

**GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL (B-III)**

* * * * *

F.4(5)DOP/B-III/2015

Jaipur, Dated: 15/06 /2015

NOTICE INVITING e-Bid

Department of Personnel (B-III), Secretariat, Government of Rajasthan invites bid from reputed service provider having ISO certification for providing house keeping, upkeep, facility management and comprehensive maintenance services. The Bid shall only be submitted through online bidding system of **www.eproc.rajasthan.gov.in**. Particulars are as under:-

Sr. No.	Work Particulars	Details
1.	Work/Services to be outsourced	House Keeping, Upkeeping, Facility Management and Comprehensive Maintenance Services in the CMO building & its premises, with part of main building & I,II,III floor of central library building in Government Secretariat and CMR (CMR only for IT Equipment) Jaipur, Rajasthan (Details to be given in the bid documents)
2.	Approximate cost of the work	Rs. 190.00 lacs per annum
3.	Bid security	Rs 3.80 lacs
4.	Cost of bid documents	Rs. 1000.00
5.	RISL Processing Fees	Rs. 1000.00 in favour of MD, RISL, Jaipur
6.	Officer inviting the bid	Registrar, Government Secretariat, Jaipur, Rajasthan
7.	Date & Time of uploading of Bid Document	19-06-2015 at 4.00 PM
8.	Date, Time & place of Pre-bid meeting	26-06-2015 at 11.30 AM Committee Room No.-2, Ground Floor, Main Building, Secretariat Jaipur (Rajasthan)
9.	Date and time of uploading of addendum/corrigendum in bid document (if any) (after pre bid)	30-06-2015 at 5.00 PM
10.	Date & Time for Submission of Demand Draft/Banker Cheque of Bid Cost, Bid security & RISL Processing Fees	20-07-2015 up to 2.00 PM
11.	Last Date & Time for Submission of Bid	21-07-2015 upto 12.00 Noon
12.	Date & Time of Opening of Technical Bid	21-07-2015 at 3.00 PM
13.	Date & time of opening of Financial bid	Will be intimated to technically qualified bidders
14.	Websites for downloading Bid Document, Corrigendum's Addendums etc.	www.eproc.rajasthan.gov.in
15.	Contract period	Original contract period for Three years (/Three years from the date of order). The period may be extended for fourth year by increasing 10 per cent of third year contract amount with mutual consent of both the parties.
16.	Performance security	5 percent of approved bid price from the successful bidder.
17.	Bid validity	90 days, May be extended by mutual consent of both parties. Validity of demand draft will be extend accordingly.

Note:-1.Detail of this bid notification and qualification criteria can also be seen website **www.dipr.rajasthan.gov.in** and **www.DoP.rajasthan.gov.in** & Rajasthan state public procurement portal **http://sppp.raj.nic.in**

2. The interested bidders shall have to be enrolled/registered with portal of **www.eproc.rajasthan.gov.in** for participating in the bidding process.
3. The bid security/ performance security may be given in the form of, a banker's cheque or demand draft or bank guarantee, in specified format, of a scheduled bank or deposit through eGRAS. The bid security must remain valid for thirty days from the original or extended validity of bid.
4. If for any reason, the date of opening of Technical Bid be a holiday, the same shall be opened at the same time on next working day.

**Registrar
Government Secretariat, Jaipur
Tel. No. 0141-2227619**

Instruction to bidders

S.No.	Particulars of the Documents enclosed	Page Nos. (from -- to--)
1	Notice inviting e-bid	1
2	Bid form	3-4
3	Schedule -A 'Technical Bid Form'	5-13
4	Schedule - B 'Terms and conditions of the Bid'	14-29
5	Format of agreement	30-31
6	Annexure - A 'Compliance with the code of Integrity and No. of conflict of interest.'	32
7	Annexure - B 'Declaration by bidder regarding qualifications'.	33
8	Annexure - C 'Grevance Redressal During Procurement process '	34-36
9	Annexure - D ' Additional Conditions of Contract'	37-38
10	Annexure-1 'Bio-data of the Bidder'.	39-44
11	Annexure - 2 'House Keeping and Upkeeping services with service levels'.	45-49
12	Annexure - 3 'Civil Services and Comprehensive Maintenance of civil installations with service level'.	50-52
13	Annexure - 4 'Electro - Mechanical Services and Comprehensive Maintenance of Electro - Mechanical Installations with service level'. (Electrical itmes, Intercom items, Electronic office equipments, IT equipments)	53-60
14	Annexure - 5 'Miscellaneous Service with service level'	61-63
15	Annexure - 6 'Deployment Plan'	64
16	Annexure - 7 'Action Plan'	65
17	Annexure - 8 'Self Appraisal (Competency Statement) to be submitted by the bidder.	66
18	Annexure(s) 09 to 13 'Inventory lists of various installations in the CMO buildings.{Civil installations & furniture, Electromechanical items(Electrical, Intercome, Electronic office equipment, IT equipments)}	67-92
19	Annexure - 14 Gate pass	93-94

BID FORM

To
The Registrar,
Rajasthan Government Secretariat,
Jaipur (Rajasthan)

Sub.:- Submission of Bid

Dear Sir,

With reference to your bid inviting notice No. F.4(5)DOP/B-III/2015Jaipur dated 15.06.2015 after examining the Floor Drawings, Utility Drawings, Scope of Work (SOW) in the CMO Building, with part of main building & its premises & I,II,III floor of central library building in Government Secretariat and CMR (CMR only for IT Equipment) Jaipur and having visited/examined the said building and also having acquired the requisite information about the said building, I/We hereby offer to undertake the job specified in the Terms & Conditions of the Bid with its annexure(s) for the duration of 3 (three) years from the date to be decided while finalization of this bid process, at the rates mentioned in the Financial Bid Form

1. Following documents are attached towards the proof of fees deposited.

S.No.	Particular	Number	Dated	Bank
1.	Bid Fees : Rs. 1000/- Cash, DD/ Banker's Cheque (in favour of Financial Advisor, DOP, Rajasthan Government Secretariat payable at Jaipur)			
2.	RISL Processing Fees : Rs. 1000/- DD/ Banker's Cheque (in favour of in favour of MD, RISL, Jaipur payable at Jaipur)			
3.	Bid security : Rs. 3,80,000/- DD/ Banker's Cheque (in favour of Financial Advisor, DOP, Rajasthan Government Secretariat payable at Jaipur)			

2. The Contract Period commences tentatively from 11st September, 2015 and period of contract will be for 3 (three) years from the effective date.
3. I/We agree to abide by the process to be evolved by the DOP for evaluating the technical and financial bids.
4. Should this bid be accepted, I/We hereby agree to abide by Terms and Conditions (Schedule-B) along with its annexure(s) attached hereto duly signed by me/us. I/We are not putting any additional condition from my/our side.
5. All the schedules and documents necessary in this connection are enclosed hereto. All the documents/photocopies of the documents have been self-attested by me/us and the DOP is free to prosecute me/us in a competent court of law if any of the documents/photocopies of the documents is/are found to be false or forged.
6. Other necessary details about us are given in the Technical Bid Form (Schedule-A) and Bio-data of the Bidder (Annexure-1) enclosed herewith.

7. List of the documents being submitted by me/us in support of my/our technical bid is as under:

S.No.	Particulars of the Document(s) enclosed	Page Nos. (from – to)
1	Schedule -A 'Technical Bid Form'	
2	Schedule - B 'Terms and conditions of the Bid'	
3	Annexure - A 'Compliance with the code of Integrity and No. of conflict of interest.'	
4	Annexure - B 'Declaration by bidder regarding qualifications'.	
5	Annexure - C 'Grevance Redressal During Procurement process '	
6	Annexure - D ' Additional Conditions of Contract'	
7	Annexure-1 'Bio-data of the Bidder'.	
8	Annexure - 2 'House Keeping and upkeeping services with service levels'.	
9	Annexure - 3 'Civil Services and Comprehensive Maintenance of civil installations with service level'.	
10	Annexure - 4 'Electro - Mechanical Services and Comprehensive Maintenance of Electro - Mechanical Installations with service level'.	
11	Annexure - 5 'Miscellaneous Service with service level'	
12	Annexure - 6 'Deployment Plan'	
13	Annexure - 7 'Action Plan'	
14	Annexure - 8 'Self Appraisal (Competency Statement) to be submitted by the bidder.	
15	Annexure(s) 09 to 13 'Inventory lists of various installations in the CMO buildings.	
16	Annexure - 14 Gate pass	
17	A self attested copy of the constitution of the Agency.	
18	Other Document, which, bidder has annexed in its bid's support.	
	a	
	b	
	c	
	d	
Signature of the Bider		
Name of Signatory		
Status/Post of the Signatory		
Name of the Company/Agency		
Date		

Schedule-A 'Technical Bid Form

HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDINGIN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR(CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

1	Department Inviting the Bid	Department of Personnel, Rajasthan Government Secretariat, Jaipur	
2	Reference of NIB	No.F.4(5)DOP/B-III/2015, Jaipur Dated : 15-06-2015	
3	Work or Services to be outsourced under Bid	House Keeping, Upkeeping, Facility Management and Comprehensive Maintenance Services in the CMO building & its premises, with part of main building, I,II,III floor of central library bulding in Government Secretariat and CMR (CMR only for IT Equipment) Jaipur, Rajasthan (Details to be given in the bid document)	
4	Estimated cost of the work under	190.000 Lacs	
5	Officer invited the bid	Registrar, Government Secretariat, Jaipur, Rajasthan	
6	Name of the Bidder with Particulars	Name	
		Address	
		Telephone Number with STD Code	
		Mobile No	
		Fax Nos.	
		E-mail Id	
		Website	

7	Bid Form Cost Rs. 1000/- Deposit vide:-		DD/Cash Receipt No. _____ dated _____ for Rs. 1000/- (original DD/Cash Receipt enclosed herewith)
8	RISL Processing Fees Rs. 1000/- Deposit vide:-		DD/Cash Receipt No. _____ dated _____ for Rs. 1000/- (original DD/Cash Receipt enclosed herewith)
9	Bid security Rs. 3.80 lacs (Rs. Three lac eighty thousand only) deposited vide		DD No. _____ dated _____ for Rs. 3,80,000/- (original DD enclosed herewith)
10	Registration Particulars of the Bidder	Status (Company/Institute/ Firm Corporate Body etc.)	
		Registration No. & Date	
		Office where Registered	
		Law under which registered	
		Validity Period of Registration, up till date	
11	<u>Business Turnover</u> of the bidder during last 3 Financial Year (HK & FMS Sector)		
	Financial Year	Annual Business Turnover (in Rs. Lacs)	Documentary Proof as annexure number
	2011-12		Annexure _____ as page _____
	2012-13		Annexure _____ as page _____
	2013-14		Annexure _____ as page _____
12	ESIC Regn. No.		Annexure _____ as page _____
13	Public provident Fund Regn No.		Annexure _____ as page _____
14	Service Tax Regn. No.		Annexure _____ as page _____
15	PAN No.		Annexure _____ as page _____

16	Audited (by CA) Balance sheet of the bidder for last 3 years to be enclosed.		
	Assessment Year	YES/NO	Annexure Number
	2012-13		Annexure _____ as page _____
	2013-14		Annexure _____ as page _____
	2014-15		Annexure _____ as page _____
17	Income Tax Return of Last 3 Years		
	Assessment Year	Net Income Tax Amount Paid	Annexure. Number
	2012-13		Annexure _____ as page _____
	2013-14		Annexure _____ as page _____
	2014-15		Annexure _____ as page _____
18	Income tax clearance certificate		Annexure _____ as page _____
19	VAT/Sales tax clearance certificate		Annexure _____ as page _____
20	Details of Bidders Bankers are as under:-		
	1		
	2		
21	Name and Designation of Authorized Signatory		
	Name & Designation		
	Address		
20	Bio-Data of the Bidder (Annexure-01 of Schedule B – Terms and Conditions) duly filled in enclosed or not (YES/NOT)	Annexure _____ as page _____	
22	Detailed Action Plan for implementing the House Keeping , FMS and comprehensive maintenance services as required vide para 10 of Sechedule - B (Annexure-07) of Terms and Conditions, enclosed or not. (YES/NO)	Annexure _____ as page _____	

Signature of the Bidder	
Date	
Name of the Bidder Company	
Status or Post held by the person signing and submitting this bid	
Contact phone number with STD code	
Contact Mobile Number if any	

Important Instructions:-

1. Department of Personnel (B-III), Secretariat, Government of Rajasthan invites Technical & Financial Bids through e-bid from the eligible bidders for providing house keeping, upkeep, facility management and comprehensive maintenance services at the CMO Building and its premises with part of main building & I, II, III floor of the central Library building in the Government Secretariat and CMR (CMR only for IT equipment) Jaipur (Rajasthan). Bidders should submit the proposal on the website <http://www.eproc.rajasthan.gov.in>. The first part will consist of Technical Proposal and the second part will consist of Financial Proposal.
2. Bidders should go through the website <http://eproc.rajasthan.gov.in> for understanding the e-procurement process and refer to the link “Help For Contractors”, “Information About DSC (Digital Signature Certificate)”, “FAQ’s” and “Bidders Manual Kit” and clause number 21 to know the process for submitting the electronic bids at the website.
3. Bidders need to have a Class 2 or Class 3 category digital signature issued by a licensed Certifying Authority (CA) for e-Bidding Portal.
Complete bid document has been published on the websites <http://DoP.rajasthan.gov.in>, <http://dipr.rajasthan.gov.in>, Rajasthan state public portal [http:// http://sppp.raj.nic.in](http://http://sppp.raj.nic.in) and <http://eproc.rajasthan.gov.in> for the purpose of downloading. The downloaded final bid document shall only be considered valid for participation in the bid process subject to submission of required Bid document fee of Rs 1,000/- in form of cash or demand draft or banker’s cheque in the favour of Financial Advisor, DOP, Rajasthan Government Secretariat, Jaipur and e-bid processing fee of Rs. 1000 /- in form of demand draft or banker’s cheque in the favour of **The Managing Director, RISL** payable at Jaipur.
4. **Please note that a Pre-Bid meeting of prospective bidders will be held as given in NIB. The objective of this meeting is to address queries of the prospective bidders related to the Bid document.**
5. All the communication/ correspondence including the bid document (Technical and Financial Bid) should be signed digitally and stamped on each page by the designated authorized representative of the bidder.
6. The Technical Bid shall be opened on prescribed date in NIB in the presence of designated representatives of the bidder. The qualifying bids of the Technical evaluation process shall only be considered for further evaluation of Financial Bid. The Financial bid shall be opened in the presence of the technically qualified bidders/ designated representatives on separate date and time that will be intimated later to all the technically qualified bidders.
7. No contractual obligation whatsoever shall arise from the bidding process unless and until a formal contract is signed and executed between the bidding authority and the successful bidder.
8. RTPP Act-2012 & Rules-2013 alongwith GF&AR shall prevail.

General condition of Bid Form

9. Bids will not be considered without bid form cost, Processing fees and bid security amount.
10. Rate shall be written both in words and figures. There should not be errors and over-writings/ corrections if any, should be made clearly and initial with dates. If there is a discrepancy between words and figures in financial bid, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the provisions of rule 64 in Rajasthan Transparency in Public Procurement Rule 2013.
11. Amount of Bid quote is inclusive of all Statutory taxes, levies, charges, amount for contribution towards Employees PF, ESI & Service tax etc. and it also includes any other legal liabilities which may be in force at present or may arise in future. Nothing will be paid extra by the DOP in addition to the above quoted bid amount. If deduction at source is mandatory on account of any

statutory tax, levy, cess, fee etc., it will be deducted from the amount of monthly bill submitted the service provider. The amount mentioned in schedule-B para {2(I(e)) } will also be deducted if any floor of central library remains unoccupied.

- 12- **It is clarified that bidders are supposed to submit financial bids for 1st year. The amount will be increased by 10% for second year, third year amount will increased by 10% on second year and fourth year amount will increased by 10% on third year amount.**
13. Demand Draft/Banker Cheque of Bid Cost, Bid security & RISL Processing Fees will be submitted physically to Department of personnel B-III on 20-07-2015 upto 2.00. PM
14. **Hard copy of only uploaded technical document shall also be submitted in sealed envelop to the committee at time of opening of technical bid for clarity of bid document.**
15. **Bid shall be valid for 90 days. Validity of bid may be extended as per Rajasthan transparency in public procurement Rules. On extension of time period of bid the time period of demand draft for bid security shall also be extended accordingly.**
16. The bidder shall furnish the following documents at the time of execution of agreement:-
 - (i) Attested copy of Partnership Deed in case of Partnership Firms.
 - (ii) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
 - (iii) Address of residence and office, telephone numbers in case of sole Proprietorship.
 - (iv) Registration issued by Registrar of Companies in case of Company.
- 17 .Qualification of bidders.-
 - (a) the procuring entity shall disqualify a bidder if it finds at any time that,-
 - (i) the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
 - (ii) the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete.
 - (b) the procuring entity may require a bidder, who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to prequalify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.
 - (c) If bidder is a Joint Venture
 - (i) all parties to the Joint Venture shall sign the bid and they shall be jointly and severally liable; and
 - (ii) a Joint Venture shall nominate a representative who shall have the authority to conduct all business for and on behalf of any or all the parties of the Joint Venture during the bidding process. In the event the bid of Joint Venture is accepted, either they shall form a registered Joint Venture company/firm or otherwise all the parties to Joint Venture shall sign the Agreement.
 - (d) A bidder should not have a conflict of interest in the procurement in question as stated in rule 81 and the bidding documents. The procuring entity shall take appropriate actions against the bidder in accordance with section 11 and Chapter IV of the Act, if it determines that a conflict of interest has flawed the integrity of any procurement process. All bidders found to have a conflict of interest shall be disqualified.
 - (e) A bidder debarred under section 46 of RTPP Act- 2012 shall not be eligible to participate in any procurement process undertaken by,-
 - (i) any procuring entity, if debarred by the State Government; and
 - (ii) a procuring entity if debarred by such procuring entity.
18. Changes in the bidding documents.-

At any time prior to the deadline for presenting bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with provisions of section 23 of RTPP Act- 2012 .

19 Validity of bids.-

(a) The validity of bids would be 90 days, It may be extended by mutual consent of both parties. Validity of demand draft will be extend accordingly.

(b) Prior to the expiry of the period of validity of bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of bid but in such circumstances bid security shall not be forfeited.

(c) Bidders that agree to an extension of the period of validity of their bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its bid.

20. Clarification of bids.-

(1) To assist in the examination, evaluation, comparison and qualification of the bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its bid. The committee's request for clarification and the response of the bidder shall be in writing.

(2) Any clarification submitted by a bidder with regard to its bid that is not in response to a request by the committee shall not be considered.

(3) No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial bids.

(4) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

(5) All communications generated under this rule shall be included in the record of the procurement proceedings.

20. Price / purchase preference in evaluation.-

Price and / or purchase preference notified by the State Government and as mentioned in the bidding documents shall be considered in the evaluation of bids and award of contract.

21. Procuring entity right to accept or reject any or all bids

The Procuring entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the bidders. Reasons for doing so shall be recorded in writing.

