



**PUNJAB CRICKET ASSOCIATION**  
**I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali**  
**Contact us on: 0172-2232300/ 01/ 02**  
Website: [www.cricketpunjab.in](http://www.cricketpunjab.in) E-mail: [pcastadium@yahoo.com](mailto:pcastadium@yahoo.com)

Dated: 16.06.2023

**TENDER NOTICE FOR FACILITY MANAGEMENT & PROVIDING OF MANPOWER**

Tenders are invited from reputed, registered, professional agencies having experience in providing facility management and providing of manpower in Central Government/ State Government Departments, Autonomous Bodies, Public or Private Sector Companies/ Undertaking, for providing above services to **Punjab Cricket Association for its International Cricket Stadium at Mohali and upcoming International Cricket Stadium at New Chandigarh** on contract basis from 1 July, 2023 to 30 June 2024 and extendable yearly for another two years on evaluation of the services rendered and mutual agreement.

<b>Nature of Work</b>	<b>Security Deposit (Rs.)</b>	<b>Last Date of receiving of sealed tender bids</b>	<b>Date of opening of Technical Bids</b>	<b>Date of opening of Financial Bids</b>
FACILITY MANAGEMENT AND PROVIDING OF MANPOWER	3,00,000/-	26 <sup>th</sup> June 2023 by 12 PM	26 <sup>th</sup> June 2023 by 4 PM	To be intimated later

All the physical copies of supporting documents shall be submitted by the bidders along with the Tender Document, available at PCA Official Website i.e. [www.cricketpunjab.in](http://www.cricketpunjab.in), complete in all respects and dropped in the Tender Box available at Reception, Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali on or before 26 June, 2023 by 12 PM.

The sealed tenders will be opened in the presence of the Bidders or their authorized representatives who may wish to be present. The Chief Executive Officer, Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali reserves the right to accept or reject any/ all Tenders without assigning any reason whatsoever.

**Further PCA reserves the Right to award the Contract to any bidder, notwithstanding the terms mentioned in the RFP and no bidder can challenge the decision of PCA.**

sd/-  
Chief Executive Officer

## REQUEST FOR PROPOSAL

### INSTRUCTIONS TO BIDDERS

#### **1.GENERAL:**

- a) Punjab Cricket Association hereinafter referred to as “PCA” is the governing body for cricket in the State of Punjab. To promote, develop and organize the cricket from grassroot to international matches, PCA for its headquarter I.S Bindra Stadium, Mohali and upcoming International Cricket Stadium at Mullanpur invites facility management and manpower providing Tender.
- b) The tender is being invited for Facility Management and providing of manpower under which the contractor shall provide the following personnels to Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali (i.e. building, equipments and materials etc.), in Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali and PCA Ground at Mullanpur (New Chandigarh) including monitoring and surveillance of the premises-:

i) FACILITY MANAGEMENT MANPOWER:

S.No.	Category	Description	Qty
1	Highly Skilled	Engineering Supervisor	1
2	Skilled	Electricians	4
3	Skilled	AC Technicians	4
4	Skilled	Plumber	1
5	Highly- Skilled	FIRE Officer	1
6	Skilled	FIRE MAN	3
7	Highly-Skilled	HK Supervisor	1
8	Skilled	Room Boy	5
9	Semi-Skilled	Housekeeper	18
10	Highly Skilled	Swimming Pool Life guard	2
11	Semi-Skilled	Housekeeper	4
12	Highly Skilled	Security Supervisor	4
13	Semi-Skilled	Security Guards	20

**The MANPOWER FOR FACILITY MANAGEMENT will be placed in the Shifts, as per the decision of the Punjab Cricket Association.**

**Note #1 One Shift duty will be of 8 Hours.**

**Note #2 Duty can be either at PCA Stadium Mohali/Mullanpur, as decided by PCA**

**Note #3 The Security Guards placed on the Shifts duties shall be deputed in such a way that Security is provided for all the days in a month including Holidays.**

- c) Facility Management personnels shall be trained Manpower & should have verified antecedents of the Candidate bearing Good Moral character, conduct and behavior below the age of 55 years, who are physically and mentally fit will be required/ to be deployed.
- d) A pre-bid meeting will be held on 21<sup>st</sup> June 2023 at 12 noon in the Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali to clarify the doubts/queries, if any, related to the tender.
- e) The bidders are advised to inspect the locations, under consideration for Facility Management and providing of manpower between 10:00 am and 5:00 pm on all working days (Monday to Friday) and submit their quotes thereafter.

## **2. ELIGIBILITY CRITERIA**

- a) The Bidder must have at least an **average annual turnover of Rs. 100 Crores** (Rupees One Hundred Crores only) during the three financial years i.e. 2019-20,2020-21 and 2021-22.
- b) The Bidder must have experience of handling the Facility Management and providing manpower work in reputed organizations (50 or more manpower at least in one organization) including Govt. & Public Sector.
- c) The copies of the following documents should be submitted along with the Technical Bid.
  - i. Audited Balance Sheet of three years, i.e. 2019-20,2020-21 and 2021-22.
  - ii. Proof of Annual turnover as above at S. No.2 (a) duly certified by the Chartered Accountant for above financial years.
  - iii. Company/ Proprietorship/ Partnership Registration Certificate.
  - iv. Contract Labour (R&A) Act, 1970 Registration Certificate.
  - v. Copy of PAN No.
  - vi. Copy of GST Registration, ESI Registration & EPF Registration with latest paid challans.
- d) The Bidder should have sufficient employees on their rolls specifically trained for Facility Management and supply of manpower.
- e) The Bidder must submit the following documents for Facility Management and supply of manpower work executed by Bidders during last 03 financial years:
  - i. One work of value of Rs. 2 Crore p.a. or more in any reputed organizations for facility management services  
(or)
  - ii. Two works of value of Rs.90 lakhs p.a. or more for facility management services  
(or)
  - iii. Three works of value of Rs.75 lakhs p.a. or more for facility management services

- f) The Bidder must submit satisfactory performance certificates in Facility Management and supply of manpower from at least two reputed organizations each where they worked during last three years.
- g) The Bidder should not have been blacklisted by any Govt. / Semi-Govt./ PSU or reputed organizations in the last three years. A Self Declaration to this effect is to be enclosed on the Letter Head of the Company.
- h) The contractor should not have any case pending with the police / legal proceedings in court of law against the Proprietor / firm /partner or the company / Agency. A Self Declaration to this effect is to be enclosed on the Letter Head of the Company.
- i) The contractor should not be in default of any dues relating to Labour law/EPF/ESIC. A Self Declaration to this effect is to be enclosed on the Letter Head of the Company.

