

**NOTICE INVITING TENDER FOR PREMISES AND FACILITY MANAGEMENT
SERVICES FOR BANK'S BARODA BHAVAN AND OTHER PREMISES AT
VADODARA**

**BANK OF BARODA
FACILITIES MANAGEMENT DEPARTMENT
NIT REFERENCE NUMBER: BB/FM/113/2021/1**

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CONTENT:

Section	Description	Page no.
SECTION A	Schedule	3
SECTION B	Introduction	4
SECTION C	Important Instructions	7
SECTION D	Bidders Profile	31
SECTION E	Eligibility Criteria	35
SECTION F	Terms & Conditions	42
SECTION G	Quality Control and assurance	54
SECTION H	Schedule of Equipment's	58
SECTION I	Job data for various installations	59
SECTION J	Annexures	79

SCHEDULE**SECTION A**

Tender Reference no.	BB/113/2021/1
Name of Work	Premises & Facility management Services for Bank's Baroda Bhavan Premises, Suraj Plaza Premises, Baroda House Premises and Indra complex premises at Vadodara
EMD Amount & Mode of Payment	<p>Bidder shall submit Earnest Money Deposit (EMD) amount Rs 5,41,000/- online through NEFT/RTGS on the details below:</p> <p>A/c no- 02000400000062 Name- BANK OF BARODA, HEAD OFFICE,Vadodara Branch- BANK OF BARODA , ALKAPURI BRANCH, BARODA IFSC- BARB0ALKAPU</p> <p>Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipt/DD/Banker's cheque or Insurance guarantee or Cheque. Please note that firms/agencies claiming exemption from submission of EMD under any statutory authority/law (eg. NSIC, MSME, KVIC etc.) shall be required to submit necessary documents viz. valid registration certificate etc. to the satisfaction of the Bank. Such firms shall ensure to submit copy of valid Registration Certificate duly signed and stamped.</p> <ul style="list-style-type: none"> ➤ Bids not accompanied with EMD shall be disqualified. ➤ Bids of applicant shall be disqualified, whose EMD will be received after last date and time of submission of bids. Bank shall not be responsible for any delay in submission of EMD. <p>EMD shall not carry any interest.</p>
Last Date , Time & Place for Submission of BIDS	On or before.24.03.2021 @1400 hrs to be submitted at the office of Asst. General Manager (FM & Security), Facilities Management Dept., Head Office, Bank of Baroda, 5th Floor, Baroda Bhavan, R.C. Dutt Road, Vadodara 390 007
Date ,Time and Place of Pre Bid Meeting Please ensure the presence of your authorised representative (Max. -2-) for the said meeting.	17.03.2021 @ 1100 hrs On Ground floor meeting room, Facilities Management Dept., Head Office, Bank of Baroda, 5th Floor, Baroda Bhavan, R.C. Dutt Road, Vadodara 390 007
Tender Opening (Technical Bid) First of all, Technical Envelope of the tenderer will be opened to verify its contents as per requirements. If the various documents submitted by the bidder do not meet the requirements / specifications mentioned by Bank in the tender, a note will be recorded and accordingly the said tenderer's Commercial Envelope will not be considered for further evaluation but the same will be recorded. Conditional bid shall not be accepted. Decision of the tender opening authority shall be final in this regard.	24.03.2021 @ 1430 hrs On Ground floor meeting room, Facilities Management Dept., Head Office, Bank of Baroda, 5th Floor, Baroda Bhavan, R.C. Dutt Road, Vadodara 390 007
Tender Opening (Price Bid)	The commercial bids shall be opened after evaluation of technical bids at later date. The commercial Bids of only technically qualified Bidders will be opened.
Venue of opening of tender	Ground floor meeting room, Facilities Management Dept., Head Office, Bank of Baroda, 5th Floor, Baroda Bhavan, R.C. Dutt Road, Vadodara 390 007
Address for Communication	Asst. General Manager (FM & Security), Facilities Management Dept., Head Office, Bank of Baroda, 5th Floor, Baroda Bhavan, R.C. Dutt Road, Vadodara 390 007
Contact Telephone & Mobile Numbers	Chief Manager (Electrical Engg.) – 0265 2316586 pe.bcc@bankofbaroda.com

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Technical Bid -Part I

SECTION B

INTRODUCTION

Definitions of some common terms & Abbreviations	
Bidder / Respondents/applicant	Reputed Service Provider, which participate in tendering to make an offer
Contractor /selected bidder	Final successful Bidder to whom the contract will be awarded
Bank	Bank of Baroda
EMD	Earnest Money Deposit
SLA	Service Level Agreement
CAMC	Comprehensive Annual Maintenance Contract
MOU	Memorandum of Understanding
IST	Indian Standard Time GMT +5:30
INR	Indian Rupee
P&FMS	Premises and Facility Management Services
PBG	Performance Bank Guarantee
P & FM Service Contractor:	P & FM Service Contractor: The term P & FM Service Contractor shall mean the Premises and Facility Management Service Contractor and their legal representatives, successors and permitted assigns. P & FM Service Contractor acts as the "Single Point Contractor" for all Premises and Facilities Management Services related matters at site.
Site	The site shall mean Bhavan Building Premises, Suraj Plaza-1 Premises, Baroda House Premises and Indra Complex premises where the works are to be manned and maintained, The term works shall mean the work or works to be manned and maintained by P & FM service contractors under this contract.

SECTION B**NOTICE INVITING TENDER FOR PREMISES AND FACILITY MANAGEMENT SERVICES FOR BANK'S VARIOUS PREMISES AT VADODARA**

Bank of Baroda invites tender for manning and maintaining various services such as electrical including transformer, LT/HT Panel , lifts, air conditioning, electromechanical equipment , firefighting, housekeeping, horticulture, plumbing and sanitation, pest control, carpentry etc. in Bank's

- a) **BARODA BHAVAN** located at RC Dutta Road, Alkapuri, Baroda consisting of one basements and eight upper floors
- b) **SURAJ PLAZA-I**, 4th & 5th floor, Sayajigunj, Vadodara
- c) **INDRA COMPLEX**, 4th floor Manjalpur, Vadodara
- d) **BARODA HOUSE**, 1st floor located Opposite to Bank of Baroda Mandvi Branch, Mandvi Vadodara

Name of the job – **Premises & Facility Management Services**

Sr. No.	Brief Description	Estimated cost for three years (Rs.)
1	Manning and maintaining various services such as electrical including Transformer, LT/HT Panel, lifts, air conditioning, electromechanical firefighting, housekeeping, horticulture, plumbing and sanitation, pest control, carpentry etc. in Bank's Baroda Bhavan Premises, Suraj Plaza-1 Premises, Baroda House Premises and Indra Complex premises located at Vadodara	541 Lacs

Although the scope of job is for three years, performance will be reviewed on annual basis and continued for further period only if the performance is found to be satisfactory.

Eligibility for Qualification:

Applications of the contractors who are desirous of tendering for above work and fulfil following requirements only shall be considered:

- Each project shall be treated separately
- Average Annual financial turnover of the firm for each job during the last –3- years, ending 31st March, 2020, should be at least 30% of the estimated cost (ie Rs 162 lacs/- supported with audited balance sheets).
- Experience of having successfully completed similar jobs i.e. facility management services including above jobs in **commercial/Institutional**

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building during last –7- years (as on 28.02.2021), should be either of the following:

- Three similar completed works for each job (single job or combined offer from one party) costing not less than Rs 216 lakhs
OR
 - Two similar completed works for each job(single job or combined offer from one party) costing not less than Rs 270 Lakhs
OR
 - One similar completed work for each job(single job or combined offer from one party) costing not less than Rs 432 Lakhs
- Having sufficient number of experienced personnel, technical know-how, equipment & machinery- to complete the project well in time with superior quality of materials & workmanship as per standard specifications.

Prescribed application forms along with tender & EMD may be submitted in a sealed **envelope-1** addressed to the **Asst. General Manager (FM & Security), Facilities Management Dept., Head Office, Bank of Baroda, 5th Floor, Baroda Bhavan, R.C. Dutt Road, Vadodara 390 007** (at the above address on or before 3.00 pm on 23.03.2021).

The date and time for submission of envelopes shall be strictly followed in all cases. The tenderers should ensure that their tender submitted before the expiry of Bid Submission Period

If for any reason, any interested bidder fails to complete any of stages during the complete tender cycle, Bank shall not be responsible for that and any grievance regarding that shall not be entertained.

No other tender notice will be published in the press for the job referred above and Price Bid (to be submitted in separate sealed envelope-2) will be opened of qualified bidders only.

Further “Corrigendum” or “Addendum” (if any) shall be issued on Bank’s website only and prospective Bidders have to keep checking our website for any additional instructions/ Addendum, if any till 48 hours of tender submission time. Bidders who quote tender without attaching tender or the addendum if any will be rejected. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Tender to be submitted in **two bid** system (Technical and Price bids) at the time and place specified in the tender.

Envelop 1	<p>Technical bid shall consist of Technical part of the tender document duly signed by the authorized signatory as token of acceptance of all terms and conditions.</p> <ol style="list-style-type: none"> 1. Documents as required in the bid document (check list) 2. EMD (Offers made without Earnest Money Deposit shall be rejected.) <p>Envelop 1 shall be super scribed as “ TECHNICAL BID FOR PREMISES AND FACILITY MANAGEMENT SERVICES FOR BANK’S BARODA BHAVAN AND OTHER PREMISES AT VADODARA”</p>
Envelop 2	<p>Only Price part of the bid document</p> <p>Envelop 2 shall be super scribed as “ PRICE BID FOR PREMISES AND FACILITY MANAGEMENT SERVICES FOR BANK’S BARODA BHAVAN AND OTHER PREMISES AT VADODARA”</p>

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IMPORTANT INSTRUCTIONS**B.1****INSTRUCTION TO THE BIDDERS**

Application forms can either be downloaded from Bank's website (www.bankofbaroda.com, from tender section) Applications received not in the prescribed manner will be summarily rejected.

Evaluation of Technical bids : Technical Bids will be evaluated on the basis of fulfilling Bidders Profile Details and compliance to Eligibility criteria, Technical specification, other terms and conditions stipulated in the tender document. Commercial Bids of only those bidders who qualify in the technical evaluation, based on the criteria laid down hereinabove, will be opened.

The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.

Evaluation of Commercial/ Price Bids: After the technical evaluation of the tenders, the price bid of only technically qualified bidders (as per the criteria mentioned hereinabove) shall be considered for price bid evaluation. The Bank reserves its right to seek and obtain substantiating data from the bidders for verification of the credentials submitted. The Date of opening of Price Bid shall be advised separately to all technically qualified bidders. Bank may at its discretion, request the shortlisted bidders to give a demonstration of their proposed system at their cost before opening of price bid. This will also be considered as a part of technical evaluation.

- Applicants for pre-qualification must provide evidence of having adequate experience. This should include supporting certificates or reports relating to financial, technical and other capability of the applicants. . Agency has to submit documentary evidence for the same.
- **Applicant has to sign all the pages of the application. No deletion or additions in the application are permitted.**
- Downloaded application alone need to be used by the contractor. All the information should be furnished in the space provided and documentary evidences/ copies of certificates duly certified by concerned agencies alone need to be attached.

Particular Attention:

Applicants shall be disqualified at any stage at their risk and cost if they are found to have "Made untrue or false representation in the forms, statements and attachments submitted in proof of qualification and

	<p><u>requirements"</u></p> <ul style="list-style-type: none"> • Bidders are requested to read the terms & conditions of this tender before submitting their bids. • Bidders who do not comply with the tender terms & conditions with proper/necessary documentary proof (wherever required) will not qualify in the Tender process for opening of Commercial bid.
B.9	Description of Work
	<p>The Premises and Facility Management Service Contractor are required for the manning and maintaining various services at Bank's Baroda Bhavan premises, Suraj Plaza-1 premises, Baroda House premises and Indra Complex premises located at Vadodara such as Manning and maintaining various services such as electrical including Transformer, LT/HT Panel, lifts, air conditioning, electromechanical firefighting, housekeeping, horticulture, plumbing and sanitation, pest control, carpentry etc</p> <p>The job role also includes monitoring, liasoning with public utility agencies, public bodies and offering administrative support including central help desk, recording, tracking and executing and reporting all work order related to all services under single point responsibility on round the clock duration by utilizing latest software and hardware (at the cost of the agency) duly supported by a trained man power to the full satisfaction of the Bank.</p> <p>Period of contract : Contract period shall commence from the 10th (tenth) day of letter of intent (LOI) by the Bank and period of contract will be three years from the date of commencement subject to performance review on annual basis by the Bank which please note.</p> <p>Contract period: Initial period of Contract shall be 36 months (subject to performance review on annual basis) from date of commencement of work and subsequent extension of contract , if any, will be decided by mutual negotiation between the Bank and Premises & Facility Management (P&FM) Service Contractor for further period of one/ two years . The Bank reserves the right to reduce the scope of work, taking out some of the work, or not extending the contract beyond the said contract period. If the P&FM Service Contractor fails to perform any of its obligations under this Agreement and if the Bank is not satisfied with the services of the P&FM Service Contractor during the contract period and/or extended period of service, Bank may terminate the services of the P&FM Service Contractor, by giving one month notice in writing.</p> <p>All taxes including the sales Tax or any other Tax on material or finished works like service tax, work's contract tax, turn over tax etc. prevailing at the time of tendering in respect of this contract shall be included in the tender rates/bid and payable by the contractor and the Bank will not be liable for any claim whatsoever in this respect during the period of contract if the statutory payment structure remains unchanged. However, any increase or additional taxes levies by the Government or statutory authorities after the date of submission of tender will be borne by the Bank. GST As applicable will be paid extra by the bank as per central Govt. norms.</p>

All dispute and differences of any kind pertaining to this contract shall be deemed to have arisen at Baroda and only courts in Vadodara shall have jurisdiction to determine the same.

The contractor must cover all employees under his charge for all statutory complaints like ESIC, PF, Accidental, Life Third party and property damage insurance

The brief details of works are as under:

A. 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 have to be engaged at site. No extra claim towards additional man power engaged, shall not be considered.

1. Manager:

The Manager engaged by the P&FMS contractor should be a permanent employee of the firm. He should be a Degree/ Diploma holder in engineering with minimum 5/7 years experience in relevant field.

2. Assistant Manager

Assistant Manager should be a graduate/ Diploma Holder having minimum –3/2- years experience

3. Supervisor (Semi Skilled)

The Supervisor engaged by the P&FMS contractor should be a permanent employee of the firm. He should be a Degree/ Diploma holder with minimum 3 years experience in relevant field. Supervisor will coordinate the daily, Weekly, & Monthly cleaning & maintenance activities of the Site.

4. House men (Un skilled)

- House men per floor between 0700 hrs A.M. to 2000 hrs, 6 days a week. (shift timing will be 0700 hrs to 1500 hrs and 1300 hrs to 2000 hrs)
- Distribution of housemen will be decided by the bank as per future requirement.
- P&FMC has to engage required manpower on weekdays / holidays for attending specialised cleaning like carpet spotting, shampooing, brushing,

scrubbing etc. No compensatory off/ extra payment claims will be entertained.

5. Toilet attendants (Un skilled)

Lady toilet attendants in shift as decided by the bank have to be engaged on all working days (6 days a week) from 0700 hrs to 1900 hrs.

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.

6. **Electrical – The Electrical Engineer** engaged by the P&FMS contractor should be a permanent employee of the firm. He should be a Degree/ Diploma holder in engineering with minimum 3/5 years experience in relevant field.

- P&FMS Contractor will coordinate & oversee the daily, Weekly, & Monthly M&E operations at above mentioned floors. Also will operate all common equipment Installed In the building like Access control & CCTV, Light Fixture, Compound Lights, Air Conditioning units, DG set UPS, EPABX,PA system, Electrical panels & Distribution Boxes and maintain/repair/install wiring, cables, sockets, switches, ports, operate Audio Systems, operate Video Conferencing Systems, Electrical Substation etc.& will also comply with all ISO, norms & documentation.
- Provision to be made for break down & preventive maintenance like shutdown etc. on weekends & holidays only.
- 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.
- All spares and consumables like ELCB, cables, switches, sockets, light fixtures etc. will be procured from the market after obtaining 3 quotes or as per Bank's guidelines and will be reimbursed by Bank of Baroda.
- The above-mentioned-manpower is based on the fact that the building systems are automated also the daily proactive & preventive maintenance program will have to comply with international standards. If required contractors may *remodel* the some without compromising on quality.
- **Electricians should be ITI/Diploma holder with 3 years experience and should be a valid license holder for carrying out electrical works and should have sound knowledge of electrical equipment in offices of high rise buildings and data cabling, telecommunication system works.**

7. Lift Attendant

- Attendant service elevator 0700 hrs to 2200 hrs. one Attendant per shift for other elevator and one attendant for executive elevator from 0900 hrs to 1800 hrs.
- Lift technician during office hours or as decided by the bank
- Must be trained with at least 2 years experience in a similar building to perform duties entrusted to them, and must be in proper uniform.

- The above-mentioned manpower is based on the fact that the building management system is not activated.

8. Fire Fighting Installations / BMS Operators

1. The fireman and control operator must have at least 2 years, experience in the similar building to perform duties enlisted to them and must be in proper uniform at all the times.
2. The fireman's and control operator shall be perfectly conversant with Baroda fire brigade rules and regulations.

Two firemen should be engaged per shift.

9. HVAC Plant and RO Operator

- a) The operator and assistant should have at least 2 years experience in the field to perform duties enlisted to them and must be in proper uniform at all the times.

10. External Surface Cleaning

The above-mentioned cost towards Man / Machine & Material etc, is based on the surrounding of the building and nature of work which is a high-risk activity, where safety & precautions to be adopted whiles cleaning is in progress. However international standards are to be maintained at all time & if required contractors may remodel the some without out compromise on quality.

The team must be trained with at least 2 experience in similar building to perform duties entrusted to them, and must be in proper uniform at all times.

The external façade cleaning will be considered as a single item.

The frequency of cleaning is proposed to be quarterly. The P&FMSC should quote accordingly. Frequency of cleaning will be changed if situation demands. One cycle of cleaning work should be completed within 20 days. P&FMSC shall have to submit insurance before initiating work.

11. Pest Control

- P&FMS contractor will attend to all common areas on a monthly basis or as & where required to keep the building both externally & internally pest free. Also this cost must include the cost of Rodent control.

Periodicity

- i) Pest Control through Govt. license agency (Cockroaches, spider, mosquito, lizard and other insects): Once in month (Gel treatment in office, toilet, canteen

area) and chemicals treatment (odorless) in passage, store etc.

ii) Rodent control-Once in a month or as per requirement with use of Rodent Box, Mechanical trap, Glue trap or roban cake.

iii) Mosquito control : Fogging (govt. approved chemicals) inside premises, Frequency Monthly.

The above-mentioned description is based on the fact that the building fabric and the nature of the surrounding area, which is rodent prone hence the proactive & preventive measures & program such as supply of Rat glue pads (Minimum 100 nos. – big size per month), Rat cages 25 nos., Rodent Box 50 nos., roban cake 50 nos. and will be based on international standards. However contractors may remodel the same without compromising on quality.

12. **Carpentry**

Carpenter engaged has to maintain all doors/ door closures/ floor springs and attend minor repairs of furniture (steel/ wooden) provided in the building . The price quoted shall include cost of all tools and tackles required for attending above job. Housekeepers/ Electricians/ Plumber will be assisting the carpenter if required.

