



**BANK OF BARODA
BARODA APEX ACADEMY
GANDHINAGAR**



**TENDER FOR PREMISES AND
FACILITY MANAGEMENT SERVICES**

PRICE BID (Part-II)

To be submitted in sealed envelope-2



Manpower Requirement and Costing

Manpower requirement given below is worked out based on the assessment made at our end and is purely indicative. Any additional requirement as envisaged by the agency for satisfactory completion of jobs has to be engaged at site. No extra claim towards additional man power engaged shall not be considered.

1. Facility Manager

The Manager Engaged by the P&FMS contractor should be a permanent employee of the firm and should be Degree / Diploma holder with minimum 5 years' service in the relevant field. Manager will be the single point responsible person of the contract. His timing will be 9.30 a.m to 5.30 p.m.

2. Warden cum Supervisor

Three supervisor per day between 07.30 A.M, to 03.30 P.M, 03.30 P.M. to 11.30 P.M. and 11.30 P.M. to 07.30 A.M. will co-ordinate the Hostel Room allotment on daily basis and simultaneously monitor and supervise the daily activities of Caretaker, Housekeeper, Electrician for the entire building for all the shifts.

3. Caretaker

Two caretakers per day between 09.30 A.M to 17.30 P.M. will have to attend the daily office order jobs on the 6th floor and 7th floor respectively, which will also include supply of drinking water to all the employees on the floors.

4. Housekeeper

- (a) One Housekeepers on the Ground floor between 07.30 AM to 03.30 PM which will take care of cleaning of building compound area, ground floor auditorium and also taken care of garden watering and cleaning.
- (b) One Housekeepers on the 1st floor & 2nd floor between 07.30 AM to 03.30 PM , cleaning of Library, Gym, Radio recording room, UPS room on first floor and common area, VIP canteen and five VIP rooms on second floor.
- (c) Three Housekeepers on the 3rd, 4th & 5th floor hostel rooms between 07.30 AM to 03.30 PM to cleaning and up keeping of the hostel rooms and common area.
- (d) One Housekeepers from 07.30 AM to 03.30 PM will take care of extra cleaning and need base requirement as and when required by the bank.
- (e) Two Housekeeper will clean the toilets blocks on the 2nd, 6th and 7th floor and two lifts between 07.30 A.M to 03.30 PM.
- (f) Two Housekeeper will help in cleaning of hostel rooms between 11.00 A.M to 03.30 PM and 03.30 p.m. to 05.30 p.m. clean the common toilet blocks at 2nd , 6th and 7th floor and after 05.30 p.m. to 07.00 p.m. they will attend 6th and 7th floor office area.



5. Time Distribution of housekeepers may vary as per requirement of the Bank.
6. P&FMC has to engage required manpower on weekdays / holidays for attending specialised cleaning like carpet spotting, shampooing, brushing, scrubbing, cleaning of terrace, cleaning of facade etc. No compensatory off/ extra payment claims will be entertained.
7. The contractor must cover all employees under his charge for all statutory compliances like ESIC PF, minimum wages, accidental insurance / death. All housekeeping staff must be trained with required experience in a similar building to perform duties entrusted to them , and must be in proper uniform at all times.
8. Above mentioned manpower distribution can be remodelled from time to time in consultation with bank without compromising on quality of service and zero interruption to the occupant.
9. Internal glass cleaning and attending special events organised by the bank will be a part of housekeeping services.

Price Bid Part (I)

Manpower Requirement and costing

A. Housekeeping

Sr.no.	Manpower requirement	Total	Amt. for First year (A)	Amt. for Second year (B)	Amt. for Third year (C)
1	Facility Manager	1			
2	Warden cum Supervisor	3			
3	Caretaker	2			
4	Housekeeper	10			
	TOTAL	16			

- **Please quote the year wise rates including GST and all other taxes etc.**

Cost of Housekeeping for three years i.e. A+B+C = Rs.

Price Bid (Part - I)



Price Bid (Part II)

B. Schedule of House Keeping Equipment & Consumables Costing

Machineries & Equipment.

- Wet & Dry Vacuum Cleaner heavy-duty industrial type (2. Nos.)
- Mechanized Battery / Fuel operated floor sweeper for external areas.
- Multipurpose floor maintainer with accessories (for Shampooing, Burnishing buffing, etc.)
- Unger Window cleaning Kit (with safety belts etc.)
- High-pressure jet with accessory (1. Nos)
- Multipurpose housekeeping trolley (1. Nos)
- Mopping bucket with squeezer (3. Nos)
- Ladder 30'ft, 8'ft, & 4'ft (2.nos.)