### **3. DOCUMENTS TO BE ENCLOSED WITH PHYSICAL TENDER**

- a) Earnest Money Deposit of Rs.3,00,000/-.
- b) Audited Balance Sheet of last three financial years, i.e. 2019-20,2020-21 and 2021-22.
- c) Proof of Annual turnover as above at S. No.2 (a) of Eligibility Criteria, duly certified by the Chartered Accountant for the specified financial years.
- d) Company/ Proprietorship/ Partnership Registration Certificate.
- e) Contract Labour (R&A) Act, 1970 Registration Certificate.
- f) Copy of PAN No.
- g) Copy of GST Registration, ESI Registration & EPF Registration with latest paid challan.
- h) Work order as defined at S. No. 2 (f) of Eligibility Criteria above, as proof of experience of last 3 Financial years.
- i) Satisfactory performance certificates from at least two reputed organizations where the vender has worked during last three years.
- j) Self-Declaration on the Letter Head of the Company duly signed & stamped to the effect that the Agency / Contractor has not been Blacklisted by any Govt. / Semi-Govt./ PSU/reputed organizations in the last three years.
- k) An undertaking that no case is pending with the police / legal proceedings in court of law against the Proprietor / firm /partner or the company / Agency.
- l) Copy of ISO – 9001 Certification (if available)
- m) Tender Document along with its Annexures, duly signed and stamped on all pages.
- n) **EMD must be enclosed in a separate envelope** and placed in the Technical Bid envelope.
- o) Copies of documents/certificates as per Evaluation Matrix (**Appendix I**).
- p) Copies of all the Documents as referred to at S. No. 3 above.

### **4. TENDER PROCESS:**

- a) Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid.
- b) The form for Technical bid in pro-forma is prescribed in **Annexure-II** and the tender form for the Financial bid in pro-forma is prescribed in **Annexure-III**.
- c) The Bidder shall furnish information in the Annexures I, II, III & IV complete in all respects and duly completed & signed on all pages, shall be dropped in the Tender Box available in the Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali in two separate sealed covers

addressed to the Chief Executive Officer, Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali on or before 17 January 2022 by 12 pm.

- d) The sealed covers may be super-scribed with "**Technical Bid - Contract for providing Facility Management and providing of manpower**" and "**Financial Bid - Contract for providing Facility Management and providing of manpower**" respectively. Both sealed envelopes should be put in a third sealed envelope and super-scribed as "**Tender for Facility Management and providing of manpower for Punjab Cricket Association, Mohali**". EMD instrument must be enclosed in a separate envelope and placed in the Technical Bid envelope only by super scribing "EMD – Contract for providing Facility Management and providing of manpower.
- e) The Technical Bids shall be opened by the designated committee on 26<sup>th</sup> June, 2023 at 4 pm, at PCA, Mohali in the presence of bidders or their authorized representatives who wish to be present.
- f) Bid documents incomplete in any respect shall be summarily rejected.
- g) Initially Technical bids will be scrutinized by the PCA to short list the eligible bidders. Technical Bids of the eligible bidders will be evaluated as per the evaluation matrix attached as **Appendix -I**. Thereafter, **the financial bids of the short-listed bidders shall be opened at appropriate time, to be announced after opening of Technical Bids.**
- h) **PCA reserves the right to award the contract to any bidder, notwithstanding the terms mentioned in this Tender document and no bidder can challenge the decision of PCA.**

#### **5. BID SECURITY:**

- a. Earnest Money Deposit (EMD) of **Rs. 3,00,000/- (Rupees Three Lacs only)** per application in the form of D.D./ Banker's Cheque of any Nationalized Bank drawn in favour of "**PUNJAB CRICKET ASSOCIATION**" payable at **Mohali**, shall accompany the technical bid.
- b. **Technical bids without EMD shall be rejected.**
- c. EMD of the unsuccessful bidders will be returned to them at the earliest without interest.
- d. EMD shall be forfeited in case the eligible bidder withdraws or the details furnished in Annexure-II & III are found to be incorrect or false during the tender selection process.
- e. EMD shall be forfeited if the bidder withdraws during the period of Tender validity (90 days from the bidding date).

#### **6. SECURITY DEPOSIT**

- a. The Earnest Money of Rs.3,00,000/- submitted by successful bidder of the contract will be retained by PCA, as Security Deposit, till the tenure of the Contract and will be released, within one month of the expiry of the contract. However, in case of breach of the contract, the Earnest Money deposited will be forfeited.

**IMPORTANT:** It is mandatory that, the Bidder/ bidder shall sign and certify with seal on each page of the tender documents including all supporting documents arranged as per the check list available in the tender document (**as with Index page sequentially numbered as a token of having read and understood the terms & conditions contained therein and submit the same along with the technical bid**). The Bidders should fill up the information in the Annexure-II & III enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted shall be written in figures and in words as well. Annexures shall also have to be signed and certified with seal by the firm through its authorized signatory. No additions/ modifications/ deletions in the tender documents and other related supporting documents shall be entertained during the tender process.

## **7. BID PRICES:**

- a) The Bidders are requested to quote Service Charges as per the format mentioned in **Annexure III i.e. Financial Bid.**
- b) **The above Service Charges to be quoted by Bidders must also include the provision for providing 2 sets of uniform to each personnels (i.e 2 sets of uniform are to be provided every year during the contract period).**
- c) **On successful qualifying of the Technical Stage, the Financial Bids of only such Bidders shall be opened.**
- d) The Bidder must ensure payment of minimum wages as per the latest Notification issued by the Central/State Govt. from time to time. Further, the payment of components of ESI, PF and statutory Bonus per head at the current rate shall be paid by the Agency / contractor every month, as per the existing rules.
- e) Conditional bids / offers will summarily be rejected.
- f) Bidders must ensure that their Bids are free from mathematical calculation errors.