21. (i) Any change in the constitution of the firm, etc., shall be notified forthwith by the contractor in writing to the purchase officer and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

(ii) No new partner/partners shall be accept in the firm by the contractor in respect of the contract unless he/they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.

22. (i) Comparison of Rates : In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the Rules, the element of Rajasthan Sales Tax shall be excluded whereas that of Central Sales Tax shall included. (ii) While comparing the rates in respect of firms within Rajasthan the element of Rajasthan Sales Tax shall be included.

23. Income Tax Clearance Certificate : Tenderers will have to submit an Income Tax Clearance Certificate from the Income Tax Officer of the circle concerned along with the tenders without which tender may not be considered.

24. (i) Comparison of Rates : In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the Rules, the element of Rajasthan Sales Tax shall be excluded whereas that of Central Sales Tax shall included.

- (ii) While comparing the rates in respect of firms within Rajasthan the element of Rajasthan Sales Tax shall be included.
25. Price Preference: 1[Price preference/preference will be given to the goods produced or manufactured by Industries of Rajasthan over goods produced or manufactured by Industries outside Rajasthan as per Purchase of Stores (Preference to Industries of Rajasthan) Rules, 1995.]]
 26. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before signing the contract, refer the same to the Purchase Officer and get clarifications.
 27. The contract for the supply, can be repudiated at any time by the Purchase Officer, if the supplies are not made to his satisfaction after giving an opportunity to the tenderer of being heard and recording of the reasons for repudiation.
 28. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
 29. Recoveries : Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier alongwith amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
 30. If a tenderer imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Purchase Officer.
 31. The Purchase Officer reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/supplier.
 32. All legal proceedings, if necessary arise to institute may by any of the parties (Government of Contractor) shall have to be lodged in courts situated in Rajasthan and not elsewhere.
 33. Changes in the bidding documents.- At any time prior to the deadline for presenting bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with provisions of section 23.
 34. Final evaluation shall be done on the basis of most advantageous bidder in order to secure prompt delivery of goods or services. However procuring entity, in any case shall not be abide to approve Lowest bid, If the quantity of the subject matter of procurement required is beyond the capacity of the lowest bidder.
 35. Conditions relating to E-Procurement
 - a) Bidder is advised to visit the <http://www.eproc.rajasthan.gov.in/> and follow the guidelines for registration and submission of e-bid for the bid.
 - b) It is advised that bidders should submit their bids well in advance of the last date of bid submission. DOP shall not be liable for any problems faced by the bidder during submission at the last moment. Extension of deadline/ permission to include bids not submitted on the website because of above mentioned reasons will not be considered.
 - c) Bidders should register on the site <http://www.eproc.rajasthan.gov.in/> and follow the process prescribed for e-bidding. Bid should be submitted online, Offline submitted bids will not be considered for evaluation and will be rejected.

- d) For financial bids, bidders should download **BoQ.XLS (Microsoft Excel File)** uploaded on the website as a part of the bid and fill details without any modification to the template.
- e) Any tampering/ change made in the downloaded **BoQ.XLS (Microsoft Excel File)** format will not be accepted by the website while uploading.
- f) Bidder needs to have a valid class 2 or class 3 digital signature certificates to participate in the e-bidding process.
- g) Bidder needs to digitally sign all the documents submitted as a part of their bid.
- h) DoP will not be responsible for the rejection of bids in case of non compliance to e-bidding process
- i) Bidders need to upload all the required documents mentioned the bid document.
- j) Any corrigendum will be published on the website <http://eproc.rajasthan.gov.in> and will be a part of this bid. Bidders should look on this website regularly for updates, details related to the bid.
- k) Bids shall be opened online however bidder may choose to attend the bid opening at the DoP office.
- l) Bidders should submit their EMD(Bid security), bid document fee and e-bid processing fee as given in NIB.
- m) **Bidders should be careful while uploading the necessary documents on the website. Documents related to technical bid shall only be uploaded in the technical bid and related to financial bids shall be uploaded in the financial bid.**
- n) For filling the BoQ and financial bid refer to Instruction for filling Financial Bid in e-bidding portal given in the Financial bid format.
- o) Total space in Myspace is 10 MB with a maximum size of 2 MB per file
- p) Maximum permissible size for any bid is 20 MB-25 MB with a condition that the local client should have 2 GB or more RAM. Bidders are requested to scan the document in pdf format at minimum resolution for uploading the document on the e-procurement portal.
- q) **The session time for e-procurement portal is 20 minutes.**

Registrar
Government Secretariat, Jaipur

Schedule - B 'Terms and Conditions of the Bid'

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDING, I, II, III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

General condition of contract

1-Definitions and explanations:

Unless the context requires otherwise, with reference to this Bid and all other documents in pursuant to this process:-

- (A) **"Agency" or FMS Agency" or "Service Provider"** shall mean the Company/Agency/Firm/Institution, whose bid have been approved for House Keeping, Facility Management & Comprehensive Maintenance services in the CMO Building and premises with part of main building in pursuant to this bid process and it includes its legal heirs, representatives, administrators, successors and permitted assigns.
- (B) **"Agreement"** shall mean the Agreement to be signed by and between the Registrar of the Secretariat and the FMS Agency **"Service Provider"** for providing Services in pursuant to this bid process.
- (C) **"Bidder"** shall mean company/agency/firm/institution who submits its bids for House Keeping, Upkeeping, Facility Management and Comprehensive Maintenance Services in the CMO building & its premises, with part of main building & I,II,III floor of central library bulding in Government Secretariat and CMR (CMR only for IT Equipment) Jaipur, Rajasthan under this bid.
- (D) **"CMO"** shall mean and include the office of the Chief Minister of Rajasthan State Including the all offices housed in the main building of secretariat, CMO Building, Conventional Centre & CM Residence Office at 8 and 13 , Civil Lines, Jaipur (CMR for IT Equipments only)
- (E) **"CMO Building"** shall mean the building and its premises in the secretariat campus between North-South Block (SSO Building) and the Mantralaya Bhawan for Chief Minister's Office and the Conventional Center (for IT Equipments CM Residence also).
- (F) **"CMR"** shall mean the Chief Minister's Residencet at 8 and 13, Civil Lines, Jaipur.
- (G) **"DOP"** shall mean Department of Personnel, Government of Rajasthan, Jaipur and it include the Principal Secretary/Secretary to DOP, the Joint Secretary/Deputy Secretary to DOP (B), and the Registrar Secretariat,
- (H) **"Effective Date"** shall mean the date from which the Agreement in pursuant to this bid process comes into force.
- (I) **"Party"** shall mean any party to the Agreement under this bid process and **"Parties"** shall mean both the parties to the Agreement.
- (J) **"PWD"** shall mean Public Works Department of Government of Rajasthan.
- (K) **"Secretariat"** shall mean the Rajasthan Government Secretariat, Jaipur (Rajasthan).
- (L) **"Principal Secretary/Secretary"** shall mean Principal Secretary/Secretary to Government of Rajasthan in Department of Personnel.
- (M) **"Service Provider Personnel"** shall mean and include all the employees, agents, sub-contractors etc., of Service Provider who may be engaged by the Service Provider (directly or indirectly) for providing the Services under the Agreement in pursuant to this bid process.
- (N) **"Services"** shall mean House Keeping, Upkeeping, Facility Management and Comprehensive Maintenance Services & Miscellaneous services(Meeings, Pantry services, Attendent Services, Hospitality Desk-Cum-Help Desk) in the CMO building & its premises, with part of main building, I,II,III floor of central library bulding in Government Secretariat and CMR (CMR only for IT Equipment) Jaipur, Rajasthan

- (O) **"Service level(s)"** shall mean and include all the standards and Service levels as listed out in this bid document and annexure(s) enclosed hereto.
- (P) **"Interpretation of any term(s)"** shall mean If there is any dispute between the parties about interpretation of any term, any clause or any other issue regarding this bid or Agreement in pursuant to this bid process, the matter will be referred to the Principal Secretary/Secretary, DOP and the decision given by the Principal Secretary /Secretary would be binding on both the parties.
- (Q) **"procuring entity"** shall means an entity referred to in sub-section (2) of section 3 of RTPP Act-2012
- (R) **"bidding documents"** shall means documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid;
- (S) **"bid security"** means a security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
- (T) **"procurement contract"** shall means a contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement;
- (U) **Eligibility of bidders.-** shall means (1) A bidder may be a natural person, private entity, government-owned entity or, where permitted in the bidding documents, any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture.
- (V) **Rate contract.-** (1) A procuring entity may choose to engage in a rate contract procedure in accordance with the rules as may be made in this behalf,
- (W) **Language & Communication :** The language of communication shall be English & Hindi.
- (X) **"Rules"** shall mean Rajasthan Transparency in Public Procurement Rules- 2013 and General Finance & Accounts Rules.
- (Y) **"Act"** shall mean Rajasthan Transparency in Public Procurement Act 2012

2- Physical Area for which Services to be out sourced:

- (I) Area to be covered under House Keeping, Upkeeping ,Facility Management & Comprehensive Maintenance Services in the CMO building premises with part of main building is as under:-
"Entire building and campus of Chief Minister's Office including all the floors, rooms, corridors, basement, roof top surface, staircases, bathrooms/toilets (attached as well as independent), windows, doors, pantries, water-huts, lifts, ventilators, Gardening, land-scaping front as well surrounding open yards/pavements, and all fixed assets etc".

- (a) Total floor area of the CMO Building is as under:-

1	Basement Area	17680 Sq.ft.
2	Ground floor area	17680 Sq.ft
3	First Floor area	14300 Sq.ft
4	Second Floor area	14300 Sq.ft
5	Third Floor area	14300 Sq.ft
	Total Floor area	78260 Sq.ft
	Total Campus Area	75320 Sq.ft

- (b) Details of floor quality is as under:-

1	Marble Floor	51110 Sq.ft
2	Wooden Floor	4197 Sq.ft
3	Polished Kota Stone	6994 Sq.ft
4	Ceramic Tile Floor & Wall	13988 Sq.ft
5	Convention Center wooden floor	5380 Sq.ft
6	Garden & Land Scaping Area	43000 Sq.ft

Note :- Area as mentioned at Para (a) and (b) above is approximately, and it may vary 10% more or less.

- (c) Approximate area of main building is about 1500 sq.ft. and I,II,III floor of central library building (Part of CMO) is about 24000 sq.ft.

Note:- Housekeeping, office boy, pantry services & maintenance services only for intercom items, electronic office equipment & IT equipments under electrical and mechanical items are to be provided in the main building and I, II, III floor of central library building (Part of CMO) (Asper schedule B para-5)

- II If area of I,II,III floor of central library building (part of CMO) remains unoccupied in terms of services mentioned in clause (I(c)) an amount of Rs. 25000/- per floor per month shall be deducted from the respective monthly bill. Above mentioned amount shall be raised @ 10% per annum, as per the extension of contract amount.
- III Willing Bidders are advised to inspect the site, understand it after having discussion with DoP officers before submitting the bid.

3- Basic eligibility criteria for qualification of technical bid of the Bidder/FMS Agency:

- (A) Bid documents Cost Rs. 1000.00 in cash/ Banker's cheque/ Demand draft.
- (B) Banker's cheque/Demand draft of Bid Processing Fees Rs 1000/- in favour of MD, RISL, Jaipur.
- (C) Demand draft of bid security Rs 3.80 Lacs in favour of Financial Advisor, DoP, Rajasthan Government Secretariat, Jaipur.
- (D) Self attested copy of Service tax registration certificate.
- (E) Self attested copy of PAN Card.
- (F) Self attested copy of ESIC registration.
- (G) Self attested copy of Public provident fund registration.
- (H) Self attested Copy of ISO Certification for Service Sector
- (I) Affidavite of No pendency of ESI, EPF, Service tax.
- (J) VAT/Sales Tax clearance certificate (Upto 31st march, 2015)
- (K) Income Tax clearance certificate (Upto 31st march, 2014)
- (L) The Bidder (hereinafter referred to as the Agency or FMS Agency or Service Provider) submitting the bid for House Keeping, upkeeping, Facility Management & Comprehensive Maintenance services under this bid must be having ISO Certification for Service Sector.
- (M) The Service Provider should have an experience of last 3 financial years (2011-12, 2012-13, 2013-14) for providing House Keeping, Upkeeping, Facility Management & Comprehensive Maintenance services with minimum financial volume of Rs. 20.00 crore per annum, of which at least two jobs should not be less than of 50% cost of the estimated work cost under this bid, i.e. two works must be at least costing not less than Rs. 95.00 lacs per annum during in the last 3 years. Relevent documents will be submitted with technical bid form.

4- Bio-Data of the Bidders:

Information required in *annexure-01*, attached with this document, under the title, "Bio-Data of the Bidder" and also basic qualifications as in para 3 (A to M) above, would serve as technical parameters for evaluation of technical bids. However, it is clarified that standards and particulars mentioned by the bidder in this *annexure-01* at the time of submitting the bid could only be replaced, during the agreement period, with same standards and particulars and for it, prior consent of the DoP would be must.

5- Services to be outsourced:

- (A) The Government of Rajasthan in the DoP has planned to outsource the House Keeping, Upkeeping, Facility Management and Comprehensive Maintenance Services in the CMO building & its premises, with part of main building, I,II,III floor of central library building in Government Secretariat and CMR (CMR only for IT Equipment) Campus to a reputed and ISO Certified Facility Management Service Agency with requisite qualifications mentioned in the Para 3 (A to M) above.

- (B) The Agency is required to maintain and manage various Techno-administrative Services at the CMO Building and its premises with part of Main building & I,II,III floor of central library bulding as bellow :-

House keeping and upkeeping services:-

- Cleaning & Sweeping Services.
- Waste Management
- Interior decoration
- Dry Cleaning
- Signage, direction boards and guide maps.
- Office & Conference Meeting Management
- Lock & Key management
- All fixed assets management.

Operation & Comprehensive Maintenance of Civil Items:-

(Except part of main building & I,II,III floor of central library building)

- Sanitary Repairs Plumbing
- Carpentry / Aluminum / furniture work
- False ceiling work
- Gardening work
- Brasso polish, Pest Control and Termite Treatment Services.,
- All fixed assets management.

Operation & Comprehensive Maintencance of Electro-Mechanical Items:-

(i) Electrical Items:- (Except part of main building & I,II,III floor of central library building)

- Electric Power Supply system including CMO LT Panel near 33 KV Sub station, transformer for CMO behind SSO building.
- Stand by power supply sources including D G & UPS
- Air conditioning and air circulation system.
- Fire Detection, Fire Hydrant, Water Sprinklers and Fire Extinguishers
- Automatic Power Factor Correction Panels
- Local Area Networking
- Internal Wiring and Power Supply Distribution System including all light dimming equipments.
- Indoor Lighting
- Audio Conference, Video Conference, Projection System and Display Devices (excluding 80" LED display, I Pad, VC equipment & creston touch panel of the convention Hall)
- Lifts
- Water Coolers and water purifiers / RO systems
- CCTV
- Other Electrical Items

(ii) Intercom item :-

- EPABX and connected accessories and wiring.
- All associated communication systems like BSNL MTS with telephone wiring etc.

(iii) Electronic office equipments:-

- Photostat Machines, FAX Machine, Shredder machine.

(iv) IT equipments installed at CMO/CMR

Laptop, Desktop Computers, Servers, Scanner, Barcodes Reader, Barcode Printers, Laser Printer, Color Laser Printer, Multifunction Printer, ID Card printer, I Pad, Networking Equipments (Switches, Network Cables, Racks, Access Points, IO port, & Related Accessories) & other IT Related equipments . Incase of Hard Disk Crash the recovery of the data. Removal of the viruses from the Computers. Formatting of the Systems Installation of the Software. Installation of Original antivirus in all Computer /Laptop in CMO and CMR

Miscellaneous Services:-

- Meeting/conference management etc.
- Pantry services (on payment basis)
- Attendant Services.
- Hospitality Desk-Cum-Help Desk.

6- Single Point Responsibility:

As Single Point responsibility, the FMS Agency shall employ modern systems and services of International Quality, integrating all functions necessary to support the daily operations ranging from Environmental Services, Safety Aspects of the Premises, Landscaping- Horticulture to Highly Technical Maintenance Management by deploying Competent, Highly Skilled and Experienced work force under a well structured system, using Modern Management Techniques and well established Quality Management System and Procedures.

7-The Concept of single point responsibility shall also cover:

- (A) The Service Provider will maintain the area to keep good appearance, hygiene of the property including Car-parking Zone, Landscaping, gardening, Pavements, Internal Roads and provide specialist in maintenance of same.
- (B) Environmental & Cleaning Service including cleaning of all the Common Areas, Toilets, Pantry and Cafeteria Blocks, all the utility rooms within the office area and utility areas, Lifts, cleaning of floors, roof top, walls, column, furniture, special cleaning of furniture upholstery, litter bins, staircases, lobbies, passages, ramps basements etc. The services shall include cleaning of external surfaces, including open terraces, elevator machine rooms, service shafts, Overhead Water Tank, Main Holes, Water Tank and all types of fixed assets.
- (C) Waste Management: Devise and implement the Waste Management System for removal of waste from the Rajasthan Secretariat Premises. The FMS Agency is suggested to follow the local regulation for Waste Management including the Environmental guidelines of the local authorities or the International Standard Practices.
- (D) Liaison with all the statutory and public bodies, ensuring timely payment of all dues and taxes etc. payable to the concerned, keeping all the NOC's and necessary permits duly validated at all times and initiating prompt action for renewal of the same.
- (E) Liaison with all the Public Utility Authorities such as Electricity/Water Service Providers, Fire Prevention Authorities, Electrical Inspectorate etc.
- (F) Senatorial Services.
- (G) The bidder will decorate the Vase in the Officer(s) Rooms with fresh flowers and ornamental trees etc. and decorate flower pots (Corridors) on daily basis as a integral part of the bid cost.
- (H) Meeting/Conference Management includes :-
 - prepare the name plates and place them at appropriate place
 - provide fresh flowers and decorate the meeting room with other decorations as per need of CMO.