13. **Plumbing**

Plumber engaged has to maintain all pipelines, taps, urinals, valves, pipes, flush system, pipes, water dispensers/coolers etc. and attend minor repairs provided in the building. Also able to operate RO Plant.

14. **Horticulture**

Supervisor & Assistant: One supervisor & One Gardner will oversee all horticulture activities including landscaping in the building on a day to day basis-Cost of consumables & machines must include the cost of a Lawnmower scissors, spades, grass cutter etc. Also the cost of mud & manure to be filled in & cost of chemical & pesticide (continuous) required.

Soil, manure (2:1), pesticides to be arranged by the P&FMS contractor. 50 cft soil to be supplied once in 4 months.

Watering, pruning of plants, arranging necessary equipment / pipe all complete.

Once the job is awarded, the contractor shall submit detailed schedule of work to be done on daily basis. The scope of work includes

- a. Watering of plants – indoor / out door (parking area behind Bank's Alkapuri Branch, circle front of Gulistan Bungalow, area inside Baroda Bhavan Compound)
- b. Trimming and maintenance of lawn
- c. Re shuffling of plants to give them sunlight once/ twice a week as

- required
- d. Placing of pots as instructed by the department.
 - e. Spraying of insecticides
 - f. Filling / refilling the soil manure in the pots, indoor / out door plants, lawn, road divider etc. and all the relevant horticulture articles.

The price quoted shall include cost of all tools and tackles required for attending above job. Housekeepers/ Electricians/ Plumber will be assisting the carpenter if required.

B. Schedule of House Keeping Equipment, Consumables & Costing

Machinery & 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.)
- Window cleaning Kit (with safety Belt)

- High-pressure jet with accessory (1. Nos./ Numbers)
- Multipurpose housekeeping trolley (5. Nos)
- Mopping bucket with squeezer (5. Nos)
- Ladder 30 feet, 8 feet, & 4 feet
- Hard brush
- Soft/ Hard Duster
- Mops
- Multi wash
- Dry mops kit
- Glass cleaner
- W C Cleaner
- Self supporting scaffolding, ladders suitable for two workers one no at each floor
- Wet and dry Vacuum cleaning – one at each floor
- Safety Belts, Helmets, Uniforms
- Wringer Bucket Trolley
- Jet Spray
- Any other equipment required related to above work.

Housekeeping Consumables:

Soft & Hard Broom
 Cob - Web Duster
 Floor & Glass Duster
 Table & Computer Duster
 Odonil Sticks / Naphthalene Balls/Urinal Net
 WC - Brush, Silvo /Brasso
 Deodorized - detergent for mopping
 R-1 to R-9 ("Diversey Taski")

- Murphy Oil / Min Cream, Spray bottles, Buckets, Caddies, Garbage Box, Mugs, Dust Collectors, Odopic / Vim Powder. Round Mops, Kentucky Mops, Room Freshener, Mosquito repellent, liquid soap, hit etc. (consumable items of Hindustan Lever Company / Taski), Carpet cleaning shampoo (Diversey

	<p>Taski)</p> <ul style="list-style-type: none"> ➤ Garbage bags for dustbins ➤ Any other material required related to above work. <p>P&FMS will ensure that Urinal Net, one small odonil stick & two naphthalene balls in all urinals and odonil fresheners in toilets / wash area, hand wash materials minimum 300 litres per month, tissue rolls (200 gr. Weight-) minimum 400 nos. per month and tissue rolls are available at any point of time). <u>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.</u></p> <p>Rubber Cushion, Glass Wiper, Hand Brush, oversized sweeping Brush, Buffing & Scrubbing Pads alongwith Carpet & Upholstery Shampoo, liquids HLL Soap for the dispensers in all toilets, Tissue rolls (Total Toilet 28 nos.), also to be provided by the service provider. Items provided by the FMS will be verified by the concerned officer of Bank.</p> <p><u>Consumables for minor repair</u></p> <ul style="list-style-type: none"> ➤ Washers ➤ Teflon tape ➤ M seal ➤ Quick fix ➤ Dry cell for replacement in wall clocks , urinal sensors etc. ➤ Nails ➤ Screws ➤ Insulation tape etc. <p>Bank propose to provide Auto Sanitizers for urinals, Foam Soap Dispensers and Auto Air fresheners in all toilets through separate service provider. Refilling of consumables as per site requirement shall be the responsibility of FMS service provider. Till the time of installation of above equipment, material as listed out in the tender may be procured and supplied as per actual requirement at site.</p>
B.10	Scope of Work
	<p>The following activities will be under the scope of work of the service provider:</p> <p>The Bank has established a high quality, well specified comprehensive intelligent facility for its offices at site. The Bank expects the P&FMS Contractor to take a " Single Point and Full Responsibility " of Manning and Maintenance of various services such as Electrical, Air Conditioning, Electro Mechanical, Fire Fighting, Housekeeping, Carpentry, Pest Control Services, fire fighting, Horticulture, try, Lifts, HVAC, RO Plant, Cleaning of water tanks etc.</p> <p>Bank of Baroda will enter into separate Annual Maintenance and Comprehensive Contracts for all utility equipment's like Air conditioning, UPS, fire fighting equipment , Lift, RO Plant etc. and P&FMS contractor will manage the same. The P&FMS Contractor shall take overall and single point responsibility of manning and maintaining all the services in the scope of work.</p>

All small repair costs shall be covered, wherever possible by the AMC contracts and repairs other than those covered by the maintenance contractors and those that could not have been foreseen at the time of the tender shall be reimbursed at cost by the Bank, subject to prior approval given by the Bank for these repairs.

As single point responsibility, the P&FMS Contractor shall employ modern systems and services of international quality, integrating all functions necessary to support the daily operations ranging from housekeeping to high technical operations and maintenance by deploying competent, trained and experienced work force under a well-structured system, using "Modern Management Techniques and well established / ISO certified standards and procedures".

1). The single point responsibility shall cover:

(a) Ground maintenance to keep good appearance, maintain clean / hygiene conditions at all floors and surrounding area inside compound of Baroda Bhavan Premises, Suraj Plaza Premises, Baroda House Premises and Indra complex preprovide specialist maintenance of the same.

(b) Services including cleaning of all common areas, interior areas of offices, toilets, AHU/Electrical rooms within office areas, cleaning floors, carpets, tables, TV, Display units, walls, columns, staircase, common areas, area inside compound, terrace, basement furniture, computers ,printers, all types office equipment, litter bins, internal glass etc. The housekeeping services shall also include cleaning of special architectural and decorative features and internal planting, toilets including wash areas, floors, mirrors, ceiling, ceiling tiles, walls, cubical partitions, internal glass cleaning ,light fittings, vertical blinds , wooden flooring, carpet shampooing ,ceiling grills and diffusers, sanitary wares, washbasin sanitary bins, soap dispensers, pantry facility, washing of cloth napkins daily (used in washrooms), Watering of plants – indoor, Trimming and maintenance of vertical garden, Re shuffling of plants to give them sunlight once/ twice a week as required, Placing of pots as instructed by the department, Spraying of insecticides, Filling / refilling the soil manure in the pots, indoor plants, etc. and all the relevant articles.

(c) Waste Management :Devise and implement waste management systems for removal of waste from office / common areas/ other designated areas to central collection Centre initially and final disposal outside as per Local authorities. Daily Disposal of waste shall be responsibility of P&FMS Contractor Necessary records should be maintained as a proof of carrying out the waste disposal.

(d) Effective coordination with the following AMC contractors.

- AC units
- UPS
- Distribution Boards, Panels, Battery charger etc.
- Fire fighting equipment
- PA system
- EPABX system
- Video Conferencing system and audio systems

- LED light fixtures
- LIFT
- Solar Panels
- RO Plant
- HVAC Plant
- CCTV etc.

(g) Liasoning with all statutory / public bodies, ensuring/making timely payment of all dues and taxes etc. to these bodies, keeping all NOCs and permits duly validated at all times and taking prompt action to renew the same. No additional allowance will be paid to the agency for the same. P&FM Service Contractor has to identify one or two persons for delivering cheques/letters to BSNL/TATA TELE etc. To assist the Bank for preparing necessary registers/ records that to be maintained by the Bank and timely submission of the same to the Labour Office.

(h) Building maintenance (windows, internal faces of glasses, lobbies, WC areas and lighting systems).

(i) Internal and external pest control services

(j) Janitorial services

(k) Liaise all public utilities authorities such as electricity / water service providers, fire authorities, electrical inspectorate etc. and also ensure prompt payment/ refund of utility bills.

(l) Assist the Bank technically and administratively in the process of maintaining an asset register.

(m) Assist the Bank in preparation of yearly operations budgets and maintain spares inventory.

(n) Maintain the key register

(o) Timely statutory payments/ delivering cheques, letters etc

2) Place of Work and Visit to site:

Intending bidder shall visit the site and make him thoroughly acquainted with local site conditions, nature and requirement of works, facilities of transport condition, effective labour and material and removal of rubbish.

3) Agreement:

The successful contractor may be required to sign Agreement as may be drawn including all pre-bid minutes, any amendments to Tender documents resulting from the issue of addendum/corrigendum if any, any amendments made / agreed between the contractor and the Bank prior to award of contract as well as where

applicable, submissions made by the contractor, all pre-award of contract well as where applicable.

4) **Taxes and Duties:**

The tender must include in their tender prices quoted, for all duties, royalties and sales tax or any other taxes or local charges if applicable. No extra claim on this account will in any case be entertained. However, any increase or additional taxes levies by the Government or statutory authorities after the date of submission of tender will be borne by the Bank. GST As applicable will be paid by the bank as per central Govt. norms.

5) **Premises & Facility Management Services Contractor's Employees**

The Contractor shall employ technically qualified and competent supervisor for execution and supervision of the works. The Contractor shall comply with the provisions of all labour legislation including the requirements of

- (a) Payment of Wages Act
- (b) Minimum Wages Act (Higher value of wages out of the Central/State Minimum Wage Act shall be considered)
- (c) Employers' Liability Act, Including P. F. Act, Gratuity Act etc.
- (d) Workmen's compensation Act
- (e) Contract Labour (Regulation and Abolition) Act
- (f) Apprentices Act
- (g) Any other Act or enactment relating thereto and Rules and Regulations framed there under from time to time.

The Contractor shall indemnify, keep the Bank indemnified and saved harmless against claims if any of the workmen and all costs and expenses, penalties, prosecutions and punishments as may be incurred suffered or sustained by the Bank in connection with the any claim that may be made by any workmen.

6) **Insurance**

P&FM Service Contractor shall cover all employees, servants and agents under his charge, including waiver of their subrogation, for all statutory compliances like ESIC, PF, Accidental, Life, Third Party and Property damage Insurances as specified in the tender

- The P&FMS Contractor shall indemnify and keep the Bank its servants or agents indemnified against claims, actions or proceedings bought or instituted against the Bank, its servants or agents by any of contractor's employees or any other third party in connection with relating to or arising out of the performance of the services under the Agreement. The third party insurance shall cover:

- (a) **Personal Injury - Rs. 5.00 lacs**
- (b) **Property Damage - Rs. 5.00 lacs**

(c) Statutory Compliances – Rs 5.00 lacs**7) Termination of Contract**

If the P&FMS Contractor fails to perform any of its obligations under this Agreement and if the Bank is dissatisfied with the services of the P&FMS Contractor, or the Bank or any of its directors, officers or employee faces any penalty or prosecution, the Bank may terminate the services of the P&FMS Contractor, giving a written notice of two month. The Bank shall not be liable for any cost/ damage/ expenses or any loss whatsoever that the P&FMS Contractor may suffer on account of notice of termination issued by the Bank.

8) Validity of Proposal

The proposals from the bidders shall be valid for a period of 180 days from the date of opening of technical Bid and the bidder shall not withdraw his proposal prior to the expiration of the validity period.

9) Compliance with all statutory requirements

The Contractor shall comply with all statutory requirements prescribed by the local as well as central government authorities from time to time and submit a monthly report along with all the required proof of compliance to the Bank along with the monthly invoice. The contractor shall produce all the relevant statutory documents licenses and approvals for inspection by the Bank and the government authorities. Contractor shall assist the Bank for preparing necessary registers/ records that needs to be maintained by the Bank and timely submission of the same to the Labour Office or any other authority.

The workers engaged by the agency for the P&FMS job shall be governed by the Central Labour rules and payment shall be made as per Minimum Wages Act (Higher value of wages out of the Central/State Minimum Wage Act shall be considered) which will be reviewed, as per the government gazette notification. Any subsequent change in the payment structure i.e. minimum wages, bonus, taxes, DA etc. required to be effected in accordance with the revision / change in the labour laws applicable to the employer/ employee shall be considered separately. The Contractor shall comply with the provisions of all labour legislation including the requirements of Payment of Wages Act.

10) Emergency Telephone Numbers

The Contractor shall provide an emergency telephone number for normal and out of hour's operations with a maximum of two hour response time during any breakdowns to essential utility services like cable/wire fault, burst water mains etc.

11) Occupational Health and Safety

With regards to occupational health and safety, the contractor shall adhere to the following:

- I. Comply with applicable local regulatory requirements
- II. Comply with applicable Banks requirements specified in the contract and appendices

III. Correct all health and safety non-compliances in a timely manner and where there is an immediate danger to health or life, to stop work immediately.

IV. Be liable for liabilities arising due to non-compliance of contractor employees, agents or sub-contractors with applicable requirements.

12) **Communication**

- i. Maintain a system for recording and reporting accidents/ illness occurring at Bank of Baroda premises of P&FMS Contractor 's labour or while doing work for Bank of Baroda
- ii. Ensure that contractor employees are trained and suitably qualified for the risks involved.
- iii. Implement a communication process with Bank of Baroda and contractor employees on equipment hazards, unsafe conditions or acts and actions required to prevent injury or damage to property and where necessary, to provide suitable and effective means of warning
- iv. Periodically report to Bank of Baroda on the performance of the safety management system, programs, violations of safe work practices and status of corrective plans.

13) **Safety Management**

- i. Initiate and maintain safety management programs to protect contractor's employees from hazards through procedures, practices, and regular inspection of the work areas, materials, equipment, information and training necessary for safe work performance.
- ii. Maintain records including but not limited to contractor employees' training, hazard assessments, communications, permits, licenses and accidental investigations.
- iii. In instances, where such work is carried out, implement permit to work programs, including but not limited to hot work, cold work, and entry into confined spaces, work on fire suppression systems and work on high voltage and live electrical equipment.

14) **Disaster Recovery Plans**

The contractor shall annually provide and maintain Disaster Recovery Plans for all services, building systems, with the first plan completed at the end of the transition period. The steps should be detailed enough to facilitate the decision-making and significantly reduce the time needed to recover the services

In cases, where a service is entirely provided by a single sub-contractor, the sub-contractor shall prepare the recovery plan for the said services and the contractor shall review it. The contractor shall be responsible to ensure that the plans are up to date at all times and shall present the recovery plan to Bank of Baroda once in six months. In the event of a disaster, e.g. severe water cuts, the contractor shall coordinate the execution of the disaster recovery plan to provide suitable

	<p>drinking water. A copy of all Disaster Recovery Plans to be submitted to the Bank and one copy must be stored at site.</p> <p>15) Payment</p> <p>The Premises & Facility Management Services (P&FMS) bill shall be prepared by the contractor in the form prescribed by the Bank on monthly basis. The bill in proper form along with the necessary supporting documents (Revision in wages if any as per Govt. notification, ESIC Challan, Employee Provident Fund Challan with wage sheet, Consumable bill, various reports, Detailed pay slip with deductions, attendance sheet and Bank statement showing credit of payment to employees account must be duly accompanied by details of work carried out in that month and must show deductions for all previous payments etc.</p> <p>16) SAFETY CODE</p> <p>(i) A sketch of the ladders and scaffolds proposed to be used shall be prepared and approval of the Engineer of the Bank obtained prior to construction.</p> <p>(ii) During any construction and project works all personnel of the contractor working within the plant / site shall be provided with safety helmets</p> <p>(iii) Adequate precautions shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public.</p> <p>17) Agreement:</p> <p>The successful contractor may be required to sign Agreement as may be drawn including all pre-bid minutes, any amendments to Tender documents resulting from the issue of addendum if any, any amendments made / agreed between the contractor and the Bank prior to award of contract as well as where applicable, submissions made by the contractor, all pre-award of contract well as where applicable.</p>
<p>B.1 1</p>	<p>Special Instructions to the Bidder</p>
	<p>All rates and lump sum amounts, if any, shall be firm throughout the duration of the contract and no influences shall be permitted for any changes in any of P&FMS costs or inclusions due to any reasons such as currency variations, material, transport and price fluctuations or any other reason unless expressly provided for elsewhere in this Agreement.</p> <p>Bidder can quote the rate accordingly as we have asked the rate on yearly basis Please note that this contract is lump sum contract and payment shall be released based on the performance parameters given below; In order to ensure the continued performance of the service provider against the service specification a score sheet will be completed once in a month by the organization (Bank) so as to arrive at an agreed rating system for each facility to be provided by serviced provider.</p>

The rating system will be applied to a performance related payment table that would reward the service provider for exceeding the specification as well as penalize for not meeting the specification. Role and responsibilities of Facility Management Services (FMS) has been clearly defined in this tender document.

Please note that in addition to regular observation of performance of service provider, detailed checking / inspection will also be carried out by the committee of minimum two officials of our department, one official of Bank along with Manager (appointed by service provider at work place as per tender terms) to finalize the scoring system looking to short coming / deficiencies / accuracy (if any) and accordingly monthly payment will be calculated: Example of scoring is mentioned below;

SR. NO.	SERVICE CRITERIA	Maximum Marks for specific service	Marks obtained *	Remark Good Satisfactory Not up to mark
1	House Keeping	20		
2	Consumables/Machinery	20		
3	Electrical Maintenance	20		
4	Pest control	15		
5	Horticulture	15		
5	Discipline, Punctuality and Staff dress code	10		
	TOTAL	100		

- Following system will be followed for payment in respected P&FMS service;

Scoring	Rating	Proposed deduction
	85%-100%	Nil deduction
	80%-84%	2% of total monthly payment
	70%-79%	5% of total monthly payment
	65%-69%	10% of total monthly payment
	60%-64%	20% of total monthly payment

Submission of compliance reports executing satisfactory services for housekeeping of common area, toilets, pantry, office area such as mopping, cleaning, putting all the consumable items in place as per contract terms.

1. Attending all the maintenance issues pointed out in the departments.
2. Up keep of all the external building and open surfaces including jet cleaning of all hot surfaces, Cleaning of all the lights, conducts, switch board, sump pumps, ventilation, fan, etc including servicing as per the manufacturers specifications, cleaning & repairing work including removal of dirt, internal window cleaning, compound area cleaning, dust, cob webs, switching on /off the light fixtures, AC plant, hydro pneumatic water system. DG Sets, HT/LT panels, A/c Plants, AHU's, Jet Impulse fans, transformers, Fire fighting, Fire Alarm, sprinkler, hydrant, IBMS etc. Regular watering of plants, removal of damaged leaves,

branches, etc., putting manure as per contract terms and other routine gardening work.

3. Calling AMC agency periodically as per their AMC contract and timely renewal of their service contract.
4. Maintaining inventory of consumable items, and submitting monthly report along with bill.
5. The Bank will enter into Annual Maintenance Contracts for certain services and If any point of time it is observed that P&FMS contractor has not followed up for any discrepancies / shortfall with Service provider (under Annual Maintenance contract) deduction @ 5% per activity shall be affected .

Service providers are supposed to take all the possible action to achieve 100% efficiency in the Facility Management Services in totality strictly in terms of contract and maintaining the desired quality as per above accepted by the Bank within the time limit given in the tender.

