that may deem fit by G.M.D.C.

Thanking You

Yours Faithfully

[Name and Signature & Stamp]



ON BIDDER'S LETTER HEAD

## DECLARATION II

FROM:

DATE:

To,

Gujarat Mineral Development Corporation Limited  
[A Government of Gujarat Enterprise]  
Nr. University Ground, 132 Ft. Ring Road  
Vastrapur, Ahmedabad 380 052

**SUB: Tender No - GMDC/0425/2025**

**Request for Proposal (RFP) for Housekeeping and Facility Management services for a period of Two years at Corporate Office building of GMDC ,Vastrapur, Ahmedabad & GMDC Annexe Building, Ashram Road, Ahmedabad**

Dear Sir,

I/we have carefully gone through and clearly understood the Tender notice, details to be furnished along with technical bid, plans, specifications and conditions of contract for the above mentioned work, do hereby Tender to execute and complete the whole work strictly in accordance with the said plans and specifications and conditions of contract at the rates set out in the priced schedule and quantities attached hereto.

I/we agree to finish the whole work as per instructions within mentioned time limit as per NIT from expiry of fifteen days from the date of issue of Letter of Intent or actual commencement of the work whichever is earlier.

I/We have deposited as EMD Rs. 5,55,000/- by D.D. along with the technical bid in your office which amount is not to bear any interest and my/our do hereby agree that this sum shall be liable to be forfeited by the GMDC at its sole discretion, in the event of your accepting my /our Tender and my/our failing to execute the contract when called upon to do so.

It is understood by me /us that the lowest or any Tender will not necessarily be accepted and that no reason shall be given for such non acceptance

I/We agree to keep our offer valid for 180 days or for a further period as would be desired by the GMDC, from the date of the opening of the Price bid. We agree to all the terms and conditions of the technical bid.

Thanking You

Yours Faithfully

[Name and Signature & Stamp]



On Bidder's Letter Head  
**NO DEMAND CERTIFICATE FORMAT**

Ref:  
From:  
To

Date:

Gujarat Mineral Development Corporation Limited  
[A Government of Gujarat Enterprise]  
'KhanijBhavan,  
Nr. University Ground, 132 Ft. Ring Road  
Vastrapur  
Ahmedabad 380 052

**SUB: Tender No- GMDC/0425/2025**

**Request for Proposal (RFP) for Housekeeping and Facility Management services for a period of Two years at Corporate Office building of GMDC ,Vastrapur, Ahmedabad & GMDC Annexe Building, Ashram Road, Ahmedabad**

Dear Sir,

We \_\_\_\_\_ hereby certify that we have received the payment of all our bills in full and final settlement of our claims in respect of **Request for Proposal (REF) for Housekeeping and Facility Management services for a period of Two years at Corporate Office building of GMDC ,Vastrapur, Ahmedabad & GMDC Annexe Building, Ashram Road, Ahmedabad.**

The payment received by us is in full and final settlement of our all the claims towards the amount with respect to the work under reference.

Hence, we do not have any outstanding claim against GMDC for the work under reference. We shall not claim any further amount from GMDC in future, either one way or the other.

This certificate is given without any prejudice and in the presence of two witnesses.

Signature & Address of

Witnesses

\_\_\_\_\_

(1) \_\_\_\_\_

Signature & Stamp of the Firm

(2) \_\_\_\_\_



**RFP No : GMDC/0425/2025**

**SCHEDULE OF DEVIATIONS**

BIDDERS SHALL INDICATE / BRING OUT ALL COMMERCIAL & TECHNICAL DEVIATIONS, CLAUSE BY, CLAUSE IN THIS SCHEDULE, BUT ANY COMMERCIAL DEVIATION WILL NOT BE ACCEPTED BY GMDC. IF THE SCHEDULE IS NOT SUBMITTED DULY FILLED IN, THE BID WILL BE CONSIDERED AS INCOMPLETE. (IN CASE OF 'NO DEVIATION' THE SCHEDULE BE SUBMITTED MENTIONING 'NO DEVIATION'). IF NOTHING IS MENTIONED THAN IT WILL BE CONSIDERED THAT BIDDERS HAVE "NO DEVIATION"

Sr.No.    Clause No.                      Deviation Justification

i)    Commercial Deviations For: -

ii)    Technical Deviations for

The Bidders hereby certifies that there is no deviation from the purchaser's specification.

