

TENDER NOTICE FOR PROVIDING FACILITY MANAGEMENT SERVICES

Tenders are invited from reputed, registered, professional facility management agencies having experience of at least 05(five) years of providing FACILITY MANAGEMENT SERVICES in Central Government/ State Government Departments, Autonomous Bodies, Public or Private Sector Companies/ Undertaking, for providing **FACILITY MANAGEMENT SERVICES** for **Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali** on contract basis from **1stJuly, 2023 to 30thJune, 2024** and extendable by another two years on evaluation of the services rendered and mutual agreement yearly basis.

Nature of Work	Earnest Money Deposit (Rs.)	Last Date of receiving of sealed tender bids	Date of opening of Technical Bids	Date of opening of Financial Bids
FACILITY MANAGEMENT SERVICES	2,00,000/-	13 June, 2023 by 12:00 PM	13 June, 2023 by 03:00 PM	will be informed

All the physical copies of supporting documents shall be submitted by the bidders along with the Tender Document procured from PCA Office, complete in all respects and dropped in the Tender Box available at Gate No. 1, Security Gate, Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali on or before **13thJune, 2023 by 12 PM.**

The sealed tenders will be opened in the presence of the tenderers 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.

PCA reserves the right to accept or reject any/all EOIs without assigning any reason what soever.

**SD/-
Chief Executive Officer**

No. _____2023

Dated: _____

REQUEST FOR PROPOSAL

INSTRUCTIONS TO BIDDERS

1. GENERAL:

a)The tender is being invited for FACILITY MANAGEMENT SERVICES under which the contractor shall provide Experienced Personnels to Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali (i.e., building, equipment and materials etc.), in Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali and PCA Ground at Mullanpur (New Chandigarh) .

b) Present requirement for FACILITY MANAGEMENT SERVICES is as under:

PCA MOHALI E&M AND HK SERVICES

S.No.	Category	Description	Qualification	Experience	Qty
1	Highly Skilled	Engineering Sup	Diploma Electrical	Minimum 10 Years	1
	Skilled	Electricians	ITI in Electrical /Experience in electrical works	Minimum 4/6 Years Respectively	4
	Skilled	AC Technicians	ITI in (Mechanical/Fitter)/ Experience in Air-conditioning works	Minimum 4/6 Years Respectively	4
	Skilled	Plumber	ITI in Mechanical / Plumbing/Experience in plumbing works	Minimum 4/6 Years Respectively	1
	Highly-Skilled	FIRE Officer	Diploma/Certificate Course in Fireman	Minimum 4/6 Years Respectively	1
	Skilled	FIRE MAN	ITI /Certificate Course in Fireman	Minimum 2/3 Years Respectively	3
	Highly-Skilled	HK Supervisor	Diploma in Hotel Management-housekeeping /+2 with housekeeping experience services	Minimum 4/6 Years	1

	Skilled	Room Boy	Experienced in Room Making	Minimum 4 Years	5
	Semi-Skilled	Housekeeper	Experienced in House Keeping services	Minimum 2 Years	18

PCA STADIUM, MOHALI SWIMMING POOL SEASONAL (1st March to 31st October)

3	Highly Skilled	Swimming Pool Life guard	PCA Concerned Manager to Certify	Minimum 4 Years	2
	Semi-Skilled	Housekeeper	Experienced in HK Services		

PCA STADIUM, MULLANPUR CRICKET GROUND, NEW Chandigarh

S. No.	Category	Description	Qualification	Experience	Qty
4	Skilled	Electricians	ITI in Electrical /Experience in electrical works	Minimum 4/6 Years Respectively	1
	Skilled	Plumber	ITI in Mechanical / Plumbing/Experience in plumbing works	Minimum 4/6 Years Respectively	1
	Semi-Skilled	Housekeeper	Experienced in HK Services	Minimum 2 Years	1