- Replacement of plants would be done by the agency from the Nursery to be developed and maintained by the PWD.
 - pantry services (on payment basis) except convention hall and cabinet meeting.
 - Coordinate with all the relevant agencies involved to organize the meeting.
 - Prepare record of all the meetings held in CM Office.
- (I) To manage and operate the pantry services in the CMO. These services will also be provided in the meetings to be held in CMO. The Service Provider will maintain sufficient stock of the crockery items.
- (J) To provide attendant services to all the Officers and Staff housed in the CMO from start of the office to end of the office and also in various meetings/conferences in CMO Building. Work to be done by attendant as per direction by CMO. Alternative arrangement/replacement of absent manpower will have to be ensured.
- (K) To manage and operate the reception counter-cum-help desk for the activities like reception of the visitors, managing the waiting room, escorting of visitors, keeping the online records of the visitors should be maintained in the existing visitors software to the CMO. The reception counter will also serve as suggestion/complaint desk, where suggestions and complaints from the occupants as well as visitors will be handled. Reception will be a single point helpdesk for all the complaints registration in the existing complaints software and informing to the Agency related to that complaint and a regular follow up of the complaint till the complaint is solved.
- (L) It is further clarified that marble flooring will be polished by the agency from time to time by Diamond polish to keep the marble floor in excellent condition. The wood flooring will be polished by the agency weekly by Wax.
- (M) It is further clarified that brass polish will be done by agency from time to time.
- (N) All the consumables for House Keeping and Facility Management Services are to be managed by the Service Provider as an integral part of this bid. No extra payment shall be made for it.
- (O) Toilet sensor, hand dryer & all sanitary fittings maintain & repair by bidder.
- (P) Operation Maintenance of Plumbing and Water Distribution System of the Premises.
- (Q) Electronic Security System of CCTV to be maintained in consultation with Rajasthan Secretariat Security Management since this area is highly sensible and has direct impact on the Business Criticality.
- (R) Effective Coordination with all the AMC contractors.
- (S) Internal and external Pest Control Services.
- (T) If any Services is being outsourced/sub let by the Service Provider then the vendor should be authorized dealer of the Item.
- (U) In case of any requirement for new purchases of new computers, fax machine, Civil item, electromechanical item Telephone, furnitruue etc. it will be made available by DOP/DoIT/Rajcomp/PWD the bidder should be responsible to provide the FMS of any items purchase during the agreement period.
- (V) Water and Electricity expenses in pantry(s) shall be borne by DOP..
- (W) Regular checking of all items monitoring & support all the time to ensure 100% up time round the clock for 24X365 operation with OEM for services
- (X) The Kitchen equipment used by the Service provider is of the Latest Technology to reduce electricity consumption.

8- Broadly House Keeping, upkeeping, facility management & comprehensive maintenance services divided in 4 categories with details of their consumable as under:-

- (A) **House Keeping and up keeping services** (Detail attached hereto *annexure-02*)

Consumable:-

All consumables for House Keeping and Facility Management Services are to be managed by the Service Provider as an integral part of this bid. No extra payment shall be made for it.

(B) Operation & Comprehensive Maintenance of Civil Items

(Detail attached hereto *annexure-03*)

Consumable:-

All consumables for Operation & Maintenance of Civil Items to be managed by the Service Provider as an integral part of this bid. No extra payment shall be made for it.

(C) Operation & Comprehensive Maintenance of Electro-Mechanical Items

(Detail attached hereto *annexure-04*)

(i) Electrical Items

Consumable:-

Batteries for UPS above 3 KVA and 250 KVA D.G. Set shall be arranged from DOP. POL(diesel etc.) of the DG will be in the scope of bidder

All other consumables and spares replacement will be in the scope of bidder. No extra payment shall be made.

(ii) Intercom item :-

Consumable:-

All Consumable of intercom items are to be managed by the Service Provider as an integral part of this bid. No extra payment shall be made for it.

(iii) Electronic office equipments:-

Consumable Items:-

Fax rolls, Toners, Photo state machine toner, sharp fax machine film roll Xerox toner shall be arranged by DOP.

Other All consumables and spares replacement will be in the scope of bidder. No extra payment shall be made.

(iv) IT equipments installed at CMO/CMR

Consumable Items:-

Printer Toners, Ink Cartridges, toner bottle, sharp AR toner shall be arranged by DOP.

Other all consumables and spares replacement will be in the scope of bidder. No extra payment shall be made.

(D) Miscellaneous Services:-(Detail attached hereto *annexure-05*)

Pantry consumable

All pantry consumable items are to be managed by the Service Provider as an integral part of this bid

Stationery consumable

All type of laser printer cartage/toner, fax cartage, photo state paper, type ribbon, short hand note book, pencil, stamp pad, scale, stapler machine, stapler pin, correction fluid, diluter, pen stand, paper wet, borer, paper cutter, pen ink, pointed riffle, jotter riffle, pilot/Unibol/Gel/ ball/holder pen, CD marker pen, sketch pen, rullled register, all pin packet, Gem clip, gloves plastic/ PVC container, pin cushion, office dustbin, transparent/brown tap, adhesive slip, Hi-lighter pen/pocket pen, paper tray, pencil rubber/sharpener, punching machine, removal page marker, plastic folder, binder clip, spiral note book, correction pen, desk calendar, scissor, ring/strip/index/spring file, engagement stand, stadeler pencil with rubber, tumbler, clip board fiber sheet, transparent sheet deshmet, tracing paper, duster, baste, fevi/glue stick, maps, address label for laser printer desmate CDR single pack/without cover/Pendrive, RW pack, DVD/CD, CD/DVD bag, file cover, file tags, file lace, envelopes, all type of printed stationery. All consumable stock item maintain in existing stationery software. Above stationery consumable items shall be provide by DOP.

Other consumable:-

All type of Towel, Napkin, bed sheets, dustbin, door mates, table glass, tumbler (Glass), replace by DoP

9- Inventory of Installations and Equipments:

- (A) Maintain all fixed assets inventory record in existing inventory software of various installations in CMO building with premises of main building like civil installations, Electro-mechanical installations, EPBX, IT hardware, painting, books, sculpture Computers, Photostat machines, 4 in one printer, fax machines, telephone etc. in the CMO building with part of main building & I, II, III floor of Central library building is as per physical verification (*annexure 09 to 12* annexed hereto.)
- (B) The inventories as listed out in the annexure(s) as mentioned in all inventories annexures, are purely tentative, and a variations is likely to be there according to the requirements of CMO with part of main building & I, II, III floor of Central library building.
- (C) The Shifting of the items will also be maintained by the firm. The tentative list will be provided by the DOP/PWD. The firm will do the physical verification of all the items and update the database of fixed assets. The responsibilities of the firm includes the regular updation of the inventories in the system.
- (D) If any emergency in CMO then service provider will arrange to procure new material with approval of Dy. Secy. (Admn.) CMO / Jt. Secy. DOP(B). Payment will made by DOP after satisfactory work report .

10- Deployment of FMS Terms and Action Plan:

- (A) The Agency, alongwith the technical bid, will submit a detailed deployment plan (*Annexure-06*) for dedicated team members on behalf of the Agency to be deployed to execute day-to-day scheduled operation and maintenance under House Keeping and Facility Management Services according to terms and conditions of this bid.
- (B) Like wise, the agency will also submit an action plan (*Annexure-07*) for day-to-day House Keeping,upkeeping, Facility Management & comprehensive maintenance Services at the CMO Building and its premises with part of main building, CMR (CMR only for IT equipment) & I, II, III floor of Central library building.
- (C) This deployment plan of manpower and action plan for House Keeping, upkeeping, Facility Management & Comprehensive Maintenance Services will be one of the parameters for evaluation of the technical bid. DOP has rights to change the plan before the evaluation of the financial bid The firm has to agree with the action plan of DOP. If the firm and in case the bid is accepted, also for performance evaluation of the services provided by the Agency.
- (D) It is clarified that “Manpower Deployment Plan” and/or Action Plan for day to day House Keeping and Facility Management Services to be submitted by the bidder, are supplementary to each other and neither of these plans would be evaluated in isolation while assessing for technical evaluation. Both these plans would be seen and assessed together. (*Annexure 06 & 07*).

11- Bid Evaluation Process:

- (A) The bid form in application format from bidder to the Registrar regarding submission of bid for FMS Services.
- (B) Schedule-A "Technical Bid Form" duly filled in and signed by the bider.
- (C) Scheduled-B "Terms and Conditions of the Bid" duly signed on each page by the bider.
- (D) Bid security of Rs. 3.80 Lacs (Rupees Three lac eighty thousasnd only) in the form of Demand Draft/Banker's Cheque payable at Jaipur in favour of "Financial Advisor, DOP, Rajasthan Government Secretariat, Jaipur".
- (E) Receipt of Rs. 1000/- as cost of bid form & Rs. 1000/- as cost of RISL Processing fees. No bid without Bid security would be considered for evaluation.

- (F) Self attested copies of ESI, EPF, Service Tax Regisgration, PAN card & ISO certificate.
- (G) Annexure-01 - "Bio-Data of the Bidder" duly signed by the bidder.
- (H) Annexure-02 - containing the details of " House Keeping, service level" duly signed by the bidder.
- (I) Annexure-03 - containing the details of "Civil Services and Operation & Comprehensive Maintenance" of Civil Items with service level" duly signed by the bidder.
- (J) Annexure-04 - containing the details of "Operation & Comprehensive Maintenance of Electro-Mechanical Items" with service level" duly signed by the bidder.
- (K) Annexure-05 - containing the details of "Miscellaneous Services with service level" duly signed by the bidder.
- (L) Annexure-06 - "Deployment Plan" prepared by the bidder, required vide para 10 of this document.
- (M) Annexure-07 -"Proposed Action Plan" prepared by the bidder, as required vide para 10 of this document.
- (N) Annexure-08 - "Self-Appraisal (Competency Statement) by the bidder", as required vide para – 10(D) henceforth.
- (O) Annexure(s)9 to 13 containing inventory lists of various installations in the CMO building (as mentioned at para 8 above).
- (P) Self attested copies of all the documents & Certificates required vide Bio-Data of the Bidder (Annexure-1).
- (Q) The bidder shall also submit a self-attested copy of its constitution.
- (R) Any other document, which the bidder wishes to enclose in support of its bid.

12-Criteria of Technical Evaluation

- 12-1 First of all eligibility qualifications of the bidders will be examined on the basis of basic qualifications as per para 3 and 4 of schedule B and technical bids of only those bidders will be evaluated who fulfill the requisite qualification criterion. Technical bids of the bidders who do not fulfill the requisite qualification as laid down in para 3 & 4 of schedule B will not be considered for evaluation within the provision of RTPP-Act-2012 & Rule -2013
- 12-2 Thereafter, technical bids of qualified bidders will be evaluated.
- 12-3 The evaluation of the technical bids may take some days. The financial bids of only those bidders will be opened who are found technically eligible in evaluation of technical bids.
- 12-4 The bidders fulfilling the basic qualifications as per para 3 and 4 schedule of B and who has deposited the required cost of bid form, processing fees and Bid security, will be asked to make a presentation regarding its "Proposed Action Plan" [reference para – 10 above & annexure-07] in respect of the following:-
- (a) Concept of House Keeping and facility Management Services.
 - (b) Deployment Plan.
 - (c) Action Plan
- This presentation of the proposed Action Plan in Nos. of persons depoyed on job will not be criteria of technical evaluation.
- 12-5 The date, time and place for the presentation of the proposed action plan will be intimated at the time of opening of technical bids. The bidder at its own cost has to manage all the equipments for the presentation.
- 12-6 The bidders will enclose a Self Appraisal (Competency Statement) in *annexure-08* in which reasons, in not more than 1 page, would be mentioned why the bidder considers itself suitable for the services under this bid process.
- 12-7 The financial bids would be opened only of those bidders who are successful in technical evaluation.
- 12-8 Date for opening of financial bids will be communicated to bidders separately.

12-9 It is clarified that bidders are supposed to submit financial bids for 1st year. The amount will be increased by 10% for second year, third year amount will be increased by 10% on second year amount & fourth year amount will be increased by 10% on third year amount.

13. Bid security.- (1) Bid security shall not be taken in case of petty procurement valuing up to rupees ten thousand and procurement by the methods of limited bidding under clause (b) and (c) of sub-section (1) of section 30, request for quotations, spot purchase, single source procurement and competitive negotiations.

(2) In case of open competitive bidding, two-stage bidding, rate contract, electronic reverse auction, bid security shall be 2% or as specified by the State Government of the estimated value of subject matter of procurement put to bid. In case of Small Scale Industries of Rajasthan it shall be 0.5% of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction, it shall be 1% of the value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids.

(3) In lieu of bid security, a bid securing declaration shall be taken from Departments' of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Societies which are owned or controlled or managed by the State. Government and Government Undertakings of the Central Government.

(4) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the sealed bid.

(5) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.

(6) The bid security may be given in the form of cash, a banker's cheque or demand draft or bank guarantee, in specified format, of a scheduled bank or deposit through eGRAS. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.

(7) The bidding documents may stipulate that the issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity. In cases of International Competitive Bidding, the bidding documents may in addition stipulate that the bid security shall be issued by an issuer in India.

(8) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.

(9) The bank guarantee presented as bid security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.

(10) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.

(11) The Bid security taken from a bidder shall be forfeited in the following cases, namely:-

(a) when the bidder withdraws or modifies its bid after opening of bids;

(b) when the bidder does not execute the agreement, if any, after placement of supply / work order within the specified period;

(c) when the bidder fails to commence the supply of the goods or service or execute work as per supply / work order within the time specified;

(d) when the bidder does not deposit the performance security within specified period after the supply / work order is placed; and

(e) if the bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of these rules.

(12) In case of the successful bidder the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.

(13) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-

(a) the expiry of validity of bid security; (b) the execution of agreement for procurement and performance security is furnished by the successful bidder; (c) the cancellation of the procurement process; or (d) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

14. Performance security.- (1) Performance security shall be solicited from all successful bidders except the department's of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.

(2) The amount of performance security shall be five percent, or as may be specified in the bidding documents, of the amount of supply order in case of procurement of goods and services and ten percent of the amount of work order in case of procurement of works. In case of Small Scale Industries of Rajasthan it shall be one percent of the amount of quantity ordered for supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be two percent of the amount of supply order.

(3) Performance security shall be furnished in any one of the following forms-

(a) deposit through eGRAS;

(b) Bank Draft or Banker's Cheque of a scheduled bank;

(c) National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of

procuring entity with the approval of Head Post Master;

(d) Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the rule 42 for bid security;

(e) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the Fixed Deposit Receipt that the bidder furnishes an undertaking from the bank to make payment/premature payment of the Fixed Deposit Receipt on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

(4) Performance security furnished in the form specified in clause (b) to (e) of sub-rule (3) shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.

15- Agreement between the Parties:

An agreement on non-judicial stamp paper for Rs. 5000/- is to be signed by and between the Registrar and the approved bidder (Service Provider) for the work under this bid process within 7 days. The draft of agreement is to be approved by the DOP.

16-Term of the Agreement:

The term of agreement under this bid process will be for three years from effective date. Which may be extended for fourth year subject to the satisfaction of DoP and mutual consent of both the parties.

17-Problem Management/Problem Response Time/Penalty clause

- (A) All the problems and suggestions/complaints will be dealt with at the FMS Helpdesk in existing complaint software.
- (B) Penalty clause Detail attached hereto *annexure-02 to 05*

18- Amount of Penalty will be decided by DOP as per annexure 02 to 05

19- Risk and Cost Clause:

- 1 In case the Service provider will not be able to rectify/repair any lodged complaint on time then after 10 days the department will repair the equipment from the market and the actual cost of repair including penalty will be deducted from the monthly bill of Service Provider or the same may be recovered from the service provider.
- 2 It is clarified that satisfactory performance and maintenance of services would be the essence of the agreement to be signed by and between the parties in persuasion to this bid process. If the performance of bidder is not found to the satisfaction of the DOP, and if it is observed by the DOP that performance of the bidder is not improving in spite of opportunities given to it, the DOP would be free to get the services or a part of the services from another source on the risk and cost of the Service Provider.

20-Force Majeure:

Delay in performance or non-performance of any obligation contained herein, shall be excused to the extent such failure or non-performance is caused by force majeure. For purpose of this bid and agreement to be signed in pursuant to this bid process, "force majeure" shall mean any cause of agency preventing performance of an obligation under this bid or Agreement under this bid, which is beyond the reasonable control of either party hereto, and which by the exercise of due diligence, could not have been avoided or overcome, including fire, flood, sabotage, shipwreck, embargo, explosion, terrorist attack, labour trouble, accident, riot, acts of governmental authority (including acts based on laws or regulations now in existence as well as those enacted in the future), acts of God. It is expressly agreed that Service Provider ability to provide Services to a third party at a more advantageous price or Service Provider's economic hardship shall not constitute a force majeure event.

21- Deliverable with monthly bill:

- 1- Bill in triplicate
- 2- Salary payment sheet in single copy.
- 3- ESI Contribution deposit Challan in triplicate
- 4- EPF Contribution deposit Challan in triplicate
- 5- Service tax deposit Challan in triplicate.
- 6- No pendency certificate in triplicate of here to fore payment received like Wages/salary, ESI & EPF contribution, Service tax and other statutory taxes related this bid.
- 7- Monthly report of online lodged complaints in single copy.
- 8- Preventive maintenance report of Electromechanical Items {Intercom items, Electronic office equipments & IT equipments (installed at CMO/CMR)} on quarterly basis in single copy.

22-Payment Terms:

- 1- Though, the bid amount to be approved in pursuant to this bid process would be annually, however the agency will raise monthly bills on proportionate basis with all deliverables instructed by DOP. The Secretariat will pay these monthly bills as soon as possible, however, if it is required under law to deduct some statutory taxes at sources, they will be deducted before the bill is paid. Deduction mentioned in clause {(I(c)} will also be deducted from monthly bill. Penalties if any, will also be recovered from the bill before payment.
- 2- The Department is try to make the payment within fifteen days after submission all the required documents, bill duly verified by the concern officer and after proceeding of recovery & penalty.

- 3- If area of I,II,II floor of central library building (part of CMO) remains unoccupied in terms of services mentioned in clause (I(c)) an amount of Rs. 25000/- per floor per month shall be deducted from the respective monthly bill. Above mentioned amount shall be raised @ 10% per annum, as per the extension of contract amount.

23- Sub-letting of the Services:

The approved bidder/ Service Provider shall not sub-let the services or a part thereof to any other party. However, AMC and operational services for various installations and equipments may be given on contract to authorised agencies, but with intimation to the DOP. In case of such contract, the Service Provider would be responsible for the conduct and performance of the party whom such contract is given.

24- Statutory Obligations:

- (A) The Agency shall comply with all labour legislations applicable to its employee including but not limited to payment of minimum wages, ESI, PF, Payment of bonus, Workmen's compensation and terminal benefits as may be payable or become payable under any applicable laws. The Secretariat shall not, in anyway be responsible in this regard either in part or in full. The agency shall also pay to its employees nothing less than the minimum wages as may be notified by the appropriate Government from time to time.
- (B) If competent authority increases the minimum wages during the period of this bid being in force, the agency shall pay revised minimum wages to its workers/employees from the date on which such revision comes into force. Financial liabilities for enhanced payment on upward revision of minimum wages, is to be borne by the agency itself.
- (C) The agency shall issue letters of appointment indicating period of contract and nature of engagement to its employee. It shall also maintain full and complete attendance records and all other registers under various labour laws in force and applicable.
- (D) The Service Provider shall furnish to the DOP proof of payment of wages, PF, and ESI contributions in respect of its employees deployed to discharge its obligations under this Agreement along with relevant returns and proof of having filed relevant individual forms for employees deputed for the services.
- (E) If it appears to the DOP that the Service Provider has/have not made payment in respect of wages, PF, or ESI contribution, the DOP shall have the right to deduct an amount equal to the wages, PF and/or ESI contribution payable by Service Provider from the amounts payable to Service Providers
- (F) While submitting bill for a particular month, the agency shall also submit the details of PF, Insurance amount deposited for the previous month along with copies of challan and list of workers/employees for which such PF, ESI contributions amount has been deposited. Untill such documents are submitted; the bill shall not be paid.
- (G) The Service Provider shall be responsible for implementation of provision of all statutory requirements relating to license under the Contract Labour (Regulation and Abolition) Act 1970, and shall also comply with all the requirements under said Act and the rules framed thereunder.
- (H) Ignorance of law would not be an excuse for non-compliance.
- (I) The Service Providers shall allow the DOP's officials to verify its books insofar as they relate to compliance with the enactments and provide on demand to the DOP, such documentary proofs as may be required by the DOP. It shall be the responsibility of the Service Providers to pay its employees for their services, at all times and comply with the requirements related to Income tax and other statutory laws, if any, as applicable.
- (J) Wages to the Service Provider 's personnel are to be paid by the Service Provider by 7th day of the succeeding month. Payment will be made in the presence of one officer of the DOP deputed for this purpose.
- (K) If non-compliance of labour laws in force is found on behalf of the Service Provider, the contract may be terminated without prior information and without any liability or compensation to the Service Provider. In such case, the DOP would be free to get the services from another source on the risk and cost of the Service Provider.