## **8. Duration of Contract:**

The contract shall be valid from **1<sup>st</sup> July, 2023** to **30<sup>th</sup> June, 2024** and extendable yearly by another two years on evaluation of the services rendered and mutual agreement. The Competent authority of Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali reserves the right to curtail or to extend the validity of contract for further period on the terms and conditions as decided.

## **9. Award of Contract:**

- a. The competent authority of Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali will award the contract to the successful evaluated bidder whose bid found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b. In case more than one price bid quoting the same rates are received, the award of the contract will be decided by the committee constituted by the Hony.Secretary of Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali depending upon the merits.
- c. The successful bidder will be required to execute an agreement within a period of two weeks from the date of issue of Work Order until extended by the competent authority of Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali up to a maximum of another two weeks.
- d. **PCA reserves the right to award the contract to any bidder, notwithstanding the terms mentioned in this Tender document and no bidder can challenge the decision of PCA.**
- e. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD/ Security Deposit. Punjab Cricket Association, reserves the right to terminate the contract by serving one months' notice, in writing. The Contract may be terminated with mutual consent by giving two months' notice. In case the successful Bidder does not come forward for the supply of Manpower or withdraws within 03 months without valid/ genuine grounds from the commencement of contract, the EMD/SD amount furnished by the bidder will be forfeited. In this regard the decision of the competent authority is final.
- f. The Contractor shall provide uniformed and well-trained personnel for Facility Management manpower to the PCA, Mohali for providing the services, as per the Tender Document.
- g. The offers/ bids which are not in consonance with Central Minimum Wages Act and any other Labour laws will be treated as invalid.

- h. The number of Personnel can be increased or decreased at any stage depending upon the requirements by the Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali and the rates will be decided as per mutual terms and conditions.
- i. The successful bidder will be informed by Registered post or by e-mail that his bid has been accepted. (hereinafter and in the condition of contract called the “Work Order”).
- j. All the columns shall be clearly filled in ink legibly or typed. The bidder should quote the rates and amount quoted by him/ them in figures and as well as in words. Alterations, if any, unless legibly attested by the Bidder shall disqualify the bid. No blanks should be left which would be otherwise made the bid liable for rejection.

## **DUTIES AND RESPONSIBILITIES OF FACILITY MANAGEMENT STAFF:**

### **10. GENERAL**

People/ staff/ Personnel provided for working / managing the services within scope of work should be in good health and free from any infectious diseases. A medical certificate from a clinic/ hospital as prescribed by PCA for each employee working/ operating in the said premises would have to be submitted at the time of the employee joining duty in this premise. The medical examination will have to be conducted periodically (Every Three Months) or as specified by PCA, by the service provider at his own cost.

The number of staffs employed at the stadium will be reviewed periodically by PCA and the service provider will ensure that the obligations to PCA are fulfilled properly.

It is mutual agreed between the PCA and the service provider that any demand for additional man power/ reduction, will be and supplemental to, but governed by the terms of this agreement. Communicated by the way of written communication and the same shall be worked out in terms of this agreement.

All employees are to be in uniform, as approved by the PCA, while working on site, and would behave in a cordial manner when interacting with one and all. Further all the employees of the service provider are to wear Identity cards, name plates, approved by PCA authorities at all times when they are on duty in the said premises.

### **11. ENGINEERING SERVICES:**

#### **A) SCOPE OF SERVICES: -**

- i) Service provider will provide the operation and day to day maintenance, for Electrical installations and equipment, HVAC plants and split units, plumbing and water supply system, Firefighting installations and equipment as per requirements of the PCA. The job

would be done in a professional manner by deployment of requisite staff as mutually agreed.

- ii) The staff provided will be changed on the directions of the PCA or as per requirements from time to time.
- iii) A brief list of the equipment for which the service provider has to provide the operation and maintenance services is attached with his contract. The same is only an indicative list of equipment items and may increase or decrease subsequently, which will however be treated as part and parcel of this contract and no escalations, whatsoever, in payments would be entertained.
- iv) The service provider, operating and maintaining the equipment, and substation, will carry out routine checks to ensure the continuous running of the equipment including the maintenance works mentioned subsequently in this contract document. The Agency/Service Provider shall provide all required materials/ spares/consumables. The service provider will maintain required adequate inventory of essential spares is maintained in the stores at all times.

**B) THE DETAILED SCOPE OF SERVICES WOULD BE AS UNDER: -**

- i) Service Provider's scope of works includes day to day operations and maintenance Electrical and Mechanical equipment with his own-trained manpower, this includes
  - Routine Break-downs
  - Routine check-up/ adjustments
  - Preventive maintenance work
- ii). The operation and maintenance of the Electrical and Mechanical equipment would also include the following:
  - Operation and maintenance for the tube well/Bore well, water supply to the said premises, plumbing and distribution system, inter-connections & piping& valves, Storage tanks (underground and overhead), swimming pool, Firefighting equipment etc.
  - Service provider will provide qualified trained operating/ maintenance staff for regular duty for specified hours, all the seven days a week. The service provider shall notify the number of staffs posted at the site in each shift.
  - Substation control room operator will maintain logbooks and fill check lists to monitor and record performance of the machine. The logbooks should be in prescribed form as given by equipment supplier or as approved by the PCA. A separate logbook should be maintained by maintenance staff to record various events connected with maintenance and spare parts consumption.



