

# **ANNEXURES**

**Annexure I: Covering Letter (On the Letterhead of the applicant)**

To

Date: \_\_\_\_\_

The Collector & District Magistrate  
Balangir, Odisha

**Ref: Tender for Selection of Service Provider for Providing Facility Management Services (FMS)**

Being duly authorized to represent and act on behalf of .....(hereinafter referred to as "the Applicant") and having reviewed and fully understood all the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of (*Name of Applicant*) for the captioned Project with the details as per the requirements of the Tender, for your evaluation. We confirm that our Proposal is valid for a period of 180 days from the last date of submission of proposal.

***We also hereby agree and undertake as under***

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects, and we agree to the terms and conditions of the Request for Proposal.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully

For and on behalf of  
(*Name of Applicant*)

**Duly signed by the Authorised Signatory of the Applicant**

**(Name, Title, and Address of the Authorised Signatory)**

## Annexure II: Request for Clarification

The bidder requiring specific points of clarification may communicate with DISTRICT ADMINISTRATION Balangir during the specified period using the following format.

Bidder's Request for Clarification				
Name of Organization submitting query/ request for clarification:-				
Full address of the Organization including e-mail, phone and fax for all points of contact:-				
Sl. No.	Tender Reference (Section No., Clause, Page No.)	Content of Tender	Clarification Sought	DISTRICT ADMINISTRATION Balangir Response (space to be left blank by the Bidder)
1				
2				
3				

### Annexure III: Pre-Qualification Proposal Criteria

No.	Type	Pre-Qualification Criteria	Documents to be submitted
PQ 1	Tender processing fees	In shape of Banker's Cheque / Demand Draft to be made from any Nationalized Bank or Scheduled Commercial Bank in favour of <b>AMA BUS STAND BALANGIR</b> payable at <b>Balangir</b> .	Bank/Demand Draft
PQ 2	Legal Entity	The bidder should be a company registered under the Companies Act, 2013 or the Companies Act, 1956 for last 5 years.	Copy of Certificate of Incorporation/ Registration/Partnership deed signed by Authorized Signatory of the Bidder
			Copy of PAN/ TAN
			Copy of GST Registration
PQ 3	Valid Registration Certificate and License	The Bidder ought to have been covered by the Labour legislations, such as EPF, ESI and Contract Labour (R&A) Act	Copy of valid EPF & ESI registration certificate and valid Labour License
PQ 4	Bank Solvency Certificate	The bidder should submit bank solvency certificate for the last 3 (three) financial years (FY 20-21, FY 21-22, FY 22-23)	Certificate from the Statutory Auditor clearly stating the solvency status.
PQ 5	Net worth	The Bidder should have at least <b>₹ 1.0 crore</b> net worth for last three (3) financial years (FY). (FY 20-21, FY 21-22, FY 22-23)	Certificate from the Statutory Auditor clearly stating Positive Net worth.
PQ 6	Financial Criteria	Average financial turnover of the Bidder during the last 3 (three) financial years (FY 20-21, FY 21-22, FY 22-23) should be at least <b>₹ 5 crore</b>	Copies of audited financial statements (In case the audited financial statement of the last financial year is not yet ready, the Bidder shall submit unaudited financial statements, certified by its statutory auditor.)
PQ 7	Minimum Staff Strength under its payroll.	The Bidder should have a minimum strength of <b>300 workers</b> under its payroll.	Copy of latest Challan and payment confirmation slip