Name of firm: .....

Signature of Bidder:.....

Name of Bidder:.....

Designation:.....

Date:.....

Seal of the Company/ Firm



On Bidder's Letter Head

SPECIMEN OF PRE-RECEIPT BILL

This is in reference to your communication dated ..... regarding full and final settlement of work related to as per work order /agreement /LOI dated ..... . In this regard, we hereby accept an amount of Rs. .... towards full and final settlement. After receipt of the same we will not claim any amount in future from GMDC in respect of above-mentioned work. This pre receipt is issued as full and final settlement of our claim for Rs. .... as finalized by GMDC.

Date:

Authorised

Signatory

Place:



**ANNEXURE -I**

**(FORMAT FOR AFFIDAVIT)**

**A F F I D A V I T**  
**UNDERTAKING REGARDING GENUINENESS OF DOCUMENTS**  
**(On Non-Judicial Stamp Paper of RS 300/-)**

I/We, \_\_\_\_\_ Partner/Director/Legal Attorney/Accredited  
Representative of M/s. \_\_\_\_\_ solemnly declare that:

1. I/We are submitting Tender for the work \_\_\_\_\_  
\_\_\_\_\_ against Tender No. \_\_\_\_\_
2. None of the Partners/Directors of our firm is relative of employee of GMDC.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/credentials submitted along with this Tender are genuine, authentic, true and valid.
5. If it is found at any point of time that our documents are not genuine then in that case our tender will be rejected, earnest money deposited by us will be forfeited and we will be debarred from participating in further/future GMDC tenders and/or any action as deemed fit by GMDC may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money / Security deposit and banning/delisting of our entity and all related persons etc.

**SIGNATURE OF THE BIDDER**  
**WITH SEAL**

Dated .....

---



**Annexure II : Compliance with Eligibility Criteria**

**Table-1 -Legal Entity details**

Sr. No.	Particulars	Brief details
a)	Brief Profile of the Bidding Entity / Consortium	
b)	Name of the Bidding Entity / Consortium members  1. Contact Details : - Name of the Contact Person - Address for communication - Phone / Fax / Email 2. Signature of Authorized Signatory Round Rubber Seal of the Company	
c)	Details of documents in support of being a legal entity submitted in this proposal	Details along with page reference No.

**Table-2- Financial Capability**

Sr. No.	Financial Year	Turnover (in INR)	Networth (in INR)	Documents provided in support	Page reference number of the documents
a)					
b)					
c)					



**Table-3 -Details of Technical Capability**

Sr. No.	Name of the Client	Details of the Services / durations	Documents provided in support of the work	Page reference of the documents
a)				
b)				
c)				

**Table-4 Format for Declaration against blacklisting:**

(To be executed on Company / Firm's letter head)

The bidding entity for this assignment is \_\_\_\_\_ which is a legal entity \_\_\_\_\_ (specify the details) as per Clause 1 of Section 3 of the RFP.

I, \_\_\_\_\_ (Authorised Representative), bearing position \_\_\_\_\_ in \_\_\_\_\_ (Name of the Contractor), do hereby declare to the best of our knowledge and information available with us as on \_\_\_\_\_ (date) that we have not come across any written directive by any Government / Public Sector Undertaking in India, blacklisting against providing such professional services / works/ supply as mentioned in the tender.

Name

Designation

Seal



**Table-5- Details of manpower, equipment to be used**

The details of manpower categories such as safaiwala, supervisor, pantry boy/girls, chef, dish washer and other staff to be deployed at office of GMDC to carry out the services are to be mentioned by the bidders. Additionally, the list of all the equipment, tools and materials, their details, make and purpose are also to be given by the bidders such as brooms, dusters, detergent, dry mop, wet mop, room fresheners, amount of Naphthalene balls, brush, spray, etc.

