

Indian Institute of Banking & Finance

Pre bid Meeting clarifications & corrigendum / Addendum to the RFP NO. IIBF/PDC-NZ/NIA/01/23-24

RFP for Facility Management and House Keeping Services at IIBF -PDC NZ Premises

S.No.	Page Number	Point No	Item/Subject	Description	Clarification sought	IIBF Clarification
1	4	Point-iv	Eligibility Criteria-	The bidder should have a minimum average annual turnover of Rs.75 lakhs during the last three financial years (2020-21,2021-22 & 2022-23)	2020-21 being covid period, bidders want to add 2023-24 period also	Point No 13 stands modified and to be read as- 2021-22 & 2022-23 will be considered for carrying out average annual turnover
2	5		EARNEST MONEY DEPOSIT (EMD)	The Technical Bid should be accompanied with an Earnest Money Deposit (EMD)	whether MSME registered service providers are exempted from EMD	EMD exemption for MSME registered service providers. Copy of MSME Registration certificate to be submitted.
3	19	Point No 18	House Keeping Jobs-Annexure-D	Disposal of garbage on daily basis and from time to time during the day to an unobjectionable place outside the premises and periodical wet washing of dustbins.	where to dispose off the daily garbage	Dispose garbage at the place identified by the Local Corporation/Authorities i.e. MCD
4	19	Point No 20	House Keeping Jobs-Annexure-D	Washing of Hand towel, Bath towel, Bed Sheet, Pillow Cover Table cover, table napkins, etc. used in dining hall, class rooms and hostel rooms and officers' chambers at the office.	quantity / rate to be specified, average no. of occupancy to be determined	Washing of the clothes is under the scope of service provider. Institute will reimburse the cost of washing clothes as per the price mutually agreed /as per prevailing market rates.
5	22	Point-iii	House Keeping Jobs-Annexure-D	(i) As regards maintenance, replacement of consumable items shall be as per the following:-	cost of consumable items to be used by electrician/ plumber/ DG Set Operator- needs to specified	Institute will reimburse the cost of consumables items.
6	23	point-4	Requirement of Manpower-Annexure-E	Safaiwala (Un skilled)	Number of Safaiwala (Un skilled) in each shift	Please refer Annexure-K
7	23	point-6	Requirement of Manpower-Annexure-E	Electrician/DG SET operator (Skilled)	Number of working days, their services required	Please refer Annexure-K
8	26		Commercial Bid		min. % of service charges for procurement of manpower outsource service	Please refer Annexure-L (Commercial Bid)
9					Institute should provide details of min. wage	Please refer Annexure-K
10	16	Point 14	Solvency Certificate		Amount of Solvency Certificate	Solvency Certificate of Rs. 25 Lacs to be submitted
11	5		Security Deposit/ Bank Guarantee		Reduction sought to 5%	Please be guided by the RFP
12	7	Point 13	Tenure of Contract	The term of the contract shall be for 3 years commencing from the date of the contract (SLA/ PO)		The term of the contract shall be for 1 year commencing from the date of the contract (SLA/ PO). The contract can be renewed further for 2 more years, one each at a time, at the discretion of IIBF on the terms & conditions mutually agreed.



Last date for submission of RFP extended up to 04.05.2024 at 3.00 pm



Indian Institute of Banking & Finance

RFP for “Facility Management and Housekeeping Services”

Requirement of Manpower

Sr No	Description of Manpower	Qualification	Number of manpower		Timing	No. of working days per week
			Min.	Max.		
1	Safaiwala (Unskilled)	One years' experience of Housekeeping	2	6	Round the clock two for 8 hours	07
2	Electrician-cum-DG Set operator-cum-AC Plant Operator (Skilled)	Twelfth pass with ITI or equivalent diploma in electrical with minimum three years post qualification work experience	1	3	Round the clock one for 8 hours	07
3	Pantry boys (Unskilled)	Three years' experience of Housekeeping/Pantry services	-	2, need based	6.00 to 14.00 14.00 to 22.00	06
4	Supervisor (Housekeeping) (Skilled)	Graduate in any discipline/Housekeeping Management with minimum three years post qualification work experience in Housekeeping	-	3, need based	Round the clock one for 8 hours	07
5	Plumber Semi skilled	Three years' experience of plumbing work	-	1, need based	11:00to 20:00	06
6	Carpenter (Skilled)	Need Base- as & when required	1,	need based		

Note:

- Commercial bid should be quoted for the min. number of manpower. However, wages for the additional requirement of manpower i.e. Supervisor, Pantry boys, Plumber, Carpenter etc. needs to be indicated. The bidder should be in a position to provide additional requirement of manpower as & when required with sufficient advance notice.
- The Commercial bid will be evaluated on the basis of min. requirement of manpower only.
- The wage rate should be as per the min. wage applicable in New Delhi/NCR and should include inter alia Basic, DA, HRA, Conveyance, Washing, PF, ESI, Gratuity, Bonus etc.





Indian Institute of Banking & Finance

RFP for “Facility Management and Housekeeping Services”

COMMERCIAL BID - (To be enclosed in a separate sealed Envelope-B)

Sr. No	Description	Amount in Rs.	Amount in words
1.	Total monthly payment towards manpower as per Annexure K (for min. manpower i.e. 3)		
		In % (figures)	In % (words)
2.	Total Management fee per month (Supervision/ Profits, etc.)		

- a. If bidder quotes nil charges or consideration on towards Management fee (Supervision/ Profits, etc.) the bid shall be treated as unresponsive and will not be considered.
- b. The minimum wages rates should be as per the Minimum Wage applicable in New Delhi / NCR. IIBF will consider paying the increased / revised rate of wages only after receipt of notification issued by appropriate authority in its Gazette.
- c. GST will be paid additional on the quoted amount as per extant guidelines/ applicable rates.
- d. Conveyance will be paid separately for performing outside duties, if any, as may be decided by the Institution.
- e. The service provider to ensure that salary of all the staff employed by the agency at IIBF site should be directly credited in their respective account before 10th of every month. It is the responsibility of the Service provider to submit the proof of payment along with the monthly bills else appropriate penalty will be levied as deemed to be fit.
- f. The service provider shall be solely responsible for protection of his men and material as well as the material handed over by IIBF.
- g. The payment shall be based on the actual deployment of manpower and cost of materials supported by invoices/ delivery challan/ verification of items, etc. or as decided by IIBF. The Service provider must submit Salary slips, PF/ ESIC Statement etc. of all the employees engaged along with the monthly bills else the bill will not be processed
- h. IIBF reserve the right to increase / decrease the number of manpower as per their requirement