- (L) The Service Provider will have to ensure that no worker/employee deputed on the services under this bid is below the age of 18 years. If any worker/employee is found to be below the age of 18 years, the Service Provider will be held responsible for it.
- (M) The DOP or the Government of Rajasthan will not be responsible for any accident with any personnel of the Service Provider while on work. The Service Provider itself would be responsible for such accident and also for any kind of compensation to any worker/employee for such accident. The Service Provider is advised to have its personnel insured under suitable insurance schemes, on its own cost.
- (N) It is clarified that Service Provider personnel engaged for the services under this bid will be employees of the Service Provider and there will be no relation between the Service Provider's personnel and the DOP. This point has to be clarified by the Service Provider to its personnel, and an undertaking will be given in written by the Service Provider to this effect.
- (O) A list of personnel engaged or to be engaged by the Service Provider for the services under this bid, will be provided by the Service Provider to the DOP along with their residential address and other details to enable the DOP after getting their credentials verified through the Police Department for security of secretariat and entry passes.
- (P) Any type of statutory taxes applicable on services under this bid process (either in force at present or may be applicable in future by a competent order/notification) will be borne by the Agency and the DOP or Government of Rajasthan would make no extra payment on account of it.
- (Q) Obligation for payment of Service-Tax to Central Government with necessary registration with Central Excise & Customs would be the pre-condition before signing the Agreement.
- (R) Contractor/Institute must submit the No dues certificate on the letter head along with the bills of each month, for depositing the last month amount of ESI, EPF and service tax to the respective department of the labour deployed on contract, as per agreement.
- (S) There shall not any dues regarding ESI, EPF & Service tax pending on the part of bidder against government department, public sector undertaking/autonomous institute in respect ESI, EPF Service tax against shall solicit the fact on the non-judicial stamp of Rs, 100/- Rupees to be submitted with technical bid.
- (T) Payment of bill would be applicable to the contractor/Institution after the submission of receipt/challan copy of the deposited deductions related to ESI, EPF & service tax and other necessary statutory deduction along with the list of Labour. Along with this contractor/Institute must enclose a certificate, that annexed challan /receipts for depositing the amount ESI & EPF includes the amount of working Labour (As per contract) and service tax amount of the bill for secretariat.
- (U) After obtaining the letter of the successful bidder should submit the letter of approval for appointment of labours from labour department with in seven days to the Department of personnel (B-III). This approval letter should be prescribed format (Format-5). Also bidder must ensure the group insurance for licensed labour.
- (V) Bidder should include the amount of tax, levies, fees ESI, EPF, Service tax or in the financial bid with the work that would be executed as per the agreement. The state Government shall not bear any additional payment beyond the approved amount. All type of taxes, levy, fee ESI, EPF and service tax shall be bourn by bidder/institution. As per rule if it is necessary to deduct any tax, levy, fee at source than state government shall has the sole authority.

25-Other Important Terms & Conditions

- (A) The Service Provider will get Photo Identity Card-cum-Entry pass issued to its personnel to be deputed for discharging facility Management Services, issued from Security Wings of the DOP and no personnel would be allowed to enter in or/and stay in Secretariat Campus without such valid Photo Identity Card-Cum-Entry pass.
- (B) The Service Provider itself will provide the personnel of the Service Provider to be deputed for the services under this bid, uniform with nameplates. All the personnel would be putting on uniform with name plates while in Secretariat Campus.

- (C) The Service Provider would be responsible for the character & conduct of its personnel. Persons with doubtful character, or with a criminal record, or with a history of conviction by competent court of law, will not be deputed for the work under this bid.
- (D) It is clarified that the DOP shall be free to reject any bid or a part of it (including the lowest one) without assigning reasons for it.
- (E) Secretariat will provide a suitable office space free of charge to the agency to house its office there. However, all necessary office equipment likes computers, telephone, fax, Xerox etc. will be managed by the agency itself on its own cost. It is clarified that electricity supply to the agency's office space in the CMO building will be provided by the DOP and the electricity charges will not be recovered from the agency, however, prior permission of the CMO/DOP will be obtained by the agency before installing any electricity consuming equipment(s).
- (F) Any change in the constitution will be notified by the FMS agency in writing to the DOP and such changes shall not discharge former office bearer/member(s) of the agency from any liability under the agreement. No New partner(s)/member(s) will be accepted in the agency in respect of the agreement unless he/she/they agree to abide by all its terms and conditions and submit an agreement to this effect in writing to the Registrar.
- (G) The bid form(s) and annexure(s) to it must be filled in by ink/typed any they must be legible and dully signed by the bidder.
- (H) If some of the document/annexure(s) is/are missing, the DOP has the right to reject the bid as INVALID bid.
- (I) The Bid security of the successful/unsuccessful bidder(s) will be returned without interest, whenever it is due for return as per rule.
- (J) No additional condition(s) from the bidder would be accepted.
- (K) Condition(s) of Rajasthan Transparency in Public Procurement Act 2012, Rajasthan Transparency in Public Procurement Rule 2013 and GF & AR of the Rajasthan Government would be applicable.
- (L) Unconditional power of revocation or cancellation by Government/DOP at any time on the expiry of 3 moths notice to that effect.
- (M) VAT amount shall be deducted at source at the time of pantry bill payment.

26-Bid security

Bid security of Rs 3.80 lac shall be payable vide valid Banker's cheque/Demand draft in Jaipur, in the name of "Financial Advisor, Department of personnel, Secretariat, Jaipur". Bid security amount shall be deposited vide Bank guarantee of scheduled bank in specified format or deposit through egras in term of government department. Bid security shall be valid for 30 days from the original bid or extended bid.

27-Performance security

Performance security shall be solicited from the successful bidder, the amount of performance security shall be 5%. The successful bidder have to deposit remaining percentage (as the 2% amount of bid security shall be adjusted) on vide valid demand draft or bankder's guarantee dated at least 30.09.2016 of any scheduled bank in favour of "Financial Advisor, Department of personnel, Secretariat, Jaipur. Performance security deposit & return shall be according to Rule-75(3) of Rajasthan transparency in public procurement Rule-2013. No interest shall be liable on Performance security on the part of government. Department shall have the right to adjust the dues or penalty from the performance security, if any. The term of contract may be extended asper agreement & by mutual consent up to second, third & fourth year after being successful completion of contractual agreement with increase of 10% amount of financial bid. In case aforesaid extent in the validity period of performance security shall also be enhanced and the difference of amount of Performance security must be deposited within -7 days in favour of "Financial Advisor, Department of personnel, Secretariat, Jaipur.

28- Termination of the Agreement

- (A) In the event the DOP finds the Service Provider's service to be unsatisfactory, the DOP shall have the right to immediately terminate the agreement under this bid process, without any liability or compensation to the Service Provider as per provision of GF&AR.
- (B) Upon termination of the agreement for any reason whatsoever, the Service Provider shall immediately remove its materials, equipments, implements and all the Service Provider 's personnel.

29-Dispute/Litigation/ Arbitration /Jurisdiction

- (A) In the event of any disputes or differences arising between the parties, the same shall be discussed by the representative of the Service Provider and representative of DOP. If the dispute is not settled amicably, it shall be exclusively referred to arbitration under the Arbitration and Conciliation Act, 1996 (including any subsequent related amendments thereto). The Principal Secretary/ Secretary to Government of Rajasthan, Department of Personnel shall nominate the arbitrator sole and arbitration proceedings shall be at JAIPUR. The decision of the arbitrator on the dispute shall be final and binding on the parties.
- (B) The courts at Jaipur shall have the exclusive jurisdiction over all matters arising out of this bid process or out of Agreement in pursuant to it or out of any arbitration hereunder.

Signature
&
Seal of Bider

FORMAT OF AGREEMENT

THIS AGREEMENT made at Jaipur this _____ day of _____ 2015 between Government of Rajasthan, in the Department of Personnel, having its office at the Rajasthan Secretariat, Jaipur, (hereinafter called and referred to as “the First Party”)

AND

_____, a Company incorporated under the provisions of the Companies Act, 1956 having its registered office at _____

_____ and _____ Regional/Branch

_____ (hereinafter referred to as “the Second Party”), which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and permitted assigns) of the OTHER PART:

Whereas

The First Party has decided to outsource the House Keeping, Upkeeping, Facility Management and Comprehensive Maintenance Services in the CMO building & its premises, with part of main building & I,II,III floor of central library building in Government Secretariat and CMR (CMR only for IT Equipment) Jaipur, Rajasthan (hereinafter called and referred to as “the Services”), and has invited open bids for it:

- a. AND the Second Party is one of the bidders, who has submitted its technical and financial bids for providing the services:
- b. AND after securitization and evaluation of such bids received, the bid submitted by the Second Party has been approved by the First Party:

AND the annual financial rate for the 1st year (as per the Financial Bid document proposal) as agreed upon by the PARTIES is Rs.....(Rs.....only). The same will be increased by 10% for second year & third year amount will increased by 10% on second year amount and forth year amount will increased by 10% on third year amount. The term of agreement under this tender process will be for three years from effective date, which may be extended for another one year subject to the DoP's satisfaction and mutual consent of both the parties.

1	1 st Year	Rs.....	Rs.
2	2 nd Year	Rs.....	Rs.....
3	3 rd Year	Rs.....	Rs.....
4	4 th Year	Rs.....	Rs. (If extended for fourth year)

An agreement on non-judicial stamp paper for Rs. 5000/- is to be signed by and between the Registrar and the approved bidder (Service Provider) for the work under this tender process within.

AGREEMENT SIGNED & DELIVERED BY:

(Signature & Seal)

Date : _____, 2015

Place : Jaipur

The Registrar,
Rajasthan Government Secretariat, Jaipur
For and on behalf of the FIRST PARTY:

AND WITNESSED BY:

1.

(Signature)
Name & Designation

2.

(Signature)
Name & Designation

(Signature & Seal)

Date : _____, 2015

Place: Jaipur

For Approved bidder
Authorised Signatory

AND WITNESSED BY:

1.

(Signature)
Name & Designation

2.

(Signature)
Name & Designation

Annexure A : Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:

- a. have controlling partners/ shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

Doc1

Annexure B : Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No..... Dated..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:
Place:

Signature of bidder
Name :
Designation:
Address:

Doc1

Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is 4333 न. ग. शाखा, सार्वजनिक काम विभाग, वरुणा
The designation and address of the Second Appellate Authority is वि. वि. विभाग

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

Doc1

(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
- (i) hear all the parties to appeal present before him; and
 - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Doc1

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal Noof
Before the (First / Second Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

2. Name and address of the respondent(s):

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....
.....
..... (Supported by an affidavit)

7. Prayer:

.....

Place

Date

Appellant's Signature

Doc1

Annexure D : Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
- If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than ~~50%~~ of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

Doc 1

3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Doc1

Annexure - 01 Bio-Data of the Bidder

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDING IN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

BIO-DATA OF THE BIDDER

1	Name of the Company/Agency		
2	Registered Office	Address	
		Mobile No.	
		Telephone No.	
		Fax No.	
		E-mail Id	
		Website	
3	Name of the Promoters of the Company		
4	Is the Company/Agency is Registered (Yes/No)		
4.1	If Yes, Give details under what Act/Rules		
4.2	Registering Authority, with full address		
4.3	Registration Number		
4.4	Registration is valid up till date		

Annexure - 01 Bio-Data of the Bidder

5	Name and Address of the Directors/Office bearers of the Company/Agency					
	S.No.	Name	Qualification	Post	Address	Mobile Nos. & Telephone Nos.
	1					
	2					
	3					
	4					
	5					
	Notice:- Annexure 'a' separate list if space provided is not sufficient.					
6	Authorized office bearers for dealing with the Government Secretariat, Jaipur in relation with this bid.					
	S.No.	Name	Qualification	Post	Address	Telephone Nos.
7	Local (JAIPUR) Address of the Company/Agency					
7.1	Contact Person(s) with full address and telephone numbers at JAIPUR					
	S.No.	Name	Qualification	Post	Address	Telephone Nos.

Annexure - 01 Bio-Data of the Bidder

8	Does a Chartered Accountant audit the Company for every Financial Year? (YES/NO)		
8.1	If Yes, enclose audited Balance sheets with Income tax return for the 3 preceding years (Please enclose and mentioned the enclosure number)	as on 31-03-2012	Annexure No._____ at page_____
		as on 31-03-2013	Annexure No._____ at page_____
		as on 31-03-2014	Annexure No._____ at page_____
9	Cash flow statement required for last 3 years. (Please enclose and mentioned the enclosure number)	2011-12	Annexure No._____ at page_____
		2012-13	Annexure No._____ at page_____
		2013-14	Annexure No._____ at page_____
10	Income tax clearance certificate required for (Upto 31 st march, 2014)		Annexure No._____ at page_____
10.1	VAT/Sales Tax clearance certificate (Upto 31 st march, 2015)		Annexure No._____ at page_____
10.2	PAN/TAN numbers of the Company		
11	Is the company/Agency Registered under ESIC, EPF and service tax/ (YES/NO)		
11.1	If yes please give registration number.		
11.2	Please enclose the registration certificate (Please mentioned the enclosure number)		Annexure No._____ at page_____
12	Is the company ISO 9000 series certified? (YES/NO)		
12.1	If yes, provide a copy of the Certification (Please mentioned the enclosure number)		Annexure No._____ at page_____
13	Does the Company have records that prove that only qualified personnel are performing work in the Company (Yes/No)		
13.1	If yes, provide a copy of the records. (Please mention the enclosure number)		Annexure No._____ at page_____
14	Does the company have all environment permits required to conduct operations like House Keeping, Services and Facility Management Services (YES/NO)		
14.1	If yes, provide a copy of the records. (Please mention the enclosure number).		Annexure No._____ at page_____

Annexure - 01 Bio-Data of the Bidder

15	Do Insurance/Workers Compensation cover the Company's workers? (Yes/No)					
16	Is the Company capable of making payments to its staff, if the release of payment is delayed from the Secretariat for some reason? (Yes/No)					
17	Can the Company operate without depending on its customers for working capital needs? (e.g. for inventory, equipment financing etc.) (YES/NO)					
18	Do the Company is having modern machines for House Keeping/ up Keeping services. (YES/NO)					
18.1	If yes, List be given in the following format:					
	S.N.	Name/category the machines	Make/Company	Nos. of Machines	Whether operator is or not	Qualification of Operators(if operator is there)
	1					
	2					
	3					
	4					
	5					
	6					

Annexure - 01 Bio-Data of the Bidder

19	Is Company providing/has provided House Keeping and Facility Management Services to Private Sector Companies/corporate(s) in the Country during the last 3 years? (Yes/No)			
19.1	If yes, furnish information in the following format about <u>companies/Corporate(s), whom the bidder considers to organizations</u>			
S.N.	Name of the organization with Address & Contact Number	Period		Enclose documentary proof with marked annexure number
		From	To	
1				
2				
3				
4				
5				

Annexure - 01 Bio-Data of the Bidder

20	Financial Capacity of the bidder agency to handles projects at a time to time of cost (Rupees in caror)	Rs. _____ (In Words Rupees _____)
20.1	Total amount of Projects presently in hand	Rs. _____ (In Words Rupee _____)
20.2	Liabilities yet to be cleared under present projects in hand.	Rs. _____ (In Words Rupees _____)
Signature of the Bider		
Name of Signatory		
Status/ Post of the Signatory		
Name of the Company/Agency		
Date		

BID FOR FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDINGIN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR(CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

HOUSE KEEPING AND UPKEEPING SERVICES

1. The House Keeping & Up keeping Services include the following services:-
 - (A) Cleaning & Sweeping Services.
 - (B) Waste Management
 - (C) Interior decoration
 - (D) Dry Cleaning
 - (E) Signage, direction boards and guide maps.
 - (F) Office & Conference Meeting Management
 - (G) Lock & Key management
 - (H) All fixed assets management.

The details of the services required to be provided by the agency under above mentioned services is as under:-

(A) Cleaning & Sweeping Services

- (1) The approach to housekeeping and up keeping services will be governed by international principals. The agency will use scientific methodologies for cleaning activities. High-powered cleaning machines (heavy duty and light duty, as per requirement) would be used to supplement the human efforts and it will ensure a perfect combination of men and machines.
- (15) Sweeping and washing of the area under house keeping services including Kachcha or Pucca area, constructed or un-constructed area, roads using medium duty scrubber-drier machines, Vacuum cleaners, Buffers, High Pressure Jet Machines, Walk behind manual/machined Sweepers etc.
- (3) Machines as mentioned to be used in the rooms will be light duty machines, so that the floor tiles/stone is not damaged.
- (4) Brushed in scrubbers and other machines to be used in sweeping and cleaning work will be of such quality that it does not damage or harm the floor of rooms and corridors.