**** 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**
- c) FACILITY MANAGEMENT agency shall be provide 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** shall be held on **8th June, 2023 at 12pm** 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/ tenderers are advised to inspect the locations, under consideration for FACILITY MANAGEMENT SERVICES 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 tenderer must have at least an **average annual turnover of Rs.20 Crores** (Rupees Twenty Crores only) in FACILITY MANAGEMENT SERVICES segment during the last three financial years i.e., 2020-21,2021-22 and 2022-23.
- b) The Tenderer must have experience of handling the FACILITY MANAGEMENT SERVICES work in reputed organizations (50 or more manpower at least in one organization), except PCA, for at least 5 years.
- 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 Labor (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 tenderer should have Registered Office / Branch Office in Tri-city (Mohali/Chandigarh/Panchkula).
- e) The tenderer should have carried out Satisfactory FACILITY MANAGEMENT SERVICES work during last 03 financial years with proof enclosed with the Technical Bid:
- i. One work of value of Rs. 1.5 Cr p.a. or more in any Reputed Organizations/Companies.
(or)
 - ii. Two works of value of Rs.75 Lacs or more in any Reputed Organizations/Companies.
(or)
 - iii. Three works of value of Rs. 50 Lacs or more in any Reputed Organizations/Companies.
- f) The tenderer must submit satisfactory performance certificates in FACILITY MANAGEMENT SERVICES work from at least two reputed organizations, as mentioned in point no 2(b) above, during last three years.

- g) The tenderer should not have been blacklisted by any Company/Organization 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 Labor 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.
- b) Audited Balance Sheet of last three years, i.e.,2020-21, 2021-22 and 2022-23.
- 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 Labor (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 03 Financial years for executing work in FACILITY MANAGEMENT SERVICES segment.
- i) Copy of existence of Branch / Registered Office at Mohali/Chandigarh/Panchkula.
- j) Satisfactory performance certificates in FACILITY MANAGEMENT SERVICES work from Reputed Agency /Company /Departments where the vender has worked during last three years.
- k) 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 Company/Organization in the last three years.
- l) 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 and contract labour engaged by the contractor.
- 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 or **before 13th June, 2023 by 12 PM.**
- d) The sealed covers may be super-scribed with "**TECHNICAL BID**"- **Contract for providing FACILITY MANAGEMENT SERVICES**" and "**FINANCIAL BID**"- **Contract for providing FACILITY MANAGEMENT SERVICES**" respectively. Both sealed envelopes should be put in a third sealed envelope and super-scribed as "**Tender for FACILITY MANAGEMENT SERVICES 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 SERVICES.
- e) The **Technical Bids shall be opened** by the designated committee on **13th June, 2023 by 3 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. 2,00,000/- (Rupees Two Lakh only)** per application in the form of D.D./ Banker's Cheque of any Nationalized Bank drawn in favor 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 (30 days from the bidding date).

6. EARNEST MONEY DEPOSIT

- a. The Successful bidder EMD Deposit towards the Facility Management shall be returned after **Sixty days** from the expiry of contract and satisfactory completion of all contractual obligations. In case the contract period is extended further the EMD amount shall get automatically extended.

IMPORTANT: It is mandatory that, the tenderer/ 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 tenderers 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 their bid as per the format mentioned in **Annexure III i.e., Financial Bid**. The Bidders are requested to quote considering minimum wages, EPF employer share, ESIC employer Share, Reliever Charges or any other charges by whosoever name. In case PCA engages any better Qualified Candidate suitable for any Role/Responsibility the additional payment would be made by same Service provider with mutual consent after signing off new addendum.
- b) **The above bids quoted must also include the amount incurred for providing 2 sets of uniform to each FACILITY MANAGEMENT staff. (i.e. 2 sets of uniform are to be provided every year during the contract period).For the purpose of clarification, monthly contract quoted by the bidder shall also include the cost of uniform to be provided also the service charges per person per month.**

- 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 Punjab 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 **1st July, 2023** to **30th June, 2024** and extendable by **another Two year** on evaluation of the services rendered and **mutual agreement yearly basis**. 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 Tender document shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD/ FACILITY MANAGEMENT Deposit. The Contract may be terminated by either parties with mutual consent by giving two months' notice. In case the successful tenderer does not come forward for the supply of Manpower or withdraws within 15days without valid/ genuine grounds from the commencement of contract, the EMD/SD amount furnished by the bidder will be forfeited.