No.	Type	Pre-Qualification Criteria	Documents to be submitted
PQ 8	<p>Relevant Facility Management Services experience shall mean services related to</p> <ol style="list-style-type: none"> <li>1. Cleaning &amp; sweeping/ garbage collection/ pest control.</li> <li>2. Electrical/ Mechanical / Civil maintenance</li> </ol>	<p>The Bidder should have experience of providing at least 250 skilled, semi-skilled manpower in projects for Central/ State Govt. Departments/ Agencies/ PSU/ Corporations in last 3 Years from the date of submission of proposal.</p>	<p>Work Order/ Contract Documents/ Client Certificate</p>
PQ 9	<p>Central/ State Transport / Urban Local Bodies experience</p>	<p>Should have experience of working with at least one Central/ State Transport System/ Urban Local Body project.</p>	<p>Relevant work order/s to be provided</p>
PQ 10	<p>Asset Monitoring and Management experience during the last 3 (three) Financial Years (FY 20-21, FY 21-22, FY 22-23)</p>	<p>Must have executed 3 Asset Monitoring and Management project during the last 3 (three) Financial Years (FY 20-21, FY 21-22, FY 22-23)</p>	<p>Relevant Work order along with completion certificate or Continuation certificate</p>
PQ 11	<p>Non-Performance Declaration</p>	<p>A Bidder should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder nor has been expelled from any project or contract by any public entity nor have had any contract terminated any public entity for breach by such Bidder.</p>	<p>A self-certified letter signed by the Authorized Signatory of the Bidder in the Company Letterhead.</p>
PQ 12	<p>Local Presence</p>	<p>The company should have a branch office or its head office in Odisha.</p>	<p>Address Proof supporting document.</p>

No.	Type	Pre-Qualification Criteria	Documents to be submitted
PQ 13	Blacklisting	The Bidder should not be debarred/blacklisted by any State Government/ Central Government/ PSU Organization in India for unsatisfactory performance, corrupt or fraudulent practices or any other unethical conduct either indefinitely or for a period as on date of submission proposal.	A self-certified letter signed by the Authorized Signatory of the Bidder in the Company Letterhead.

**Annexure IV: Details of Bidder**

- 1 Name: \_\_\_\_\_
- 2 Country of incorporation: \_\_\_\_\_
- 3 Address of the corporate headquarters and its branch office(s), if any, in India:  
\_\_\_\_\_  
\_\_\_\_\_
- 4 Date of incorporation and / or commencement of business: \_\_\_\_\_
- 5 Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6 Details of individual(s) who will serve as the point of contact/ communication.
  - Name \_\_\_\_\_
  - Designation \_\_\_\_\_
  - Company \_\_\_\_\_
  - Address \_\_\_\_\_
  - Telephone Number \_\_\_\_\_
  - E-Mail Address \_\_\_\_\_
  - Fax Number \_\_\_\_\_
- 7 Of the Authorized Signatory of the Bidder
  - Name \_\_\_\_\_
  - Designation \_\_\_\_\_
  - Company \_\_\_\_\_
  - Address \_\_\_\_\_
  - Telephone Number \_\_\_\_\_
  - E-Mail Address \_\_\_\_\_
  - Fax Number \_\_\_\_\_

A statement by the Bidder disclosing material non-performance or contractual non-compliance in past projects, contractual disputes and litigation/ arbitration in the recent past (Attach extra sheets, if necessary)

**Annexure V: Power of Attorney (On stamp Paper)**

Know all men by these presents, we \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint, and authorize Mr./ Ms. (name), \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in

connection with or incidental to submission of our Bid for pre- qualification and submission of our **Tender for Selection of Service Provider for Providing Facility Management Services (FMS)** (DISTRICT ADMINISTRATION, Balangir) . including but not limited to signing and submission of all Bids, and other documents and writings, participate in Pre- bid and other conferences and providing information/ responses to DISTRICT ADMINISTRATION, Balangir, representing us in all matters before DISTRICT ADMINISTRATION, Balangir, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our Tender, and generally dealing with DISTRICT ADMINISTRATION, Balangir in all matters in connection with or relating to or arising out of our Tender for the said Project and/ or upon award thereof to us and/or till the entering into of the Contract Agreement with DISTRICT ADMINISTRATION, Balangir.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds, and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE, [\_\_\_\_\_], THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [\_\_\_\_] DAY OF [\_\_\_\_], 2023.