Annexure - 02 House Keeping and Up keeping Services

- (5) The staff to be deputed for housekeeping and up keeping services would be well trained in the job and they will also be trained for personal and site hygiene.
- (6) The agency will ensure that chemicals and cleaning agents of pleasant odour and biodegradable composition would be used in the CMO building premises.
- (7) The sweeping and cleaning services to be provided include, but not limited to:-
- Maintenance of floors (Carpeted and solid), walls, ceilings, partitions, screens, windows, doors etc.,
 - Maintenance of all features of the area such as artifacts statues and structures, painting, penalling, lamps, chandeliers etc.
 - Utilize special cleaning machines as and when required.
 - Work out strategy schedules which suits the peak time of visitors/staff/traffic movement and demands of the occupants.
- (8) The agency has to ensure the time table, frequency and service level for sweeping and cleaning services as under:-

S.No.	Services	Responsibility of the Service Provider/FMS Agency	Frequency of Service	Required Service Level	Penalty
1	Sweeping and cleaning activities in the CMO Building Premises with part of main building & I, II, III floor of central library bilding.	Total Sweeping and washing of all the rooms and attached toilets.	Every day between 6.00 am to 8.00 am, and thereafter immediately on demand during the office hours.	Clean and dust free area all the time .Healthy working environment to the satisfaction level of the occupants and visitors. Complaints to be reduced to almost ZERO level.	If the complaint is not rectified with in 1 hour, then penalty of Rs. 500 per call per day will be imposed till complaint rectified.
2	As above	Removal of unwarranted posters, papers etc from all the rooms and attached toilets.	Every day between 6.00 am to 8.00 am, and thereafter immediately on demand during the office hours.	As above	
3	As above	Total sweeping and washing of corridors, staircases, general toilets/bathrooms	Every day between 6.00 am to 8.00 am, and thereafter continuously till the office is opened.	As above	
4	As above	Removal of unwarranted posters, papers etc. from corridors, staircases, general toilets/ bathrooms, staircases, railings etc.	Every day between 6.00 am to 8.00 am, and thereafter continuously till the office is opened.	As above	

5	As above	Placing fresh tablets/cakes of odonil, phenoil or any other fragrance regularly in all the attached and general toilets/bathrooms	Regularly and always.	As above	
6	As above	Soap Cakes or liquid soap on all the wash-basins.	Regularly and always.	As above	
7	As above	Cleaning and sweeping of all the lifts and stairs in the building.	Every day between 6.00 am to 8.00 am, and thereafter continuously till the office is opened.	As above	
8	As above	Emptying and cleaning all the dustbins/ waste bins in the rooms of the building	Every day between 6.00 am to 8.00 am, and thereafter continuously till the office is opened.	As above	
9	As above	Emptying and cleaning all the dustbins/ waste bins in corridors of the building	Every day between 6.00 am to 8.00 am, and thereafter continuously till the office is opened.	As above	
10	As above	Sweeping washing and cleaning of all the water-huts and pantry in the buildings.	Every day between 6.00 am to 8.00 am, and thereafter continuously till the office is opened.	As above	
11	As above	Main holes, sewerage lines, and drainge system in the building, toilets are to be kept operational.	Regularly and all the time.	As above	
12	As above	Cleaning and sweeping of all the Chhajjas, balcony and rooftop-surface of the building.	First round between 6.00 am to 8.00 am and continuously thereafter till the office is opened.	As above	
13	As above	Cleaning of all the windows, window glasses, doors, and ventilators with appropriate liquid/ chemicals.	Regularly and every day in the morning between 6.00 am to 8.00 am	As above	

Anexure - 02 House Keeping and Upkeeping Services

(B) Waste Management

The nature of activities and official job in the building premises regenerate the waste of two categories, i.e. Non-Biodegradable waste and Biodegradable waste. The agency will manage the daily disposal of the waste material as follows:-

Service Required	Responsibility of the Agency	Frequency of Service	Required Level of Service	Penalty
Waste Management	Safely transportation the waste out of Secretariat Campus on daily basis by its own means and its disposal as per norms prescribed by the Government Act/Rules or/ and Nagar Nigam Jaipur bye-laws.	Daily	No waste is visible in the premises area. Healthy work environment to the satisfaction level of the occupants and the visitors.	If the complaint is not rectified with in 1 hour, then penalty of Rs. 500 per call per day will be imposed till complaint rectified.

(C) Interior decoration

Interior decoration in the CMO building premises like paintings, curtains, sofa covers, flowerpots including fresh flowers and maintain pots with ornamental trees etc. (the list is just illustrative) will be managed and maintained by the agency as part of Facility Management Services. No additional payment will be made for it. The agency has to manage and maintain them in their original form. If any new major item has to be changed, it will be done by PWD/DoP.

Required Level of Service:-

To the full satisfaction level of the occupants and visitors.

Penalty

If the complaint is not rectified with in 1 hour, then penalty of Rs. 500 per call per day will be imposed till complaint rectified.

(D) Dry Cleaning

Dry cleaning of various clothes, curtains, linen, tapestry items, pillow cover, chairs cover, Towel, napkin, All type of sofa & all type of chairs etc. (the list is just illustrative) is the part of Facility Management Services under this bid and no additional charges will be paid for it.

Required Level for Service:

To the full satisfaction level of the occupants and visitors.

Penalty

If the complaint is not rectified with in 1 hour, then penalty of Rs. 500 per call per day will be imposed till complaint rectified.

(E) **Signages, direction boards and guide maps:**

The agency will be responsible for installing and maintaining the signages, guide maps, directions-boards in the CMO building and the campus.

Required Level for Service:

To the full satisfaction level of the occupants and visitors.

Penalty

If the complaint is not rectified within 1 hour, then penalty of Rs. 200 per call per day will be imposed till complaint rectified.

(F) **Office & Conference Meeting Management**

The agency will manage Office Meeting & Conference meeting & provide attended services as per requirement. prepare & provide the name plates and place them at appropriate place. Coordinate with all the relevant agencies involved to organize the meeting.

Required Level for Service:

To the full satisfaction level of the occupants and visitors.

Penalty

If the complaint is not rectified within 1 hour, then penalty of Rs. 200 per call per day will be imposed till complaint rectified.

(G) **Lock & Key management**

After leaving the rooms by the officers/employees, it is the responsibility of the bidder to switch off all the lights and fans, lock the rooms and arranging the keys in systematic manner on key board.

Required Level for Service:

To the full satisfaction level of the occupants So security CMO

Penalty

If the complaint is not rectified within 1 hour, then penalty of Rs. 200 per call per day will be imposed till complaint rectified.

(H) **All fixed assets management.**

Installed items in the room/building shall be systematic manner.

Required Level for Service:

To the full satisfaction level of the occupants and visitors.

Penalty

If the complaint is not rectified within 1 hour, then penalty of Rs. 200 per call per day will be imposed till complaint rectified.

Annexure - 03 Civil Services

BID FOR FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDINGIN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR(CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015Jaipur, dated 15.06.2015

Civil nature Services and Comprehensive Maintenance of Civil Installations
(Except part of main building & I,II,III floor of central library building)

Frequency of Services and Desired Service Level is as under:

S.No.	Service to be provided or items to be maintained	Responsibility of the Service Provider/FMS Agency	Frequency of Service	Required Service Level	Penalty
1.	Sanitary Repairs - Plumbing	(a) Maintenance of all type of valves, taps, floats, cistern, basin, commode, urinal etc. and other plumbing and sanitary fittings. (b) Ensure that the pressure of the water supply for the fire fighting system is maintained at the required level. (c) Supply and drainage to and from water cooler and water filter. (d) Assist the pest control vendors in their effort by opening the drainage chambers, to spray insecticides as and when required. (e) Test the drinking water every month for purity and corrective measures to be taken as and when necessary. It is clarified that the agency will get purity of drinking water, tested fortnightly, and will obtain certificate from PHED. (f) Major maintenance work will done by PWD	Round the clock monitoring of the system installed.	Daily Check by bidder and fortnightly checked by AEN(Civil) PWD	If the complaint is not rectified with in 1 hour, then penalty of Rs. 500 per call per day will be imposed till complaint rectified.
2.	Carpentry /Aluminum	(a) To carry out all the minor repair work inside the building.	Daily monitoring required.	To be check daily at 6:00 PM by bidder	If the complaint is not rectified with in 1 hour,

	/Furniture Work	(b) Will ensure all interior & exterior are maintained properly. (c) Follow checklist for doors, windows, all type of chairs/ all type of tables/stools/table glass stand, all type of chairs wheel/ compressor, Door Knobs, Skirting, partitions, cupboards, workstation, curtains, blinds, fixtures etc., and attend to any repair works if required. (d) Will coordinate with the FM Executives for any repairs to be carried out. (e) Maintaining the furniture in its original shap. (f) All fixed assets management		and fortnightly checked by AEN(Civil) PWD	then penalty of Rs. 500 per call per day will be imposed till complaint rectified.
4.	False ceiling work	(a) Periodic checks for the system. (b) Need-based maintenance support. (c) Major maintenance work will done by PWD. (d) All fixed assets management	Weekly	To be checked every Saturday by bidder and monthly checked by AEN(Civil) PWD	If the complaint is not rectified with in 1 hour, then penalty of Rs. 500 per call per day will be imposed till complaint rectified.
5.	Gardening work	Maintain front & back garden of CMO with all latest gardening equipment	Daily	To be check daily at 6:00 PM Daily Check by bidder and weekly checked by Inspector Garden /Superintendent Garden PWD.	If the complaint is not rectified with in 1 hour, then penalty of Rs.500 per call per day will be imposed till complaint rectified.

Brasso Polish & Pest Control and termite Treatment Services
(Except part of main building & I,II,III floor of central library building)

The building of CMO house a number of services under its roof and many a services by the very nature of their purpose, often support other live forms and insects whose presence is undesirable within the premises and there presence may damage the valuable record, furniture, machines and cables etc. These live form and insects are hence termed as 'Pest/ Polish'.

Service Required	Responsibility of the Agency	Frequency of Service	Required Level of Service	Penalty
<u>Brasso Polish Pest Control and Termite Treatment Services</u>	<p>(1) The agency has to effective brasso polish on existence in the building premises</p> <p>(15) The agency has to run regular and effective pest control activities to ensure that no 'pests' come to existence in the building premises.</p> <p>(3) The 'pest' control measure shall be administered only through government approved 'pest control agencies'.</p>	<p>(1)Monthly</p> <p>(2) General disinfestations against mosquitoes, spiders etc - Once a fortnight.</p> <p>(3) General disinfestations against Rats, cockroaches, house lies and mosquito larvae- Once a fortnight.</p> <p>(4)Anti-malarial fumigation - Once a fortnight.</p> <p>(5) Rodent and reptile control-need based.</p>	<p>(1)To the full satisfaction level of the occupants and visitors</p> <p>(2) No 'pests' or termite is visible in the premises area.</p> <p>(3) Neat and clean as well as healthy work environment to the satisfaction level of the occupants and the visitors.</p> <p>Weekly Check by bidder and monthly checked by AEN(Civil) PWD</p>	<p>If the complaint is not rectified with in 1 hour, then penalty of Rs. 500 per call per day will be imposed till complaint rectified.</p>

- Besides the above there are some areas, which are likely to be more infested, i.e. drain outlets in pantries and toilets. Spray of suitable insecticide will be required in such areas every week preferably on Sundays and Holidays.
- It is likely that termite may come in existence in the building premises, which may damage not only the records and furniture but also adversely effects the environmental conditions. The Agency has to run a regular termite treatment programs/activities.

All fixed assets management.

Required Level for Service:

To the full satisfaction level of the occupants and visitors.

Penlaty

If the complaint is not rectified with in 1 hour, then penalty of Rs.500 per call per day will be imposed till complaint rectified.

BID FOR FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDINGIN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR(CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

**Electro-Mechanical services and comprehensive maintenance of Electro - Mechanical Installations
(Except part of main building & I,II,III floor of central library building)**

S. No.	Item Description	Responsibility of the Service Provider/FMS Agency	Required Service Level	Penalty
1	Electric Power Supply system	All in all comprehensive maintenance & operation of items installed for supplying electric power to the CMO including spares , consumables, man power and T&P etc. Items in this category are like 750 KVA ,11/415 KV transformer, L.T. cabling, L.T. panels in the CMO & near 33 KV sub station etc. as per enclosed inventory & timely updated inventory .	Minimum downtime, coordination with the power supplier for uninterrupted power supply round the clock. Job Responsibilities. Ensure proper functioning of the transformer ,L.T.switchgear and cables.Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of minor fault like fault in LT/HT Terminations etc.,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed. Incase failure of major components ,the bidder has to rectify within 48 hours ands in that duration alternative arrangement for power supply continuation shall be done by the bidder at his own cost.After 48 hours,penalty of Rs.2000/-per complaint per day will be imposed.
2	Stand by power supply sources	All in all comprehensive maintenance & operation of items installed for supplying stand by electric power to the CMO including spares , consumables, POL (Diesel etc.)man power and T&P etc.Items in this category are like 250 KVA D.G.set,L.T.cabling,A.M.F. & Bypass panels, 2X20 KVA,5X10 KVA,3X5 KVA,3X3 KVA on line UPS with battery banks etc.as per enclosed inventory & timely updated inventory .	Minimum down time,coordination with power supplier for uninterrupted power supply round the clock. .Log Electrical Meter Reading. .Carry out NO LOAD test of D.G.set daily. Carry out ON LOAD test of D.G.set on weekly. Keep record of diesel consumption and ensure adequate diesel in the fuel tank at all times. UPS shall be tested timely and faults shall be attended immediately to ensure uninterrupted power supply .Ensure all batteries are healthy. .Servicing of D.G.set including replacement of engine oil,filters & coolant once in a year.Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of minor fault like fault in wiring,discharge of batteries etc.,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed. Incase of major failure of components etc.,the bidder has to rectify within 48 hours and in that duration alternative arrangement for operation shall be done by the bidder at his own cost.After 48 hours,penalty of Rs.2000/-per complaint per day will be imposed.

3	Air conditioning and air circulation system	All in all comprehensive maintenance & operation of items installed for air conditioning and air circulation to the CMO including spares , consumables,man power and T&P etc.Items in this category are like 3X160 TR central air conditioning Unit with control panel and associated accessories,2X1.5 TR split air conditioners,various type of fans etc.as per enclosed inventory & timely updated inventory ..	Maintenance of the cooling towers on the terrace and periodical physical verification of the temperature at the office spaces. Job Responsibilities includes: Ensure overall health of the all equipment. Ensure all critical parameters as per OEM requirement and as per operation manual are maintained. Ensure proper daily operation of system. Carry out routine maintenance of all equipment. Physical condition of the chiller plant and the surrounding is clean. Start at scheduled time Ensure proper running. Monitor the temperature at all locations (regular intervals.) Shut down at designated time Any request for operating of equipment other than normal time to be entertained as per approved and agreed guidelines. Maintain logbooks ,checklists and maintenance record.Complaints related to various type of fans shall be attended immediately. Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incuse of minor fault like fault in control wiring,valves,pipe line etc.,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed. Incase failure of major components ,the bidder has to rectify within 48 hours and in that duration alternative arrangement for operation shall be done by the bidder at his own cost.After 48 hours,penalty of Rs.2000/-per complaint per day will be imposed.
4	Fire Detection, Fire Hydrant, Water Sprinklers and Fire Extinguishers	All in all comprehensive maintenance & operation of items installed for Fire Safety to the CMO including spares , consumables,man power and T&P etc.Items in this category are like Fire Detection, Fire Hydrant, Water Sprinklers and Fire Extinguishers etc.as per enclosed inventory & timely updated inventory .	Minimum downtime, coordination with the power supplier for Uninterrupted power supply round the clock. Fire Alarm System Round the clock monitoring of the equipment & systems installed. Carry out the necessary scheduled operations, testing and maintenance of the system ad it's various components as per OEM's recommendations and recording the same. Checking of all equipment as per schedules & Checklists. Cleaning of all Equipment as per schedules & checklists. Attending to alarm calls and co-ordination with the relevant security/fire fighting team. Recommending necessary Changes/updates to the System as and when warranted regarding the property's insurance interests and value enhancement. Fire Estinguishers Regular checking of all the extinguishers. Refilling of the equipments as per the specification provided by OEM. Check availability of all the extinguishers in different location of the permises. Check visibility of the extinguishers. Coordinate to arrange for propersignage. Coordinaion for annual maintenance contract. Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incuse of minor fault like fault in control wiring,detectors,MCP,Hydrant valves etc.,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed. Incase failure of major components ,the bidder has to rectify within 48 hours and in that duration alternative arrangement for operation shall be done by the bidder at his own cost.After 48 hours,penalty of Rs.2000/-per complaint per day will be imposed.

5	Automatic Power Factor Correction Panels	All in all comprehensive maintenance & operation of items installed for maintaining the power factor in the CMO including spares , consumables,man power and T&P etc.Item in this category are APFC panel.as per enclosed inventory & timely updated inventory .	Check functioning of all components and monitoring of power factor daily.If any fault noticed,rectify immediately.Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of minor fault like fault in control wiring etc.,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed. Incase failure of major components ,the bidder has to rectify within 48 hours and in that duration alternative arrangement for operation shall be done by the bidder at his own cost.After 48 hours,penalty of Rs.2000/-per complaint per day will be imposed.
6	Local Area Networking	All in all comprehensive maintenance & operation of items installed for local area networking in the CMO including spares , consumables, man power and T&P etc. Items in this category are cat 6 cable, I/O ports, communication racks & it's accessories, fibre cable, switches etc .as per enclosed inventory & timely updated inventory ..	Check functioning of all components daily.If any fault noticed/intimated,rectify immediately.Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of minor fault like fault in wiring,I/O port etc.,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed. Incase failure of major components ,the bidder has to rectify within 48 hours and in that duration alternative arrangement for operation shall be done by the bidder at his own cost.After 48 hours,penalty of Rs.2000/-per complaint per day will be imposed.
7	CCTV System	All in all comprehensive maintenance & operation of close circuit television system in the CMO including spares , consumables ,man power and T&P etc. Items in this category are cameras, DVRs ,PCs, network switches, UPS, cabling etc. as per enclosed inventory & timely updated inventory ..	Maintenance and Operation of the CCTV .Vigilant observation of the activities visible via the same and reporting of any suspicious/abnormal activities to the security control cabin.Operation and maintenance of the installed system,ensuring their reliable operation and availability at all times and reporting any defect to the engineer for action from AMC contractor.Reporting any alarm to security/engineer for investigation and making the relevant announcements over the PA system as directed by the security . .Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of minor fault like fault in wiring etc.,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed. Incase of major failure of components etc.,the bidder has to rectify within 48 hours and in that duration alternative arrangement for operation shall be done by the bidder at his own cost.After 48 hours,penalty of Rs.2000/-per complaint per day will be imposed.

Annexure - 04 Electro-Mechanical Services

8	Internal Wiring and Power Supply Distribution System	All in all comprehensive maintenance of Internal Wiring and Power Supply Distribution System in the CMO including spares , consumables, an power and T&P etc. Items in this category are point wiring, circuit wiring, sub main wiring, busduct & accessories switch boards distribution boards etc. as per enclosed inventory.	Check terminations periodically and tighten them.Replacement of defective/burn out components timely.Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of faults ,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed.
9	Indoor Lighting	All in all comprehensive maintenance of various type of indoor lighting fixtures in the CMO including spares , consumables, man power and T&P etc. Items in this category are different type of lighting fixtures, controller for intelligent lighting etc. as per enclosed inventory.	Ensure all the fused bulbs/tubes and defective components are replaced as and when required. Maintain proper inventory of all bulbs/tube lights/spares.Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of faults ,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed.
10	Audio Conference, Video Conference, Projection System and Display Devices	All in all comprehensive maintenance & operation of audio conference,video conference,projection and display devices installed at various locations of the CMO including spares , consumables,man power and T&P etc.Items in this category are audio conferencing equipments,video conferencing equipments,Projectors,Plasma Screens & it's cabling etc.as per enclosed inventory.	To provide support to ensure satisfactory performance of the system. Periodical checking of the system and the utilities etc. Availability of the equipment in working condition at all times.Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of minor fault like fault in wiring etc.,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed. Incase of major failure of components etc.,the bidder has to rectify within 48 hours and in that duration alternative arrangement for operation shall be done by the bidder at his own cost.After 48 hours,penalty of Rs.2000/-per complaint per day will be imposed.
11	Lifts	All in all comprehensive maintenance & operation of Lifts in the CMO including spares , consumables,man power and T&P etc.Items in this category are 1X10 passenger mono space and 2X13 passenger lift as per enclosed inventory.	Minimum down time, coordination with the original supplier for uninterrupted services round the clock. Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of minor fault like fault in wiring etc.,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed. Incase failure of of major components ,the bidder has to rectify within 48 hours and in that duration alternative arrangement for operation shall be done by the bidder at his own cost.After 48 hours,penalty of Rs.2000/-per complaint per day will be imposed.