If any shortfall is observed in any of the above parameters, deduction @ 5% per activity shall be effected and if the same shortfall is repeated again and again deduction can be up to 25% per activity.

If any activity/work is not attended after repeated reminders, After third reminder work shall be carried out at risk and cost of P&FMS contractor. Vendors are required to take all the possible action to achieve 100% efficiency in the FM services in totality strictly in terms of contract and maintaining the desired quality as per above accepted by the Bank within the time limit given in the tender. Requirement of no. of staff and labour deployment shall be accounted for by the vendors looking into the task he has to perform under the FMS. Hence, at any point of time, no such deficiency should be observed.

Requirement of no. of staff and labour deployment shall be assessed by the service providers looking into the task he has to perform under the FMS. Hence any point of time no such deficiency should be observed.

1. The Bank's working hours shall be 1000 hrs to 1700 hrs and some offices shall be operate up to 2100 hrs. No extra payment will be given for working beyond these hours or on Sundays and Holidays if P&FMS Contractor desires so for meeting the targets as per the terms of contract. No extra claim for payment shall be entertained for working beyond these hours or on Sundays and Holidays if P&FMS Contractor desires so for meeting the targets as per the terms of contract. Housemen required on Sundays and holidays for departments working on that day.
 1. P&FM Service Contractor has to arrange for engaging their workers on Holidays and Sundays if so desired by the Bank. No compensatory off/ extra payment to this effect will be entertained. **Services required/ requested on Sundays/ holidays will not exceed 26 days in a year.**
 2. Should any new areas of work transpire which Bank considers are not envisaged as being part of this tender, the prices for the new scope of

	<p>work shall be mutually agreed between the Bank and P&FM Service Contractor based on actual rate analysis on established norms . In the event of non-Agreement of the rates, the Bank reserves the right to get the same executed through any other agency so appointed for.</p> <ol style="list-style-type: none"> 3. The Bank will directly enter into Annual comprehensive Maintenance Contracts (AMCs) for certain services such as A/C units, water coolers, water purifiers , kitchen equipment's, LT Panels, UPS, EPABX, video systems , audio systems etc. and attach these contractors to the P&FM Service Contractor for management and for certification of bills etc. 4. F&PMS agency shall provide one computer with printer, for keeping / maintaining all complaints received from our various departments, sending daily, weekly, monthly, quarterly, annual reports. F&PMS contractor will maintain the same with their action taken report which will be checked by our department at any point of time. 5. The Bank will make all payments to the P&FM Service Contractor for services rendered satisfactorily on monthly basis in accordance to the relevant clause of conditions of contract. 																								
	<ul style="list-style-type: none"> - Standards and Procedures: The Contractors should have well established and certified standards / procedures for all the services rendered. A set of formats and standard operating procedures (SOP's) for all the proposed services to be submitted along with this offer. - Organization Chart : The Contractors to submit the latest Organization Chart along with details of technical and non- technical staff employed by him/them. <p>Particular Attention:</p> <p>Applicants shall be disqualified at any stage at their risk and cost if they are found to have "Made untrue or false representation in the forms, statements and attachments submitted in proof of qualification and requirements".</p>																								
B.12	<p>Area details of site</p> <p>a) Baroda Bhavan : Bank Of Baroda, Head Office, R.C. Dutt Road Alkapuri</p> <p style="text-align: center;">Baroda- Baroda Bhavan Building approx. Built up Area 147000 sq. ft.</p> <table border="1" data-bbox="344 1451 1357 1902"> <thead> <tr> <th>Floors</th> <th>Department Details</th> </tr> </thead> <tbody> <tr> <td>Basement</td> <td>Parking /storage/Pump Room/Panel Room</td> </tr> <tr> <td>Ground floor</td> <td>Reception, Security, Fire Console, IBMS Room Dispatch, ,LT panel, IBB Branch, Auditorium</td> </tr> <tr> <td>First floor</td> <td>Server/UPS Room, Office Area</td> </tr> <tr> <td>Second floor</td> <td>Office & Canteen</td> </tr> <tr> <td>Third floor</td> <td>Office, Meeting Rooms</td> </tr> <tr> <td>Fourth floor</td> <td>Office, Meeting Rooms</td> </tr> <tr> <td>Fifth floor</td> <td>Office, Meeting Rooms</td> </tr> <tr> <td>Sixth floor</td> <td>Office, Meeting Rooms</td> </tr> <tr> <td>Seventh Floor</td> <td>Office, Meeting Rooms</td> </tr> <tr> <td>Car Parking</td> <td>Car Parking area for approx. 90 cars (25000 SQ. FT.)</td> </tr> <tr> <td colspan="2">Substation Building Having Ground & First Floor</td> </tr> </tbody> </table>	Floors	Department Details	Basement	Parking /storage/Pump Room/Panel Room	Ground floor	Reception, Security, Fire Console, IBMS Room Dispatch, ,LT panel, IBB Branch, Auditorium	First floor	Server/UPS Room, Office Area	Second floor	Office & Canteen	Third floor	Office, Meeting Rooms	Fourth floor	Office, Meeting Rooms	Fifth floor	Office, Meeting Rooms	Sixth floor	Office, Meeting Rooms	Seventh Floor	Office, Meeting Rooms	Car Parking	Car Parking area for approx. 90 cars (25000 SQ. FT.)	Substation Building Having Ground & First Floor	
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	<p>Area inside Baroda Bhavan Compound except Gulistan Bungalow and Bank's Alkapuri Branch</p> <p>b) Suraj Plaza- 1 : 1st and 2nd floor(admeasuring approx. 9000 sq. ft.), Bank of Baroda, Sayajigunj, Baroda 390005</p> <p>c) Baroda House : 1st floor(admeasuring approx. 4000 sq. ft.), Bank of Baroda, Mandvi, Baroda 390006</p> <p>d) Indra Complex : 4th floor(admeasuring approx. 5000 sq. ft.), Bank of Baroda, Manjalpur, Baroda 390010</p>
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GENERAL CONDITIONS

1. The service provider will carry out the cleaning and other connected operations at daily/weekly/monthly frequencies by using high standard cleaning materials of approved quality and make.

Sr. No	Nature of Work	Method	*Frequency
1	Sweeping, mopping and vacuum cleaning of all floors, vitrified tiles, floor tiles, inside area having work stations, cabins, store rooms, toilets, executive cabins, reception lobby, board room, UPS, Data network room, etc (excluding common areas such as lift lobby, staircase as it comes under the maintenance of the building)	Dry & Wet	Daily or as per requirement, required to be completed in the morning by 9.00 a.m. Also as and when required during day time
2	Thorough Cleaning and sanitization of all toilets including floors, urinals, wash basins, sanitary fittings and wares. (Ladies toilet should be cleaned by female personnel only). Continuous replenishment of toiletries such as hand wash liquid soap, paper rolls, Odonil Sticks / Naphthalene Ballsetc.	Dry & Wet – with good quality of detergents and disinfectants, toilet cleaners etc.	Daily – Regular Intervals of every two hours
3	Dusting instruments, windows, glasses, mirrors, glass doors, glass windows, all vertical / horizontal surfaces and doors, venetian blinds, glasses / flasks kept in executive cabins, meeting rooms, water purifiers, photo frames, carpet, Cleaning of tables, chairs, other furniture& fixtures, cupboards, cabinets, wooden & steel rack,	Dry & vacuum	Daily – to be completed before 9.00 a.m.

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	telephones, computers, printers, scanners, any other equipment and machineries, etc.		
4	Emptying all waste paper baskets, from the premises and washing or wiping them clean. Collection and deposition of waste from waste paper basket and disposing outside at approved locations.		Daily – to be completed before 9.00 a.m.
5	Removing of cobwebs, cleaning of false ceiling, walls and roofs	Dry	weekly
6	Vacuum Cleaning of curtains, venetian blinds, sofas etc.	Vacuum clean	Twice in week - to be completed before 9.00 a.m.
7	Sweeping & cleaning of Canteens, Kitchen & Pantry areas	Dry & Wet	Daily – continuous throughout day
8	Mechanical washing and scrubbing of all floor areas including that of toilets etc.	With detergent, dust removing chemicals, wax polishing of the floor area.	Weekly
9	Facade cleaning of the building (Inside only)	Wet	Weekly
10	Cleaning of electrical Switch Plates, Fans, AC grills, Light fittings,	Thinner/ Dry	Weekly
11	Cleaning of fabric, leather etc.	Dry & Wet	Weekly
12	Cleaning of all painted wall including passage, toilet etc.	Dry & vacuum	Weekly
13	Checking and removal of all choke up of drainage system for smooth drain out of all toilets, pantry, etc. throughout the day	Wet	Daily
14	Spraying of room perfumes/air fresheners in the executive cabins, work areas, toilets, cabins, etc		Daily Morning, Also, as and when required during day time
15	Sweeping/ Cleaning of Air Handling Unit (AHU) Rooms, Electrical Panel rooms, Server	Dry / Standard	Weekly

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	rooms, Network rooms, record rooms etc and removing dust with Vacuum Cleaners.		
16	Keeping all surfaces free of grime, soap mud and smudges at any point of time.	As per requirement	Continuous
17	Up keeping / maintenance of office including meeting rooms, cabins, toilets, stores, etc in clean and well-dressed position. Control / monitor operations of AC's, lights any other equipments for idle utilization and energy saving aspect.		Daily
18	Segregation of dry and wet garbage and dumping them outside at approved locations.		On daily basis.
19	The Electricians shall take care of all house keeping services, electrical, electromechanical equipment, AC panels etc. Maintaining control of Lights, AC's, etc such as switch off/ on of lights and AC's when not in use of not required.		On daily basis
20	Watering of plants – indoor, Trimming and maintenance of vertical garden, Re shuffling of plants to give them sunlight once/ twice a week as required, Placing of pots as instructed by the department, Spraying of insecticides, Filling / refilling the soil manure in the pots, indoor plants, etc. and all the relevant horticulture articles.		Daily
22	Deep Cleaning of Carpets, Chairs with shampoo	Dry & Wet	Monthly
23	Electricians has to check AC units are operating as per standards and clean the AC filters		Fortnightly or as per requirement
24	Deep Cleaning in auditorium including shampooing carpet, chairs etc.		Monthly
25	Internal glass cleaning		Fortnightly or as per requirement
26	Cleaning of lifts		Daily

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27	Facade cleaning of the building (Outside only) Baroda Bhavan		Quarterly
28	Cleaning of water tanks 12 nos.		Quarterly or as per requirement
29	Cleaning of Water dispensers/coolers		Monthly or as per requirement
30	Cleaning of compound area		Daily
31	Cleaning of light fixtures including compound lights		Quarterly or as per requirement
32	Cleaning of canopy 2 nos. Baroda Bhawan		Weekly
33	Fogging		Monthly or as per requirement

2. **Subletting the Work** – The service provider shall not directly or indirectly sublet the work to other party without prior written permission of the Bank. **However, he may be required to depute specialized agencies for a particular work, approval of which may be sought from the Bank before appointing.** It shall be entirely service provider's responsibility to pay such agencies in time without any implication on the work.

2. Compliant with all statutory Requirements –

- a) The contractor shall be responsible for assigning duties to personnel deployed, Payment of Minimum Wages, ESI, Provident fund, Bonus, Group Linked Insurance Scheme etc. as per relevant laws of the land and the compensation Act or any other benefits to the staff employed by the contractor. The Bank shall not be responsible for nonpayment of any of the amounts to the staff of the House Keeping Agency on account of statutory Provisions applicable and in the event.
- b) The contractor shall comply with all the statutory requirements as may be applicable now and as amended from time to time which includes compliance with the employees state insurance Act 1948, Employees Provident Fund Act 1952, Payment of Bonus Act, Payment of Gratuity Act, Payment of Wages Act, Payment of Minimum Wages Act and as per notification. Bank will conduct Periodical inspection to ensure compliance of various statutory requirements. As and when there is requirement, by the Law enforcement authority they should produce all relevant documents for Inspection & Audit Purpose. **Any variation in the minimum wages including any revision in the dearness allowances payable from time to time as announced by the State/Central Government shall be paid by the Bank.** The service provider shall maintain register/records as required under the aforesaid statutes and produce the same as and when required to do so by the Bank.
- c) The contractor shall comply with all applicable laws, ordinance, rules and regulations in respect of this contract and the employment of the workers by the agency shall pay its own cost all the charges in connection therewith.

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- d) The contractor shall be governed by the provisions of the contract Labour (Regulation and Abolition) Act 1970 and shall obtain the contract Labour License as required from the Labour Commissioner's Office within 15 days from the date of issue of Work order.
- e) **The contractor shall renew the Contract Labour License from time to time and submit a copy of the same to Bank. In the event of the service provider not securing the Contract Labour License 15 days from the date of issue of work order or in the event of the service provider not renewing the license, it shall be open to the Bank to 'terminate the agreement forthwith, without being required to give any advance notice of such termination. The Service Provider shall also be responsible for payment of penalty, if any imposed in this regard by the Labour Authorities. No payment shall be released against monthly bills without valid Labour License**

3. **Protection of Material and Work-** The contractor shall be responsible for storing and watching his own material and protecting the work at his own cost. The Service Provider and his workers are allowed to use service lift only. All material would be taken in service lifts only, under no circumstances guest lift would be used by the workers. Failing to comply with would result in levying of penalty on service provider which would be as demanded by the Building Authorities. Any damage/ spoiling of lift / floor caused by them will have to be made good by the contractor at his own expenses.
4. **Cleaning During the Work** - Cleaning work should be **completed before 9.00 A.M.** on working days or otherwise instructed. After cleaning / moping etc. work is completed the site should be neat and tidy. No cleaning material should be left in and around the floor.
5. **Keeping of Cleaning Material / Brooms etc.** – The material required for keeping cleaning material should be kept in stores provided by the Bank. The material in any case should not lie on the floor / room / toilets/ or electrical panel switchboards on any floor, otherwise strict action will be initiated including laying of penalty.
6. **Quality of Work** - All work shall be carried out in a professional manner to the entire satisfaction of the Bank. If at any point of time, it is observed that the service provider is not carrying out the work with due diligence, care and in lagging behind the schedule and / or services provided are not satisfactory, the Bank reserves the right to terminate contract with 30 days' notice. In case of such termination the security deposit held by the Bank will be forfeited.
7. **Supervision-** Supervisory staff should be at least graduate or diploma holder with minimum 3 years experience in (Electrical, Air Conditioning, house keeping etc.) and should be well versed with operation of fire fighting equipment. Supervisory staff should be available daily at the site at least during the working hours of the Bank and shall be responsible for the entire work on the floor as per the scope of work. The Supervisor would maintain a register on every floor and confirm in writing in the said register that work has been done satisfactorily. The register will be checked by the officials of the Bank and if the register is found incomplete the Bank may impose penalty on the service provider, as it may deem fit. The Supervisor will be responsible for the conduct of workers and act on all instructions issued by the Bank.
8. **Safety-** The contractor shall carry out the entire work in a workman like manner having full regard for the safety of the men working at the site. All safe practices shall be strictly adhered to by the workman of the service provider like wearing helmets, safety belts, when working at heights, gloves when handling sharp objects and reinforcement etc. The service provider shall protect sides of opening in floor slabs, edges of slab, stair, stairwells etc. with barricade, warning signs / lights and educate all workman regarding following Safe

working practices. **He shall provide first aid boxes at site.** In spite of following all safety measure, in case of any unfortunate accident, the service provider shall indemnify the employer against any expenses or claims towards treatment of Compensation.

9. Payment for Service Provider- The contractor will be paid on monthly basis for services provided during the preceding month for which the bill will be submitted for the agreed amount latest by 7th of the following month and it will be settled by the Bank within 15 working days after deducting TDS, taxes etc.

10. Manpower / Staff –

- a) The contractor shall always deploy experienced staff at the site. Necessary training should be given to them before posting them at the site, shall also comply with the provisions of all labour legislations in force which interalia includes payment to staff as per Min Wages Act. Receipt of any complaint on this ground shall be viewed seriously. No additional payment shall be made, if service provider keeps more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per contract provision.
- b) The workers / staff employed should wear color code uniforms, pants, shirt, shoes, cap, gloves, safety shoes and safety belt where ever it is required for male and suit / saris, aprons, cap, safety gloves etc. for lady staff. Any indecent behavior / suspicious activities of the Staff employed shall be viewed seriously and a suitable action and /or penalty shall be levied on the service provider. The contractor has to submit the list of workers with photo ID, education qualification, address proof etc. and before deploying them police verification report of the staff.
- c) The contractor shall be solely responsible for the credentials / acts of the staff. If any of the service provider's staff found misbehaving with employees of the Bank, other staff of service provider, visitor or any person, the service provider shall terminate the services of such person(s) immediately.
- d) The contractor is required to submit daily labour report duly signed by the officer in-charge of the Bank.
- e) The contractor is required to make timely payment to his staff including various statutory authorities and submit a copy of the same every month to the Bank.
- f) All persons engaged by the contractor for carrying out the work would be service provider's employees for all purposes and regular and full payment to the employees will be made. No liability / responsibility whatsoever on account of persons engaged by the service provider is attributable to the Bank.
- g) The contractor will give an undertaking that they have necessary license and are registered under the Labour Welfare Legislation and they duly and promptly are complying with the provision pertaining to Employees Provident Fund Act, Employees State Insurance Act, Minimum Wages Act and such other legislation.
- h) The Bank shall not be responsible for injury or loss of life occurring during the performance of duties in the Bank's premises to any personnel deployed by the P&FM service provider. Any compensation or expenditure towards treatment for such injury or loss of life shall be borne by the contractor. Services can be utilized at any other Bank's premises in Vadodara without any extra charges.

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- i) Contractor and his personnel shall co-operate with the security agencies deployed in the campus along with other agencies and shall be thoroughly checked every time they leave the premises by the security personnel at the main gate.
- j) The contractor shall not engage any person who is below 18 years of age.
- k) The P&FMS employees should be available to carry out work during 0700 hrs to 2300 hrs including Lunch break of one hour and on Sunday and Bank's holidays as and when required.
- l) The staff of contractor shall be liable for security search during the course of work and at the time of leaving the premises.
- m) All employees should be provided Identity Card by the service provider.
11. The contractor has to bear the cost of all the stationary, mobile bills of his employees etc. required for proper execution, submission of reports, computer, printer, cartridges and maintenance of record for the work. If found using BOB's materials, Bank may recover an appropriate amount from the contractor's bills.
12. **Compensation towards non-attentiveness / delay** - Service provider shall maintain proper Record Register indicating reasons for not attending to any particular complaint within time schedule, failing which appropriate compensation shall be recoverable. The expected period of completion of the various items of work and the amount of deduction beyond that period for pending complaints will be as under.

Name of work	Time of completion from the date and time of complaints	Penalty for delay
Cleaning	Within two hours	Rs. 100/- per hour
Attending and rectifying complaints	One day	Rs. 200/- per day

Complaint will be mailed to official mail of tenderer and is valid communication in this respect.

It is, therefore, essential that Service Provider should maintain a sufficient stock of frequently used materials at site and keep proper inventory / records. Levy of compensation as above shall not absolve the contractor from his responsibilities. Electrician and Supervisor's responsibility is to communicate any unsafe condition/necessary work/defect promptly to Bank.

Further, a sum of Rs. 200/- (Minimum) per incidence shall also be charged as penalty towards non completion of the routine activities indicated in the scope of work. Assistant General Manager shall be the final authority for decision in such matters.