- Cost of any specialized equipment for the removal of installed machinery etc. will be borne by the PCAs.
- Co-ordination of all activities with without agencies for the purpose of maintenance and upkeep of equipment will be carried out by the service provider.
- Service provider will ensure the availability of power at all utility points such as lifts, Air Conditioners, UPS etc.
- PCAs will arrange the fuel oil from an approved agency. However, handling and Log Book entry Register upkeep will be responsibility of the service provider.
- PCA will arrange required quantity and quality of lubricant/oil as per recommendations of the equipment manufactures for all the equipment listed above. PCA shall make direct payment for the lubricant/oil.
- All spare parts and consumables items like switches/socket fuses, lamp cables lugs and glands, insulating tapes, switches, etc, provided by PCA on the recommendation of service provider. However, collection, handling and accounting will be responsibility of the service provider.
- Cleaning material like kerosene, petrol, cotton waste, Dhotis, Collin etc. Shall be supplied by the Service Provider.
- The service provider will supply all minor tools and tackles like pliers, screw drivers, test pins, multi-meters etc., and all major tools instruments & testing equipment, welding machines, soldering irons, breezing tool, gas charging line, drill machine, crimping tools, etc., will be provide by PCA and maintained by service provider with proper care.
- The operating staff is to require coming on duty in proper uniforms. The service provider will issue the uniforms. As approved by the PCA, the service provider's staff shall wear the approved identity card and always display the same on person while on duty.
- The service provider should operate the DG sets in the absence of PSEB power and keep regular maintained the operation logbooks and daily checklist. The planned preventives and breakdown maintenance work would be separate contract due to specialized job from other agencies by PCA under the supervision/close follow up of service provider.
- Switching on/off all the lights of the stadium required as per laid down timing by the PCA.
- Check and report the status about all the inverters in the stadium premises once a week.

C). **SAFETY CHECKS OF THE FIRE DETECTION SYSTEMS, ALARMS AND SUPPRESSIONSYSTEM IS AS UNDER:**

**I). FIRE DETECTION AND ALARM SYSTEM:**

**Daily Checks**

- Check the power supply position of all the panels
- Check the LED of panels through lamp test switch
- Check the health of battery
- Check the battery, if used, boost charges the same after restoration of power supply.
- Check any fault if indicated on panels and rectify the same immediately.

**II) FORTNIGHTLY CHECKS:**

- Operational Readiness of system during main power failures.
- Checks the operation of external hooters.

**III) MONTHLY CHECKS:**

- Check the fire circuit of each Zone from the panels.
- Check the fault circuit of each zone from panels.
- Check whether signal of fire and fault gets transmitted to main panel.

**IV) QUARTERLY CHECK:**

- Check fault circuit to each Zone by actually deactivating Wire or by removing detection.
- Check fire circuits by actually giving smoke to each ceiling mounted detector of various areas of each zone.
- Cleaning of all type of detectors (HD & SD) with a cloth piece from outside.
- Check the sensitivity of the detectors.

**V) HALF YEARLY CHECKS:**

- Clean all detectors with vacuum cleaner or blower.

**VI) ANNUAL INSPECTION TEST**

- All the tests, which are carried out in quarterly inspection

**D). HYDRANT SYSTEM AND SPRINKLER SYSTEM:**

- i) Run check the jockey/electrical diesel pump set daily as and when required for at least five minutes. Check the pressure at the pressure gauges, start pumps manually/automatically by operating hydrant valves by rotation.

- ii) Check for the pressure drops in hydrant sprinkler pipeline, if the drop is frequent in a day leakage must be identified by isolating the network in phases and it shall be brought to the notice of the concerned engineer PCA.
- iii) All pump glands shall be maintained in efficient working condition and packing renewed as required to maintain efficiency.
- iv) All hydrants shall be examined systematically once a week to ensure that valve and spring catches are maintained good conditions and all brass parts polished.
- v) Checked the hydrant main pressure at the hydraulically remotest and highest location as per system recommendations.
- vi) All working parts shall be kept clean and highly oiled.

E) **VALVES**

- i) All the valves shall be checked for leakage and remedial action may be taken if necessary i.e. changing of gland packing.
- ii) All the valves shall be operated and oiled if necessary once a month.
- iii) All the valves are thoroughly overhauled annually to remove sludge and other foreign collected in the valves sealing and pit of valves.

F) **MAINTENANCE OF VALVES CHAMBERS, EXTERNAL HOSE BOXES AND HYDRANT SPRINKLERS SHAFTS: -**

- i) Periodical cleaning including de-watering of valves chamber and hydrant and sprinkler shafts may be carried out.
- ii) All hose boxes shall be inspected externally once every week to ensure that the equipment installed therein intact. Further the hose shall be cleaned internally once in a month.

G) **A.C FIRE PUMP**

- i) Run the A.C pump set daily for at least five minutes, Operated pump sets periodically to keep in working order. Check the pressure at the pressure gauges. Start the pump manually/ automatically by operating hydrant valves by rotation.
- ii) All pump glands shall be maintained in efficient working condition and the packing renewed as required to maintain efficiency.
- iii) A.C pumps hydrant should be maintained according to the instruction supplied by manufacturer of the same.

- iv) Suction and delivery valves shall be examined once every six-month.
- v) All working parts shall keep clean and highly oiled.

**12. HOUSEKEEPING SERVICES**

**A) DAILY ROUTINE WORKS MAY INCLUDE:-**

- i) Empty dustbins/waste bins and broom/vacuum the common areas of all offices in Pavilion building, Club house, Staircases, Restaurant, Long Room (Bar), Toilets, Club rooms, Swimming pool changing rooms & deck areas, Player's hostel, Car parking areas. New & Old Gym, Electric Substation, Generator areas and players dining areas.
- ii) Dusting of all chairs, glasses partitions, work stations, computer and printers, planters, wooden furniture, beds carpets, vertical blinds, chairs, tables, Peripheral areas, side walls and staircases with wet/dry dusters etc.
- iii) Mopping and dusting of all furniture, office floors, public areas and toilets with diluted disinfectant cleaner.
- iv) Washing of outer of soap dispensers and wiping dry all chrome-plated fixtures after scrubbing of toilets.
  
- i) All offices, Club Rooms, Health Club, Restaurant/Bar and other Common sareas: - Dusting all doorframes, wooden skirting waste paper baskets and sanitary bins, picture frames painting, Pcs, upholstered furniture, hot/cold water dispensers window panes/grills with wet and dry dusters.
- ii) Storage and issue of clearance material and sanitary Consumables
- iii) As and when training camps are organized dormitories and toilets, dining hall near North Pavilion Cleaning will be ensured.
- iv) Check functioning of taps flushing systems in toilets and waste papers & garbage clearance/disposal.

**B) WEEKLY/ PERIODIC TASKS: -**

- i) High dusting above cupboards and all areas above eye level, Suction clean corners and ledges etc. in club house Cup Boards, Long Room Cupboards, Conference Hall cup Boards.
- ii) Dusting, Scrubbing, Washing/Mopping of all floors including AC lounge, Banquet hall all toilets sidewalls, glasses floor scrubbing, buffing, polishing, deep cleaning of all common utility areas like plants rooms, AHU rooms, Lift rooms, Club house/Pavilion/Players hostel/North Pavilion/ ESB terrace, all floors of Electronic score board, North Pavilion,

Pavilion terrace block, cafeterias, hajjes, water bodies etc on all weekends and holidays in the said premises.