- f. The Contractor shall provide uniforms and well-trained personnel to provide FACILITY MANAGEMENT SERVICES to the PCA, Mohali for providing House Keeping & Engineering Maintenance of Premises.
- g. The offers/ bids which are not in consonance with Punjab Govt. Minimum Wages Act and any other Labor laws will be treated as invalid.
- h. The number of the FACILITY MANAGEMENT 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 on the rates, as mutually decided by both the parties.
- 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 tenderer shall disqualify the bid. No blanks should be left which would be otherwise made the bid liable for rejection.

10. SCOPE OF WORK OF THE FACILITY MANAGEMENT AGENCY:

The contractor shall have to provide FACILITY MANAGEMENT SERVICES for Punjab Cricket Association as detailed at instructions 1(b) of tender document. The agency shall ensure protection of the personnel & property of the Housekeeping/Cleaning/Engineering services of the various points and to ensure high standard maintenance in the Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali.

The FACILITY MANAGEMENT staff to be provided should be fully vaccinated for Covid-19 and further ensure to undertake any booster dose or vaccination as mandated by Punjab State/Central Government.

DUTIES AND RESPONSIBILITIES OF FACILITY MANAGEMENT STAFF:

11. 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.

12. 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 parole 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.

13. 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.
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- i) All offices, Club Rooms, Health Club, Restaurant/Bar and other Common areas: - 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 Housekeeping material/ equipment is given at Appendix-A.

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.

- xvii) 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.

14. **GROUND MAINTENANCE SERVICES:**

- a) Service Provider agrees to provide horticulture services in a professional manner by deployment of requisite staff/Mali as per the instruction of Curator.
- b) The staff provided may be changed which is solely on the discretion of the PCA appointed on the site by the PCA or requirements from time to time.
- c) The Grounds man would be responsible for the preparation of Pitch, Outfield grass cutting, supervising de weeding of grass, carry out plantation of grass, rolling of earth and spreading out through earth movers as per the direction of Curator.
- d) The Ground man will also operate the machine equipment and cutting/dressing all existing hedges, trees, shrubs and creepers in front of North pavilion as well as practice area lawn.
- e) To do lying of Boundary with rope, covering the pitches with pitch cover during rain, Hanging of Flags, operating the sight screen during the domestic matches.

15. **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.

16. **TERMS & CONDITIONS:**

- a) The FACILITY MANAGEMENT personnel 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.
- b) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Private FACILITY MANAGEMENT Agencies(Regulation) Act, 2005 and Private FACILITY MANAGEMENT Agencies (Regulation) Rules, 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.
- c) The Bidders are requested to quote all-inclusive Contract fee plus service charges which includes minimum wages, EPF, ESIC, Employer Share, Reliever Charges or any other charges by whatsoever name. Further deductions on account of attendance, absenteeism will be made as per following calculation-:
- d) **Particulars of Deduction:** The deduction on account of attendance/absenteeism will be made on pro-rata basis, as per the bids quoted by bidders, for respective personnels
- e) The contractor must ensure FACILITY MANAGEMENT personnel with excellent credentials are only deployed and he shall submit copies of the discharge books to PCA authorities, before their deployment.
- f) 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.
- g) All liabilities arising out of accident or death while on duty/ off duty if any shall be borne by the contractor.
- h) Adequate supervision should be provided to ensure correct & effective performance of the FACILITY MANAGEMENT SERVICES in accordance with the prevailing assignment

instructions agreed upon between the two parties. The FACILITY MANAGEMENT personnel shall ensure that there is no unidentified/ unclaimed/ suspicious objects/ person in the buildings/ premises. The vehicles that enter the premises must be identified, noted in the register and parked at designated places. Contractor should arrange surprise visits (during day and night) to check the alertness and attentiveness of the FACILITY MANAGEMENT staffs deployed.