13. **Emergency Works** – It shall be the service provider's responsibility to attend to emergency works in time. No extra payment will be made for working at odd hours/ emergency work.
14. Under no circumstances charges for scaffolding, centering, shuttering, curing will be paid extra for any works related to maintenance, repair, replacement etc. by the Bank.
15. The Bank further reserves right to delete or reduce any item or sanction of the bill before effecting payment in case any complaints regarding quality of services/ inefficient services, non-adherence to agreed quality.
16. In case the service provider fails to fulfill his obligations for any day or any number of days to the satisfaction of the bank for any reason whatsoever, he shall pay by way of compensation of liquidated damages as quantified by the bank for the entire number of such days and the Bank shall without prejudice to their Rights and remedies including the termination of the contract, be entitled to deduct such damages from the money, if any, payable by them to the service provider.
17. **Indemnity:-** the contractor shall keep Bank indemnified against claims, if any of the workmen and all costs and expenses as may be incurred by the Bank in connection with any claim that may be any workmen. **The Contractor shall also execute an indemnity bond in favor of Bank, in the approved format in this regard.**
18. The Bank shall have right to conduct audits by its internal / external auditors or by agents appointed to act on its behalf and the copies of the audit report will be furnished to Bank from time to time.
19. Legal issue, if any, will strictly be under the jurisdiction of courts in Vadodara only.

Seal & Signature

SECTION D**BIDDER'S PROFILE:**

All the supporting Documents are required to be seal and signed by the bidder and shall be submitted alongwith tender. Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information. **All the documents submitted should be attested by the bidder.**

Basic Information		
Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".		
	Description	Bidders response
1	Name of the Bidder/Organization	
2	Full address of the Registered office	
3	Full address of the Local office (if any)	
4	Contact no.	
5	Email id	
6	Year of Establishment	
7	Type of Organization(Whether sole proprietorship, Partnership, Private Ltd. of Ltd Co.	
8	Name of the Proprietor / Partners /Directors of the Organization / Firm	

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9	Name of the person who has power of attorney or Authorized signatory	
10	Avg. Annual Turnover, in last 3 years (Up to 2020) More than Rs 162 lacs.	
	2017-18	
	2018-19	
	2019-20	
11	Net Profit/Loss Made by bidder in last three years	
	2017-18	
	2018-19	
	2019-20	
11	Account no., Bank name, NEFT Details, Address of the Bank, Branch Name, IFSC Code and MICR code	
12	Furnish the name and full address, email addresses, contact number of clients who will be in a position to certify about the quality as well as past performance of your organization.	
11	Completion of commercial bldg., institutional bldg., area not less than 130000 sq.ft.,(During last 7 years)	
a	Complete address of the site	

b	Address of office from where completion certificate is issued	
c	Contact number	
d	email id	
e	Designation of signatory of completion certificate	
f	Area of the building	
g	Total amount of work done	
h	Date of completion	
i	Completion certificate issuance date	
j	Scope of work	
13	No. of years of experience in the field	
15	GST No.	
16	PAN No.	

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17	Single point contact from bidder	
	Name	
	Contact no.	
	email id	
18	Enter EMD transaction details/UTR no. with date	
19	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.(Attach separate sheet if required)	
20	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted	
21	References with Address & Telephone Numbers of two persons, Email (top officials of an organization) for whom you have executed similar works, who may be directly contacted by the Bank about the ability, competence or capability of your organization.	

Seal & Signature

SECTION E**ELIGIBILITY CRITERIA:**

All the supporting Documents are required to be seal and signed by the bidder. Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information. The eligibility criteria for the bidder taking part in this bid process shall be as per qualification criterions and Acceptance of Terms and Conditions, unconditionally. A bidder will, by responding to the tender, be deemed to have accepted all terms and conditions, as stated in this tender, in letter and spirit.

Prequalification Criteria for Bidder who is submitting the bid.	
Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".	
Prequalification Criteria	Bidders Response
D.1 Bidder should have made net profits during last three financial years. (2017-2018, 2018-19 & 2019-20). Submit last three years (2017-2018, 2018-19 & 2019-20).audited financial statements	
D.2 Bidder Average Annual turnover of the company of last three years should not be less than Rs 162 Lakhs.	
D.3 Bidder must be an Indian firm company/organization registered under Companies Act (Submit Certificate of incorporation issued by Registrar of Companies)	
D.4 The bidder (s) in their own name should have satisfactorily executed the work for Premises & Facility Management Services in Govt. & Public / Private Sector Organizations during last seven (7) years (up to 28.02.2021). (Submit Work completion certificate)	
D.5 The applicants should have executed at least one of similar nature i.e. facility management services in	

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	commercial / Institutional building having minimum area of 130000 Sq. ft.	
D.6	<p>Bidder in their own name should have satisfactorily executed the work of similar nature in Semi Govt. /Govt. & Public / Private Sector Organizations during last seven (7) years (up to 31.03.2019)</p> <p>*Three completed works of similar nature each costing not less than Rs 216 lacs</p> <p>OR</p> <p>*Two completed works of similar nature each costing not less than Rs 270 lacs</p> <p>OR</p> <p>*One completed works of similar nature costing not less than Rs 432 lacs</p>	
a	Three completed works of similar nature costing not less than Rs 216lacs	
a.1	Complete address of the site	
	Address of office from where completion certificate is issued	
	Contact number	

	email id	
	Designation of signatory of completion certificate	
	Area of the premises	
	Total amount of work done	
	Date of completion of work	
	Completion certificate issuance date	
	Scope of work	
a.2	Complete address of the site	
	Address of office from where completion certificate is issued	
	Contact number	
	email id	
	Designation of signatory of completion certificate	

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	Area of the premises	
	Total amount of work done	
	Date of completion of work	
	Completion certificate issuance date	
	Scope of work	
a.3	Complete address of the Project	
	Address of office from where completion certificate is issued	
	Contact number	
	email id	
	Designation of signatory of completion certificate	
	Area of the premises	
	Total amount of work done	
	Date of completion of work	
	Completion certificate issuance date	
	Completion certificate issuance date	
	Scope of work	
b	Two completed works of similar nature each costing not less than Rs 270 lacs	
b.1	Complete address of the Site	

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	Address of office from where completion certificate is issued	
	Contact number	
	email id	
	Designation of signatory of completion certificate	
	Area of the premises	
	Total amount of work done	
	Date of completion of work	
	Completion certificate issuance date	
	Scope of work	
b.2	Complete address of the Site	
	Address of office from where completion certificate is issued	
	Contact number	
	email id	
	Designation of signatory of completion certificate	

Seal & Signature

	Area of the building	
	Total amount of work done	
	Date of completion of work	
	Completion certificate issuance date	
	Scope of work	
c	One completed work of similar nature costing not less than Rs 216 lacs	
c.1	Complete address of the site	
	Address of office from where completion certificate is issued	
	Contact number	
	email id	

Seal & Signature

	Designation of signatory of completion certificate	
	Area of the building (Sq.ft.)	
	Total amount of work done	
	Date of completion of Project	
	Completion certificate issuance date	
	Scope of work	

each site shall be treated as one work

“works of similar nature” means manning and maintenance of various services (as mentioned in tender) such as housekeeping, electrical including lt/ht panel, air conditioning, electromechanical equipment, firefighting, sanitation, pest control, horticulture etc. in commercial building/premises.

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SECTION: F

TERMS & CONDITIONS

E.1 General Terms & Conditions

The bids submitted has to be complete in all aspects including registration and licenses to be submitted along with datasheet.

E.2 Earnest Money Deposit (EMD)

The Earnest Money Deposit will be forfeited if:

- The bidder withdraws his tender before processing of the same.
- The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" to be issued by the Bank
- The selected bidder withdraws his tender before furnishing Bank Guarantee/Security Deposit as required under this Tender.
- The bidder violates any of the provisions of the terms and conditions of this tender specification.

E.3 Initial Security Deposit

An amount equivalent to 2% of the accepted tender value shall be deposited by the successful bidder towards the Initial security deposit after adjusting the EMD amount. Thus, the contractor has to submit the difference amount only.

The security deposit will be refunded by the bank after the expiry of the contract without any interest. Amount of Security Deposit will be rounded off to the nearest thousand.

Bank Guarantee in lieu of Security Deposit is also acceptable.

- E.4** The performance Bank Guarantee (BG) shall be 5% of contract value per year as security deposit has to be submitted contractor. No charges shall be payable on this account. The BG should in the format approved by the Bank and should be kept valid for a period of **37 months** with a claim period of 6 months. No payment shall be released till the BG is submitted. The Bank Guarantee (BG) shall be encashed and security deposit shall be forfeited in case contractor fails to perform his duties satisfactorily.

E.5 Authorized Signatory

The selected Bidder shall submit, at the time of signing the contract, a certified copy of the extract of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the company or of Attorney copy to discuss, sign agreements/contracts with the Bank. The selected Bidder shall furnish proof of signature identification for above purposes as required by the Bank.

The selected Bidder shall indicate the authorized signatory/ies who can discuss and correspond with the bank, with regard to the obligations under the contract.

E.6 Bank of Baroda reserves the right to

- Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery.

- Cancel the selection process as per Tender at any stage, without assigning any reason whatsoever.
- Alter the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this Contract.

E.7 Cancellation of contract and compensation

The Bank reserves the right to cancel the contract of the selected Bidder and recover expenditure incurred by the Bank in the following circumstances:

- A. The selected Bidder commits a breach of any of the terms and conditions of the Tender/contract.
- B. The selected Bidder becomes insolvent or goes into liquidation voluntarily or otherwise
- C. The progress regarding execution of the contract made by the selected Bidder is found to be unsatisfactory.
- D. If the delivery is delayed by more than three weeks from the due date of delivery.
- E. If the selected Bidder fails to complete the due performance of the contract in accordance with the agreed terms and conditions of contract, The Bank would provide 30 days' notice to rectify any breach/ unsatisfactory progress.

E.8 General Rules and Instructions for Guidance of Bidder:

The contract period will be for three years from the date of written order to commence work which will be subject to annual review of performance.

1. The Bank is not liable to pay any interest on the earnest money. The earnest money of the unsuccessful bidder will be refunded without any interest only after the decision to award the work is taken or after the expiry of the validity period of the tender whichever is later.
2. The acceptance of the tender will rest with Bank of Baroda, which does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all of the tenders received / cancel the tender process at any stage without assigning any reason thereof. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
3. The Bank reserves the right to waive or change any formalities, irregularities, or inconsistencies in proposal delivery and/or to negotiate any aspect of proposal with any bidder and negotiate with more than one bidder at a time.
4. The Bank reserves to itself the right of accepting the whole or part tender and the bidder shall be bound to perform the same at the rate quoted. The Bank may extend the time for submission of bids at its discretion. All rates shall be quoted on the form given in price bid which is available in tender. Tender with incomplete price bids shall be rejected.
5. All taxes including the sales tax or any other tax on material or finished works, prevailing at the time of tender in respect of this contract shall be payable by the P&FM Service Contractor and the Bank will not entertain any claim whatsoever in this respect.
6. The tender for works shall remain open for acceptance for a period of

180 days from the date of opening of Price Bid of the bidders. If any bidder withdraws his tender before the said period or refuses to execute the documents on its selection, the Bank shall be at liberty to forfeit Earnest Money paid along with the tender.

7. **It is obligatory on the part of the bidder to sign the tender documents for all the parts with stamp of firm / company and after the work is awarded, he will have to enter into an Agreement for each part with the Competent Authority of the Bank.**

8. The bidder, apart from being a competent contractor, must associate themselves / himself with the agencies of appropriate class.

9. The Contractor shall not assign the contract. He shall not sublet any portion of the contract except with written permission of Bank of Baroda. In case of breach, Bank has liberty to serve notice and rescind the contract.

10. **BIDDERS TO INFORM HIMSELF FULLY:** The BIDDERS shall be deemed to have carefully examined the work and site conditions including labour, the general and special conditions, the job requirements, schedules of equipment and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carried out their own investigations to arrive at the rates quoted in the tender. In this regard they will be given necessary information available with the department but without any guarantee about its accuracy. If the bidder shall have any doubt as to meaning of any portion of the general conditions, or the special conditions or the scope of work or any other matter concerning the contract he shall in good time, before submitting his tender, ascertain the particulars thereof by contacting the concerned officials before tendering. Once a tender is submitted the matter will be decided according to contract conditions etc. Conditional bids shall be rejected/disqualified.

In all cases of omissions and / or doubts or discrepancies in any item or job requirement, a reference shall be made to the Asst. General Manager, whose elucidation, elaboration or decision shall be considered as authentic. The contractor shall be held responsible for any errors that may occur in the work through lack of such reference and precaution.

11. All compensation or other sums of money payable by the contractor to the Bank under the terms of this contract may be deducted from the Security Deposit if the amount so permits or from any sums payable to the contractor and the contractors within ten days after such deductions shall make good the amount so deducted to bring the security deposit to its original level.

12. The Bank shall have right to carry an audit / technical examinations of the works and the bill of the contractor including all supporting vouchers, abstracts etc. by any of the persons or organizations as appointed by the Bank. If as a result of the examination or otherwise any sum is found to have been

overpaid or over certified it shall be lawful for the Bank to recover the sum from any payment due to the contractor for such work.

13. The P&FM Services Contractor or any of their employees / officers / staff / personnel / representatives / agents shall not, under any circumstances, be deemed to have any employer-employee relationship with the Bank or any of its employees / officers / staff / representatives / personnel / agents.

14. After the award of the contract, if the selected bidder does not perform satisfactorily, the Bank reserves the right to get the contract done by another party of its choice . In this event, the selected bidder is bound to make good the additional expenditure, which the Bank may have to incur for the selection of another Service Contractor. This clause is applicable, if for any reason, the contract is cancelled.

15. If for any reason, the Bank is obliged by virtue of the provisions of the Workmen's Compensation Act, 1923 or any statutory modification or re-enactment thereof or any other law relating to workmen to pay compensation to a workmen employed by the Contractor in execution of works or is made to pay any fine or penalty, the Bank shall be entitled to recover from the contractor the amount of compensation fine or penalty so paid.

16. Neither the contract nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the bidder or the contractor and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the Bank.

E.9 Disqualification

Any form of canvassing/lobbying/influence/query regarding short listing status etc. will be a disqualification.

E.10 Arbitration

In the event of a dispute or difference of any nature whatsoever between Bank and the Bidder during the course of the assignment arising as a result of this proposal, the same will be settled through the process of arbitration conducted by Sole Arbitrator appointed by Bank. The place of arbitral proceedings shall be at Vadodara. The provisions of Indian Arbitration Act & Conciliation Act 1996 with the revisions thereof shall apply to the arbitration proceeding.

E.11 Indemnity

The Selected Bidder shall indemnify and keep indemnified, protect and save the Bank against all claims, losses, damages, costs, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. by the Selected Bidder. The Selected Bidder shall always remain liable to the Bank for any losses suffered by the Bank due to any technical error and negligence or fault on the part of the Selected Bidder. The Selected bidder shall execute an indemnity in favor of Bank on adequate non judicial paper as per Bank's satisfaction.

E.12 No Commitment to Accept Lowest or Any Tender

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.

The Bank reserves the right to make any changes in the terms and condition of the Tender.

L1 means lowest quoted tender. The Bank will not be obliged to meet and have discussions with any bidder and/or to listen to any representations.

E.13 Subcontracting

The contractor will not subcontract or permit anyone other than the company personnel to perform any of the work, services or other performance required of the company under this Agreement without the prior written consent of the Bank.

E.14 Governing Language

The governing language shall be English.

OTHER TERMS AND CONDITIONS

1. Adherence to Terms and Conditions

The bidders who wish to submit responses to this tender should note that they should abide by all the terms and conditions contained in the tender. If the responses contain any extraneous conditions put in by the respondents, such responses may be disqualified and may not be considered for the selection process. Bidders are required to give comments/compliance against each clause and sub clause.

2. Governing Law

The Bids and the subsequent contract with the selected Bidder shall be governed in accordance with the Laws of India and shall be subject to the exclusive jurisdiction of Courts in Vadodara.

3. Dispute Resolution

The selected Bidder and bank shall endeavor their best to amicably settle all disputes arising out of or in connection with the contract in the following manner:

- A. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.
- B. The matter will be referred for negotiation between authorized representative of the bank and of the selected Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.
- C. In case any dispute between the Parties, is not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by

arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Vadodara and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.

- D. The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing.
- E. The arbitrators shall hold their sittings at Vadodara. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at Vadodara alone shall have the jurisdiction in respect of all matters connected with the contract. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.
- F. The selected Bidder shall not be entitled to suspend the Services or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Services in accordance with the provisions of the contract/agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

4. **Termination for Default**

The Bank, without prejudice to any other remedy for breach of contract, by written notice of default sent to the selected Bidder, may terminate this contract in whole or in part, if the Bidder fails to perform any obligation(s) under the contract.

In the event of the Bank terminating the contract in whole or in part, the Bank may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the Selected Bidder shall be liable to the Bank for any excess costs for such similar services.

5 **Confidentiality**

This document contains information confidential and proprietary to the Bank. Additionally, the selected Bidder shall be exposed by virtue of the contracted activities to the internal business information of the Bank. Disclosures of receipt of this tender or any part of the aforementioned information to parties not directly involved in providing the services requested could result in the disqualification of the selected Bidder, premature termination of the contract, and / or legal action against the selected Bidder for breach of trust.

Selected Bidder shall have to sign a legal non-disclosure agreement with the Bank before starting the project.

The selected Bidder (and its employees) shall not, unless the Bank gives

permission in writing, disclose any part or whole of this tender document, of the proposal and/or contract, or any specification, plan, drawing, pattern, sample or information furnished by the Bank (including the users), in connection therewith to any person other than a person employed by the selected bidder in the performance of the proposal and/or contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The employees or the third party engaged by the bidder shall maintain strict confidentiality.

The selected Bidder, its employees and agents shall not, without prior written consent from the Bank, make any use of any document or information given by the Bank or its Authorized personnel, except for purposes of performing the contract awarded. In case of breach, the Bank shall take such legal action as it may be advised. The selected Bidder has to maintain confidentiality even after completion/ termination of the contract.

6. Authorized Signatory

The selected bidder shall indicate the authorized signatories who can discuss and correspond with the Bank, with regard to the obligations under the contract.

The selected bidder shall submit at the time of signing the contract, a certified copy of the extract of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the company or a Power of Attorney copy to discuss, sign agreements/contracts with the Bank. The bidder shall furnish proof of signature identification for above purposes as required by the Bank.

7. Subcontracting

The selected Bidder shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the selected Bidder under the contract without the prior written consent of the Bank.

8. Single Point Of Contact & Direct Support

The bank intends the selected Bidder shall have the single point responsibility for fulfilling all obligations and providing all deliverables and services required for successful implementation of this project, notwithstanding the fact that the selected Bidder may appoint / procure services of third party suppliers, to perform all or part of the obligations contained under this tender and that the bank may for convenience enter into arrangements, including tripartite agreements, with such third party if selected Bidder required.

9. Information and Secrecy

The selected bidder must provide a written undertaking to the bank to comply with the secrecy provision pursuant to provision of Banking Regulation Act, 1949 and other applicable laws. The Bidder will follow professional ethics and conduct in performing their duties. The Bank has right to terminate the services of the Selected Bidder if it fails to comply with the conditions imposed. The external and internal auditors of the bank will be given right to review the books and internal controls of the Bidder related to the current project.