- iii) Cleaning & housekeeping for in house conference & Meetings arrangement.
- iv) Cleaning of all stands of the stadium, Stadium plastic shells, and wrought iron chairs in swimming pool.
- v) Washing of approaches/ forecourt/ parking areas, tile walls of toilets, front and rear face of Building.

Note: - This is only an indicative work schedule and the scope of services, and schedule may be changed as per the direction of the PCA from time to time. List of Indicative Housekeeping material/ equipment is given at Appendix-A. The Bidder has to get the rates and quality approved from PCA for the housekeeping material at the start of the contract.

### **C) SCOPE OF SERVICES**

- i) Service Provider agrees to provide Professional Housekeeping services at the said premises by deployment of requisite staff members with specified duty hours and job responsibility and work. The staff provided may be changed at the discretion of the management of PCA and by the service provider as per requirements from time to time.
- ii) The service Provider would be responsible for the preparation of check list for the different areas according to detailed housekeeping staff.
- iii) The service provider shall provide the housekeeping consumables and cleaning tool tackles of reputed brand and of good quality (as per list attached in financial bid) required for providing the services for maintaining of the stadium premises equivalent to 5 star levels. The linen and Guest Room Consumables will be provided by PCA.
- iv) Vacuum cleaning of carpeted floors on a daily basis, dusting of furniture, cup boards, telephones and office equipment including computers, firstly with dry cloth and then with Colin etc.
- v) Cleaning of ashtray stands, cleaning and scrubbing of toilets on regular interval as & when required.
- vi) Freshener sprays in all rooms, toilets, corridors & lobbies, cleaning of planters.
- vii) Reception door and main entrance glass door and frames on both sides.
- viii) Disinfecting toilets/pantries & dining areas.
- ix) Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
- x) Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
- xi) Removal of cob webs.
- xii) Brasso polishing of brass/copper fixtures.
- xiii) Vacuuming of blinds/upholstery.

- xiv) Informing defect in utility system/maintenance jobs to Maintenance department or concern engineers.
- xv) Removal of garbage from every work station, dustbins, sweeping etc. and its collection at one place and arrangements for its disposal away from the said premises in proper Government approved landfills. The major deep cleaning shall be done after office hours and on holidays/weekends.**
- xvi) The minor blockage of sewerage line of toilet blocks to be attended by your company or any major blockage, the cleaning work craned out by outer agency in your supervision and payment will be made by PCA.

Some important areas like Health club, Half Olympic swimming pool, small swimming pool, Club house guest rooms, Pavilion building including restaurant & offices. Players Gym, coach rooms, Indoor stadium North pavilion, Electronic score board, corridor and parking areas, medical room, substation, Generator/fire pump room, terrace block & outer stadium, etc are also included.

#### **SWIMMING POOL LIFEGUARDS AND HOUSEKEEPING STAFF**

- a) The Life Staff at Swimming Pool is required to ensure the upkeep and maintenance of the swimming pool premises during the season through 4 nos of housekeepers and with the help of Machine and Chemicals.
- b) He will ensure that the water in the pool is clean and safe for use by the members.
- c) He will also coach the weak swimmer during swimming time and also ensure safety of members while they are swimming, serviceability of swimming assets and cross checking of valid swimming passes.
- d) He will project requirements for the swimming pool to Manager Club from time to time.

#### **13. SCOPE OF SECURITY SERVICES:**

- a) The Security Agency will be responsible for overall security arrangements for Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali covered in the contract.
- b) Security Agency will ensure that all instructions of the PCA administration are strictly followed and there is no lapse of any kind.
- c) No items shall be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Punjab Cricket Association for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be made available with the Security personnel.
- d) Deployment of Guards will be as per the instructions of the authorities of the Punjab Cricket Association from time to time and the security agency will be responsible for their optimum utilization.
- e) The Security guard will also take round of all the important and sensitive points of the premises as specified by the Competent Authority of Punjab Cricket Association.
- f) Security personnel shall also ensure door keeping duties.
- g) The Security Guards should also have knowledge and should be well versed with the operation and usage of Security Checking Equipment.

- h) The Guards on duty will also secure the vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Punjab Cricket Association.
- i) The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises, if any.
- j) It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
- k) The Security Guards should be trained to extinguish fire with the help of fire extinguishers and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
- l) In emergent situations, security staff/supervisor/Assistant Security Officer deployed shall also participate as per their role defined in the disaster plan. Security personnel should be sensitized for their role in such situations.
- m) The Security Guards are required to display mature behavior, especially towards female staff, female visitors, patients and elderly.
- n) The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- o) The Security personnel must watch that there is no un-identified/ unclaimed/ suspicious objects/ person in the Building/ Premises.
- p) The vehicles that enter the premises must be identified, noted in the register and parked at designated places. Trolley mirror, wherever required may be provided for the inspection of four wheelers/other vehicles.
- q) Office files/ papers/ equipment or machinery may be allowed to take out of the building only with proper gate pass under the signature of competent authority.

#### **14. Terms & conditions:**

- 1) All the above personnels provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. as per the rules & regulations in vogue. The list of staff going to be deployed shall be made available to the PCA and if any change is required on part of the PCA fresh list of staff shall be made available by the Agency after every change, with copy of Aadhar card of the concerned.
- 2) The contractor shall abide by and comply with all the relevant laws and statutory requirements such as Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970. EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by the him.
- 3) The Bidders are requested to quote as per the Financial Bid mentioned below in Annexure-III. Further deductions on account of attendance, absenteeism will be made as per following calculation

##### **Particulars of Deduction**

A deduction on pro-rata basis will be made for absents and short attendance.

- 4) The contractor must ensure that facility management personnels with excellent credentials are only deployed.
- 5) The Contractor will maintain Attendance Register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Register shall remain available round the clock for inspection by the authorized representatives of the Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali.
- 6) All liabilities arising out of accident or death while on duty/ off duty shall be borne by the contractor.