- i) The Contractor to ensure FACILITY MANAGEMENT personnel deployed shall take proper and reasonable precautions to prevent loss, destruction, misuse of the areas of the properties/ assets of the Corporation.
- j) The contractor should impart training on Fire Fighting to fireman to ensure correct and satisfactory performance of his duties and responsibilities under the contract.
- k) 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 FACILITY MANAGEMENT SERVICES 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.
- l) The contractor shall do and perform all such FACILITY MANAGEMENT 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.
- m) 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.
- n) The contractor shall be responsible to protect all properties and equipment of the Punjab cricket Association entrusted to it.
- o) 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.
- p) The personnel engaged should be of sound health and project an image of utmost discipline. They must be extremely courteous with pleasant mannerism in dealing with the PCA Staff. The Punjab Cricket Association shall have right to have any person surrendered in case the FACILITY MANAGEMENT personnel are not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
- q) Round the clock FACILITY MANAGEMENT of property will be ensured by the contractor by supplying agreed number of FACILITY MANAGEMENT personnel, working in shifts at Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali.

- r) The **Eight Hours Shift** will normally commence from 06.00 hrs to 14.00 hrs (1st Shift), 14.00 hrs to 22.00 hrs (2nd Shift) and 22.00 hrs to 6.00 hrs (3rd Shift) and would be called Morning, Evening and Night Shifts respectively. **The FACILITY MANAGEMENT staff placed on the Shift duties shall be deputed as per the decision of PCA.** The FACILITY MANAGEMENT Agency / Contractor shall adjust the FACILITY MANAGEMENT personnel in such a way that they shall be given Weekly Off as per the extant Rules / Labor Laws.
- s) 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. Pro-rata payment shall be made by the Punjab Cricket Association for prolonged duty hours, if any. Service Provider should device alternative arrangements in case of leave, sickness, unauthorized absence etc.,
- t) The FACILITY MANAGEMENT personnel 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 and shall specify the services of required Staff to be obtained in each shift.
- u) The payment would be made on monthly basis for actual shifts manned/ operated by 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 FACILITY MANAGEMENT staff 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.
- i) While submitting the monthly bill, the services provider must file a certificate certifying the following:
- a) Wages of FACILITY MANAGEMENT staff 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 Labor Laws including Central Minimum Wage Act are being complied with.

- ii) The service provider should submit the bill in accordance with the Duty Roaster schedule. In case, he fails to submit the bill in time, even then he has to make the payment to the workers by 7th of the succeeding month & attach the ESIC /PF of preceding month.
 - iii) Payment will be made to the contractor within a week from the submission of all documents, as mentioned above, along with Tax Invoice.
 - iv) The contractor shall compulsorily issue the salary slip to every FACILITY MANAGEMENT staff duly indicating the salary particulars and deductions.
- V) The Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali will brief the contractor about the FACILITY MANAGEMENT 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.
- W) 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 & no substitute is provided in lieu of absent staff, a penalty equal to (double) the wages of number of staffs/supervisors 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 FACILITY MANAGEMENT staff found involved in the incident shall be removed from the PCA immediately.
- X) 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) 1 % of annual cost of order/ agreement per week, up to four weeks delay.
 - ii) After 15 days 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 will also be forfeited.
- Y) 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.

- Z) In the event of any breach/ violation or contravention of any terms and conditions contained herein by the Contractor, the FACILITY MANAGEMENT Deposit of the Agency shall stand forfeited.

17. **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, Covid or any other such epidemic outbreak 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.

18. Under the terms of this employment agreement with contractor's FACILITY MANAGEMENT staff shall not do any professional or other work for reward or otherwise directly or indirectly.
19. 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.
20. 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 (FACILITY MANAGEMENT Deposit).
21. The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.
22. 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.
23. In case of requirement, the contractor shall also deploy female Housekeepers.
24. FACILITY MANAGEMENT staff engaged by the contractor shall not take part in any staff union and association activities.
25. The FACILITY MANAGEMENT agency shall employ 100% manpower from the category of Certified/Trained Facility management Staff not above the age of 55 years. The Agency shall provide satisfactory proof of Certified/Trained FACILITY MANAGEMENT staff before their deployment in the PCA. The FACILITY MANAGEMENT agency shall not employ any person

below the age of 21 yrs. and above the age of 55 yrs. Manpower engaged should be trained for providing FACILITY MANAGEMENT SERVICES.