12	Water Coolers and water purifiers/RO System	All in all comprehensive maintenance of water coolers and water purifiers in the CMO including spares , consumables,man power and T&P etc.Items in this category are 2 X 40/80 ltr.1 X 20/20 ltr.capacity water coolers,R.O's and Aquaguards as per enclosed inventory.	Checking of water coolers and water purifiers functionality.Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of faults ,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed.
13	Other Electrical Items	All in all comprehensive maintenance of portable electrical items which are installed at various places of CMO including spares , consumables,man power and T&P etc.Items in this category are automatic hand dryers,electric extension boards,electric bells,switches,sockets,fan regulators etc.as per enclosed inventory.	Maintaining the accessories and if replacement is required,replace immediately.Daily check list maintained by bidder and get it checked weekly from J.E.(Elect) and monthly from A.E.(Elect) PWD.	Incase of faults ,the bidder has to rectify within an hour.After one hour,penalty of Rs.500/-per complaint per day will be imposed.

Note :-Being CMO, everyday is important but in case of meetings like cabinet meeting with inter sate dignitaries, central government dignitaries and video conference of CM, if any electro-mechanical facility/service fails, the penalty shall be ranging from minimum of Rs. 5000/-and maximum of Rs. 20000/- per occasion will be decided & imposed by committee.

COMPREHENSIVE MAINTENANCE OF INTERCOM ITMES

The DoP will provide a list of inventory to the agency regarding EPABX system with telephone instruments and accessories installed at CMO Building .

Item Description	Responsibility of the FMS Agency	Required Level of Service	Penalty
<p>EPABX and connected accessories and wiring.</p> <p>All associated communication systems like BSNL MTS with telephone wiring etc.</p>	<p>Ensure that the EPABX intercom system/Telephone/cable is operational all the time.</p>	<p>Preventive maintenance services are required to be taken up by the Bidder on quarterly basis 15 days before the end of each quarter. The Preventive maintenances service has to be done within fifteen (15) days' time since it is due. Preventive maintenance includes inspection, cleaning of the equipments from inside, testing, necessary repairing of the equipment etc.</p> <p>The Bidder has to carry out Corrective Maintenance Services as and when required upon receiving information of any fault in the equipments covered under the contract. The Bidder shall carry out troubleshooting & replacement of faulty equipments/ parts as and when required.</p> <p>The Bidder should rectify the complaints within 2 Hrs. from the time of lodging of any complaints. In case if the complaint is not rectify in 2 Hrs. and the bidder has to provide the standby equipment.</p> <p>The standby equipment / part is of similar configuration, in good condition. In this regard the Bidder is advised to keep sufficient stock of equipments at CMO.</p> <p>Daily checked by bidder and weekly checked by SO Security (CMO) DOP</p>	<p>Delay in preventive maintenance: Rs. 500 per day per equipment will be imposed.</p> <p>If the complaint is not rectified with in 2 Hrs. and a standby is not provided then penalty of Rs. 500 per day per call will be imposed till complaint rectified.</p> <p>If the standby not replaced by original equipment after repairing with in 10 days from the date of lodging the complaint then penalty of Rs.500/- per day for each complaint will be imposed</p>

COMPREHENSIVE MAINTENANCE OF ELECTRONIC OFFICE EQUIPMENT

The DOP will provide a list of inventory to the agency photo copiers & fax machines, Shredder machine installed at CMO Building

Item Description	Responsibility of the FMS Agency	Required Level of Service	Penalty
Photostat Machines, FAX Machine, Shredder machine & timely updated inventory .	Photostat Machines, FAX Machine, Shredder machine are operational all the time.	<p>Preventive maintenance services are required to be taken up by the Bidder on quarterly basis 15 days before the end of each quarter. The Preventive maintenances service has to be done within fifteen (15) days' time since it is due. Preventive maintenance includes inspection, cleaning of the equipments from inside, testing, necessary repairing of the equipment etc.</p>	<p>Delay in preventive maintenance: Rs. 500 per day per equipment.</p>
		<p>The Bidder has to carry out Corrective Maintenance Services as and when required upon receiving information of any fault in the equipments covered under the contract. The Bidder shall carry out troubleshooting & replacement of faulty equipments/ parts as and when required. The Bidder should rectify the complaints within 2 Hrs. from the time of lodging of any complaints. In case if the complaint is not rectify in 2 Hrs. and the bidder has to provide the standby equipment.</p> <p>The standby equipment / part is of similar configuration, in good condition. In this regard the Bidder is advised to keep sufficient stock of equipments at CMO. Daily checked by bidder and weekly checked by SO Security (CMO) DOP</p>	<p>If the complaint is not rectified with in 2 Hrs. and a standby is not provided then penalty of Rs. 500 per day per call will be imposed till complaint rectified.</p> <p>If the standby not replaced by original equipment after repairing with in 10 days from the date of lodging the complaint then penalty of Rs.500/- per day for each complaint will be imposed</p>

Comprehensive Maintenance of IT Equipments (CMO & CMR)

The DOP or the DoIT through DOP will provide lists of inventory to the agency, who shall ensure the receipts of lists of inventory regarding following items:-

- Computers and related accessories installed by DOP in the CMO/CMR building premises.
- Computers and related accessories installed by DoIT in the CMO/CMR under 'SEC LAN' project or otherwise.
- Others

Details of existing warranty/AMC coverage, existing warranty or AMC agreement and name of the firms responsible to carry out the warranty/AMC conditions, will also be provided to the agency by DoP or DoIT through DoP.

Item Description	Responsibility of the FMS Agency	Required Level of Service	Penalty
Laptop, Desktop Computers, Servers, Scanner, Barcodes Reader, Barcode Printers, Laser Printer, Color Laser Printer, Multifunction Printer, ID Card Printer, iPad, Networking Equipments (Switches, Network Cables, Racks, Access Points, IO port, & Related Accessories) & other IT Related equipments & timely updated inventory .	The bidder shall provide Comprehensive Onsite Maintenance for all the specified hardware infrastructure installed at CMO/CMR. This involves comprehensive maintenance of all components covered under the contract, including repairing, replacement of parts to ensure that the system is operational as per required level of service. This will include preventive & corrective maintenance services. <ul style="list-style-type: none"> • Installation of Original antivirus in all Computer /Laptop in CMO/CMR. • In case of Hard Disk crash, the recovery of Data, • Removal of the Virus from the computers, • Formatting of the Computer System, • Installation of the Softwares The service provider has to keep the trained manpower for proper maintenance of the equipments in CMO.	Preventive maintenance services are required to be taken up by the Bidder on quarterly basis 15 days before the end of each quarter. The Preventive maintenances service has to be done within fifteen (15) days' time since it is due. Preventive maintenance includes inspection, cleaning of the equipments from inside, testing, necessary repairing of the equipment etc.	Delay in preventive maintenance: Rs. 500 per day per equipment.
		The Bidder has to carry out Corrective Maintenance Services as and when required upon receiving information of any fault in the equipments covered under the contract. The Bidder shall carry out troubleshooting & replacement of faulty equipments/ parts as and when required in co-ordination with the OIC, CMO Computer Cell. <p>The Bidder should rectify the complaints within 2 Hrs. from the time of lodging of any complaints. In case if the complaint is not rectify in 2 Hrs. and the bidder has to provide the standby equipment.</p> <p>The standby equipment / part is of similar configuration, in good condition. In this regard the Bidder is advised to keep sufficient stock of equipments at CMO.</p>	If the complaint is not rectified with in 2 Hrs. and a standby is not provided then penalty of Rs. 500 per day per call will be imposed till complaint rectified. <p>If the standby not replaced by original equipment after repairing with in 10 days from the date of lodging the complaint then penalty of Rs.500/- per day for each complaint will be imposed</p>

BID FOR FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDINGIN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR(CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

MISCELLANEOUS SERVICES

Miscellaneous Service under this bid includes the following services:-

- 1 Meetings, conference etc.
- 2 Pantry Services.
- 3 Attendant Services.
- 4 Hospitality Desk-Cum-Help Desk.

1. Meeting, Conference etc:-

- 1.1 The agency has to made all the arrangements for meetings, conferences etc. in the premises of CMO building. It includes operation of sound system, live recording, flowerpots with fresh flowers and other decorations, pantry services, water services, name plates, stationary/folders/writing pads.
- 1.2 The agency will be responsible for smooth operations of LCD projectors/VC/Plasma and other audio-visual equipments in the meeting.
- 1.3 Stationary consumable for meetings/conference as well as for daily use of offices housed in the CMO will be procured by DOP and the agency will get sufficient stationary issued in its name well in advance or on monthly requirement assessment basis. A monthly account of stationary consumption will be submitted by the agency to DOP along with the next indent.
- 1.4 Consumables for pantry services in meetings as well as in CMO will be procured by the agency itself and a monthly bill will be submitted to Cabniet for payment on actual basis. This will be in addition to the lumpsum monthly bill for the FMS Services.
- 1.5 Some other services of office management nature are also included in the services.
- 1.6 **Required Level of Services:-**
Arrangements of meetings/conference are required to be satisfaction level of the participants.
- 1.7 **Penalty**
If the complaint is not rectified with in 1 hour, then penalty of Rs. 500 per call per day will be imposed till complaint rectified.

2. **Pantry Services:**
- 2.1 The agency will manage and operate the pantry in the CMO building and provide pantry services in all the offices situated in the CMO building premises with part of main building & I,II,III floor central library building. These services will also be provided in the meeting and conference to be held in CMO building premises.
- 2.2 Water and Electricity expenses shall be borne by DOP.
- 2.3 All Sufficient of Utensils, crockery, cooking equipments, will be managed and maintained by the agency itself
- 2.4 Pantry services provided to the following will be chargeable to Cabinet secretariat on actual consumption basis:-
- (a) The Chief Minister.
 - (b) Pantry Services provided in meetings & conference.es held in the CMO.
 - (c) Officers in CMO
 - (d) Officers seated in Main building premises & I, II, III floor in central library building.
- 2.5 A monthly bill, in addition to lump sum contract amount for Facility Management Services, will be raised by the agency. This bill after getting verified from the concerned office, will be sent to Cabinet Secretariat for payment.
- 2.6 The agency will install & operate vending machines (Triple Selector Machines) for tea, coffee, soup services on every floor of the CMO Building from where services can be availed off by any one on payment basis. The agency will evolve modalities for it.
- 2.7 Item-wise rates for the pantry services to be provided as per para 2.1 above, and also item-wise rate for the services through Vending machines as per para 2.7 above, will be decided by a committee .
- 2.8 The Kitchen equipment used by the Service provider is of the Latest Technology to reduce electricity consumption.
- 2.9 VAT amount shall be deducted at source at the time of pantry bill payment.
- 2.10 **Required Level of Services:-**
Arrangements of meetings/conference are required to be to the satisfaction level of the participants.
- 2.11 **Penalty**
Pantry items shall be supplied within the maximum time 20 minutes, otherwise after receiving complaints penalty of Rs. 500/- per complaint per day will be imposed.
3. **Attendant Services:-**
- 3.1 The agency will provide attendant services to all the offices housed in the CMO building premises with part of main building & I,II, III floor in Central Liabrary building and also in various meetings/conference to be held in the CMO.
- 3.2 The Staff deployed for attendant services will be well trained, and well behaved and they will be wearing uniform with name plates.
- 3.3 The attendant service as mentioned above is the part of Facility Management Service, and no extra payment willbe made to the Agency for it.
- 3.4 **Required Level of Services:-**
To the full satisfaction level of the occupants and visitors.
- 3.5 **Penalty**
If Attendant not provided, then penalty of Rs. 500/- per attendant per day will be imposed.

4. **Hospitality Desk/Help Desk:-**

4.1 A reception counter cum help desk will be managed and operated by the agency for the following activities:-

- (a) Reception of the visitors.
- (b) Managing the waiting room.
- (c) Escorting of visitors.
- (d) Keeping the record of visitors to the CMO.

4.2 The reception counter will also serve as suggestion/complaint desk, where suggestions and complaints from the occupants as well as visitors will be handled. A register of complaints/suggestion and action taken thereon will be maintained by the agency.

4.3 The complaints/suggestion lodged with the help-desk will be dealt and resolved on priority basis as per their gravity.

4.4 **Required Level of Services:-**

To the full satisfaction level of the occupants and visitors

4.5 **Penalty**

If the complaint is not rectified with in 1 hour, then penalty of Rs. 500 per call per day will be imposed till complaint rectified.

Annexure - 06 Deployment Plan

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDING IN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

DEPLOYMENT PLAN TO BE SUBMITTED BY THE BIDDER

After examining the Floor Drawing Utility Drawings, Scope of Work (SOW), Schedule of Equipments/details of installations etc. in the CMO Building & its premises at the Rajasthan Government Secretariat, Jaipur and Chief Minister's Residence Office (Only for IT Equipments) and having visited/examined the said buildings and also having acquired the requisite information about the said building, I/We_____ (name of the agency) hereby propose the following deployment of officers/executives/staff/manpower to execute day-to-day scheduled operation and maintenance under House Keeping and Facility Management Services according to terms and conditions of this bid:-

S. No.	Officers/Executive/Staff Particulars (Post Details)	Qualification	Minimum No. of Persons Required	Deployment plan of the bidder
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Signatory of the Authorized Person

Agency _____

Annexure - 07 Proposed Action Plan

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDING IN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

REF. NIB NO. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

PROPOSED ACTION PLAN TO BE SUBMITTED BY THE BIDDER

After examining the Floor Drawing, Utility Drawing, Scope of Work (SOW), Schedule of Equipments/details of installations etc. in the CMO Building & Its premises at the Rajasthan Government Secretariat, Jaipur and having visited/examined the said building and also having acquired the requisite information about the said building, I/We _____ (name of the Agency) hereby submit the proposed action plan for execution of day-to-day scheduled operation and maintenance under House Keeping and Facility Management Services according to terms and conditions of this bid:-

S.No.	Activities	Proposed Action Plan by the Bidder

Note: Extra paper sheets may be added by the bidder for preparing the detailed action plan.

Signatory of the Authorized Person

Agency _____

Annexure - 08 Self Competency Statement by the bidder.

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDING, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

Self Appraisal (Competency Statement) to be submitted by the bidder

Self Appraisal or Self Competency Statement submitted by the bidder in terms of Para 12.6 of Schedule-B 'Terms and Conditions'

Signatory of the Authorized Person

Agency _____

Annexure-09**BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDING IN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)**

Ref. : NIB No.F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

INVENTORY OF CIVIL INSTALLATIONS IN THE CMO BUILDING TO BE MAINTAINED UNDER FACILITY MANAGEMENT SERVICES

S. No.	Particulars	EWC with Seat Cover	Cistern	Cistern PVC	Counter WB	Urinal	Censor Urinal	Bib Cock	Pillar Cock High neck	Concealed stop cock	Angle Valve	Looking Mirror	Towel Rail/ Ring	Soap Disk/ Soap Container	W.B. shaft	Mixer	Kitchen sink	Jet Spray	Paper Holder	West Pipe	Hand shower
1.	Basement Floor	2	-	2	3	-	-	2	3	2	5	3	2	3	3	-	-	2	2	-	2
a)	L Toilet	2	-	2	3	4	4	2	3	2	5	3	2	2	3	-	-	2	2	-	2
b)	G-Toilet																				
2.	Ground Floor																				
a)	L-Toilet	2	-	2	2	-	-	2	2	2	4	2	2	2	2	-	-	2	2	-	2
b)	G-Toilet	1	-	1	2	3	3	1	2	1	1	3	2	2	2	-	-	1	1	-	1
c)	Sp-Toilet	1	1	-	1	-	-	1	1	1	2	1	1	1	1	-	-	1	1	-	1
d)	Kitchen	-	-	-	3	-	-	6	3	-	5	3	2	3	3	-	2	-	-	-	-
3.	First Floor																				
a)	Hon'ble CM	1	1	-	1	-	-	1	1	-	5	1	1	1	1	-	-	1	1	-	1
b)	PR Secy. to CM	1	1	-	1	-	-	1	1	2	3	1	2	2	-	-	1	1	1	1	1
c)	Secy. to CM	1	1	-	1	-	-	1	1	2	3	1	2	2	-	-	1	1	1	1	1

S. No.	Particulars	EWC with Seat Cover	Cistern	Cistern PVC	Counter WB	Urinal	Censor Urinal	Bib Cock	Pillar Cock High neck	Concealed stop cock	Angle Valve	Looking Mirror	Towel Rail/ Ring	Soap Disk/ Soap Container	W.B. shaft	Mixer	Kitchen sink	Jet Spray	Paper Holder	West Pipe	Hand shower
d)	Ladies-I	1	1	-	1	-	-	1	1	1	2	1	1	2	-	-	-	1	1	1	1
e)	Ladies-II	2	-	2	2	-	-	2	2	2	4	2	1	2	-	-	-	2	2	2	2
f)	Gent-I	1	1	-	1	2	2	1	1	1	2	1	1	2	-	-	-	1	1	1	1
g)	Gent-II	2	-	2	2	2	2	2	2	2	4	2	1	2	-	-	-	2	2	2	2
h)	Cabinet Room	1	1	-	1	-	-	1	1	1	2	1	2	2	-	-	-	1	1	1	1
4.	Second Floor	12	5	7	12	2	2	12	12	12	24	12	12	12	12	-	2	12	12	-	12
5.	Third Floor	9	3	6	10	4	4	9	10	9	19	10	10	10	10	-	2	9	9	-	9

INVENTORY FURNITURE LIST II

	ROOM NO.	B5	B3	001	002	008	009	010	011	012	107	108	109	112	115	118	119	120	201	202	203	204	205	206	207	208	209	210	
	Table Size :																												
1	7'x3'8"			1								1																	
2	6'x3'	1	1			1		1	1						1			1	2					1				1	
3	7'x2'				2		1		1	1	1									3								1	
4	4'x2'6"				2						6	1		1		2	2	2		5	2		2						
5	4'6"x3'						3							1	1					1		1					2	1	2
6	Work Station	3	8							3				4							6					14			
	Storage Unit																												
7	6'x3'x1'6"		2	2	1	1	1				6			4		1	1	4	3	17	5							1	
8	6'x2'x1'6"	1													2							1						1	
9	4'x3'x1'6"													2							1					4			
10	2'6"x3'x1'6"																									6			
11	Conference Table																						28			12			
12	Round Table																						2						
13	Overhead Storage	18'	32'											24'												20'			
14	Side Storage with drawer & shutter		14'																										
15	Shuttering of electric wire & panel		14'																										
16	4" thick Double side partiton		25'																										
17	Podium																												
18	Monitoring Desk																												
19	Computer Table																												
20	Foot Rest																												
21	Key Stand Unit																												
22	CPU Trolley																												
23	Pantry Unit																												