**Manpower**

Sr. No.	Category	Nos. proposed

**Table-6 Equipment and tools**

Sr. No.	Name of the material	Unit (Nos. / Kgs etc)	Specification / Application	Make



**Table- 7- Financial Proposal**

(Give the following details in separate sheet(s), if needed)

Sr. No	Break-up of Cost		House boy/House lady, Dish washer – Mandatory for compliance as per Govt. Notification (valid up till 31.03.2025)	Supervisor – caretaker mandatory for compliance as per Govt. Notification (valid up till 31.03.2025)	SEMI SKILLED Pantry Boy
	Manpower Category		Unskilled	Skilled	Semi skilled
1	Basic		487.00	509.00	497.00
2	VDA		0.00	0.00	0.00
3	MIN.WAGE PER DAY		487.00	509.00	497.00
4	TOTA (A) MIN. WAGE / MONTH	26 DAYS	12662.00	13234.00	12922.00
5	PF	13.00%	1646.06	1720.42	1679.86
6	ESIC	3.25%	411.52	430.11	419.97
7	BONUS	8.33%	1054.73	1102.39	1076.40
8	LEAVE SALARY	4.80%	607.78	635.23	620.26
9	HRA		-	-	-
10	UNIFORM		-	-	-
11	OTHERS (IF ANY)		-	-	-



12	TOTAL (B)		3720.09	3888.15	3796.49
13	SUB TOTAL (A+B)		16382.00	17122.00	16718.00

Take Home Salary = Gross Salary – [ (Employees PF Contribution i.e. 12% of basic) + (Employees ESI Contribution i.e. 1.75% of Gross ) – Professional Tax] + Bonus [8.33% of (Basic + DA)] If applicable or not.....

Service Charges of the renderer on over Total rate : \_\_\_\_\_ (in %)

Note :

- A. The price quoted above includes cost / expenses incurred by the Contractor incidental to the execution of scope of work under this RFP.
- B. GST, if applicable and payable by the successful bidder, will be reimbursed by GMDC at actual subject to submission of documentary proof of having remitted / adjusted the GST and to the extent directly related to the services rendered by the successful bidder under the contract. This will be subject to submission of documentary proof clearly mentioning the name of work and respective RA Bill No.
- C. We confirm that our Financial Proposal is FINAL in all respect and contain no conditions. We confirm that, the information submitted in our Financial Proposal in complete and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal.

Name of Authorized Signatory :

Signature & Seal of the agency :

Date :



**Annexure-III**

**HOUSEKEEPING MATERIALS/CONSUMABLES LIST**

SR NO	ITEM	USE	BRAND	LIFE	CODE	OTHER
1	CLICK TO TWIST	MOPPING BUQET	SPRINTUS	300 WASH	RED – YELLOW – GREEN	
2	CLICK TO MOP	MOPPING/MOP	SPRINTUS	300 WASH	RED – YELLOW – GREEN	
3	MICRO FIBER CLOTH	DUSTING	SPRINTUS	500 WASH	RED – YELLOW – GREEN	
4	MICRO FIBER DRY MOP	DUSTING FLOOR	ITEM	1000 WASH	RED – YELLOW – GREEN	
5	WET MOP	WET CLEANING	PRYOSHA OR M&M		1 MONTH LIFE	
6	DUSTERS	DUSTING AND CLEANING	LOCAL			
7	BUQUETS	10 TO 15 LITTER	LOCAL			
8	MUG					
9	WIPER	WIPING				
10	TELESCOPIC POLL WITH COB WEB BRUSH	HIGH RISE CLEANING				
11	GLASS CLENING KIT	CLASS CLEANING				