10. Other Terms and Conditions

Bank of Baroda reserves the right to:

- Reject any and all responses received in response to the Tender
- Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery
- Extend the time for submission of all proposals
- Select the most responsive bidder (in case no bidder satisfies the eligibility criteria in totality)
- Share the information/ clarifications provided in response to tender by any bidder, with any other bidder(s) /others, in any form.
- Cancel the Tender at any stage, without assigning any reason whatsoever.
- Change the time schedule of the Tender for inviting the bids or evaluation thereof.
- Modify the quantity or any specifications related to eligibility or technicalities.

11. **Bid Rejection Criteria**

In the following circumstances bank will have discretion to reject the entire bid or accept the bid with some conditions stipulated by bank.

- Bid submitted by holding company and its subsidiary
- Bids submitted by one or more companies having common director/s
- Bids submitted by one or more partnership firms / LLPs having common partners
- Bids submitted by one or more companies in the same group of promoters / management
- Any other bid in the sole discretion of the bank is in the nature of multiple bids.
- Related parties cannot submit bids. In case they do so both/all bids submitted by related parties are liable to be rejected at any stage.
- Bid submitted not as per terms and conditions.

12. The Successful Bidder shall not assign the Contract to subcontractor. Successful Bidder shall not sublet any portion of the Contract except with the written consent of the Bank

13. The Schedule of Probable Quantities is liable to alterations by omissions, deductions or additions at the discretion of the Bank. Each tender should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totaled in order to show the aggregate value of the entire tender.

14. The contractor shall strictly comply with the provision of safety code.

15. Bank reserves the right for any addition/deletion/alteration of materials/specifications before/after awarding the job without any compensation.

16. Bidder shall abide by the Minimum Wage Act, Labour Laws/Bye-laws, Shops & Establishment Act etc. of the State Government / Statutory bodies.

17. All necessary permit/license, permission from public authorities etc., if required, has to be arranged by the contractor.
18. If the quality of material supplied is found to be unsatisfactory by us at any point of the contract period, Bank is entitled to terminate the contract or withdraw the work order and get the balance supply at your risk and cost by any other agency particularly in case of the following defaults from selected bidder side.
19. Bank's discourages the stipulation of any additional conditions by the Bidders along with their offer. The clarifications / conditions etc. of all the Bidders, if any, will be examined and after discussions with all the Bidders in the pre-bid meeting, the conditions acceptable to Bank will be intimated to the Bidders through Addendum/Corrigendum, which shall be published online.
20. All the material should be of the best quality available in the market. P&FMS Contractor has to submit list of materials, quantities and make.
21. Bank will deduct TDS, other applicable taxes/surcharge/cess etc. as per norms.
22. Faxed or emailed copies of any submission are not acceptable and shall be rejected by the Bank.
23. All supporting documents duly self-attested with stamp. .
24. Incomplete or partial or faulty submissions shall be rejected.

In case the lowest tenderer backs out or does not respond to the acceptance letter and/or refuses to execute / sign the contract, re-tendering should be done and delisting of the agency backed out should be considered. Action to forfeit the Earnest Money Deposit of such a tenderer shall be taken after issuing requisite notices etc. for forfeiture.

25. The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the prices stated in the Schedule of Quantities, and/or the Schedule of Rates and Prices which rates and prices shall cover all his obligations under the Contract, and all matters and things necessary for the proper completion of the works. Conditional bids shall not be considered and will be rejected summarily.
26. The Contractor shall be responsible for all injury or damage to and property, persons, animals or things, and for all damage to property which may arise from any factor omission on the part of the Contractor or any Sub-Contractor or any nominated Sub-Contractor or any of their employees. The liability under this clause shall cover also, interalia any damages to structures, whether immediately adjacent to the works or otherwise; any damage to roads, streets, footpaths as well as damage caused to the building and other structures and works forming the subject matter of this contract. The contractor shall, indemnify and keep indemnified the Bank and hold him harmless in respect of all and any loss and expenses arising from any such injury or damage to persons or property as aforesaid and also against any claim made in respect of injury or damage,

whether under any statute or otherwise and also in respect of any award or compensation or damage consequent upon such claims.

The contractor shall be responsible for any liability which may not be referred to above and also for all other damages to any person, animal or defective carrying out of this contract, whatever, may be the reasons due to which the damage shall have been caused.

The contractor shall also indemnify and keep Indemnified the Bank against all and any costs, charges or expenses arising out of any claim or proceedings relating to the works and also in respect of any of damage or compensation arising there from.

Without prejudice to the other rights of the Bank against contractors in respect of such default, the Bank shall be entitled to deduct from any sums payable to the contractor the amount of any damages, compensation costs, charges and other expenses paid by the Bank and which are payable by the contractor under this clause.

27 Termination of Contract by the Bank

If the Contractor being an individual or a firm commits any "act of insolvency", or shall be adjudged an insolvent or being an incorporated Company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court and the Official Assignee or the Liquidator of such acts of insolvency or winding up, as the case may be, shall be unable within seven days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Bank that he is able to carry out and fulfill the Contract and to give security therefore, if so required by the Bank.

Or if the Contractor (when and individual, firm or incorporated Company) shall suffer execution

Or other process of Court attaching property to be issued against the Contractor.

Or shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of the Contractor.

Or shall assign or sublet this Contract without the consent in writing of the Bank first had and obtained.

Or shall charge or encumber this Contract or any payments due

Or which may become due to the Contractor hereunder.

28 Quantities mentioned in the BOQ are approximate quantities and may vary by +/- (plus /minus) 30%.

29 In case of any default in services as mentioned in the tender, the bidder shall be blacklisted and the information may be shared with other authorities. If the bidder found blacklisted during last -7- years in any of the PSU Bank/ Govt./Pvt. Organization, then bidder will be disqualified/terminated from the said tender.

30 Escalation

The prices shall remain firm and shall not be subject to variation for any reason whatsoever. All taxes including the sales Tax or any other Tax on material or finished works like service tax, work's contract tax, turn over tax etc. prevailing at the time of tendering in respect of this contract shall be included in the tender rates/bid and payable by the contractor and the Bank will not be liable for any claim whatsoever in this respect during the period of contract if the statutory payment structure remains unchanged Except GST. In case of GST, the mode of payment shall be as per the government guidelines. However, any increase or additional taxes levies by the Government or statutory authorities after the date of submission of tender will be borne by the Bank.

31 CONTRACTOR TO INFORM HIMSELF FULLY: The Contractor (P& FMS) shall be deemed to have carefully examined the work and site conditions including labour, the general and special conditions, the job requirements, schedules of equipment's and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carried out their own investigations to arrive at the rates quoted in the tender. In this regard they will be given necessary information available with the department but without any guarantee about its accuracy. If the contractor shall have any doubt as to meaning of any portion of the general conditions, or the special conditions or the scope of work or any other matter concerning the contract he shall in good time, before submitting his tender, ascertain the particulars thereof by contacting the concerned officials before tendering. Once a tender is submitted the matter will be decided according to contract conditions etc.

(a) In case of difference between the rates written in figures and words, the rate adopted (in words) for working out the total amount of the item in the tender form, shall be taken as correct. In all other cases the correct rate would be that which is lower.

(b) In all cases of omissions and / or doubts or discrepancies in any item or job requirement, a reference shall be made to the Asst. General Manager , whose elucidation, elaboration or decision shall be considered as authentic and final. The contractor shall be held responsible for any errors that may occur in the work through lack of such reference and precaution.

32 All compensation or other sums of money payable by the contractor to the Bank under the terms of this contract may be deducted from the Security Deposit if the amount so permits or from any sums payable to the contractor and the contractors within ten days after such deductions shall make good the amount so deducted to bring the security deposit to its original level.

33 The Bank shall have right to carry an audit / technical examinations of the works and the bill of the contractor including all supporting vouchers, abstracts etc. by any of the persons or organisations as appointed by the Bank. If as a result of the examination or otherwise any sum is found to

have been overpaid or over certified it shall be lawful for the Bank to recover the sum from any payment due to the contractor for such work.

34 The P&FM Services Contractor or any of their employees / officers / staff / personnel / representatives / agents shall not, under any circumstances, be deemed to have any employer-employee relationship with the Bank or any of its employees / officers / staff / representatives / personnel / agents.

35 After the award of the contract, if the selected bidder does not perform satisfactorily, the Bank reserves the right to get the contract done by another party of its choice. In this event, the selected bidder is bound to make good the additional expenditure, which the Bank may have to incur for the selection of another Service Contractor. This clause is applicable, if for any reason, the contract is cancelled.

36 If for any reason, the Bank is obliged by virtue of the provisions of the Workmen's Compensation Act, 1923 or any statutory modification or re-enactment thereof or any other law relating to workmen to pay compensation to a workmen employed by the Contractor in execution of works or is made to pay any fine or penalty, the Bank shall be entitled to recover from the contractor the amount of compensation fine or penalty so paid.

37. Neither the contract nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the bidder or the contractor and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the Bank.

38 OPENING OF BIDS:

Opening of Bids shall be strictly as per schedule under this tender and no request for change in date shall be entertained

Bids not accompanied with EMD will not be opened.

SECTION: G**QUALITY CONTROL AND ASSURANCE****1.0. P & F MANAGEMENT SERVICES CONTRACTOR'S RESPONSIBILITIES****1.1 Quality Control**

P & F Management Services Contractor shall be responsible for producing a Quality Control Procedure for implementation. The procedure shall contain inspection report forms and test report forms to record the quality of materials and workmanship, in accordance with the requirements of the AGREEMENT. WHERE applicable such reports shall contain details of weather conditions, humidity, temperature and particulars of application.

The Procedure shall only be implemented with the approval of Owner. P&FMS Contractor's Engineer to implement the Quality Control Procedure. P&FMS Contractor's designated inspection Engineer shall be responsible for preparing the weekly Quality Control Reports, two copies of which together with all corresponding test and inspection reports forms, shall be transmitted to Owner.

Successful Tenderer shall submit a typical Quality Control document from a previous contract.

1.2 Quality Assurance

P&FMS Contractor shall be responsible for producing and implementing a Quality Assurance Plan to ensure that inspection and testing of the works are carried out in accordance with the relevant provisions of the AGREEMENT. P&FMS Contractor shall designate a suitably qualified and experienced personnel to implement the approved Quality Assurance Plan.

Tender shall include a typical QA document from previous contract

1.3 Testing

Testing shall be in accordance with the requirements of the AGREEMENT. The charges incurred by the P & FMS contractor will be paid by the actual when the agency is appointed by the Bank/vendor as per prior approval form the Bank.

P&FMS Contractor shall keep formal record. P&FMS Contractor shall inform Owner at least twenty four hours in advance of all tests are conducting, witnessing so that Owner can be present for the test.

2.0 INSPECTION AND TESTING BY OWNER**2.1. General**

Owner shall have the right to inspect at all times any tools, instruments, materials, staging or equipment used or to be used in the performance of the works. P&FMS Contractor shall make all parts of the WORK accessible for these inspections.

2.2. Rejected Work and Equipment

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Owner shall have the right to condemn any and all tools, instruments, materials, staging, equipment, or work which does not conform to specifications.

P&FMS Contractor shall rectify any defective work not conforming to specification at no additional cost to Owner.

2.3 **Approval**

P&FMS Contractor shall notify the owner Twenty Four (24) hours before work or part of the work commences. Prior to final acceptance of part of or the complete work an inspection shall be made. P & FMS Contractor shall make an inspection report, which shall be signed by all parties.

2.4 It is the sole responsibility of the Premises and Facility Management Services Contractor to ensure that the operation, Maintenance and repairs are performed to the highest standards.

2.4.1 **Scope and Responsibilities**

The P&FMS Contractor is fully responsible for safe operation, effective maintenance and repairs of machinery, electrical, mechanical, sanitation, Health/Hygiene, etc.

2.4.2 **Operations**

P&FMS Contractor shall be fully responsible for operation of special equipment and or its accessories and controls in accordance with its requirements and function and keep systems working at all times.

P&FMS Contractor shall be responsible for observing and maintaining the electrical installations in accordance with state electricity board, electrical inspectorate and other local bodies at all times.

2.4.3 **Records of operation and maintenance**

The P&FMS Contractor shall provide printed comprehensive logbook as per certified standards and procedures, containing tables for daily record of all critical schedules, temperatures, pressures, humidity, power consumption, starting, stopping times of various equipment, daily record of unusual observations/unsafe condition.

2.4.4 **Maintenance and repairs**

It is the sole responsibility of P&FMS Contractor to ensure that the operation, maintenance and repairs are performed to the highest standards. The P&FMS Contractor shall submit to the owner, the proposed preventive maintenance schedules wherever called for.

2.4.5 **Audits**

Energy audit, facility audit and Fire Audit will be carried out by Bank periodically and P&FMS Contractor shall assist the Bank/Local authorities for necessary arrangement as per the requirement of Auditor.

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2.4.6 Breakdown Maintenance

Out of breakdown calls received, P&FMS Contractor shall give priority to the critical areas, which shall be decided by owner's representative in restoring the services with the minimum down time. In critical areas such as office areas, servers, utility areas, P&FMS Contractor shall ensure round the clock functioning of the services.

The services as described above shall be rendered to in respect of all the following services and utilities.

The tenderer must inspect the site of work and familiar and acquaint him with all installations, systems, sub-systems etc., and site conditions before quoting.

INSURANCE CONFIRMATION LETTER

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(To be typed on Contractor's Letterhead, signed & Stamped by Authorised person)

**The Asst. General Manager,
Bank of Baroda,
Facilities Management Deptt.
5th Floor, Baroda Bhavan
Vadodara
Gujarat, Pin- 390007**

Dear Sir,

**Re: Confirmation of Insurance Policies / Agreement No. _____ for Premises And
Facility Management Services For Bank's Various Premises at Vadodara**

We hereby confirm that we have effected valid insurance policy (ies) expiring on _____ which comply (ies) with all the requirements and conditions stipulated in the Insurance and Indemnity Article of the above Contract / Agreement including Inter-alia:- Waiver of subrogation against its servants, agents, employees, subsidiaries and all other companies in the Owner's Group.

Corporate or Company Seal

Authorised Signature

Name of Company

By.....

Title.....

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SECTION: H

SCHEDULE OF EQUIPMENTS

Details of installation of specialised services in various floors.

A) Electrical Installation

The package consists of the following equipment:

L T main Panel/s, I/o ports, EPABX system, PA system, CCTV, Audio System, Video System & Biometric system air conditioning units, Lifts, HVAC plant, RO plant, UPS System, Light Fixtures, HT/LT Panel, Transformers, Electrical panels, DG Set, Pumps, AHUs, Exhaust fans, Smoke detectors, Hydrant, Battery, Solar roof systems, earth pits, lighting distribution, Distribution Boxes, Kitchen equipment, Compound lights, RO Plant

B) Fire Protection System

The following fire protection systems are installed:

Sprinkler system

Portable Extinguishers

Automatic Sprinkler System

Automatic sprinkler system has been installed in the building for controlling fire, in case of any fire accident, without manual intervention. Sprinklers are made up of heat sensitive glass bulb and connected to wet pipe line. The bulb shatters due to the heat developed during fire and the sprinkler discharges water over fire.

C) Fire Detection System

The fire alarm system.
Optical smoke detector

D) Approx. 1700 work stations

The quantity of equipment are only for reference, It may vary as per the requirement of Bank's.

PROPOSED WORK METHODS, SUPPLIES AND PLAN

1. P & F Management Services Contractor (P & FMSC) shall be required to prepare and submit detailed descriptions of the arrangements, sequence and methods of service performance which P & FMSC proposes to adopt for the execution of the services.
2. Bank at his sole discretion shall ask at any time for changes in P & FMSC anticipated work sequence due to operational requirements. Such change in work sequence shall not entitle P & FMSC to any additional reimbursement.
3. P & FMSC shall be required to submit for Bank's approval a schedule of materials that shall be utilised for the above services. This information shall be submitted with full identification of specific manufacturer's products together with their catalogues.
4. P & FMSC shall be required to submit of Bank's approval a detailed mobilisation plan and a detailed manpower deployment schedule with details of manpower assigned to each task. All comments by Owner will be incorporated and executed at no extra costs to owner.
5. P & FMSC has to propose back up facilities. Bank has the right to review their adequacy.

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SECTION I**JOB DATA FOR VARIOUS INSTALLATIONS****A AIR CONDITIONING**

Responsibility of running the plant including AHU's, Axial and Jet fans accessories etc shall be the responsibility of the P&FMSC.

Bank has entered into Annual Maintenance and Comprehensive Contract (AMC) with M /s Pranam Technology. However, responsibility of running of the plant including AHU's etc during AMC period will be that of P&FMSC engaged. The overall responsibility of the plant including AHU's accessories etc and job requirements indicated below will be that of P&FMSC. Tenderer has to give their offer for engaging qualified technician and assistant for running the plant in the Commercial Bid.

AIR HANDLING EQUIPMENT

(Areas of co-ordination and monitoring and carrying out, as applicable)

		Monthly	Half Yearly	Yearly
i)	Check and lubricate bearing	Check Condition of drive coupling sleeves and belts and check alignment.	Inspect housing and wheel for rust and Accumulation of dirt	
ii)	Fan wheel	Check and play	Check fan wheel for damage and evidence of cracking of the blades. Clean the wheel of any accumulation of dirt, which may cause unbalance and excessive vibration	Inspect ducts for deterioration.
iii)	Air filters	Clean air filters	Check .bearings for and tear and replace lubricant. Check and tighten the mounting bolts. Check housing and wheel for signs of Rust and point it if necessary. Check for Disconnection, and loose links, Lubricate pins and operators. Check functional operation. Check leaves for distortion an damage and clean them.	

B. CENTRIFUGAL PUMP

i)	Cleaning		Draining and changing oil and cleaning of oil reservoir and strainers.
ii)	Checking lubrication		Inspect and service the float valves.
iii)	Checking operating pressure		Check bearing for wear and tear and clean / replace.

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iv)	Observe compressor and motor bearings temperature.		Inspect the drive for alignment, foundation or loosening of bolts.
v)	Check for unusual noise and vibration.		Disassemble the purge unit, inspect and service.
C PIPING			
i)	Refrigerant check for unusual vibration.	Check for leaks at the joints.	Check leaks from valve bonnet.
ii)		Check for wear and tear.	Check for sweating in piping.
WATER PIPEING			
I)	Check for unusual vibration	Check for evidence external corrosion	Check valve disc and seat for wear and tear.
D MOTORS			
i)	Clean	Check / lubricate bearings	Check for cleaning of air passage, windings, remove dust grease which may cause flashing.
ii)	Check contacts between the slip rings and brushes in case of slip ring motors	Check surface of the slip rings and polish and examine condition of the carbon brush in case of slip ring motors	Inspect visually the stator windings and measure insulation resistance.
			Inspect coil condition in the slats, condition of wedges and movement and evidence of coil looseness.
			Inspect coil condition in the end winding surface, distortion insulation swelling.
			Inspect condition of cores, tightness of laminations, and cleanliness of ventilating ducts.
			Inspect rotor for cracked bars and rings for connection to bars.
			Check air gap uniformity
E PUMPS			
i	Check packing and mechanical seal of leakages.	Check the alignment and condition of drive shaft, and Impeller.	Inspect the shaft, shaft, Sleeves, bearings, bearings housing etc.
ii	Check bearing temperature	Check / lubricate bearings.	inspect for wear and tear and corrosion of the impeller and the volute
iii	Check noise and vibration.		
F ELECTRICAL			
I	Electrical panel contact, control wiring, meters and protection system.		As in the case of electrical panel and sub-station

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ii	Electrical contact of various control provided in the chiller packages.	Monthly
iii	Terminal connection for main motors of chiller packages, pumps, cooling tower etc.	Six monthly
iv	Earthing of the entire electrical system.	Yearly as in case of other electrical installations.
v	Meggering of the entire electrical system.	- do -

G. LUBRICATION CHART

The lubricant to be used in the Air-conditioning plant shall be as per manufacture's instructions / guidelines. However, as a general guide a lubrication chart is given below.