213	214	215	216	218	219	220	221	222	301	302	303	304	306	307	308	312	314	315	316	317	318	Supplied
		1			1																	5*
1	1					1	1				1							2	1		1	20
	2		1												1							15
1	3	1	2	1	1				1	1	2	1	1		2	1	2		1	3	1	56*
1	1			1					2			2			1							20
									8	8	8											74*
1	5	1	2	3	1				3	5	6	3		2	2	1	2	2	3	2	3	108*
	2								2		1				1			1	1			13
	2				1				8	5	4			1							1	29
																						6
													20									68
																		1				3
															4'	4'						216 S-P
																						14'
																						14'
																						25'
																						1
																						1
																						2
																						100
																						1
																						3
																						1

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDING IN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

FURNITURE INVENTORY LIST

S.No.	Place	Model	Description	Quantity
1.	Hon'ble Room	CM Barrow 4 Seat C-FP	Four Seat Sofa-Wood base depth-900 length-2600mm Premium Cushions Leg Stain-Medium Wenge (White fabric)	1 No.
2.	Hon'ble Room	CM Sutton Dining Chair B-01 L	Chair with Upholstered Panel Stain-Medium Wenge (White fabric)	4 Nos.
3.	Hon'ble Room	CM Barrow Center Table-02	Wooden Top Center Table Stainless Steel base-MF 1350mmx750mm Top-open Grain Stain Dark Espresso	1 No.
4.	Hon'ble Room	CM SO Table B-0043	Sp. order side Table Barrow style 600mmx600mm Stainless Steel base-MF Top open Grain Stain Dark Espresso	2 Nos.
5.	Hon'ble Room	CM SO-Seating A-0038	Sp. Order Arm chair tight seat and back Wooden Arms Stain Medium Wenge (Blue fabric)	2 Nos.
6.	Hon'ble Room	CM SO Table F-0023	Sp. Order Side Desk-Barrow Style L-2100 x W-1050mm	1 No.
7.	Hon'ble Room	CM	Wooden Footrest size 35"x16"x5"	1 No.
8.	Hon'ble Room	CM	18mm thick Clear Round Glass top with moulding size 45" dia	1 No.
9.	Hon'ble Room	CM	12mm thick glass shelves with bracket	4 Nos.
10.	Hon'ble Room	CM	Looking Mirror TW frame 18"x64"	1 No.
11	Hon'ble Room	CM	Three steps Glass Stand	2 Nos.
12.			Sofa Cushion with cover	4 Nos.
			Sofa with Masand with cover	2 Nos.
13.	V.V.I.P. Waiting Room	Hudson-4 Seat F-P	Four seat Sofa Premium Cushions leg Stain Medium Wenge (Blue fabric)	2 Nos.
14	V.V.I.P. Waiting Room	SO Seating B-0025	Sp. order Two seat Sofa Hudson slopper style L-1600mmx900mm Two seat and back cushions premium cushions leg stain medium Wenge (Blue fabric)	4 Nos.
15	V.V.I.P.	Deco 1 Seat	Round back Occasional Chair Stain Medium	4 Nos.

S.No.	Place	Model	Description	Quantity
	Waiting Room	F-01	Wenge (Light Yellow fabric)	
16.	V.V.I.P. Waiting Room	SO Table C-0063	Sp. order Center Table Chelsea style glass inset top 1200mmx750mm stain Medium Wenge	2 Nos.
17.	V.V.I.P. Waiting Room	SO Table B-0044	Sp. order side table Chelsea style glass inset top 600mmx600mm Stain Medium Wenge	4 Nos.
18.	V.I.P. Waiting Room		Sofa 4 Seat	4 Nos.
19.	V.I.P. Waiting Room		Sofa 3 Seat	2 Nos.
20.	V.I.P. Waiting Room		Sofa 2 Seat	2 Nos.
21.	V.I.P. Waiting Room		Table with glass 60"x24"x20"	1 No.
22.	V.I.P. Waiting Room		Table with glass 4'x4'x15"	1 No.
23.	V.I.P. Waiting Room		Table with glass 2'x2'x20"	2 Nos.
24.	General Waiting (First Floor)		Sofa 3 Seat	1 No.
25.	General Waiting (First Floor)		Sofa 2 Seat	2 Nos.
26.	General Waiting (First Floor)		Center Table with glass 60"x25"x15"	2 Nos.
27.	General Waiting (First Floor)		Center Table with black top 53"x30"x16"	1 No.
28.	General Waiting (First Floor)		Table with black top 2'x2'x16"	2 Nos.
29.	Corridor First floor	Nilou Chair L-P	Occasional Chair Loose Seat and Back cushion Premium cushions stain Medium Wenge (Light Yellow fabric)	8 Nos.
30.	Corridor First floor	SO Table D-0015	Sp. order console Sutton style console with glass inset 1500mmx450mmx750mm Stain Medium Wenge	4 Nos.
31.	Basement Mini Conference Hall	Madison -3 Seat F-P	3 Seat Sofa Stain Medium Wenge Premium Cushions	3 Nos.

S.No.	Place	Model	Description	Quantity
32.	Basement Mini Conference Hall	Madison-1 Seat F-P	One Seat Sofa Stain Medium Wenge Premium Cushions	6 Nos.
33.	Basement Mini Conference Hall	Grand Center L-02	Center Table S.S. base 1200mmx800mm open Grain Medium Chocolate	3 Nos.
34.	Basement Mini Conference Hall	Grand Side	Side Table S.S. base 650mmx550mm open Grain Medium Chocolate	6 Nos.
35.	Basement Lobby	Lulu 3 Seat Sofa	3 Seat Sofa Wooden Skirt Stain Medium Wenge	4 Nos.
36.	Basement Lobby	Lulu 1 Seat Sofa	One Seat Sofa Wooden Skirt Stain Medium Wenge	8 Nos.
37.	Basement Lobby	SO Table C	Via Style Center Tale 1200mmx750mm Glass inset into top S.S. L bracket legs	4 Nos.
38.	Basement Lobby	SO Table C	Via Style Center Tale 600mmx600mm Glass inset into top S.S. L bracket legs	10 Nos.
39.	Basement Lobby	SO Table C	Via Style Center Tale 600mmx600mm Glass inset into top S.S. L bracket legs	1 No.
40.	Ground Floor Banquet Hall	Lenox 3 Seat Sofa	3 Seat Sofa Stain Medium Wenge	8 Nos.
41.	Ground Floor Banquet Hall	Lenox 1 Seat Sofa	One Seat Sofa Stain Medium Wenge	8 Nos.
42.	Ground Floor Banquet Hall	SO Table C	Center Table with Wicker inset 1200mmx120mm Stain Medium Wenge	4 Nos.
43.	Ground Floor Banquet Hall	SO Table B	Side Table with Wicker Inset 600mmx600mm	8 Nos.
44.	Basement Convention Center	Godrej Make	Revolving Chair	164 Nos.
45.	Basement Convention Center		Public Address System	92 Nos.
46.	Basement Convention Center	Godrej Make	High Back Revolving Chair	2 Nos.
47.	Basement Convention Center		Roasterm	2 Nos.
48.			Pin Board with Teak wood PU Polish back side BWP Ply including 4'x4' cloth	12 Nos.
49.			Sofa Set Three Seater with Two bed rest and PU polish	3 Nos.

S.No.	Place	Model	Description	Quantity
50.			Sofa Set Two Seater with Two bed rest and PU polish	2 Nos.
51.			Central Table size 4'x2' TW frame PU Polish	9 Nos.
52.			Central Table size 2'x2' TW frame PU Polish	6 Nos.
53.			Wooden Table with Bangle Stand TW frame 12mm glass size 2'x1'6"	1 No.
54.			Wooden Table with Bangle Stand TW frame 12mm glass size 2'x2'6" with one glass	1 No.
55.			Three Seat Sofa Tight back and seat Stainless base Mirror finish	4 Nos.
56.			Two Seat Sofa Tight back and seat Stainless base Mirror finish	2 Nos.
57.			One Seat Sofa Tight back and seat Stainless base Mirror finish	4 Nos.
58			Center Table Special Design size 1200x1200x375mm in seat glass clear S.S. bracket Legs Mirror Polish	2 Nos.
59			Special Design Side Table size 600x600x550mm	4 Nos.
60			Wooden Table with Bangle Polish size 18"x24"x24"	1 No.
61			Three Seat Sofa Wooden Bangle Polish	1 No.
62			One Seat Sofa Wooden Bangle Polish	2 Nos.
63			Straggle Center Table size 1200x750mm glass in top S.S. Bracket	1 No.
64			Straggle Center Table size 600x600mm glass in top S.S. Bracket	2 Nos.
65			Sofa set two seater	24 Nos
All above & timely updated inventory .				

SPECIFICATION OF INVENTORY

E.W.C.	:	European water closet, Cera Make, Ceramic
Cistern	:	Commander make, 10 Lit. capacity, PVC
Cistern	:	Cera make 10 Lit. capacity Ceramic
W.B.	:	Counter wash Basin, Cera make, 550x550mm Ceramic
Urinal	:	Half stall Urinal, Cera make, Ceramic
Urinal Censor	:	Jaquar make, wall mountain cell operated
C.P. Bib Cock	:	Jaquar make
C.P. Pillar Cock	:	Swan Neck Jaquar make
C.P. Concealed Stop Cock	:	Jaquar make
C.P. Angle Valve	:	Jaquar make
Towel Rail	:	C.P. Heavy
Kitchen Sink	:	Stainless steel sink 45"x20"x8'

All above & timely updated inventory .

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDINGIN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Ref. NIB No. F.4(5)DOP/B-III/2015 Jaipur, dated 15.06.2015

Transformer and DG.Set with for CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	Transformer 11/0.433 KV Capacity - 750 KVA, Out door type,3Ø,50 Hz	1
2.	D.G. Set Silent / Sound Proof Canopy Capacity - 250 KVA., 3Ø with Diesel Tank	1
3.	Electrical control Panels	
(A)	Main Panel	1
(B)	AMF Panel	1
(C)	By Pass Change Over Panel	1
(D)	D.G. Supply Panel	1
(E)	500A Capacity 3 Phase Supply Electrical Bus-Riser Capsule Sandwich type Total (15.10m Each)	2

Fire Detection System in CMO Block at Rajasthan Secretariat,Jaipur.

.No.	Item Description	Quantity
1.	Main Fire Alarm Panel	1
2.	Smoke Detector	335
3.	Analog Addressable duct detector	6
4.	Heat/Temperature Detector	4
5.	Manual Call Point With Hooter	10

On Line UPS in CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	5 KVA On Line UPS System With Battery Bank I/C Stand. (S.No.70101525 KIOL)	1
2.	3 KVA On Line UPS System With Battery Bank I/C Stand. (S.No.70101533 KIOL)	1
3.	10 KVA On Line UPS System With Battery Bank I/C Stand. (SN.612015010 KIOL)	1

Fire Extinguishers in CMO Block at Rajasthan Secretariat,Jaipur.

.No.	Item Description	Quantity
1.	MAP Based Fire Extinguisher ABC Type 5 kg Capacity	21
2.	Fire Bucket Set (4 Nos. Bucket In Each Set)	1

Water Purifiers (RO'S) in CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	R.O. Water Purifier (Aquaguard)	5

Hand Dryer in CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	Hand Dryer Fully Automatic IR Sensor Based.	19

Exhaust/Fresh Air Fan in CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	Exhaust Fan (380 mm Size)	11
2.	Fresh Air Fan (200 mm Size)	26

Plasma Screen in CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	Plasma Display screen/panel pixel Pitch - 1.02 x1.02mm Brightness - 1000cd/m2 Contrast Ratio - 10000:1 Max. Resolution - 1600x1200 (UXGAI/P) Normal Resolution -1366x768 Multi Display Screen PIP Built In RS 232C, Vertical image Capacity, Wall Mounted With All Mounting Accessories, Digital Zoom,Mcture Freeze, On/Off Tunner, Full Function Remote Control, Detachable Speaker T.V. Tunner & Remote.	3

Water Cooler in CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	Self Contained Drinking Water Cooler With Refrigerant R -22 Suitable For operation on 230 V, +/- 10% 1-Ø A.C.Supply	
(A)	40/80 Litre Capacity	3
(B)	20/20 Litre Capacity	1

Garden Lights in CMO Block at Rajasthan Secretariat,Jaipur.

S.No	Item Description	Quantity
1.	Halogen Light	
(A)	70 Watt.	8
(B)	150 Watt.	8
2.	Garden Light Pole With Electrical fixtures	12
3.	Electrical Control Panel I/C MCB, Timer,Contactor, Relay etc.	2
4.	Metal Halide fixture I/C lamp 70W	16
5.	Decorative Garden pole With Electric Fixture.	15
6.	Spike light Fixture I/C lamp	
(A)	PAR-30, 75 Watt Fixture	57
(B)	120 W. Fixture	8
7.	Feeder Piller Box MCCB Incomer	4
8.	Main Electric Panel I/C - 250A, O/G -100A=5Nos	1
9.	Decorative Pole (3.0m Long) With Electric fixture I/C Lamp 120W	18
10.	Under Ground Burriel Light 70W Metal Halide Light I/C Lamp etc.	37
11.	Metal Halide Light I/C Lamp etc. 70Watt.	4

Electric Fixtures in CMO Block at Rajasthan Secretariat, Jaipur.

S.No.	Item Description	Quantity
1.	Bulk Head Fitting	13
2.	Down Lighter 13 Watt. 10 Watt.	82 75
3.	Stair Case Fixtures	25
4	Flourscent Tube Fixtures	
(A)	Box Type	107
(B)	Industrial 1x36 watt.	22
(C)	Mirror Optics	
(a)		58
(b)		75
(c)		77
5.	Wing C Type CFL Fixtures	
(a)		39
(b)		28
(c)		15
(d)		41
(e)		15
(f)		28
6.	Trilux Make With Glass	
(A)	2x18 Watt.	20
(B)	2x26 Watt.	20
7.	Down lighter Havells Make	
(A)	1x30 Watt.	58
(B)	1x25 Watt.	36
8.	Ceiling Fan 48" Complete With Fan Regulator	42
9	Mirror Light	8
10.	Geyser	
(A)	35 Litre Capacity	2
(B)	25 Litre Capacity	4
11.	Chandelier	11
12.	Spot Light	13
13.	Porch Light	14
14.	Ceiling Fitting With CFL Lamp	4
15.	Mud Pump 2.0 HP With Starter	1
16.	Tube Axial Flow Fan	2
17	APFC Panel (For AC Plant & Light load	2
18	Wall Mounting Fan	4

Electrification Work (Wiring Work) In Convention Hall of CMO Block at Rajasthan Secretariat, Jaipur.

S.No.	Item Description	Quantity
01	Accessories With Grid Plate	
(A)	5 A Switches	2930
(B)	6 A 3 Pin Socket	1447
(C)	16 A Switches	429
(D)	16 A Socket	429
(E)	Electronic Fan Regulator	66

2.	Distribution Board	11
(A)	8 Way VTPN DB Double Door With SPN MCB & 4-Pole MCB	13
(B)	12 Way VTPN DB Double Door With SPN MCB & 4-Pole MCB	2
(C)	4 Way VTPN DB Double Door With SPN MCB & 4-Pole MCB	3
(D)	12 Way SPN DB Double Door With SPN MCB & 2-Pole MCB	1
(E)	8 Way ETPN DB Double Door With MCB'S	

Local Area Networking in CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	Racks (Equipment)	
(A)	22 U	2
(B)	32 U	3
2.	24 Port Jack Panel	21
3.	Stack Edge Switch	5
4.	24 Port LIU With SC Coupler	2
5.	12 Port LIU With SC Coupler	6
6.	Wireless Access Point	20
7.	Cat 6 UTP Patch Cord 3'	421
8.	Cat 6 UTP Patch Cord 2'	421
9.	I/O Assembly	421
10.	Sc-5e Patch Cord	16
11.	20 KVA UPS	2

**Specialized Wiring in CMO Block at Rajasthan Secretariat, Jaipur.
(Excluding video projection system of convention Hall)**

S.No.	Item Description	Quantity
A.	VIDEO CONFERENCE ROOM :-	
01.	Video Conference Equipment	1
02.	Wooden Rack Shelve	1
03.	Recessed Box With Connector	2
04.	Wall Washers	9
05.	Flourscent Lights	3
06.	Mode Panel 5 Button Program	1
B.	CABINET ROOM	
01.	2498 VGA Splitter High Resolution Chairman UNI Microphone	2
02.	(2498) Delegate Unit (2498)	28
03.	Invisible Speaker	5
04.	Mode Panel 5 Button Program	1
05.	Wireless Mikes	13
06.	Flourscent Light	21
07.		
C.	CONTROL ROOM	
01.	Connectors	1 Lot
02.	145 W. 80 HM Amplifier	2
03.	Digital Mixer	2
04.	Dimmer 12 Channel Tridonic Ballast Control	1
05.	Relay Interface	1
06.	Control Unit (Microphone)	2
07.	DVD Player	1
08.	Rack 17 U Equipment	2
D.	MINI CONFERENCE ROOM	
01.	Connectors	1 lot
02.	Mode panel 5 Button Program	1
03.	Projector XGA 3200 Lumens	1
04.	Motorized Screen (6"x8" Size)	1
05.	Wall Washer	14
06.	Flourscent Light	4
E.	UPS / IT ROOM	
01.	Relay Interface	1
02.	Dimmer Panel 12 Channel Tridonic DSI Ballast Controller	1
F.	CONVENTIONAL CENTRE (HALL)	
01.	Projector Screen	4
02.	Projector 3200 Lumens	4
03.	Chairman UNIT	1
04.	Delegate UNIT	91
05.	Wall Speaker	4
06.	Ceiling Speaker	8
07.	Transmitter (VGA To Cat5)	5
08.	Video Amplifier	1
09.	Ceiling Lights	18
10.	Projector Light	2
11.	Spot Light Acclaim	2
12.	Receiver (VGA TO Cat5)	4
13.	Wireless Mike.	5

G. A.V. ROOM (BASEMENT)		
01.	Control UNIT (Microphone)	3
02.	Amplifier 2 Channel	3
03.	Feed back Supressor	1
04.	Loud Speaker Manager	1
05.	10 Channel Mixer	1
06.	Transmitter (VGA To Cat5)	1
07.	Switcher 8 I/P , 8 O/P	1
08.	Receiver (VGA To Cat5)	1
09.	Patch bay (96 Port RJ45)	2
10.	VGA Splitter 01 I/P - 6 O/P	1
11.	Video Distributor	1
12.	AMX Controller	1
13.	Port Enhancer	1
14.	Key Pad (16 Button)	1
15.	Power Supply	1
16.	IR Probe	3
17.	Mode panel 5 Buttton Program	1
18.	Rack (42 U Equipment)	1
19.	Cables	1 Lot
20.	Connectors	1 Lot
21.	Dimmer	2
22.	VCR + RF Tuner	1