12	SCRUBBER					
13	SPONGE					
14	PARKING BRUSH MR TALL	PARING AND PAVERS CLEANING				
15	RUBBER BLAGE	CLASS CLEANING				
16	SOFT BROOM					
17	HARD BROOM					
18	TOILET BRUSH					
19	KITCHEN WIPER					
20	SPRAY PUMP	SPRAY ANY WATER BASE CHEMICAL				
21	FC	FLOOR CLEANER	KORCHEM / SCHEVRAN			
22	TBC	TOILET CLEANER	KORCHEM / SCHEVRAN			
23	GC+	GLASS CLEANER	KORCHEM / SCHEVRAN			
24	FURNITURE MAINTNER	WOODEN FURNITURE	KORCHEM / SCHEVRAN			
25	AIR FRESHNER	WATER BASE AIR FRESHNER	KORCHEM / SCHEVRAN			
26	STEEL POLISH	STEEL CLEANING	KORCHEM / SCHEVRAN			
27	SURFASAN DISINEEC TANT / VIROF	FOR SANITISING	KORCHEM / SCHEVRAN			



28	DRAIN RIGHT	DRAINAGE	KORCHEM / SCHEVRAN			
29	TC	WASH ROOM TILE CLEANING	KORCHEM / SCHEVRAN			
30	OXTGEN PRO	MACHINE	OXYGEN BY FDF	WASH ROOM HYGINE	5 YEAR	AIR FRAGRANCE WITH OXYGEN
31	OXYGEN PRO	CARTIDGE	OXYGEN BY FDF	WASH ROOM HYGINE	EVERY 2 MONTHS	
32	FDI30	URINAL SCREEN	OXYGEN BY FDF	WASH ROOM HYGINE	30 DAYS	
33	Liquid soap	Mild fragrance				
34	Signage Board					



**Annexure-IV**

**MACHINE LIST :**

SR NO	ITEM	USE	BRAND	LIFE	CODE	
1	SINGLE DISC ORBITAL/excentre	SCRUBBING, BUFFING, POLISHING	1 ITEM, CLEAN FIX OR EXCENTR	5 YEAR	13 INCH	2850 rpm
2	SCURBBER DRIER Q MOP XXL / Will mopp	BATTERY OPERATED	ITEAM GLOBAL / tsm	5 YEAR	46 CM	350 rpm
3	VACCUME MACHINE	30 LTR	SPRINTUS	5 YEAR	CYCLONE PATENTED	2 motor
4	Probing machine with required size of probing rod for sewer line cleaning etc.					

NOTE:

**The Equipment's /machineries as mentioned above should be purchased by the successful bidder as per work requirement and 50 % rent will be paid by GMDC after considering purchase price and depreciation cost as per accounting system.**



**Annexure-V**

1	Plastic Bucket	2.5 liter /5 liters/ 10 liters / 15 liters	
2	Tumblers	500 ml. Size	
3	Dustbin- Big- with cover	3 ft height	
4	Small dustbin without cover	10 " height	
5	Paddle dustbin-	10 "" to 12"" height	
6	Steel dustbin	10" to 12 " ht	
7	Liquid soap bottle (empty)	Small	
8	Soap case		

NOTE: The required plastic / steel materials like Buckets, big and small dustbins, paddle dustbins etc. will be purchased by successful bidder as per requirements , as per direction and approval of sample by Engineer in charge and it is to be reimbursed on producing the purchase bill.



**BIDDERS ARE REQUESTED TO FILL THE FOLLOWING DETAILS**

**Format for RTGS / NEFT Payment**

Name of the party and address	
PAN No.	
Name of Bank And Address	
Account No.	
Type of Account	
IFS Code of the Bank	
MICR Code of the Bank	
GSTIN No	

I hereby declare that the above information is true and correct and I hereby authorize GMDC LTD to make the payment through RTGS/NEFT facility in the above mentioned Bank Account. Bank commission / Bank charges may be recovered from our payment.