AIR CONDITIONING

The HVAC system is connected to the building management system

SAMPLE LOG SHEET

DUNHAM BUSH SCREW COMPRESSOR PACKAGED CHILLER

NAME PLATE DATE:

UNIT MODER NO..... UNIT NO..... VOLTS.....Hz.....

UNIT SERIAL NO..... COMPRESSOR MODEL NOS.....

START UP: DATE TIME

DATE									
TIME									
ELAPSED TIME									
COMPRESSOR NO.									
SUCTION PRESSURE	1								
	2								
	3								
	4								
DISCHARGE PRESSURE	1								
	2								
	3								
	4								
DISCHARGE TEMPERATURE	1								
	2								
	3								
	4								
DISCHARGE SUPERHEAT (DISC.TEM.SAT. SUCT)	1								
	2								
	3								
	4								
DISCHARGE SUPERHEAT (DISC.TEM.SAT. SUCT)	1								
	2								
	3								
	4								

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COOLER WATER TEMPERATURE-IN											
COOLER WATER TEMPERATURE – OUT											
COOLER PRESSURE DROP PSI/IN WATER											
COOLER WATER FLOW (GPM)											
CONDENSOR AIR TEMPERATURE – IN (AMBIENT) AC ONLY											
ACTUAL VOLTAGE COMPRESSOR AMPS	1										
	2										
	3										
	4										
FAN AMPS											
VOLTS											

This log sheet is provided as recommendations of the readings that should be taken on a periodic basis. The actual readings taken and the frequency will depend upon the unit's application, hours of use, etc. This type of information can prove very useful in preventing and/or solving problems that might occur during the life of the unit.

LIFT INSTALLATION

All the electrical lifts in the buildings are under all inclusive Annual Maintenance Service Contract (.AMC) with the suppliers of the lifts. The concerned staff of P&FMSC shall ensure that the suppliers carry out the following periodic maintenance.

Lift attendants and technicians are to be provided by P&FMSC during AMC for which they are required to quote in Commercial Bid.

	Nature of checks	Periodicity
A	Machine room	
I	Main switch contacts are firm and there is no loose contact any where in the supply line	Weekly
ii	Commutator or slip rings and brushes are in good shape.	Fortnightly
iii	Condition of ball bearings. Roller plain bearings for greasing / oiling as the case may be.	Six monthly
iv	Cleanliness of the entire machine room or rags / oil waste and other foreign matters.	Fortnightly
v	Car platform structure.	Half yearly
vi	General upkeep of the machine room doors and windows and proper operation of ventilation system.	Monthly
vii	Break-drum, brake-liner, brake coil and other mechanical parts connected with the brake including stimulating condition for proper functioning of the brake on failure of supply.	Fortnightly

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viii	Oil leak in the worm gear assembly and quality of oil.	Six monthly
ix	Examine the condition of gear tooth by removing the gear box cover and also check for the gear by prescribed method	Half yearly
x	Check controller for loose, disconnected short circuited wires clean the contractors and replace, wherever necessary.	Monthly
xi	Ensure that all safety circuit are functional and not by passed	Monthly
xii	Lubricate and keep speed governor clean. Lift the weight by hand to ensure that control cut off switch operates and gripping jaws are released and grip the governor rope	Monthly
xiii	Check the ropes or broken / frayed wires and excessive lubrication. Check the ropes for slippage. Have ropes replaced at once In case of any damage.	a. Routine check monthly b. Detailed check six monthly
xiv	Allow the car to over travel in the down / up direction and ensure that the terminal limit switches operate properly.	Fortnightly
B	LANDINGS	
i	Check all interlocks, all landing locks for proper functioning and effective interlocking circuit.	Fortnightly
ii	Check the retiring cams by applying a constant pressure on the landing door allowing the lift car to pass through landings and ensure that it is not possible to snatch open the landing door.	Monthly
iii	Check for smooth movement of cat and door on the sills.	Fortnightly
iv	Operation of safety shoe in case of power operated doors.	Fortnightly
v	Physical condition of car and landing doors against any damage.	Half yearly
C	CAR AND CAR TOP	
i	Ensure the car door switch operates and its interlock is functional.	Monthly
ii	Inspect the wedge drum and safety rope, clean and oil it, if necessary.	Quarterly
iii	From the top of the car examine the car shoes and guide lubricator.	Quarterly
iv	Examine the condition of ropes	Six monthly
v	Examine emergency alarm, emergency stop, push button's intercom etc.	Fortnightly
vi	Check rescue device	Monthly
D	PIT/PIT	
i	Examine the car button frame	Quarterly
ii	Condition of pit for water leaks, foreign materials etc.	Quarterly and weekly during monsoon.
iii	Check buffer spring	Six monthly
E	GENERAL	
i	If safety jaws are stuck, trip the governor and lower the car by winding. I	Whenever required
ii	Ensure that the car rests on the safety jaws - if wedge type, turn the drum or pull the safety cable by hand	Quarterly

	and ensure that the jaws touch the guides. Ensure that there is no excessive slack in the safety tope.	
iii	Check condition of trailing cable and machine room wiring for mechanical and electrical damaging.	Quarterly
iv	Megger entire electrical, Installation in machine room.	Half yearly
v	Check effective numbers of earthling system	Half yearly

- i) Clean the machine room at least once in a week.
- ii) Doors, sources / windows should be properly maintained.
- iii) Machine room to be kept under lock and key.
- iv) Machine room to be accessed by authorised person only.
- v) Articles and materials not required for the maintenance of the elevator should not be stored in machine room.
- vi) Inflammable materials should not be kept in the machine room.
- vii) Any leakage of water into the machine room should be prevented.
- viii) Adequate lighting in the machine room should be ensured.

A ELECTRICAL INSTALLATION WORKS

Earthling

A 1 Requirement

- i) It shall be ensured that the following equipments are earthed:
 - 1) All metallic conductor enclosures.
 - 2) Under any of the following conditions, exposed non-current-carrying metal parts of the fixed equipment which are liable to be earthed.
 - Where the equipment is supplied by means of metal clad wiring.
 - Where equipment is located in a wet locating and is not isolated.
 - Where equipment is located within reach of a person who can come in contact with any earthed surface or object
 - Where equipment is located within reach of a person sending on the ground.
 - Where equipment is in a hazardous location.
- ii) All metal enclosures of electrical equipment in sub-stations shall be effectively earthed.

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iii) Before starting work on underground cables, all its conductors shall be discharged effectively and its both ended are earthed. Dead cables shall be identified by available means and the adjacent cables, if any, shall be provided suitable protection.

iv) Static condensers shall be disconnected from the source of supply, discharged and then earthed before starting work on them. If they are charged, heavy sparks will be drawn from them. To discharge them completely, earthing rods shall be used and contact made with each terminal in turn and the same shall be repeated until no spark is observed.

A 2 Maintenance

i) The earthing device shall first be connected to an effective earth provided for the purpose and the other end of the earthing device shall then be connected to the conductors of the apparatus to be earthed. The process of removing the earth device shall be reverse of that adopted for placing the earth.

ii) The earthing of all electrical apparatus and equipment in sub-station, distribution stations etc. shall be periodically tested and inspected. Ordinarily a Megger Test to check continuity of earth will suffice and shall be done once in six months. Earth tester suitable for three electrode method of testing earths shall be used wherever required or as per local regulations. Where no such regulation is in existence this shall be done once in two years.

iii) All earthing systems shall, before electric supply lines or apparatus are energised, be tested for electrical resistance to ensure efficient earthing.

iv) All earthing in systems shall be tested for effectivity on a dry day during dry season at least twice in a year.

v) All earthing in systems shall be maintained and if upon testing, resistance is found to be higher than the prescribed values, immediate, steps shall be taken to rectify the faulty earth

Sr. No	Installations	Maximum Resistance to Earth (in ohms)
1	Sub-section earthing stations	2
2	Steel poles and supports of low and medium voltage local distribution system	5
3	6.6 KV & 11 KV transmission lines supports	5
4	U. P. S.	1

vi) In case of pipe / plate electrodes earthing arrangement, three or four buckets of water shall be poured into the sump through the watering funnel once a month to keep the soil surround the earth pipe / plate permanently moist.

vii) Care shall be taken to protect the earth wire against mechanical damage and possibility of corrosion particularly at the point of connection to earth electrode or earth continuity conductor. Remedial measures shall be taken, wherever necessary.

viii) Periodical visual inspection of all earth electrode connections wherever available.

ix) Where installations are earthed to a metal sheath of the supply cable, it shall be verified periodically that the earth fault loop is in a satisfactory status.

x) Monthly record of tests carried out shall be maintained as per the Performa given below and these shall be preserved for a minimum period of 2 years from the date of testing.

Maintenance of Earthing System

Month	Watering of Stations	Visual check of system	Megger Test	Remarks	Initials of electrician/ AC & E Engineer
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

B. TRANSFORMER / SUB-STATION

B 1 Safety precaution and Physical Inspection

Before starting any maintenance works, the transformers shall be isolated from the supply and the terminal earthed. No combustible material shall be kept near the transformer, while any maintenance work is being carried out.

The following physical inspection shall be carried out :

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i) Bushings - The bushings both on H. T. and L. T. sides shall be checked for cracks and chips. Slight chips can be ignored but for major cracks, it is desirable to replace the bushings. Stock of the bushings shall be kept in consultation with the manufacturers. Bushings shall be checked quarterly and cleaned periodically.

ii) External connection - It shall be ensured that all the connections are tight. If the connection strips are observed to be black and corroded they shall be removed, cleaned with emery paper and given heavy grease coating. If the connection strip is bluish it is an indication that it has been hot for sometime. This means that either the connection has become loose or the conductor.

iii) The physical check up of cables may be done on alternative or any peak load condition by touching so as to ascertain the normal or abnormal temperature with due precautions.

iv) Remove dust from external surface monthly.

v) Check up winding temperature daily (when indicator is provided)

vi) Clean the coils and remove any deposits within the ventilation passage through which cooling air flanks

vii) General superficial conditions of the connecting cables on both sides, cables joint box, etc. shall be checked half yearly.

viii) Earth continuity particularly in case of transformers with neutral earthing and general earthing of the metal structure shall be checked annually. Records of the earth test results shall be kept.

ix) A Log Book for transformer readings shall be maintained.

x) The over load if any shall be only for specific duration as per manufacturer's standard and remaining period rated load.

C) SUBSTATION AND INTERNAL ELECTRICAL INSTALLATIONS

From the point of view of safety of life and materials, various checks that shall be carried out are tabulated below :-

i.	General House keeping of the area to avoid collection of foreign materials like paper, waste, oil / grease and other inflammable materials	Weekly
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ii.	Verification of transformer tank, oil circuit breaker and other oil carrying equipments against oil leaks	Monthly
iii.	Effectiveness of oil drainage system including piping and soak pit, wherever provided	Once in Six Months
iv.	Checking of operation of all trip circuits, relays and instruments like voltmeters and ammeters by stimulating conditions	Once in Six Months
v.	Checking of internal wiring for control circuits of circuit breakers and tightening all loose connections (ensure that none of the controls and safeties (trip) circuits are by-passed at any time)	Once in Six Months
vi.	Against physical damage to main boards, switches and distribution boards and rising mains	Once in Six Months
vii.	Tightening of all internal connections of cables in DBs, switch boards, rising mains etc.	Once in Six Months
viii.	Survey of lighting fixtures against physical damage to choke , holders, internal wiring etc.	Once in Six Months
ix.	Survey of point wiring against physical damage to conduit / batten/ wires/ supporting arrangement.	Once in Six Months
x.	Insulation resistance test of wiring system and equipment.	Once in Six Months
xi.	Check against improper sizes of protective fuses	Once in Six Months
xii.	Check load on mains , sub mains , and feeder points with long tester to ensure that there is no over loading	Once in Six Months
xiii.	Video Conferencing System Check	Weekly
xiv.	Audio System Check in meeting rooms and auditoriums	Weekly
xv.	Projector	Weekly

D FIRE PROTECTION SYSTEM

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D1 WET RISER SYSTEM

- i) Check and clean hydrant valves, hose reels, fire shafts and replace parts, if any immediately for keeping the system in working condition at all times.
- ii) Inspect the system for any leakage with special attention to fittings, valves, pipelines, joints, air valves and set them right immediately, if required.
- iii) Check the fuel tank of diesel engine driven fire pump and maintain log book duly signed supervisor.
- iv) Check the batteries for proper charge, level of electrolyte and good terminal connections and maintain log book.
- v) Check the level of water in the static water tank for fire fighting purposes.
- vi) Check the automatic working of the pump and maintain the log book.

WEEKLY

- i) Check the gland packing.
- ii) Check the level of water in the priming tank and replenish it, if required.
- iii) All metal parts should be cleaned by brasso

MONTHLY

- i) Check the automatic operation of the hydrant system.
- ii) Operate all the hydrant valves and check washers, lugs, Couplings, Nozzles, etc.
- iii) Check C. I .Valve gland packing and adjust/ replace, if required.
- iv) Check robber hoses giving special attention to couplings, washers, lugs and canvas jackets and swivel arrangements of the rubber hose reels.

QUARTERLY

- i) Drain the Wet Riser System thoroughly. Set it to the required pressure. Check the air valve for efficient functioning. Check the operation of various pressure switches by stimulating conditions. Clean all contacts areas of pressure switches.
- ii) Unroll the hose reels completely. Allow the water to pass through the rubber tubing/ canvas hoses. Check for leakage, wash and dry them without subjecting to the direct sun rays. Re-roll the hose reels properly. French chalk powder to the rubber tubing shall be applied before re-rolling.

HALF YEARLY

- i) Check all contacts and termination points of cables on starter and switches and motor side and tighten all connections.
- ii) Check and ensure that all fuses are in good condition and contact surfaces are free from pitting.
- iii) Megger the electrical system for effective insulation resistance.
- iv) Check current drawn by motors to ensure that it is not beyond the rated value
- v) Check the earthing system for its effectiveness.
- vi) Service all the valves.
- vii) Inspect suction pipes, intakes and foot valves to ensure that they are free from obstructions, foreign materials, etc.
- viii) Clean the static water tanks half yearly. While doing so, sufficient separate storage arrangements or stand by arrangements are made during the cleaning operation to meet any emergency etc

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ANNUALLY

- i) Test the gauges on the installation by comparing them with a test gauge

D2. SPRINKLER SYSTEM

ROUTINE

- i) Check main controlling valve Inspect for any leakage in fittings, valves, pipe lines, joints air valves to get designed water pressure in the system .
- ii) Check the level of water in the static water tanks to ensure that the tanks are full at all times.
- iii) Check the reading on the pressure gauges with reference to the standard reading and maintain the log book.
- iv) Clean and check the piping to ensure that it is free from any damage, corrosion, dust, and other foreign materials, etc

WEEKLY

- i) Check flow alarm device, small valve, controlling the water supply to alarm device shall be in open position.
- ii) Test the alarm system by operating gang bell.
- iii) Start the pump by operating test valve to ensure dependability of the pump, bearing, stuffing box, suction pipe and strainers

MONTHLY

- i) Clean the sprinkler glass bulbs with spirit.
- ii) Inspect and service the installation valve

QUARTERLY

- i) Drain the sprinkler system thoroughly and set it to the required pressure.

HALF YEARLY

- i) Inspect suction pipe, intake and foot valve to ensure that they are free from obstructions, foreign materials, etc.
- ii) Clean the water tank thoroughly.
- iii) Test the system by actuating one of the sprinkler heads.
- iv) Test the gauges on the installation by comparing them with a test gauge.

For pressure switches, pumps, and other similar gadgets, instructions listed out in the case of wet riser system shall apply.

D3 FIRE BRIGADE INLETS (BREATHING CONNECTION)

The fire brigade inlets are provided on the external of the compound/ building at convenient places for the local fire engines to pump water in to the installation/ fire tank by tapping external source.

ROUTINE

- i) Clean and check the water inlets for any damages.

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- ii) Ensure that the water inlets are covered with blank caps.

QUARTERLY

Pass water under pressure through the inlets. Check for any leakage in the pipe line and the non-return valve Drain the pipe line.

D4 FIRE FIGHTING PUMP INSTALLATIONS

In order to maintain the fire pumps in operating conditions it shall ensure that installations are tested periodically keeping in view the following guidelines:

- i) The approach to the fire pump room shall be kept neat and clean of debris, etc. The approach shall be adequately illuminated.
- ii) The key of the Fire Pump Room shall be easily available at the time of emergency.
- iii) The Fire Pump Room shall be kept neat and clean, and shall not to be used for any purpose .No other material except fuel and lubricant, spares for the engine and the pump, shall be stored in this room . An emergency lamp in good working condition shall always be available in the room.
- iv) It shall be ensured that the fuel tank is always full and a stock of fuel equivalent to the capacity of the tank shall be available in the pump room .The engine oil shall checked periodically and replaced, if necessary .A log book for recording receipt and consumption of fuel, engine oil shall be maintained by the person operating the pump .
- v) If the pump set fails to function on any day, immediate action shall be taken to get it repaired and commissioned, keeping the down time to minimum.
- vi) The person responsible for operating the pump shall maintain a Log Book containing the information about the date and time of operation of fire pump , details of defects if any noticed with time and date , action taken to set right / rectify the defects, the time at which the pump set was put back into operation.
- vii) All Log Books shall be produced before the Asst. General Manager / chief Manager once a month .
- viii) As far as possible the procedure laid down in the Tariff Advisory Committee's Fire Fighting Manual shall be followed for operation and maintenance of the fire fighting pumps and installations .

D5 FIRE EXTINGUISHERS

- a) Extinguishers

Routine Quarterly

- i) Clean the body, horn and wheel-- locking pin.
- ii) Weight the extinguishers .If the weight of the contents is reduced by more than 10%, it shall be sent for recharging.
- iii) Clean and polish the body with wax.
- iv) Check tube, horn, joints, and locking pins. Apply chalk powder for the tube externally.

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Whenever the extinguisher is sent for recharging, it shall be ensured that the same is pressure tested by the gas charging company by subjecting it to a pressure upto 210 kgs./cm².

a) Other Extinguishers if any

D6 PERIODICAL MAINTENANCE AS PER MANUFACTURERS SPECIFICATION

All the fire fighting installations shall be maintained in perfect serviceable condition so that their utility in emergency is availed of. The Fire Officer/ Security officer shall be over all in charge of such installations and he in turn shall get himself well acquainted with the use and operations of these equipments and train all Security Services Personnel as well as those of staff members desirous of learning their operations, if need be, by requisitioning the services of local Fire Brigade personnel / agencies who supply and service periodically such units.

Fire is everybody's concern and as such all members of staff must be made aware of Fire hazards and fire fighting installations provided in the premises and their operation to fight fire in its incipient stages. a fire sense is required to be imbibed in each and every staff member.

SL NO	DESCRIPTION	DAILY	QUARTERLY
	FIRE ALARM		
1	Acknowledge all the alarms	Yes	
2	Check the supply voltage phases ,neutral , phase earth and neutral earth		Yes
3	Check the battery voltage and its back up mode operation		Yes
4	Check the fire and other fire alarm condition		Yes
5	Check functioning of all hooters		Yes
6	Check and ensure that all interlocks with AHU and access doors are working		Yes
7	Clean detectors depending on the analogue value of detectors.		Yes
8	Clean all the detectors in the system		Yes
	PUBLIC ADDRESS SYSTEM		
1	Ensure power to amplifier is on	Yes	Yes
2	Check the functionality of the amplifiers		Yes
3	Ensure music volume is at desired level		Yes
4	Check functionality of the speaker		Yes
5	Check functionality of CD changer		Yes
6	Clean lens of the camera		Yes

E DG SET

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It shall be checked for their proper working condition once a week. Sufficient stock of diesel shall be kept. A log book showing details of inspection / running purchase and use of diesel consumed and running time of generator set shall be carried out quarterly.