For \_\_\_\_\_

(Signature, name, designation, and address) \_\_\_\_\_

Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

(Notarized)

Accepted

(Signature)

Name, Title and Address of the Attorney \_\_\_\_\_

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

**Annexure VI: Non-Blacklisting declaration**

{Company Letter head}

Format of self-certificate stating that the Entity/Promoter/s / Director/s of Entity are not blacklisted. Anti-Blacklisting Certificate

M/s \_\_\_\_\_(Name of the bidder), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/ director(s) are not barred by State Government / any other Government entity or blacklisted by any state government or central government / department / Local Government / agency in India or from abroad from participating in Project/s, either individually or as member of a Consortium/JV as on the \_\_\_\_\_(Last date of submission of bid).

We further confirm that we are aware that our application for the **“Tender for Selection of Service Provider for Providing Facility Management Services (FMS)”** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this Tender at any stage of the bidding process or thereafter during the agreement period. Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 2023.

Name of the bidder \_\_\_\_\_

Name of the Authorized Person \_\_\_\_\_

Signature of the Authorized person

**Annexure VII: Self-declaration for Non-Performance**

I/ We .....hereby declare that my / our firm M/S .....

have successfully executed the work order assigned by the State Government / any other Government entity or any state government or central government / department / Local Government / agency in India. There is no remark of non- performance or non-compliance in any of our past projects, or any contractual dispute / litigation / arbitration in the recent past. Dated this..... Day of .... 20.....

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Name of the bidder

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Signature of the Authorized person

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Name of the Authorized Person

**Annexure VIII: Technical capacity of the Bidder**

Sl.No.	Client Name	Year	Total Nos. of Manpower provided to the client	Work Order / Client Certificate


Date:

## Annexure IX: Technical Evaluation Criteria

Sl. No.	Technical Evaluation Parameter	Technical Evaluation Criteria	Max Score	Documents Required
TQ1	Number of years of operations in Facility Management Services.	<ul style="list-style-type: none"> <li>• 3 years or lower – <b>5 marks</b></li> <li>• 4 years – <b>7 marks</b></li> <li>• 5 years or more – <b>10 marks</b></li> </ul>	10	A copy of work orders / agreement / client certificate copy previously issued
TQ2	The bidder shall have minimum INR 5 Crores Annual Turnover from consulting services from business operations in India for each of the last 3 Financial Years.	<ul style="list-style-type: none"> <li>• For INR 5 - 10 crore – 5 marks</li> <li>• For INR 10 – 20 crores – 10 marks</li> <li>• More than INR 20 crores – 15 marks</li> </ul>	15	A Certificate from the Statutory Auditor mentioning Annual Turnover from consulting services from business operations in India for each of the last 3 Financial Years
TQ3	Experience of Government / PSU transport projects in the India with at least 100 resources for FMS Services over 2 work orders or 200 skilled resources for FMS Services in 1 work /order. Work order date/agreement date on or after 1st April 2016. Project citation along with Client supporting document (Work order/Agreement/Client Certificate copy to be submitted.	<ul style="list-style-type: none"> <li>• For each project 5 marks will be awarded</li> <li>• Maximum score is 20 marks</li> </ul>	20	A copy of work orders / agreement / client certificate copy previously issued by State / Central Govt. or PSU in the Transport Sector
TQ4	Experience of Government FMS service or similar assignments (which should include project / scheme) with a minimum supply of 100 manpower over 2 work orders / 200 skilled manpower in a single work order projects in India – Work order date/agreement date on or after 1st April 2016 – Project citation along with Client supporting document (Work order / Agreement) copy to be submitted.	<ul style="list-style-type: none"> <li>• For each project 2 marks will be awarded</li> <li>• Maximum score is 10 marks</li> </ul>	10	A copy of work orders / agreement / client certificate copy previously issued by State / Central Govt. or PSU