Air Conditioning System In CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
A.	AC PLANT ROOM :-	
01.	Chilling UNIT 160 TR	3
02.	Condenser Water Pump	3
03.	Chilled Water Pump	3
04.	Electrical main panel	1 Set
05.	AHU Panel	1 Set
06.	Control Desk	1 Set
07.	Hot Water Generator 150 K.W.	1
08.	(A) Condenser Line Valve	
	Butterfly Valve	18
	(a) 150 MM Dia	3
	(b) 100 MM Dia	3
	(c) 50 MM Dia	
	(B) Balancing Valve	6
	(a) 150 MM Dia	3
	(b) Check Valve 150MM Dia	3
	(c) Y-straine,150MM Dia	
09.	(A) Chiller Line Valve	2
	(a) Butterfly Valve 200MM	12
	(b) 125 MM Dia	2
	(c) 100 MM Dia	2
	(d) 80 MM Dia	
	(B) Balancing Valve	6
	(a) 125 MM Dia	3
	(b) 100 MM Dia	
	(C) Check Valve	3
	(a) 125 MM Dia	3
	(b) Y-strainer,125MM Dia	3
10.	Scale Preventor	23

11.	Pressure Gauge	14
12.	Thermo Meter	12
13.	(a) Flexible Coupling 150MM Dia	12
	(b) 125 MM Dia	2
	(c) 100 MM Dia	
	Air Handling UNITS (AHU'S)	
	(a) Basement	1
1.	12000 CFM For (GF)	1
	(a) 3-Way 50 MM Valve	1
	(b) Actuator	1
	(c) Thermo state	2
	(d) Butterfly Valve 65MM Dia	1
	(e) Balancing Valve 65MM Dia	1
	(f) Y-strainer, 65MM Dia	2
	(g) Thermo meter	2
	(h) Pressure Gauge	1
	(i) Fresh Air Damper	1
	(j) Fire Damper	1
2.	5000 CFM (For mini conference room)	1
	(a) 3-Way 32 MM Valve	1
	(b) Actuator	1
	(c) Thermo state	2
	(d) Butterfly Valve 40MM Dia	1
	(e) Balancing Valve 40MM Dia	1
	(f) Y-straine, 40MM Dia	2
	(g) Thermo meter	2
	(h) Pressure Gauge	1
	(i) Fresh Air Fan Damper	1
	(j) Fire Damper	1
	8000 CFM For (GF Lobby)	1
3.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 50MM Dia	2
	(e) Balancing Valve 40MM Dia	1
	(f) Y-straine, 40MM Dia	1
	(g) Thermo meter	2
	(h) Pressure Gauge	2
	(i) Fresh Air Fan Damper	1
	(j) Fire Damper	1
	6000 CFM For (Conventionl Lobby)	1
4.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 50MM Dia	2
	(e) Balancing Valve 50MM Dia	1
	(f) Y-strainer, 50MM Dia	1
	(g) Thermo meter	2
	(h) Pressure Gauge	2
	(i) Fresh Air Fan Damper	1
	(j) Fire Damper	1
	GROUND FLOOR	
1.	5000 CFM AHU.	
	(a) 3-Way Valve	
	(b) Actuator	
	(c) Thermo state	1
	(d) Butterfly Valve 40MM Dia	1

	(e) Balancing Valve 40MM Dia	1
	(f) Y-strainer, 40MM Dia	1
	(g) Thermometer	2
	(h) Pressure Gauge	1
		1
2.	4500 CFM (a) 3-Way Valve	2
	(b) Actuator	2
	(c) Thermo state	1
	(d) Butterfly Valve 40MM Dia	1
	(e) Balancing Valve 40MM Dia	1
	(f) Y-strainer, 40MM Dia	1
	(g) Thermometer	2
	(h) Pressure Gauge	1
		1
	FIRST FLOOR	2
1.	10,000 AHU For (Lobby /Room)	2
	(a) 3-Way Valve	
	(b) Actuator	
	(c) Thermo state	1
	(d) Butterfly Valve 50MM Dia	1
	(e) Balancing Valve 50MM Dia	1
	(f) Y-strainer, 50MM Dia	1
	(g) Thermo meter	2
	(h) Pressure Gauge	1
	(i) Fresh Air Fan Damper	1
	(j) Fire Damper	2
		2
2.	5000 CFM For (CM Chamber)	1
	(a) 3-Way Valve	1
	(b) Actuator	
	(c) Thermo state	1
	(d) Butterfly Valve 40MM Dia	1
	(e) Balancing Valve 40MM Dia	1
	(f) Y-strainer, 40MM Dia	1
	(g) Thermometer	2
	(h) Pressure Gauge	1
		1
		2
	20,000 CFM AHU For (Convention Centre)	2
		1
3.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 80MM Dia	2
	(e) Balancing Valve 80MM Dia	1
	(f) Y-strainer, 80MM Dia	1
	(g) Thermo meter	2
	(h) Pressure Gauge	2
	(i) Fresh Air Fan Damper	1
	(j) Fire Damper	1
	SECOND FLOOR	
	4500 CFM AHU	1
4.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 40MM Dia	2
	(e) Balancing Valve 40MM Dia	1

	(f) Y-strainer, 40MM Dia	1
	(g) Thermo meter	2
	(h) Pressure Gauge	2
	5000 CFM AHU	1
5.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 40MM Dia	2
	(e) Balancing Valve 40MM Dia	1
	(f) Y-strainer, 40MM Dia	1
	(g) Thermometer	2
	(h) Pressure Gauge	2
	(i) Fresh Air Fan Damper	1
	(j) Fire Damper	1
	10,000 CFM AHU for Lobby	1
6.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 50MM Dia	2
	(e) Balancing Valve 50MM Dia	1
	(f) Y-strainer, 50MM Dia	1
	(g) Thermo meter	2
	(h) Pressure Gauge	2
	(j) Fire Damper	1
	12,000 CFM AHU	1
7.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 65MM Dia	2
	(e) Balancing Valve 65MM Dia	1
	(f) Y-strainer, 65MM Dia	1
	(g) Thermometer	2
	(h) Pressure Gauge	2
	(i) Fresh Air Fan Damper	1
	(j) Fire Damper	1
	THIRD FLOOR	
	4500 CFM For (C.S. Type Pantry)	1
1.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 40MM Dia	2
	(e) Balancing Valve 40MM Dia	1
	(f) Y-strainer, 40MM Dia	1
	(g) Thermo meter	2
	(h) Pressure Gauge	1
	4000 CFM (C.S. Type) For Corridor	1
2.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 40MM Dia	2
	(e) Balancing Valve 40MM Dia	1
	(f) Y-strainer, 40MM Dia	1
	(g) Thermo meter	2
	(h) Pressure Gauge	2

	5000 CFM AHU For Meeting Hall	1
3.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 40MM Dia	2
	(e) Balancing Valve 40MM Dia	1
	(f) Y-strainer, 40MM Dia	1
	(g) Thermo meter	2
	(h) Pressure Gauge	2
	(i) Fresh Air Fan Damper	1
	(j) Fire Damper	1
	8000 CFM AHU	
4.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 50MM Dia	1
	(e) Balancing Valve 50MM Dia	2
	(f) Y-strainer, 50MM Dia	1
	(g) Thermo meter	1
	(h) Pressure Gauge	2
	(i) Fresh Air Fan Damper	2
	(j) Fire Damper	1
		1
	6000 CFM AHU	
5.	(a) 3-Way Valve	1
	(b) Actuator	1
	(c) Thermo state	1
	(d) Butterfly Valve 50MM Dia	1
	(e) Balancing Valve 50MM Dia	2
	(f) Y-strainer, 50MM Dia	1
	(g) Thermo meter	1
	(h) Pressure Gauge	2
	(i) Fresh Air Fan Damper	2
1.	(j) Fire Damper	1
		1
2.	ON TERRACE	
	Cooling Tower 180 TR.with	3
1.	Motor 7.5 HP. 3-Ø	
	Expansion Tank (1Mx1Mx1M)	1
2.	FAN COIL UNIT	
	(a) FCU 1.5 Tr. (Basement)	1
	(b) FCU 2.0 Tr. (Basement)	1
3.		
	(a) FCU 2.0 Tr. (First Floor)	2
	(b) FCU 1.5 Tr. (First Floor)	1
	(a) FCU 2.0 Tr. (Third Floor)	6

Lifts In CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	SITC of 10 Passenger Mono Space Lift Complete In All Respect. Lift No. 27780	1
2.	SITC of 13 Passenger Mono Space Lift Complete In All Respect. Lift No. 27778 27779	2

UPS In CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	10 KVA UPS Input - 3 Ø (310-470V) Output - 3 Ø (415 V) Cooling - Forced Air Cooled Overload Capacity - 110% For10 MM 150% For 1 minutes Backup Time - 30 Min. With Battery Bank Of 20 Nos Battery	4
2.	5 KVA Capacity UPS Input - 3 Ø Output -1Ø IPS Make	2
3.	3 KVA Capacity UPS Input - 1- Ø Output - 1-Ø IPS Make	1

Fire Hydrant System In CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	P/F Hydrant Point I/C Hose Pipe (2Nos.) each 15 M Length , Hose Cabinet, Brass nipples etc. as required.	6
2.	Fire Brigade Point.	1
3.	P/F Hydrant Port I/C Hose Pipe (2Nos.) Each 15 M Length , Hose Reel (30.0M), Shaft Door etc.	5
4.	Water Sprinkler System In Conventional Hall.	35
5	Instantaneous valve With Gong Bell Assembly.	1

CCTV In CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	Digital Video Recorder 8 Port	6
2.	P.C. (H.P.Make) Processor 2.4 GH3 RAM - 128 MB HD - 40 GB FD, CD, Coloured Monitor,Mouse,Keyboard etc.	6
3.	Camera (Sony)	43
4.	Power Supply For Camera LG make 12V, DC With 2Ah	5
5.	BNC	43
6.	Computer Table Size 4x2.5 Ft.	2
7	8 Port Switch	1
8	UPS For Computer Libert 600VA , 15 Min. Back up	6

Telephone Wiring In CMO Block at Rajasthan Secretariat,Jaipur.

S.No.	Item Description	Quantity
1.	P/F Telephone Wiring at Each Floor In Each Room etc.	1 No.job
2.	Telephone Krone Box 200 Pairs	9
3.	Telephone Cable 100 Pair Armourd . (Finollex)	04 Nos. Job

Fire Protection Articles For New CMO Block at Rajasthan Secretariat, Jaipur.

S.N.	Articles	Qty.
01.	ABC Type Powder Based Fire Extinguisher 5 K.G. Capacity Make Cease -Fire	25 Nos.
02.	ABC Type Powder Based Fire Extinguisher With movable Trolley System 25K.G. capacity Make Cease -Fire	2 Nos.
03.	Safety Search Light Make - Sharp Shooter	01Nos.
04.	Fire Proof Safety Helmet	02 Nos.
05.	Gum Boot (ISI Marked) Make -Duck Back	02 Pair
06.	Full Vision Face Mask (ISI Marked)	02 Nos

Projectors In Meeting Room No.205 & 208 of New CMO Block at Rajasthan Secretariat, Jaipur.

S.N.	Articles	Qty.
01.	L.C.D. Projector of 3500 Lumens With Stand For hanging System From Ceiling (SANYO)	02 Nos
02	Motorized Screen Of Size 6'x8' With Remote Control.	02 Nos.
03.	RGB Cable, Power Cable & Audio Video Cable.	01Job (25+25)Mtr.Each Cable In Each Room

Split AC for Room no. 206 & Wall Mounting Fan for Room no.207 at New CMO Block Rajasthan Secretariat, Jaipur.

S.N.	Articles	Make	Qty.
01.	Split AC 1.5 ton Capacity With Copper Piping, Drain Pipe, Outdoor UNIT Stand & Automatic Timer Control System Complete in all respect & satisfactory Cooling (R.N. 206)	Voltas	2 Nos.
02.	Wall Mounting Fan (R.N.207)	Almonard	2 Nos.
03.	Cat -6 Lan Cable (R.N.207)	Amp	01 Role (305 mtr.)
04.	600VA UPS	Luminous	10 Nos.

Public Address System In Conference Room No. 208 & Basement Committee Hall of New CMO Block at Rajasthan Secretariat, Jaipur.

S.N.	Articles	Make	Qty.
01.	Amplifire With Cassette Recording Facility	BOSCH LBD-1970	2 Nos.
02.	Wall Mounting Speaker 6 Watt	BOSCH LBD-8372	8 Nos.
03.	Goose - Neck-Mike With Base	BOSCH LBD-1950	2 Nos.

Confarnce/Mike System For Conference Hall of CMO Room No.-205 at Rajasthan Secretariat, Jaipur.

S.N.	Articles	Make	Model	Qty.
01.	Chairman UNIT	BOSCH	BOSLBB333100	1
02.	Delegate UNIT	BOSCH	BOSLBB333000	29
03.	Control and Power Supply	BOSCH	BOSCCSCU	1
04.	Amplifier	AHUJA	SSB120695068	1
05.	Auto Mixer	AHUJA	AMX-60-101248	1
06.	Auto equalizer	AHUJA	ER11/EMILL	1
07.	Wall Mounting Speakers	AHUJA	OEM	4
08.	DEC Recording	AHUJA	FBQ1502	1
09.	Cable & Core	BOSCH	8 CORE	1 Job
10.	Wireless Microphone	AHUJA	UCR-60-1088578	2

Annexure - 11 Inventory of Electro Mechanical Installations

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDINGIN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

<u>Approximate Quantity Inventory list of Intercom Items</u>		
Detail of Items installed at CM office, Part of main building & I, II, III floor in central library building in Govt. Secretariat, Jaipur		
Detail of Items installed at CM office, in Govt. Secretariat, Jaipur		
S.No.	Name of Items	Quantity
	IP Phone	53
1	Siemens EPABX system Hipath 3550	01
2	PRI port	01
3	Ana log Trunk line port.	16
4	Digital Extension port.	48
5	Ana log Extension port.	48
6	Key Telephone in use (Siemens)	39
Detailed inventory list of Intercom Items shall be provide to successful bidder at time of agreement.		

Annexure - 12 Inventory of Electro Mechanical Installations

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDING IN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Approximate Quantity Inventory list of Electronic office equipments

Detail of Items installed at CM office, Part of main building & I, II, III floor in central library building in Govt. Secretariat, Jaipur		
S.No.	Name of Equipment	Quantity
1	Photo state Machine	13
2	Paper Shredder Machine	5
3	Fax Machine	5
Detailed inventory list of Electronic office equipments shall be provide to successful bidder at time of agreement.		

Annexure - 13 Inventory of Electro Mechanical Installations

BID FOR HOUSE KEEPING, UPKEEPING, FACILITY MANAGEMENT & COMPREHENSIVE MAINTENANCE SERVICES (FMS) AT CMO BUILDING & ITS PREMISES WITH PART OF MAIN BUILDINGIN, I,II,III FLOOR OF CENTRAL LIBRARY BUILDING IN THE RAJASTHAN GOVERNMENT SECRETARIAT AND CMR (CMR ONLY FOR IT EQUIPMENTS) JAIPUR (RAJASTHAN)

Approximate Quantity Inventory List of IT Equipments

Detail of Items installed at CMR & CM office, Part of main building & I, II, III floor in central library building in Govt. Secretariat, Jaipur		
S.No.	Name of Equipment	Quantity
1	Desktop Computer	185
2	Laptop Computer	30
3	All Type of Printers	140
4	Scanners	30
5	Servers	2

Detailed inventory list of IT Equipment shall be provide to successful bidder at the time of agreement.

Gate pass Issue- Original Copy

xV ikl l q; k-----

t; ij] fnukd%-----

iekf.kr fd;k tkrk g\$fd e[; e=h dk; ky; e@ LFkkfir gkMbs j QkNVh ds LFkku ij u;k @Stand BY gkMbs j Replaced LFkkfir dj fn; k x; k g&

d] l j	mi ; kxdrk dk uke inuke	inLFkki u dk LFkku	dejk up , oahkou	mi ; kxdrk ds gLrk{kj l hy l fgr	izkkl fud vf/kdkjh ds gLrk{kj
	[kj kckh dkj.k	Faulty Item with Model& serial. no.		Replaced Item Model & serial no.	
1]					
2]					
3]					
mi ; kxdrk dh fVli .kh					
Qel dh fVli .kh					
DOP dh fVli .kh					

di ; k es 17 M / s ----- dks mDr [kjc vkbV/e dks e[; e=h dk; ky; l s ckj ys tkus grq vuofr inku djus dk Je djkoA

Requested By: M /s-----	Checked & Approved By: DOP	SO, CMO
Name: Designation: Signature:	Name: Designation: Signature:	
Seal	Seal	
Authorised Signatory M / s	Concerned Officer. DOP (AEN ELectrical / Incharge	Section OFFicer, DOP Deputed in CMO

di ; k es 17 M / s ----- dks mDr [kjc vkbV/eka dks e[; e=h dk; ky; l s ckj ys tkus grq vuofr inku djus dk Je djkoA

Officer, CMO	Security OFFicer, CMO
Name: Designation: Signature:	Name: Designation: Signature:

vuofr fn; k tkuk mfor gkxkA

i at; d
l fpoky;] t; ij

On receipt of item back to cm office

Receipt Date:

Checked & Approved By: DOP	U SER OF cm OFFice
Name:	Name:
Designation:	Designation:
Signature:	Signature

es l z-----

ef; eah dk; ky; xv ikl grq
Items Receipt Note – Original Copy

xv ikl l f; k-----

t; ij] fnukd%-----

foHkkx dk uke%	I lyk; j dk uke] i rk , oa njHkk" k up
dz vkn'sk uEdkj , oafnukd%	pkyku up , oafnukd
I Ecf/kr vf/kdkjh dk uke% i nuke% gLrk{kj%	

es l z----- dks fuEu vkbVek dks ef; eah dk; ky; eayxkus dh vuofr i nku dh tkrh gA

I j {kk vf/kdkjh] ef; eah dk; ky;

vkbV/e dk fooj .k%

dh la	vkbV/e dk uke	vkbV/e dk dækd	esl , oaeM/y	mi ; l'xdrkZ dk uke , oai nuke	dejk uD , oalhou	mi ; l'xdrk ds gLrk{kj l fgr	l hy
1]							
2-							

mi ; l'xdrkZ dh fvli .kh-----

iæf.kr fd; k tkrk gSfd ef; eah dk; ky; eamijkDr gkMbs j @ vkbV/e LFkfi r dj fn; k x; k gA

i klrdrk%	fujh{k.kdrk% DOP	vuHkkxkf/kdkjh DOP
uke% i nuke% gLrk{kj%	uke% i nuke% gLrk{kj%	uke% i nuke% gLrk{kj%

Authorised Signatory
Of Firm

Concerned OFFcer, DOP
(AEn. E-lectrical / Incharge
SecLAN / AEn. Civil)

Section Officer, DOP
Deputed in CMO

Qel }kj k l dkkjr%

LVkd jftLVkj Jskt%
LVkd jftLVkj dækd%

Qel dh dh fvli .kh%---

Authorised Signatory with Seal of Firm