F SYSTEMS OF INFORMATION TECHNOLOGY

PC and other IT Related Hardware at Baroda Sun Tower Building is managed and maintained by M/s Patni Computers System under the direct supervision of IT Department. However, Cleaning of computers, Telephone Instruments, etc and shifting of above if required are covered under the scope of P&FMSC.

G. PLUMBING

1. Maintain all supply and drainage pipes, ensure that there is no choke up and the system is working at self cleansing velocity without surcharging at the Manholes / Inspection chambers.
2. Maintain all valves, tapes, floats and other plumbing and sanitary fittings along the perimeter wall free from leakages.
3. Maintain all fixtures (cistern, basin, commode, urinals, taps, etc) and pipes in the toilet.
4. Ensure that the pressure of water supply for the fire fighting system is maintained at the required level.
5. Check supply and drainage to and from water cooler and water filter.
6. In co-ordination with the upkeep personnel, help to control pests by opening the drainage Chambers if any, adjacent to the building, to spray insecticides as and when required.
7. Before each monsoon, check and clean storm water drain and pipes of silt, debris and dry leaves.
8. Clean all water tanks, at least twice in every year, and disinfect, specially, before the start of the rainy season.
9. Test the drinking water clinically every month for pot ability and take corrective measures, at best efforts basis, to the best of our ability if the impurity level is high.
10. The plumber shall in the course of his duty shift:
 - Monitor the water level
 - Place order for tanker water when required if directed by the Bank
 - Maintain a day -to- day record of tanker water supply whenever ordered for.

H. CARPENTRY

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2. All main entrance doors are connected with access control system. It is very important to maintain the doors and door closures and ensure proper functioning of same to prevent unauthorised entry to the premises.
3. Periodical maintenance of door / door closure hinges, handles etc.
4. Attending minor carpentry jobs related to furniture (modular, chairs, filing cabinets, tables, table side units, credenza etc.
5. Ensure that all ceiling tiles are placed properly.

REPORTING AND RECORD KEEPING

a) Management reporting and process reviews

The employer shall approve the format for the monthly report.

b) Operating Meetings

During the early stages of the agreement it is expected that the frequent operation meetings will be required between the P&FMS contractor's account manager and employer's representatives to discuss priorities to establish satisfactory reporting procedures. The contractor shall make the appropriate personal available for attendance at all these meetings.

c) Progress Meetings

Progress meetings shall be held on, progress and the maintenance of the quality standards. P&FMS contractor and employer representative shall attend these meetings.

d) Performance Review Meeting

Performance review meetings shall be held quarterly to review the overall performance of the contractor. The senior management of P&FMS contractor and employer shall attend these meetings.

e) Quality Assurance

The contractor shall implement a quality system in accordance with high standards commensurate with those of maintenance of high quality intelligent buildings. The contractor shall develop, in conjunction with the employer's representatives, the standards of service to be provided and how performance to be measured and monitored.

A set of reports and records recommended for use for operation, maintenance and repair records. Same to be printed in quality paper (in duplicate/ triplicate) are given below. Formats for the same be prepared and got it approved before going for printing.

S. No.	Description of format	Remarks
1	Daily Report	To be submitted by P&FMSC
2	Monthly consumable / spares consumption statement	To be submitted by the P&FMSC every month
3	Daily attendance sheet	To be submitted by P&FMSC daily
4	Monthly assessment of P&FMSC's performance for the month	Issued by the Bank

S. No.	Name of record
1	Customer complaint register

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2	Monthly report format for O & M team
3	Job request for ACMV
4	Job request register for ACMV
5	Daily report for HVAC
6	Daily report for Electrical Services
7	Daily report for Fire Protection System
8	Daily report for Elevator
9	Fire alarm / Fire Audit Report
10	Water level daily report
11	Housekeeping schedule
12	Pest control schedule
13	Work instructions for house keeping O & M Team
14	Checklist for toilet
15	Checklist for office area
16	Checklist for common areas
17	Performance slip
18	Pest control log book
19	Security services work instructions
20	Emergency evacuation instructions
21	Schedule for 4 training of personnel in security, fire and safety
22	Schedule for training of fire wardens
23	Annual maintenance schedule
24	List and location of fire extinguishers (To be installed by BANK)
25	Fire alarm report
26	Fire warden's reporting form
27	Fire equipment inspection report form
28	Incident report form
29	Public address system test conduct form
30	Visitors pass
31	Outgoing material pass
32	Daily occurrence register
33	Site visit book
34	Vehicle movement register
35	Lost / found property register
36	Checklist for periodical audit
37	Break down complaint register
38	Break down work order
39	Spares register
40	Hot permit form
	PPM - PERIODIC PREVENTIVE MAINTENANCE
41	PPM Schedule for HVAC
42	PPM Schedule for Electrical systems
43	PPM Schedule for fire protection system
44	PPM Schedule for DG Sets
45	PPM Schedule for Elevators
46	Key register
47	Cold permit form
48	PPM work order

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49	PPM Checklist - CHILLER – Weekly
50	PPM Checklist - CHILLER – monthly
51	PPM Checklist - CHILLER – quarterly
52	PPM Checklist - CHILLER - half yearly
53	PPM Checklist - CHILLED - WATER PUMP - WEEKLY
54	PPM Checklist - CHILLED - WATER PUMP - monthly
55	PPM Checklist - CHILLED - WATER PUMP - quarterly
56	PPM Checklist - CHILLED - WATER PUMP - half yearly
57	PPM Checklist – AIR HANDLING UNIT - monthly
58	PPM Checklist – AIR HANDLING UNIT - quarterly
59	PPM Checklist – AIR HANDLING UNIT - half yearly
60	PPM Checklist - H T Panel
61	PPM Checklist - TRANSFORMER – monthly
62	PPM Checklist – AIR HANDLING UNIT - quarterly
63	PPM Checklist – AIR HANDLING UNIT - half yearly
64	PPM Checklist - MCC Panel
65	PPM Checklist - Capacitor panel
66	PPM Checklist - distribution panel
67	PPM Checklist – bus duct / RMS
68	PPM Checklist - battery charger
69	PPM Checklist – battery
70	PPM Checklist - main control centre
71	PPM Checklist - SHU starter panel
72	PPM Checklist - earth pits
73	PPM Checklist - Diesel Pump - Hydrant - weekly
74	PPM Checklist - Diesel Pump - Hydrant - monthly
75	PPM Checklist - Diesel Pump - Hydrant -quarterly
76	PPM Checklist - Diesel Pump - Hydrant - half yearly
77	PPM Checklist - Main Pump - Hydrant – weekly
78	PPM Checklist - Main Pump - Hydrant - monthly
79	PPM Checklist - Main Pump - Hydrant - quarterly
80	PPM Checklist - Main Pump - Hydrant - half yearly
81	PPM Checklist - Main Pump - Sprinkler - weekly
82	PPM Checklist - Main Pump - Sprinkler - monthly
83	PPM Checklist - Main Pump - Sprinkler - quarterly
84	PPM Checklist - Main Pump - Sprinkler - half yearly
85	PPM Checklist - Jocky Pump - Hydrant - weekly
86	PPM Checklist - Jocky Pump - Hydrant - monthly
87	PPM Checklist - Jocky Pump - Hydrant - quarterly
88	PPM Checklist - Jocky Pump - Hydrant - half yearly
89	PPM Checklist - Jocky Pump - Sprinkler - weekly
90	PPM Checklist - Jocky Pump - Hydrant - monthly
91	PPM Checklist - Jocky Pump - Hydrant - quarterly
92	PPM Checklist - Jocky Pump - Hydrant - half yearly
93	PPM Checklist - Booster Pump – weekly
94	PPM Checklist - Booster Pump - monthly
95	PPM Checklist - Booster Pump – quarterly
96	PPM Checklist - Booster Pump - half yearly

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97	PPM Checklist - Sprinkler - monthly & quarterly
98	PPM Checklist - Sprinkler - half yearly
99	PPM Checklist – Fire cut out - monthly & yearly
100	PPM Checklist – Fire Extinguisher - monthly & yearly
101	PPM Checklist - Diesel Generator – weekly
102	PPM Checklist - Diesel Generator - monthly
103	PPM Checklist - Diesel Generator – quarterly
104	PPM Checklist –Water pump –monthly
105	PPM Checklist – Water pump – quarterly
106	PPM Checklist – Water pump – half yearly
107	PPM Checklist – Ventilator Fan Monthly and Quarterly
108	PPM Checklist – Lift – Quarterly
109	PPM Checklist – Lift – Half yearly
110	PPM Checklist – FAÇADE CLENING - monthly
111	PPM Checklist – General Plumbing Monthly
112	PPM Checklist – Water pumps monthly
113	PPM Checklist – Fire Alarm System Quarterly
114	PPM Checklist – AHU Monthly
115	PPM Checklist – Water Management system Monthly
116	PPM Checklist – Parking record register
117	PPM Checklist – Register for identity / Security access cards
118	PPM Checklist – Access card audit register
119	PPM Checklist – Electrical reading card
120	PPM Checklist – A/C reading card
121	PPM Checklist – Water reading card
122	PPM Checklist – Statutory / Regulatory approval tracking form
123	PPM Checklist – Asset Register
124	PPM Checklist – Tracking sheet for Insurance policies
125	PPM Checklist – Customer satisfaction survey format
126	PPM Checklist – Data Card
127	PPM Checklist – Daily report
128	PPM Checklist – Continual Improvement report
129	PPM Checklist –Corrective action report
130	PPM Checklist – Preventive action report

SECTION J

Annexure – 1

(to be submitted on letter head)

Date:

To,

**The Asst. General Manager,
Bank of Baroda,
Facilities Management Deptt.
5th Floor, Baroda Bhavan
Vadodara
Gujarat, Pin- 390007**

Dear Sir,

Re: TENDER FOR PREMISES AND FACILITY MANAGEMENT SERVICES FOR BANK'S VARIOUS PREMISES AT VADODARA

Having visited the building premises under reference and examined the tender documents and understood the instructions, terms & conditions for Premises and Facility Management Services at mentioned premises of Bank of Baroda, we hereby enclose Technical Bid and Price/Commercial Bid online along with required self- Attested photo copies of documents and tender document duly stamped and signed by the undersigned.

- 1) I/We confirm that the tender is in conformity with terms and conditions as mentioned in tender documents.
- 2) I/ We have studied the Pre-Qualification Criteria, Important instructions, General Conditions, etc. and read the scope of work carefully and diligently , and I/ We have submitted the tender having studied, understood and accepted the said terms and conditions of the tender.
- 3) I/ We understand that any false information is detected at a later date any future contract made between ourselves and Bank of Baroda, on the basis of the information given by me/ us can be treated as invalid by the Bank and I/ We will be solely responsible for the consequences.
- 4) I/ We agree that the decision of Bank of Baroda in selection of service providers will be final and binding to me / us.
- 5) We confirm that we will abide by all the changes made in corrigendum/addendum
- 6) We confirm that we will abide by all the new clauses added in the corrigendum/addendum.
- 7) I/ We confirm that all the information furnished by me / us in the tender is correct.
- 8) I/ We agree that I/ We have no objection if enquiries are made about our work.
- 9) I/ We confirm the work in the agreement/ tender contract will be executed conforming to the requirements contained in the tender document in a professional manner and best in class as per industry standards and to the satisfaction of the Bank.
- 10) I/We confirm that we will abide by all terms and conditions mentioned in this tender Document.
- 11) I/ We confirm that I/We have made a complete review and careful examination of the terms of the tender document and we hereby unconditionally and irrevocably accept, agree and acknowledge the terms mentioned thereof.
- 12) I/We agree that we have not been blacklisted by any PSU Bank / IBA/RBI/Govt. organization/Public Body during the last seven years. Self-Certified letter duly signed on our letterhead is attached.

I/We also deposited EMD via NEFT transaction/UTR no. _____ Dt. _____ for Rs _____ as Earnest Money Deposit (EMD)

Yours faithfully,

Signature

(Proprietor / Authorized Signatory)
(Name and Designation with Office Seal of tenderer)

Seal & Signature

ANNEXURE 2

Integrity Pact

(To be submitted with Technical Bid after duly signed and seal by Bidder)

PRE CONTRACT INTEGRITY PACT General

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____ day of _____ month, 2019 between, on one hand, Bank of Baroda, a body corporate constituted under the Banking Companies (Acquisitions and Transfer of Undertakings) Act, 1970 having its head office at Mandvi Baroda, and its corporate office at Baroda Corporate Centre, C-26, G-Block, Bandra Kurla Complex, Bandra East, Mumbai-400051 (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s _____ represented by Shri _____, Chief Executive Officer (hereinafter called the "BIDDER/Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure (Name of the Stores/Equipment/Item/Services) and the BIDDER/Seller is willing to offer/has offered the said stores/equipment/item/services and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Public Sector Undertaking performing its functions on behalf of the President of India.

NOW, THEREFORE, To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the desired said stores/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

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- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 1.4 In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

- 2 The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-
 - 2.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
 - 2.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favor or disfavor to any person in relation to the contract or any other contract with the Government.
 - 2.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
 - 2.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
 - 2.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/authorized government sponsored export entity and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
 - 2.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
 - 2.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
 - 2.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
 - 2.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any

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information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

- 2.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 2.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 2.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be closed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 2.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

3 Previous Transgression

- 3.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 3.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

4 Earnest Money Deposit

- 4.1 While submitting commercial bid, the BIDDER shall deposit an amount (shall be specified in RFP) as Earnest Money Deposit, with the BUYER through any of the following instruments:
 - (i) Bank Draft or a Pay Order in favor of Bank of Baroda
 - (ii) A confirmed guarantee by an Indian Nationalized Bank other than Bank of Baroda, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
 - (iii) Any other mode or through any other instrument (to be specified in the RFP).
- 4.2 The Earnest Money Deposit shall be valid up to complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and BUYER, and any demand in respect thereof should reach the Bank not later than the date mentioned in RFP.
- 4.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 4.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money Deposit for the period of its currency.

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5 Sanctions for Violations

- 5.1.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-
- 5.1.2 To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- 5.1.3 The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- 5.1.4 To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- 5.1.5 To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Base Rate of Bank of Baroda, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- 5.1.6 To encash the advance bank guarantee and performance bond / warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- 5.1.7 To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/ rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- 5.1.8 To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- 5.1.9 To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- 5.1.10 In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- 5.1.11 Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 5.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

6 Fall Clause

The BIDDER undertakes that it has not supplied/is not supplying similar product / systems or subsystems / services at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product / systems or sub systems / services was supplied

Seal & Signature

by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price within a period of one year before and after bid submission date, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

7 Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

8 Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

9 Validity

The validity of this Integrity Pact shall be from date of its signing and extend upto 3 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

12. The parties hereby sign this Integrity Pact at _____ on _____

BUYER

BIDDER

Name of the Officer:

Chief Executive Officer

Designation:

Department:

Witness

Witness

1. _____

1. _____

2. _____

2. _____

Seal & Signature

Annexure 3

To

**Asst. General Manager (FM & Security),
Facilities Management Dept.,
Head Office, Bank of Baroda, 5th Floor,
Baroda Bhavan, R.C. Dutt Road,
Vadodara 390 007**

Dear Sir,

Re: TENDER FOR PREMISES AND FACILITY MANAGEMENT SERVICES FOR
BANK'S VARIOUS PREMISES AT VADODARA

We have read and understood the tender notice and instructions to the applicants. We do hereby declare that information furnished in the Performa given in tender document for captioned work is correct to the best of our knowledge and belief.

Yours faithfully,

For
Signature:
Name :
Designation :
Registered Address :
Seal :

Seal & Signature

Annexure 4

Particulars In Respect Of Similar Services Rendered for other organizations

Sr. No.	Name of work/ services rendered with address	Short Description of Work and Services rendered	Name and address of the Owner	Value of work/ services rendered	Period for which services are being rendered	Name of Architect/ Consulting Engineer associated with the Building

Seal & Signature

Check List for Enclosures

Annexure 5

Please state whether following enclosures has been enclosed or not.

Sr.No.	Description of Items	Enclosed	Not Enclosed
1	Application including Letter of Transmittal and Formats A to D and Annexure A to C.		
2	Copies of IT Clearance Certificate		
3	Certificate of Registration from any Government/Public Bodies.		
4	GST registration		
5	Copies of Audited Balance Sheet and P & L statement for last 03 years.		
6	Solvency certificate from Bankers		
8	Supporting certificates for technical and financial capacity from relevant authorities.		
9	Details of Board of Directors/Partners/ Authorized officials.		
10	Organization Chart with responsibilities		
11	Details of facilities for performing the services.		
12	Details of tie-ups, technical, financial with reputed foreign organization.		
13	A detailed write-up on any latest method of approach specially devised by the contractor to perform the work to international standard level.		
14	Any other important information.		
15	Copy of Power of Attorney/Board Resolution Authority to participate in the tendering process/signing all relevant document.		
16	Average Annual financial turnover of the firm for each job during the last –3- years, ending 31st March, 2020, should be at least 30% of the estimated cost (ie Rs 162 lacs/- supported with audited balance sheets).		
17	Work Completion Certificate Three similar completed works for each job (single job or combined offer from one party) costing not less than Rs 216 lakhs, OR Two similar completed works for each job(single job or combined offer from one party) costing not less than Rs 270 Lakhs, OR One similar completed work for each job(single job or combined offer from one party) costing not less than Rs 432 Lakhs		
18	The applicants should have executed at least two jobs of similar nature i.e. facility management services in commercial building having area of around 10,000 sq.mtr. or above and value of order more than ₹ 216/- lacs		

I /We hereby agree to abide by the decision of The Bank of Baroda in all matters related to this pre-qualification.

Seal & Authorised Signature of Bidder

Seal & Signature

Annexure 6

Personnel Data

Give details of key Technical and Administrative Personnel (who could be assigned for the works) in the following proforma. (In case of partnership firm particulars of partners to be given)

<i>A. Details of the Board of Directors</i>			
1) Name of the Director			
2) Organization			
3) Address			

<i>Details of the Board of Directors</i>			
4) Name of the Director			
5) Organization			
6) Address			

<i>Details of the Board of Directors</i>			
7) Name of the Director			
8) Organization			
9) Address			

B. Key Technical and Administrative Personnel and Consultants :

- 1) Individual's Name
- 2) Qualification
- 3) Present position of Office
- 4) Professional experience and details of P & FM works carried out.
- 5) Years with the applicant.
- 6) Languages known.
- 7) Additional information

C. Details of key Service Personnel to take care of various services.

Seal & Signature

Annexure 7

The following key Personnel Permanently Employed with us and will be directly involving in this new job

Sr. No	Name	Designation	Qualification	Experience	Years With The Firm	Any Other Details
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Seal & Signature

Annexure 8

The contractor has to submit details of their best three jobs (completed during last 7 years) that suit to the requirement of the bank and as mentioned in the pre-qualification tender form and advertisement.