(Name and Signature of the Proprietor /Partner/

Authorized Person of the Contractor )

Date:

Place:



Bank Details for RTGS

VALID FOR THREE MONTHS ONLY

--	--	--	--	--	--	--	--	--	--

D D M M Y Y Y Y

OR ORDER

₹

FOR GUJARAT MINERAL DEVE CORP LTD

AUTHORISED SIGNATORIES  
Please sign above

**PRIVILEGE**  
25/09/18

*G. M. D. C.*

**ICICI Bank**  
Ahmedabad Branch  
Jinc House, Opp. Parimal Garden, Ahmedabad - 380005.  
RTGS / NEFT / IFSC Code : ICIC0000024

pees

Ac No. 002405019379

CBS  
BUSINESS BANKING - NEW CURRENT ACCOUNT  
Payable at par at all branches of ICICI Bank Limited in India

⑈491099⑈ 380229002⑈ 019379⑈ 29



**Approved Bank List for submission of EPBG**

**Annexure I.**

**Finance Department, GR. No.: FD/MSM/e-file/4/2023/4020/D.M.O.**

Date: 11/03/2024

(A) Guarantees issued by the following banks will be accepted as SD/EMD on permanent basis:

❖ **All Nationalized Banks**

(B) Guarantees issued by the following Banks will be accepted as SD/EMD for the period up to March 31, 2025. The validity cut-off date in the GR is with respect to the date of issue of Bank Guarantee irrespective of the date of termination of Bank Guarantee.

Sr No	Name of Banks	Sr No	Name of Banks
1	AXIS Bank	19	Kotak Mahindra Bank
2	AU Small Finance Bank	20	South Indian Bank
3	Bandhan Bank	21	Tamilnadu Mercantile Bank
4	City Union Bank	22	Utkarsh Small Finance Bank
5	CSB Bank	23	Ahmedabad Mercantile CO-op. Bank
6	DBS Bank India Limited	24	Nutan Nagrik Sahkari Bank Ltd.
7	DCB Bank	25	Rajkot Nagarik Sahakari Bank Ltd.
8	Equitas Small Finance Bank	26	Saraswat Co-Operative Bank Ltd
9	FEDERAL Bank	27	SVC Co-Operative Bank Ltd.
10	HDFC Bank	28	The Cosmos Co-op Bank Ltd.
11	HSBC Bank	29	The Gujarat State Co-operative Bank
12	ICICI Bank	30	The Mehsana Urban Co-Op. Bank
13	IDBI Bank	31	The Surat District Co-op Bank
14	IDFC First Bank	32	The Surat People's Co. Op. Bank Ltd
15	IndusInd Bank	33	The Kalupur Commercial Co-op. Bank
16	Jana Small Finance Bank	34	Baroda Gujarat Gramin Bank
17	Karnataka Bank	35	Saurashtra Gramin Bank
18	Karur Vysya Bank		

**All the eligible banks are instructed to collect the original documents/papers of guarantee from the concerned tendering authority.**

(Bhavya Verma)

Deputy Secretary (Budget)

Finance Department

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**Please note the following details for Compulsory e-confirmation for Bank Guarantee through ICICI Bank through SFMS under our:**

Gujarat Mineral Development Corporation Limited (GMDC)  
132 Ft Ring Road, Near University Ground Vastrapur, Ahmedabad.  
Bank Name: ICICI Bank Ltd  
IFS Code: ICIC0000024  
UIC GMDC530265584 for Field 7037 MT760

**FORMAT OF BANK GUARANTEE FOR SECURITY DEPOSITE (SD)**

(On Non-judicial Stamp paper to be submitted along with submission of bids)

..... (Name of the Bank)

Address.....

Guarantee No.....

A/C Messrs..... (Name of Bidder)

Date of Expiry.....

Limit to liability (currency & amount) .....

Invitation for Tender No..... Dated..... (Biddingdocument)

For..... (Name of Facilities)

**Subject:**Security Deposit Bank Guarantee.

Date.....20

To,

Gujarat Mineral Development Corporation Ltd.

132 Ft Ring Road,

Near University Ground

Vastrapur,

Ahmedabad.