- 7) Adequate supervision should be provided to ensure correct & effective performance of the manpower services in accordance with the prevailing assignment instructions agreed upon between the two parties.
- 8) The Contractor to ensure that manpower deployed shall take proper and reasonable precautions to prevent loss, destruction, misuse of the areas of the properties/ assets of the Corporation.
- 9) That in the event of any loss of property/ assets of the Punjab Cricket Association as a result of any lapse on the part of the manpower supplied by the contractor as may be established after an enquiry conducted by the Punjab Cricket Association, such loss will be made good by the contractor. The decision of the competent authority of Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali in this regard will be final and binding on the agency.
- 10) The contractor shall do and perform all such services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the directions enumerated therein and in accordance with such directions, which the Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali may issue from time to time and which have been mutually agreed upon between the two parties.
- 11) The Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali shall have the right, without any reason, to have any person removed who is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Chief Executive Officer, Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali.
- 12) The contractor shall be responsible to protect all properties and equipments of the Punjab cricket Association entrusted to it.
- 13) The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which it will invite a penalty of Rs.500/- on each occasion. The penalty on this account shall be deducted from the Contractor's bills.
- 14) The personnel engaged should be of robust physique and project an image of utmost discipline. They must be extremely courteous with pleasant mannerism in dealing with the Staff/Officers/Visitors. The Punjab Cricket Association shall have right to have any person surrendered in case the personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
- 15) Round the clock security of property will be ensured by the contractor by supplying agreed number of Security personnel, working in shifts at Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali.
- 16) The **Eight Hours Shift** will normally commence from 06.00 hrs to 14.00 hrs (1<sup>st</sup> Shift), 14.00 hrs to 22.00 hrs (2<sup>nd</sup> Shift) and 22.00 hrs to 6.00 hrs (3<sup>rd</sup> Shift) and would be called Morning, Evening and Night Shifts respectively.
- 17) However, the timings of the shift are changeable and can be fixed by the Punjab Cricket Association from time to time depending upon the requirements. No payment shall be made by the Punjab Cricket Association for prolonged duty hours, if any. Alternative arrangements should be made in case of leave, sickness, unauthorized absence etc.,
- 18) The personnels deployed by the Contractor shall work under overall supervision & direction of the Chief Executive Officer, Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali.
- 19) The payment would be made on monthly basis for the personnel supplied by the contractor and based on the attendance sheets duly verified by the Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali and other supporting documents. No other claim on whatever account shall be entertained by the PCA. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure should be followed.



- i. Contractor shall pay their entitled wages by the seventh day of the succeeding month. It shall not be linked to the payment of the bill.
  - ii. Payment to such workers must be made by the service provider/ contractor through Cheque /RTGS/NEFT & IMPS. Under no circumstances payments shall be made in cash. To ensure this, service providers will get a bank account opened for every engaged Security guard in case they do not already have a Bank Account.
  - iii. The service provider must ensure that entitled wages of the workers are credited to their bank account as specified at point (a) above. Service provider will not be given any relaxation in this matter.
  - iv. While submitting the monthly bill, the services provider must file a certificate certifying the following:
    - a. Wages of personnels were credited to their bank accounts on (date), along with evidence of payment.
    - b. ESI Contribution of the previous month relating to the eligible personnel has been deposited on (date). (Proof of payment shall be enclosed).
    - c. EPF Contribution relating to eligible personnel has been deposited on (date). (Proof of payment shall be enclosed).
    - d. That, all statutory Labour Laws including Central Minimum Wage Act are being complied with.
  - v. The service provider should submit the bill in accordance with the above time schedule. In case, he fails to submit the bill in time, even then he has to make the payment to the workers by 7<sup>th</sup> of the succeeding month.
  - vi. Payment will be made to the contractor in the first week of the succeeding month upon submission of bills in duplicate.
  - vii. The contractor shall compulsorily issue the salary slip to every security guards duly indicating the salary particulars and deductions.
- 21) The Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract 02 to 03 days prior to the commencement of the Contract. No payment as such will be made for this.
- 22) In case the contractor fails to commence/ execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, Punjab Cricket Association reserves the right to impose the penalty as detailed below: -
- i. In case any of contractor's personnel(s) deployed under the contract is/ are absent, a penalty equal to (double) the wages of number of personnels absent on that particular day shall be levied by the Association and the same shall be deducted from the contractor's bills.
  - ii. In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty of Rs. 500/- per vacant point per shift be deducted from the contractor bill.
  - iii. In case any public members complaint is received, attributable to misconduct/ misbehavior of contractor's personnel & is assessed as true by PCA, a penalty of Rs.1000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the personnel found involved in the incident shall be removed from the PCA immediately.
- In case the contractor fails to commence/ execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, Punjab Cricket Association reserves the right to impose the penalty as detailed below: -
- a) 1 % of annual cost of order/ agreement per week, up to four weeks delay.

- b) After four weeks delay the Punjab Cricket Association reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) in open market. The difference, if any, will be recovered from the defaulting contractor and his earnest money/security deposit will also be forfeited.
- 23) The contractor shall ensure that its personnel do not, at any time, without the consent of the Punjab Cricket Association, in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the PCA and shall not disclose any information about the affairs of Punjab Cricket Association.
- 24) In the event of any breach/ violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the Agency shall stand forfeited.

**Force Majeure:** If at any time during the period of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.

- 25) Under the terms of this employment agreement with contractor's personnels shall not do any professional or other work for reward or otherwise directly or indirectly.
- 26) If the contractor is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to the Punjab Cricket Association for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the Punjab Cricket Association.
- 27) During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property in the Punjab Cricket Association, the Chief Executive Officer, Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali shall have the right to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee (Security Deposit).
- 28) The Successful bidder may engage a preferred partner or its subsidiary(s), only with prior approval from PCA, for providing the specialized services under this tender document.
- 29) The contractor shall indemnify and hold the Punjab Cricket Association harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/ services under the contract provided by the contractor.
- 30) In case of requirement, the contractor shall also deploy female personnels for housekeeping, security etc.
- 31) The personnels engaged by the contractor shall not take part in any staff union and association activities.
- 32) The agency shall employ 100% manpower from the experienced personnels in respective categories not above the age of 55 years. The agency shall not employ any person below the age of 21 yrs. and above the age of 55 yrs.
- 33) No Hostel/ accommodation will be provided by the Punjab Cricket Association.