Experience of Completed Works (1)

Give details of the similar type of P & FM work (satisfying the requirements mentioned in the Tender notice) completed during the last two years in the following proforma (separate form of each work)

1. Name of work and location.
2. Client's name and Address
3. In case of Indian Company, was there any tie up with foreign company? If yes, give name, address and details of company with nature of tie-up and since when.
4. Total tendered cost of work (Agreement No. and date).
5. Brief description of work including principal features and main items of the work.
6. Name of applicant's Building & Facility Manager of the work and professional Qualifications.
7. Period of Services
 - a) Originally
 - b) Renewal time, if any
8. Were there any penalties/fines/stop – notice/compensation/liquidated damages imposed? (Yes or No) (If yes give amount and explanation).
9. Details of litigations / arbitration cases, if any pertaining to works completed.
10. Attach client's certificate as may be available. (Signed by Authorized Signatory of no below the rank of Director) along with copy of work order, agreement clearly stating the scope and details of P & FM work.

Seal & Signature

Experience of Completed Works (2)

Give details of the similar type of P & FM work (satisfying the requirements mentioned in the Tender notice) completed during the last two years in the following proforma (separate form of each work)

1. Name of work and location.
2. Client's name and Address
3. In case of Indian Company, was there any tie up with foreign company? If yes, give name, address and details of company with nature of tie-up and since when.
4. Total tendered cost of work (Agreement No. and date).
5. Brief description of work including principal features and main items of the work.
6. Name of applicant's Building & Facility Manager of the work and professional Qualifications.
7. Period of Services
 - a) Originally
 - b) Renewal time, if any
8. Were there any penalties/fines/stop – notice/compensation/liquidated damages imposed? (Yes or No) (If yes give amount and explanation).
9. Details of litigations / arbitration cases, if any pertaining to works completed.
10. Attach client's certificate as may be available. (Signed by Authorized Signatory of no below the rank of Director) along with copy of work order, agreement clearly stating the scope and details of P & FM work.

Seal & Signature

Experience of Completed Works (3)

Give details of the similar type of P & FM work (satisfying the requirements mentioned in the Tender notice) completed during the last two years in the following proforma (separate form of each work)

1. Name of work and location.
2. Client's name and Address
3. In case of Indian Company, was there any tie up with foreign company? If yes, give name, address and details of company with nature of tie-up and since when.
4. Total tendered cost of work (Agreement No. and date).
5. Brief description of work including principal features and main items of the work.
6. Name of applicant's Building & Facility Manager of the work and professional Qualifications.
7. Period of Services
 - a) Originally
 - b) Renewal time, if any
8. Were there any penalties/fines/stop – notice/compensation/liquidated damages imposed? (Yes or No) (If yes give amount and explanation).
9. Details of litigations / arbitration cases, if any pertaining to works completed.
10. Attach client's certificate as may be available. (Signed by Authorized Signatory of no below the rank of Director) along with copy of work order, agreement clearly stating the scope and details of P & FM work.

Seal & Signature

Particulars In Respect Of Similar Services Rendered for other organizations

Sr. No.	Name of work/ services rendered with address	Short Description of Work and Services rendered	Name and address of the Owner	Value of work/ services rendered	Period for which services are being rendered	Name of Architect/ Consulting Engineer associated with the Building

Seal & Signature

Particulars In Respect Of Similar Services Rendered for other organizations

Sr. No	Name of work/ services rendered with address	Short Description of Work and Services rendered	Name and address of the Owner	Value of work/ services rendered	Period for which services are being rendered	Name of Architect/ Consulting Engineer associated with the Building

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Annexure 9

Experience of Ongoing Work Job No.1

Give details of (**best two jobs only**) the similar type of P & FM work (satisfying the requirements mentioned in the Tender notice) ongoing and performance progress as on the date of submission of pre-qualification document in the following proforma (separate form of each work):

1. Name of the work and location:
2. Client's name and Address :
3. In case of Indian Company, was there any tie-up with foreign company? If yes, give name, address and details of company with nature of tie-up and since when:
4. Total contract cost of work (Agreement No. And Date; copy to be attached)
5. Name of applicant's Building & Facility Manager with professional Qualifications:
6. Brief description of works including principal features and main items:
7. Details of job responsibilities
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
8. Were there any penalties/fines/stop – notice/compensation/liquidated damages imposed? (Yes or No) (If yes give amount and explanation.) :
9. Were there any fines, claims or stop notice filed by the employer ?(Yes or No) (If yes, give amount and explanation):
10. Details of litigations/arbitration cases, if any, pertaining to Services ongoing. -
11. Attach client's certificate as may be available. (Signed by Authorized Signatory of not below the rank of Director) along with copy of work order, agreement clearly stating the scope and details of P & FM work.

Seal & Signature

Job No. 2

1. Name of the work and location:
2. Client's name and Address :
3. In case of Indian Company, was there any tie-up with foreign company? If yes, give name, address and details of company with nature of tie-up and since when:
4. Total contract cost of work (Agreement No. And Date; copy to be attached)
5. Name of applicant's Building & Facility Manager with professional qualifications.:

6. Brief description of works including principal features and main items:
7. Details of job responsibilities
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.

8. Were there any penalties/fines/stop – notice/compensation/liquidated damages imposed ? (Yes or No) (If yes give amount and explanation.) :

9. Were there any fines, claims or stop notice filed by the employer ?(Yes or No) (If yes, give amount and explanation):

10. Details of litigations/arbitration cases, if any, pertaining to Services ongoing.: -

11. Attach client's certificate as may be available. (Signed by Authorized Signatory of not below the rank of Director) along with copy of work order, agreement clearly stating the scope and details of P & FM work.

Signature of the applicant

Seal & Signature

Annexure 10

Details of infrastructure available with P&FMS contractor to perform the services

Seal & Signature

Annexure 11

Details of P&FMS work operated with computerized maintenance management system

Seal & Signature

ARTICLE OF AGREEMENT

ARTICLE OF AGREEMENT made this Day of 2021

Between

Bank of Baroda, a Body Corporate constituted under the Banking Companies(Acquisition and Transfer of Undertakings) Act, 1970 having it’s Head office at Mandvi, Baroda and Corporate office at Baroda Corporate Centre, C- 26, G-Block, Bandra Kurla Complex , Bandra (E), Mumbai- 400051 (Hereinafter called ‘the Bank’) of one part

And

..... engaged in the work of providing Premises and Facility Management Services (hereinafter called ‘M/s _____’ or ‘the P&FM Service Contractor’) of the other part.

“Parties” shall mean Bank and P&FM Service Contractor collectively; and the “Party” shall mean either one of them.

WHEREAS the Bank being desirous of outsourcing the job of Manning and Maintenance of Administrative Buildings on the plots of land bearing plot nos....., RC Dutta Road, Alkapuri, Baroda (the buildings) for a period of three years and for the said purpose, the Bank has issued tender dated _____, inviting offers from several Premises and Facility Management Service providers;

WHEREAS PREMISES AND FACILITY MANAGEMENT SERVICES (P&FMS) of the building include all services and facilities like Electrical, Lift, Air Conditioning , Electro Mechanical , Fire Fighting , Housekeeping , Horticulture, Plumbing , Carpentry , Pest Control etc. and any other similar systems and services for the Bank (work / services);

WHEREAS M/s _____ has offered its services in accordance with the terms and conditions contained in the tender and thereby submitted its response to tender dated _____ to the Bank. After considering the response of M/s _____, the Bank has accepted the same by acceptance letter dated _____ and selected them as the Contractor for manning and maintaining the building for a period of three years.

AND WHEREAS the P&FM Service Contractor has deposited the security deposit of Rs----- in token of performance of this Agreement for three years from the date of commencement of the work as defined herein with provision for annual performance review of the Agreement every year if so desired by the Bank.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. For the consideration hereinafter mentioned, the Bank hereby appoints M/s _____ as the P&FM Service Contractor and the P&FM Service Contractor will carry out and render the services described by or referred to in the tender. The conditions for the services (the said conditions) have been annexed herewith and shall be read and construed as forming part of this Agreement. The parties hereto shall abide by, submit themselves to the conditions, and perform the task on their parts respectively in such conditions contained, as per the Agreement. This Agreement and Schedules and documents annexed herewith shall form the basis of this contract.

2. Scope of work:

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a. As per Tender Document .

b. The Bank reserves to itself the right of altering the scope of work and nature of the work by adding to or omitting any items of work or having portion of the same carried out through other agency without prejudice to this contract . The P&FMS contractor will only be paid for the actual service performed and work done payable at the accepted unit rates.

3. Payment Terms:

a. The Bank will pay the P&FM Service Contractor the said contract amount, Rs.....(Rupees.....)
(hereinafter referred to ‘the Contract Sum’) or such other sum as shall become payable hereunder at the times and in the manner specified in Technical and Commercial bids and the said conditions.

b. This contract is a fixed Lump Sum contract for manning and maintenance of the buildings and it's services / facilities and to be paid proportionately according to the actual performance.

c. All payments by the Bank under this contract will be made only at Baroda in Indian Rupees and shall be within 30 days from the submission of bills including period of checking subject to bills being complete and in the format to be mutually agreed.

d. All taxes including the sales tax or any other tax on material or finished works like service tax, work's contract tax, turn over tax etc prevailing at the time of tender in respect of this contract shall be payable by the P&FM Service Contractor and the Bank will not entertain any claim whatsoever in this respect.GST Will be paid extra as per central Govt. Norms.

e. That the terms of this contract have been read by the P&FM Service Contractor and fully understood by him/ them. The P&FM Service Contractor shall not be entitled for the payments for the quantities beyond the tendered quantities unless ordered for, by specific instructions with prior approval from the Bank.

4. Standard of Performance:

a.) P&FM Service Contractor must perform the complete services (without any negligence) on timely basis using utmost and absolute skill, honesty, loyalty and due care and complying with all the provisions, rules and regulations under applicable laws.. P&FM Service Contractor shall always, without any bias, render Services in the best interest of the Bank. The P&FM Service Contractor shall be afforded every reasonable facility for carrying out of all works relating to the provisions of the P&FM Services including manning and maintenance in the manner laid in the said conditions till the completion of the contract. Any delay, negligence, error, default or deficiency in providing and/or performing the services shall be considered as breach for the purpose of this Agreement. P&FM Service Contractor shall always provide the services through its fully trained and fully equipped officers, employees, agents and representatives.

b.) Timely performance of the contractual obligation shall be considered as the essence of the contract and the P&FM Service Contractor hereby agrees to commence the work soon after but not later than 10th day from the date of issue of letter of intent by the Bank as provided in the said conditions and to perform the job during and within the stipulated contract period.

c.) P&FM Service Contractor shall allow the Bank of Baroda (BOB) or persons authorized by it to access the documents, records of transaction or any other information given to, stored or processed by P&FM Service Contractor relating to the Bank or this Agreement, within a

reasonable time failing which P&FM Service Contractor will be liable to pay any charges/ penalty levied by Bank. P&FM Service Contractor shall allow the BANK to conduct audits or inspection of its Books and account with regard to BANK or this Agreement by one or more of BANK officers or employees or other persons duly authorized by BANK.

d) P&FM Services Contractor shall not sub-contract, except with the prior written consent of the Bank, to provide any of the Services under this Agreement.

5. Representations & Warranties of Parties to this Agreement:

Each Party represents, warrants, and covenants to the other Party to this Agreement that:

- a. Each Party is validly incorporated / constituted and existing and has the requisite corporate and other requisite approvals for executing this Agreement and holds and will keep in force the licenses and approvals required for performing their part of the obligations hereunder.
- b. The signature and delivery of this Agreement by each Party has been duly authorized and performance by each Party shall not result in the breach of any term or provision of any applicable law, charter by-law or Agreement to which each Party hereto is a party or by which is bound; and
- c. This Agreement constitutes a valid and binding contract.

6. Applicable Law and Jurisdiction:

The terms of this contract shall be construed in accordance with the laws of India. All disputes and differences of any kind whatsoever arising of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at Baroda and only court in Vadodara shall have jurisdiction to determine the same.

7. Termination:

- a.) Initial period of Contract shall be **36** months (subject to performance review on annual basis) from date of commencement of work and subsequent extension of contract , if any, will be decided by mutual negotiation between the Bank and Premises & Facility Management (P&FM) Service Contractor for further period of one/ two years. Bank reserves the rights of not extending the contract beyond the said period. If the P&FM Service Contractor fails to perform any of it's obligations under this Agreement and if the Bank is not satisfied with the services of the P& FM Service Contractor during the regular and extended period , Bank may terminate the services of the P&FM Services Contractor, at any time by giving one month's notice in writing. In such event, the Bank reserves the right to get the work done / services performed by another agency or contractor of its choice. In that event, the P & FM Services Contractor is bound to make good the additional expenditure, which the Bank may have to incur for the selection of another contractor / service provider. This clause is applicable, if for any reason, the contract is cancelled during the contract period including extension.
- b). Bank shall not be liable for any cost/ damage/ expenses or any loss whatsoever that the P&FM Service Contractor may suffer on termination of services by the Bank.
- c.) Except for nonpayment, in no other circumstances the P&FM Contractor shall have a right to terminate this Agreement.

8. Insurance:

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P&FM Service Contractor shall cover all employees, servants and agents under his charge, including waiver of their subrogation, for all statutory compliances like ESIC, PF, Accidental, Life, Third Party and Property damage Insurances as specified in the tender

9. Indemnity:

a). The P&FM Services Contractor or any of their employees / officers / staff / personnel / representatives / agents shall not, under any circumstances, be deemed to have any employer-employee relationship with the Bank or any of its employees / officers / staff / representatives / personnel / agents

b). The P & FM Service Contractor shall indemnify and keep the Bank, it's directors, officers, employees or agents indemnified and saved harmless against claims, costs, expenses (including attorney's fees), damages, actions or proceedings brought or instituted against the Bank, it's directors, officers, employees or agents by any of contractor's employees or any other third person or authority in connection with relating to or arising out of the performance of the services under this Agreement.

c). If for any reason, the Bank is obliged by virtue of the provisions of the Workmen's Compensation Act, 1923 or Contract Labour (Regulation and Abolition) Act, 1970 or Employees Provident Fund and Miscellaneous Provisions Act, 1952, any statutory modification or re-enactment thereof or law relating to performance of the services by the contractors to pay compensation to workmen employed by the P&FM Service Contractor in execution of work or providing services, the Bank shall be entitled to recover from the P&FM Service Contractor the amount of compensation so paid and special damages for any prosecution launched and/or penalty or punishment imposed.

10. Dispute Resolution:

a). The Bank and the P&FM Services Contractor agree that they will first attempt to resolve any disputes regarding this Agreement through mutual consultation. However, if such consultations do not result in satisfaction to either party within thirty (30) days after one party has given written notice to the other to commence such consultations, then either party may refer the dispute to arbitration. Any dispute, controversy or claim arising out of or relating to this Agreement, or interpretation, breach, termination or invalidity of any term hereof, shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 with revisions as applicable.

b) The arbitrators shall refer to the English text of this contract and all proceedings shall be conducted in English. Three Arbitrators shall be nominated.

c) Bank of Baroda and P&FM Service Contractor shall each select one arbitrator and the two arbitrators chosen by the parties shall select the third arbitrator as an umpire. The Parties agree that the place of arbitration shall be Vadodara, India. The arbitration award shall be final and binding on the parties.

d). The cost of the arbitration shall be borne by the losing party unless otherwise determined by the arbitration award. When any dispute occurs, the parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Agreement.

11. Notices and other communication:

Seal & Signature

a). Any and all notices or other communications that are required or desired to be provided to any Party hereto under this Agreement shall be provided in writing and sent personally or by certified or registered post with acknowledgement due or e-mail duly transmitted, facsimile / fax transmission (with hard copy to follow) or overnight courier mail, addressed to the Parties at the addresses and fax number set forth on the signature page.

b). Notices shall be effective receipt, except that notices sent by registered post in a correctly addressed envelope shall be deemed to be delivered within 5 working days (excluding Sundays and public holidays) after the date of mailing dispatch. In case the communication is made by facsimile transmission, on the date of successful facsimile transmission (that is, the sender has a hard copy of a confirmation page evidencing that the facsimile was completed in full to the correct fax number). Any Party may change the address and fax number to which notices are to be sent to it by providing written notice to the other Party in one of the manners provided in this provision. Unless otherwise expressly indicated in this Agreement, all references to "days" shall mean calendar days.

12. Assignment:

P&FM Service Contractor shall not assign or otherwise transfer any of its rights or delegate any of its obligations hereunder in any form whatsoever without the written consent of BANK. Any purported assignment or delegation in violation of the preceding sentence shall be void and of no effect. This Agreement shall be binding on the Parties' legal respective, successors or permitted assignees or delegates.

13. Entire Agreement: This Agreement along with tender and tender response by the P&FM Service Contractor collectively constitutes the entire Agreement between Bank and P&FM Service Contractor and supersedes all prior and contemporaneous communications, understandings, representations and negotiations, with respect to the services and other matters covered by this Agreement.

14. Amendment:

No variation, amendment, modification or waiver of any provision of this Agreement, nor consent to any departure there from, shall in any event be effective unless the same shall be in writing and signed by the authorized representative of each of the Parties hereto, and then such waiver or consent shall be effective only in the specific instance and for the specific purpose for which given.

15. Severability:

If any term or provision or clause of this Agreement is declared invalid, illegal or unenforceable, the remainder of this Agreement shall be unimpaired and invalid, illegal or unenforceable term or provision shall be replaced by such valid term or provision as comes closest to the intention underlying the invalid term or provision and that term or provision shall be enforced to the fullest extent permitted by law.

If the contract is with a Partnership or an Individual

IN WITNESS WHEREOF the parties hereto have set their respective hands to these presents and hereof the day and year first hereinabove written

If the contract is with a company.

IN WITNESS WHEREOF the Bank has set its hand to these presents through its duly authorized official and the P&FM Service contractor has caused its common seal to be affixed hereunto and has

Seal & Signature

caused these presents to be executed on it's behalf through its duly authorised representative / Power of Attorney on the day and year first hereinabove written.

Signature
(Bank)

Signature
(P&FM Service Contractor)

Name and Designation

Address

Bank of Baroda
Baroda Zone,
6th Floor, Suraj Plaza-III,
Sayajiganj, Baroda

P&FM Service Contractor

WITNESSES

WITNESSES

1
2

Seal & Signature

Annexure 12

APPENDIX

1. Date of Commencement of work : 10th day from the date of letter of intent issued by Bank of Baroda.
2. Period of Contract : 36 months from the date of contract
3. Payment of Bills by the Bank : Monthly payment as per Price Bid (Part II). To be submitted by the 1st week of Month & the same will be cleared within 30 days from date of receipt of bill.
4. Escalation : The prices shall remain firm and shall not subject to variation for any reason whatsoever.
5. Categorization of workers: :
 - I. Facility Manager - Skilled
 - II. Assistant Facility Manager- Skilled
 - III. House Keeping supervisor – Semi-Skilled
 - IV. Housekeeping service men – Un-Skilled
 - V. Ladies Toilet Attendant – Un-Skilled
 - VI. Lift attendant – Un-skilled
 - VII. Lift Technician – Semi-Skilled
 - VIII. Electrical Engineer - Skilled
 - IX. Substation Operator – Semi-Skilled
 - X. Electrician – Semi-Skilled
 - XI. Plumber – Semi-Skilled
 - XII. Carpenter – Semi-Skilled
 - XIII. Garden Supervisor – Semi-Skilled
 - XIV. Asst. Gardener – Un-Skilled
 - XV. Fire men – Semi-Skilled
 - XVI. HVAC Operator – Semi- Skilled
 - XVII. HVAC Assistant – Un-Skilled

Place
Date

Signature of the Bidder

Seal & Signature