Dear Sir,



In consideration of Gujarat Mineral Development Corporation (hereinafter called “GMDC”) which expression shall unless repugnant to the subject of context include his successors and assigns having agreed to exempt M/s..... (herein after called “Bidder”) from demand under the terms and conditions of “Technical Bid Document” ( hereinafter called the said “Bidding Document”) issued by the GMDC vide TenderNo. \_\_\_\_\_ for the work \_\_\_\_\_

(Name of the facilities ) from Security Deposit (SD) of Bid for the due fulfillment by the Bidder of the terms and conditions contained in the said Bidding Document on production of Bank Guarantee for INR \_\_\_\_\_

( \_\_\_\_\_ only ) ( figure in words).

1. We the \_\_\_\_\_ ( Name of Bank ) hereinafter referred to as “Bank” having our registered office at \_\_\_\_\_ ( address of Bank ) do hereby undertake and agree to indemnify and keep indemnified GMDC to extent of INR \_\_\_\_\_ ( \_\_\_\_\_ only ) ( figures in words ) against any losses, damage cost, charges and expenses caused to or suffered by or that may be caused or suffered by GMDC by reason of any breach or breaches by the Bidder of any of the terms and conditions contained in the said Bidding Document and unconditionally pay the amount claimed by GMDC on demand and without demur to the extent aforesaid.
2. We \_\_\_\_\_ (Name of Bank) do hereby undertake to pay the amounts due and payable under the guarantee without any demur merely on a demand by you stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by you by reason of any breach by the said Bidder of any of the terms or conditions contained in the said Bidding Document by reason of the Bidder’s failure to fulfill the conditions of said Bidding Document. Any such demand on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR \_\_\_\_\_.
3. We \_\_\_\_\_ ( Name of Bank ) further agree that GMDC shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of terms and conditions of the said Bidding Document and the extent of loss, damages, costs, charges and expenses caused to or suffered by or that may caused to or suffered by GMDC on account hereof to the extent of the Bid Security required to be deposited by the Bidder in respect of the said document and the decision of GMDC that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damages, costs, charges, and expenses caused to or suffered by or that may be caused to or suffered by GMDC shall be final and binding on us.
4. We \_\_\_\_\_ (Name of Bank) further agree that guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance on the said Bidding Document and that it shall continue to be enforceable till you certify that terms and conditions of the said Bidding Document have been fully and properly carried out by the said Bidder and accordingly discharge the guarantee. Unless a demand or claim under this guaranteed is made on us in writing on or before the (date) \_\_\_\_\_ we shall be discharged from all liability under this guarantee.
5. We \_\_\_\_\_ ( Name of Bank ) further agree with you that you have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bidding Document or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by you against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said Bidding Document and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Bidder or for any forbearance act or omission on your part or any indulgence by you to the said Bidder or any such matter or thing whatsoever under the law relating to sureties would but for this provision have effect of so relieving us.
6. It shall not be necessary for GMDC to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which GMDC may have obtained from the Bidder at this time when proceeding are taken against Bank hereunder be outstanding or unrealized.
7. We \_\_\_\_\_ (Name of Bank) further undertake to unconditionally pay the amount claimed by GMDC merely on demand and without demur to the extent aforesaid.
8. We, the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of GMDC in writing.
9. This Guarantee will not be discharged due to the change in the constitution of the Bank or the said bidder.



10. The Bank has under its constitution power to give this guarantee and Mr. \_\_\_\_\_ who has signed it on behalf of the Bank have authority to do so.

Yours faithfully

For.....

(Name of the Bank)

Notwithstanding anything contained hereinabove

1. Our liability under this Bank Guarantee shall not exceed Rs \_\_\_\_\_ /- (**Rupees \_\_\_\_\_ only**)
2. This Bank Guarantee is valid up to \_\_\_\_\_ (Date).
3. We are liable to pay the guarantee amount or any part thereof under this bank Guarantee only and only if you serve upon us a written claim or a demand on or before \_\_\_\_\_ (date).
4. This bank guarantee is operative only when accompanied with SFMS advice from us.

**Yours faithfully**

**For.....**

**(Name of the Bank)**