<b>TQ5</b>	At least 100 resources for FMS Services on the ESI roll of the bidding firm for last three financial year. ESI copy to be submitted.	<ul style="list-style-type: none"> <li>• 100 – 200 nos. of resources - <b>5 Marks</b></li> <li>• 200 – 400 nos. of resources - <b>7 Marks</b></li> <li>• 400 or more nos. of Resources – <b>10 Marks</b></li> </ul>	10	A copy of the ESIC statement
<b>TQ6</b>	Valid ISO certification timeline	<ul style="list-style-type: none"> <li>• 3 to 5 years – <b>5 marks</b></li> <li>• More than 5 years – <b>10 marks</b></li> </ul>	10	A copy of the ISO certificate
<b>TQ7</b>	Presentation (Date to be communicated later) – maximum 20 minutes slot will be given to each bidder	Your understanding of the Scope and Proposed Approach and Methodology and FMS Management, Business Plan and projected cash flow (CAPEX, OPEX, RoI, RoR etc.)	25	Presentation

## Annexure X: Financial capacity of the bidder

### Format for CA Certificate

(The format should be certified by Chartered Accountant)

Sl. No.	Financial Year	Average Annual Turnover (INR Crores)	Net worth (in INR Crores)
1	2020-21		
2	2021-22		
3	2022-23		
4	Average		

Name of Bidder's Bankers: \_\_\_\_\_

Address of Bidder's Bankers: \_\_\_\_\_

#### Instructions

1. The Bidder should provide details of its own Financial Capacity specified in the Tender.
2. The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 3 years preceding the Bid Due Date. The financial statements shall:
  - a) Reflect the financial situation and turnover of the Bidder.
  - b) Be audited by a statutory auditor.
  - c) Be complete, including all notes to the financial statements; and
  - d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
3. Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation reserves + miscellaneous expenditure not written off + reserves not available for distribution to equity shareholders).
4. The Bidder shall also provide the name and address of the Bankers to the Bidder.
5. The Bidder shall provide an Auditor's Certificate specifying the Net Worth of the Bidder and also specifying the methodology adopted for calculating such Net Worth in accordance with the Tender document.
6. The Bidder shall also provide an Auditor's certificate specifying the annual turnover of the Bidder.

Dated this \_\_\_\_\_ day of 2023.

Name of the CA: \_\_\_\_\_

Signature of certifying CA

## Annexure XI: Format for Financial Proposal

To

Date: \_\_\_\_\_

The Collector & District Magistrate  
Balangir, Odisha

**Ref: Financial Proposal for Engagement of Facility Management Services (FMS) for Ama Bus Stand Assets under DISTRICT ADMINISTRATION Balangir.**

Dear Sir,

We, the undersigned, offer to provide the services as mentioned in the scope of work of the Tender. Our financial quote is as given below.

Name of the Project and scope of work	Financial Quote in percentage (without GST)
<b>Selection of Service Providers for Facility Management Services (FMS) for Odisha State Road Transport Corporation (Ama Bus Stand) Assets.</b>	Monthly Service charge in terms of Percentage (%) towards monthly salary of each of the deployed FMS resources at Ama Bus Stand Assets.

**We confirm that the Percentage (%) towards monthly salary quoted above is inclusive of –**

- 1) All the works detailed in the Tender Scope of Work; towards Management Services, Technical Services, Soft Service Support, Pest Control Services, Miscellaneous Deployment/Services, Sundry Expenses/Overheads, House-keeping Machineries to be deployed by the Service-provider, Technical Tools & Plants to be deployed by the Service-provider, consumable for cleaning, Plumbing and Pest control.
- 2) Applicable taxes, cess, and levies, except applicable service tax which shall be reimbursed separately.
- 3) Service Provider shall submit correct invoices including key deliverables otherwise Ligated Damages for delay mentioned in Tender will be imposed. Penalty for deficiency in Services shall also be deducted from the bill.
- 4) The Material and Consumables should be of good quality.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (Name of Applicant) \_\_\_\_\_

Duly signed by the Authorized Signatory of the Applicant \_\_\_\_\_

Name, Title, and Address of the Authorized Signatory \_\_\_\_\_

\_\_\_\_\_