A. Amt. Per month in words and figures: Rs.

Housekeeping Consumables:

- Soft & Hard Broom
- Cob - Web Duster
- Floor & Glass Duster
- Table & Computer Duster
- Odonil Sticks, Naphthalene Balls and urinal screen mat.
- WC - Brush, Silvo /Brasso
- Deodorized - detergent for mopping
- R-1 to R-7 (Hindustan lever Brand)
- Murphy Oil / Min Cream, Spray bottles, Buckets, Caddies, Garbage Bags, Mugs, Dust Collectors, Odopic / Vim Powder. Round Mops, Kentucky Mops, Room Freshener, Mosquito repellent, liquid soap (Brand-Fem,Taski, Dettol, Lifebuoy) , P&FMS will ensure that one small odonil stick & two naphthalene balls in all urinals and odonil fresheners in toilets / wash area and tissue rolls (150 gr. Weight) are available at any point of time. Special Attention is requested to note that in case of any deficiency in quantity or quality if observed in consumable items bank will have the right to deduct even full amount of monthly payable / payment against said head. Rubber Cushion, Glass Wiper, Hand Brush, oversized sweeping Brush for external areas, Buffing & Scrubbing Pads & Carpet & Upholstery Shampoo liquids HLL Soap for the dispensers in all toilets, Tissue rolls (Total Toilet 2 x IO levels x 5 units), also to be provided by the service provider. Items provided by the FMS will be verified by the concerned officer of Bank.

B. Amt per month in words and figures: Rs

Total of A+ B per month- : Rs.

For 12 months: Rs.

For 36 months: Rs

- **Price Bid (Part - II) Please quote the year wise rates including GST and all other taxes etc.**



Price Bid Part (III)

(C) Electrical

Sr.no.	Manpower requirement	Total	Amt. for First year (A)	Amt. for Second year (B)	Amt. for Third year (C)
1	Electrician	1			
	TOTAL	1			

Cost of Electrician for three years i.e. A+B+C = Rs.

- **Please quote the year wise rates including GST and all other taxes etc.**

Price Bid (Part - III)

D. Electrical

1. The Electrician having Degree/ Diploma holder in Electrical Engineering and with experience not less than 5 years. He shall take care of all electrical, electromechanical equipments, HVAC, lifts, panels etc. He should be a holder of supervisory license. Electricians should be license holders.
2. P&FMS Contractor will coordinate & oversee the daily, Weekly, & Monthly M&E operations in the building. Also will operate all common equipment Installed In the building like, Access control & CCTV, HVAC, Programmable Logic Controller FAS etc & will also comply with all ISO, norms & documentation.
3. Provision to be made for break down & preventive maintenance like shutdown etc on weekends & holidays only.
4. All tools and equipment to be provided by the contractor for all mechanical & electrical works to be carried out in the building, which should also include safety equipment etc.
5. All spares and consumables like plumbing materials, tubes, chokes, coils ELCB etc. will be procured from the market after obtaining 3 quotes and will be reimbursed by Bank of Baroda.
6. The contractor must cover all employees including electrician under his charge for all statutory compliances like ESIC, PF, accidental insurance's/death. All staff working in the building must be professionally trained to perform duties entrusted to them and must be in proper uniform at all times.
7. The daily proactive & preventive maintenance program will have to comply to international standards. If required contractors may remodel the same without compromising on quality.



*Please quote the on call charges of plumber per visit – Rs. _____
(it will not considered in total amount of contract)

Price Bid Part (II)

ABSTRACT

Sr.no.	Description Of Work	Brought Forward Page no.	Contract Amount In Rs. for Three Years i.e. A+B+C =
1	House keeping	-3-	
2	Consumables	-4-	
3	Electrician Services	-5-	
	GRAND TOTAL		

Total amount for three years i.e.A+B+C = Rs. _____

- Please quote the year wise rates including GST and all other taxes etc.
- Please ensure to attach Annexure -1 – Break up of salary, cost with price bid.

(Signature)

Name of Authorised signatory

Designation

Name of company

NOTE:-

- (1) Kindly ensure that all the entries be filled and matches with the entry in relevant pages.
- (2) Bank has reserve the right to discontinue the contract at any time, if the services are not found satisfactory.
- (3) Lowest bidder should be considered, based on Total amount/cost for three years.