26. The contractor shall provide satisfactory proof of experienced & trained staff and Supervisor status of the FACILITY MANAGEMENT persons before their deployment.
27. The **Agency shall provide the minor tools and tackles** like electrical pliers, cutter, screw driver, clamp meter, multi meter, test pin, Torch to FACILITY MANAGEMENT staff. **Major tools Provided by PCA Stadium** like Breezing tools, Gas charging line, Drill Machines, Cramping tools, Magger, Light meter, Die machine etc and stationary for writing duty charts and registers at FACILITY MANAGEMENT check points and records keeping as per requirements.
28. No Hostel/ accommodation will be provided by the Punjab Cricket Association. Contractor/ FACILITY MANAGEMENT staff to make own arrangement.
29. 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.
30. 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.**
31. If any underpayment is discovered, the amount shall be duly paid to the agency by the Punjab Cricket Association.
32. 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.
33. The bidder will have to enclose the proof/ copies of the challans showing payment of statutory dues for the month along with monthly bills.
34. The bidder should have it own supervisory and quick response team in Tri-city (Chandigarh, Mohali, Panchkula) to deal with emergent situations.
35. The Contract Fee quoted by the Agency for each Site MOHALI and MULLANPUR of FACILITY MANAGEMENT Services should be made considering the norms of prevailing Punjab Govt. Labor Laws including Minimum wages/ EPF/ESI or any other law for the time being in force, so as to ensure that the FACILITY MANAGEMENT Staff will get the minimum pay as per the statutory norms. The Breach of this clause will be considered to be the material breach of the contract.
36. Any rules made from time to time by the PCA shall be complied with by the Agency/Contractor.

37. The FACILITY MANAGEMENT Staff should be rotated from their deployment at an interval of six months.
38. 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.
39. In case of more than one bid received from any contractor, the same will be summarily rejected without further scrutiny.

40. **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 labor laws etc.

41. **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.

42. **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 for Facility Management for Housekeeping/Electrical/Plumbing/Maintenance contract only

Sr. no.	Parameter	Marks	Total Marks
1	Appointed/selected with Reputed Company having one work order of 50 or more than 50 manpower in the previous three financial years.	a) One Value of work order is Rs. 1.5 Cr p.a. or more in any Reputed organizations - 25 marks. (or) b) Two Value of Work order of Rs.75 Lacs p.a. or more in any Reputed organizations. – 20 marks. (or) c) Three Value of Work order is Rs.50 Lacs p.a. or more in any Reputed Companies- 15 marks	25
3	Years of Experience in providing FACILITY MANAGEMENT SERVICES as on March 31, 2023	a) Minimum 5 years – 5 Marks b) 5 to 10 years – 10 Marks c) More than 10 years –15 Marks (Less than 5 years’ experience – Not eligible)	15
4	Average Turnover of the past 3 years (In last three financial years) i.e. 2019-20, 2020-21& 2021-22.	a) Rs. 20 Cr – 25 Cr – 5 Marks b) Rs. 30 Cr – 50 Cr – 10 Marks c) More than Rs. 50 Cr– 15 Marks (Less than 20 crores not eligible)	15
5	Experience of handling FACILITY MANAGEMENT SERVICES with reputed organizations in last 10 years as on Dec 31, 2022	a) 2 Organizations – 5 b) 5 to 7 Organizations – 7 c) 8 and above Organizations -10 (Less than 2 organizations not eligible)	10
6	In House Training Video/PPT- Photo & Sample training certificate should be	a) Own-10 b) Tie up/outsourced-05	10

	provided by Contractor/Agency		
7	Performance Feedback from existing Clients	a) Performance certificate from existing clients i. 3 and above clients – 15 ii. 2 clients –10 iii. 1 client -5	15
8	Head Office / Corporate Office in Tri-city (Mohali / Chandigarh / Panchkula)	a) Head Office /Corporate Office available in Tri-city -10 Marks b) Network of Offices not available in Tri-city -5 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 60 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.