- 34) The Punjab Cricket Association shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Punjab Cricket Association does not recognize any employee- employer relationship with any of the workers of the contractor.
- 35) If, as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, the same shall be recovered by the Punjab Cricket Association from the agency.
- 36) If any underpayment is discovered, the amount shall be duly paid to the agency by the Punjab Cricket Association.
- 37) The bidder shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Punjab Cricket Association.
- 38) The bidder will have to enclose the proof/ copies of the challans showing payment of statutory dues for the month along with monthly bills.
- 39) The bidder should have its own supervisory and quick response team in Mohali to deal with emergent situations.
- 40) Any rules made from time to time by the PCA shall be complied with.
- 41) Any other duties/ responsibilities assigned by the Chief Executive Officer, Punjab Cricket Association may be incorporated in the agreement. The same shall also be binding on the contractor.
- 42) In case of more than one bid received from any contractor, the same will be summarily rejected without further scrutiny.
- 43) **OBLIGATIONS OF THE CONTRACTOR:** The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. He shall submit copies of acknowledgments evidencing filing of returns every year and shall keep PCA fully indemnified against liability of tax, interest, penalty, GST etc. of the contractor in respect thereof, which may arise. He shall comply with all applicable statutory liabilities such as labour laws etc.
- 44) **Dispute Resolution:**
  - a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to the Hony. Secretary, Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali as a sole arbitrator.
  - b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
  - c) The cost of Arbitration shall be borne by the respective parties. During the pendency of the arbitration proceedings and currency of contract, the Contractor shall not be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings shall be held at Mohali only.
- 45) **JURISDICTION OF COURT:** The courts at Mohali shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

## Appendix I

### Evaluation Matrix

Sr. no.	Parameter	Marks	Total Marks
1	Appointed/selected with PSU / Private /Govt. Organization having one work order of 50 or more than 50 manpower in the previous three financial years.	i. One work of value of Rs. 2 Crore p.a. or more in any reputed organizations for facility management services and supply of manpower  (or)  ii. Two works of value of Rs.90 lakhs p.a. or more for facility management services and supply of manpower  (or)  iii. Three works of value of Rs.75 lakhs p.a. or more for facility management services and supply of manpower	25
3	Years of Experience in providing facility management and supply of manpower as on March 31, 2023	a) Minimum 5 years – 10 Marks b) 5 to 10 years – 15 Marks c) More than 10 years –20 Marks	20
4	Average Turnover of the past 3 years (In last three financial years) i.e. 2019-20, 2020-21 & 2021-22.	a) Rs. 100 Cr – 300 Cr – 15 Marks b) Above Rs. 300 Cr – 500 Cr – 20 Marks c) More than Rs. 500 Cr– 25 Marks  <b>(Less than 100 crores not eligible)</b>	30
5	Experience of handling Facility Management and providing of manpower with number of reputed organizations in last 3 years as on March 31, 2023 having 50 or more manpower	a) 8 Organizations – 3 b) 9 to 12 Organizations – 5 c) 13 and above Organizations - 10  <b>(Less than 8 organizations- Nil)</b>	10

6	Performance Feedback from existing Clients	a) Performance certificate from existing clients i. 3 and above clients – 5 ii. 2 clients – 3 iii. 1 client – 1	5
7	Valid ISO certificate	a) ISO 9001:2015 only – 3 Marks b) ISO 45001:2018 and ISO 9001:2015 – 5 marks c) ISO 14001:2015, ISO 45001:2018 and ISO 9001:2015- 10 Marks	10
TOTAL			100

Attach attested Copy of Each Document and should be attested with Company seal)

- **Any Service provider wish to bid should be meeting Minimum Parameter as indicated in the above-mentioned chart.**
- **Any service provider scoring less than 70 points out of 100 points in prequalification of vendor evaluation matrix will be disqualified.**
- **Bids will be called in two parts: -**
  - **Part I- Technical Bid.**
  - **Part II- Sealed Financial Bid.**

(TO BE SUBMITTED ON A LETTER HEAD OF THE BIDDER)

To  
The Chief Executive Officer,  
Punjab Cricket Association,  
I.S. Bindra Stadium, Sector-63,  
SAS Nagar, Mohali, Punjab

Date:

Sir,

**Subject: Tender for providing Facility Management and providing of Manpower**

\* \* \* \* \*

1. I / We hereby agree to abide by all terms and conditions laid down in the Tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/ We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions/allied acts like Provident Fund Act, ESI Act, Bonus and any other Statutory charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Labour Wages Act as amended by the Government of Punjab from time to time and shall be fully responsible for any violation.
4. I/ We shall provide Experienced/Trained personnels for Facility Management and allied Services to Punjab Cricket Association.
5. I/ We hereby undertake that complete safety and security of the site and equipment of Punjab Cricket Association shall be ensured by our Agency, as well as any other assignment considered by the Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali.

**Signature of the Bidder** : \_\_\_\_\_

**(Name and Address of the Bidder)** : \_\_\_\_\_

**Telephone No.** : \_\_\_\_\_

**TECHNICAL BID FORM FOR PROVIDING FACILITY MANAGEMENT AND  
PROVIDING OF MANPOWER SERVICES FOR  
PUNJAB CRICKET ASSOCIATION, MOHALI**

1	Names & address of Regd. Office of Company/firm/Agency.	
2	Telephone No(s)	
3	Registration No. Company/firm/ Agency & Nature of ownership along with Experience Certificate	
4	Name, Designation, Address and Telephone No. of Authorized person	
5	Please specify as to whether Bidder is sole proprietor/ Partnership firm/Private or Limited Company	
6	Name, Address and Telephone No. of Directors/ Partners (please attach separate sheet.)	
7	Name, Address & Contact No. of Branch Office of Company/firm/Agency in India	
8	PAN number (copy to be attached)	
9	EPF Account No.	
10	ESIC Code No.	
11	GST No.	
12	Valid Registration No./ License No. under Contract Labour (R&A) Act 1970, for providing services only, through contract workers	
13	a) ISO – 9001:2015 Certification b) ISO- 45001:2018 Certification c) ISO- 14001:2018 Certification, details	
14	Details of EMD	
15	List of clients along with Satisfactory certificate	
16	Whether Police / Legal proceeding in Court pending against Proprietor / Firm / Company / Contract labour engaged by the Agency	
17	Whether Agency is Black listed by any Central/ State Govt. / PSU/Reputed Organization during the last three years, if not attach self-certificate.	