ANNEXURE- I

(TO BE SUBMITTED ON A LETTER HEAD OF THE FACILITY MANAGEMENT AGENCY)

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 SERVICES

* * * * *

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 Punjab Govt. Minimum Wages Act, Contract Labor Act and other statutory provisions 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 Labor Wages Act as amended by the Government of India from time to time and shall be fully responsible for any violation.
4. I/ We shall provide FACILITY MANAGEMENT SERVICES of Certified/Trained Persons (Male/Female).
5. I/ We hereby undertake that complete FACILITY MANAGEMENT of the Punjab Cricket Association shall be ensured by our FACILITY MANAGEMENT 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. : _____

ANNEXURE- II

**TECHNICAL BID FORM FOR PROVIDING FACILITY MANAGEMENT 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 Partnership along with Experience Certificate	
4	Name, Designation, Address and Telephone No. of Authorized person	
5	Please specify as to whether Tenderer 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 Mohali	
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 Labor (R&A) Act 1970, for providing FACILITY MANAGEMENT SERVICES only, through contract workers	
13	Details of EMD	
14	List of clients along with Satisfactory certificate from at least two Companies/Clients	
15	Whether Police / Legal proceeding in Court pending against Proprietor / Firm / Company / Contract labor engaged by the Agency	
16	Whether Agency is Black listed by any Central/ State Govt. / PSU 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

The Contract Fee Per Month - (To be quoted by bidder after considering Minimum Wages, Employer EPF share, Employer ESI share, Bonus, Leave, Reliever charges or any other charges by whatsoever name including providing two sets of uniform during the year). Further the rates to be quoted, after considering the duties for the full month (30/31 days).

TO be Quoted Contract Fee Per Month

SER	Category	Description	Qualification	Experience	Qty in Nos	Monthly Rate(per person) in Rs.	Total Monthly Amount (in Rs.)
Regular Engineering and Maintenance and Housekeeping Staff PCA Mohali TO be Quoted Contract Fee Per Month							
1	Highly Skilled	Engineering Supervisor			01		
	Skilled	Electricians			04		
	Skilled	AC Technicians			04		
	Skilled	Plumber			01		
	Highly- Skilled	FIRE Officer			01		
	Skilled	FIRE MAN			03		
	Highly-Skilled	House Keeping Supervisor			01		
	Skilled	Room Boy			05		
	Semi-Skilled	Housekeeper			18		
SEASONAL REQUIREMENT FOR SWIMMING POOL (01.03 to 31.10) PCA Mohali TO be Quoted Contract Fee Per Month							
	Semi-Skilled	Housekeeper			04		
3		Housekeeping cleaning material for stadium Per Month Annexure “V”			LOT		
4		Housekeeping Cleaning equipments on Rent: Single/double disc scrubber (Automatic scrubber dryer for scrubbing, buffing & polishing, Glass Cleaning Rod, Wet & Dry vacuum cleaner, Ettore Glass cleaning equipment, Squeezes			LOT		
5		Lifting and Disposal of garbage’s in authorized dumping place			LOT		
Engineering and Maintenance and Housekeeping Staff PCA Mullanpur TO be Quoted Contract Fee Per Month							
6	Skilled	Electricians			02		
	Skilled	AC Technicians			01		
	Skilled	Plumber			01		

Note: -

1. GST as applicable, will be reimbursed on actual basis on production of documentary evidence of payment along with monthly bills.
2. The Contract Fee quoted by bidder shall remain unchanged for the entire period of contract except change in Minimum wages or any other statutory norms being paid to the FACILITY MANAGEMENT staff.
3. Billing for PCA Mohali and PCA Mullanpur will be separate as per above rates
4. The vendor will be responsible for providing adequate cleaning materials, Machine equipment and timely garbage disposal.

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 Officials of Bidders

Date:

Name:

Place:

Company Seal:

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

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

S. No.	Items	Confirm (Yes/ No)
1	EMD	
2	Chartered Accountant certificate for Annual Turnover for last 3 years	
3	Audited Balance sheet of last three years 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 contracts 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 labor (R & A) Act.	
9	Copy of ESI Registration certificate with latest payment challan.	
10	Copy of EPF Registration certificate with latest payment challan.	
11	Address proof of Registered Office/ Branch Office in Mohali or Chandigarh	
12	Satisfactory performance certificate from previous two PSU/ Govt. Departments.	
13	Undertaking pertaining to Non-Black listing	
14	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 labor engaged by the contractor	
15	Undertaking pertaining no default certificate relating to Labor law/EPF/ESI	

Signature of Officials of Bidders

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 Support Ladder 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