**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/ Firm shall be blacklisted and shall not have any dealing with the Department in future besides forfeiture of EMD. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

(Signature of Authorized Signatory with Date and Seal)

**Financial BID**

<b>Facility Management Services</b>				
S. No.	Description	Experience	Qualification	Proposed CTC (in Rs.)
1	Engineering Supervisor (overall Incharge)	Minimum 8/10 years	Diploma with 10 years of experience or Degree with 8 years of experience	30000-35000
2	Senior Electricians	Minimum 8/6 years	ITI in Electrical	20000-22000
3	Electricians	Minimum 4 years	Worked as Electrician	15000-17000
4	Electrician Helper	Minimum 2 years		13000-15000
5	Senior AC Technicians	Minimum 6 years	ITI Certificate in Air Conditioning	20000-22000
6	AC Technicians	Minimum 4 years	ITI Certificate in Air Conditioning	15000-17000
7	AC Technician Helper	Minimum 2 years		13000-15000
8	Plumber	Minimum 6/4 years	Worked as Plumber	18000-20000
9	Fire Officer	Minimum 6/4 years	ITI Certificate in Fire Fighting	20000-25000
10	Fire Man	Minimum 2 years	Worked as Fireman	15000-17000
11	House Keeping Supervisor	Minimum 6 years	Diploma in Hotel Management with 8 years of experience or Degree in Hotel management with 6 years of experience	20000-22000
12	Room Boy	Minimum 4/6 years	Worked as Room Boy	18000-20000
13	Housekeeper	Minimum 4/2 years		13000-15000
14	Swimming Pool Life Guard	Minimum 4/6 years	Certification in Swimming Pool Life Guard	28000-32000
15	Security Supervisor	Minimum 6/8 years	Should have certificate of training for Security services and experience as security supervisor for 4 years	20000-25000
16	Security Guard	Minimum 4 years		16000-18000
			Bid to be quoted as % of above CTC	To be quoted by bidders

**Note: -.**

1. GST as applicable, will be reimbursed on actual basis on production of documentary evidence of payment along with monthly bills.
2. The Proposed Salary, as mentioned above, in the financial bid is fixed by Punjab Cricket Association and will be increased annually by 10%. The Bidders have to quote only service charges, as percentage of salary. Further, the successful bidder must pay the salary, as proposed by PCA to the respective category personnels and should submit the proof of salary payments along with the monthly bill.

**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/Firm shall be blacklisted and shall not have any dealing with the Department in future.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal:

**CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER**

Confirm the enclosure of all the below listed documents without which Bidder may not be eligible to participate in the tender.

<b>S. No.</b>	<b>Items</b>	<b>Confirm (Yes/ No)</b>
1	EMD	
2	Chartered Accountant certificate for Annual Turnover for last 3 years	
3	Audited Balance sheet of three years i.e. 2019-20, 2020-21 and 2021-22 with details of annual turnover, profit & loss Account etc.	
4	Copy of GST Registration certificate with details of the last payment.	
5	Workorders in support of Facility management and supply of manpower fulfilled in last three years along with their values.	
6	Company/ Partnership/ Proprietorship Registration certificate and Experience Certificate.	
7	Attested copy of PAN	
8	Copy of valid license under contract labour (R & A) Act.	
9	Copy of ESI Registration certificate with latest payment challan.	
10	Copy of EPF Registration certificate with latest payment challan.	
11	Satisfactory performance certificate from previous two PSU/ Govt. Departments.	
12	Undertaking pertaining to Non-Black listing	
13	Undertaking that no case is pending with the police / legal proceedings in court of law against the Proprietor / firm /partner or the company / Agency and contract labour engaged by the contractor	
14	Undertaking pertaining no default certificate relating to Labour law/EPF/ESI	
15	ISO – 9001:2015/45001:2018/14001:2015(if available)	

Signature of Owner/ Managing Partner/ Director

Date:

Full Name:

Place:

Company's Seal:

**List of Housekeeping Consumable Material of reputed brands and good quality**

SER	DESCRIPTION OF ITEMS
1	Wringer Trolley
2	Air freshener Odonil and pocket
3	Automatic Air fresh Refill
4	Brasso 100ml
5	C-fold 1 case of 20 pkt
6	Cobweb brush with rod
7	Collin (Spray Bottles)
8	Drain opener (Bokki)
9	Drainex
10	Dry mop 24'' (Complete)
11	Dry Mop 24'' (Refill)
12	Dust Pan with Brush
13	Feather Brush 27''
14	Floor Cleaner 5 ltr
15	Garbage bag (big) (8-10 pcs/kg)
16	Garbage bag (small) (18-20 pcs/kg)
17	Glass wiper Complete
18	Glass Wiper rubber
19	Hand Gloves 1 pair
20	Hand Mop (Jumbo)
21	Hand Scrubbing brush
22	Hard Broom
23	Harpic Bottle Packing 1 ltr
24	Iron Patti
25	Items
26	Liquid Soap 5 Ltr
27	Mug
28	Naphthalene Balls 1 kgs
29	Pine Oil Floor Cleaner 5 ltr
30	Ringer Trolley 46 Ltr
31	Room Spray 300 ml
32	Rubber Gum Shoes Pair

33	Scotch Brite Big
34	Self SupportLadder Aluminum
35	Soap Tablets 25 gms
36	Soft Broom 350 gms
37	Steel Polish 500ml
38	Toilet Brush Plastic Round Stand
39	Toilet roll 100 mtr
40	Urinal Cubes 300 gms
41	Urinal Cubes 400 gms
42	Wet Mop (Complete)
43	Wet Mop Frill (Refill)
44	White Duster 20'' X 20''
45	Wiper Big 24''
46	Wiper Small 18''
47	Wooden Polish 500 ml
48	Yard Broom
49	Yellow Duster Large/Big
50	Yellow Duster Medium