

# **Andhra Pradesh Industrial Infrastructure Corporation Limited**

(A Govt. of Andhra Pradesh Undertaking)



## **Request for Proposal (RFP) for Housekeeping Services**

October 2022

**Andhra Pradesh Industrial Infrastructure Corporation  
Limited (APIIC)**

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10<sup>th</sup> floor, APIIC Towers, Plot No-1, IT Park, Mangalagiri, Guntur (Dist.), AP-522503

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This RFP is not an agreement or an offer by APIIC to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by APIIC in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for APIIC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. APIIC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

APIIC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process.

APIIC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

APIIC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that APIIC is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and APIIC reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by APIIC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and APIIC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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## **1. INTRODUCTION**

### **1.1 Notice Inviting Proposal**

- 1.1.1 Proposals are invited from eligible Bidders (Firms/ Agencies) interested to provide “Housekeeping Services” to Andhra Pradesh Industrial Infrastructure Corporation Limited (APIIC) in its Head office at Mangalagiri, Guntur on outsourcing basis as per a service contract with specific terms and conditions.
- 1.1.2 The contract shall be initially for a period of 1 year, which may be renewed for another year subject to satisfactory performance of the Agency and with the mutual consent of both the parties.
- 1.1.3 Interested Bidders can download the RFP document containing detailed terms and conditions, scope and eligibility criteria from the APIIC website: [www.apiic.in/downloads-tenders](http://www.apiic.in/downloads-tenders). The cost of the RFP document is Rs.5,900/- (Rupees Five Thousand Nine Hundred Only ) including GST, which is non-refundable. The cost of the RFP document shall be submitted along with the technical proposal in the form of Demand Draft/ Pay Order in favour of Andhra Pradesh Industrial Infrastructure Corporation Limited, payable at Vijayawada from any Nationalized/ Scheduled Bank.
- 1.1.4 The proposals (both technical and financial) in the prescribed formats and manner must reach the Office of the APIIC within due date and time. Proposals received after due date and time shall be rejected. The proposals should be submitted only through registered post/ speed post/ courier service. It may be noted that there is no system of receipt of proposal through drop box or by hand.
- 1.1.5 The Housekeeping Service Provider will be selected through Quality-and Cost-Based Selection (QCBS) as per the procedures described in Clause No. 3.3 of this RFP.

### **1.2 Key Information**

<b>S. No.</b>	<b>Particulars</b>	<b>Information</b>
<b>1.</b>	Start Date for availability of RFP document in the official website	17.10.2022
<b>2.</b>	Cost of RFP Document including GST (non-refundable)	Rs.5,900/- (Rupees Five Thousand Nine Hundred Only ) including GST to be paid in the form of DD / RTGS in favour of APIIC Ltd, Mangalagiri  Bank Details: <b>Name : ANDHRA PRADESH INDUSTRIAL INFRASTRUCTURE CORPORATION LIMITED</b> <b>Account No : 013411100003855</b> <b>Bank Name : UNION BANK OF INDIA</b> <b>Branch Name : MANGALAGIRI</b> <b>IFSC Code : UBIN0803669</b>

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S. No.	Particulars	Information
3.	Last date and time for receipt of Proposal	02.11.2022 03.00 pm
4.	Date and time for opening of Technical Proposal	02.11.2022 04.00 pm
5.	EMD to be submitted along with the Technical Proposal	Rs. 1,00,000/- (Rupees One Lakh only)
6.	Address for submission of Proposal	Chief General Manager ( Admin & PR), APIIC, Head Office 10 <sup>th</sup> Floor, APIIC Towers, Plot No.1, IT Park Layout, Mangalagiri, Guntur, AP – 522503 Phone: +91 9398623022
7.	Contact details for Clarification	e-mail id:admnapiic@gmail.com +91 9398623022

## 2. TERMS & CONDITIONS

### 2.1 Eligibility Criteria

The interested Bidders shall have to comply with the following criteria to participate in the tendering process:

- a) Must have either its registered office or operating office in Andhra Pradesh. **(Self-attested copy of documentary evidence like Certificate of Incorporation, GST Registration Certificate, etc. to be furnished along with the technical proposal)**
- b) Must have minimum one year of experience (as on 31<sup>st</sup> March 2022) in Andhra Pradesh providing Housekeeping Services on outsourcing basis either to a single organization or multiple organizations. **(Attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers to be furnished)**
- c) Must have provided similar Housekeeping Services to at least one Government/Semi-Government/public sector undertaking clients successfully (uninterrupted/ continuous) for a period of minimum 12 months during the last 3 financial years i.e. 2019-20 & 2020-21 & 2021-22 **(Attested copies of the Service Contracts/Agreements/Work Orders/Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal)**
- d) Must be providing similar housekeeping services to a single government department with a minimum service area of one lakh square feet during the last 3 financial years i.e. 2019-20 & 2020-21 & 2021-22 **(Attested copies of the Service Contracts/Agreements/Work Orders/Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal)**
- e) Must have executed similar Housekeeping Services for Government/Semi-Government / public sector / private sector clients for a cumulative contract value of atleast Rs. 1 Crore in last 3 financial years i.e 2019-20 & 2020-21 & 2021-22. **(Attested copies of the Service Contracts/Agreements/Work Orders/Completion Certificates/Performance Certificates from the Employers to be furnished along with the technical proposal)**

### 2.2 Scope of Work

The Agency shall be responsible for the following works, the scope of which are given below:

A. The following Personnel shall be provided by the Agency:

S. No.	Category	No.	Qualification & Experience
1.	Housekeeping Staff	24	<b>Age Limit:</b> Minimum 20 years & Maximum 50 years as on 01.10.2022 <b>Educational Qualification:</b> Minimum 7 <sup>th</sup> Standard (Pass) <b>Experience:</b> Minimum 2 years in similar work (Housekeeping Services)

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2	Gardeners	4	<b>Age Limit:</b> Minimum 20 years & Maximum 50 years as on 01.10.2022 <b>Educational Qualification:</b> Minimum 7 <sup>th</sup> Standard (Pass) <b>Experience:</b> Minimum 4 years in similar work (Housekeeping Services)
3	Supervisor	2	<b>Age Limit:</b> Minimum 25 years & Maximum 50 years as on 01.10.2022 <b>Educational Qualification:</b> Graduation / Intermediate <b>Experience:</b> Minimum 3 years for Graduate or 5 years for Intermediate in similar work (Housekeeping Services)
	Total	30	

**Note:** Working Hours - 8 hours per day

**The nos. of staff are approximate in nature, which may vary at the time of issue of Work Order. The Agency will be paid for the extra persons deployed as required & requested by APIIC at the rates quoted against the categories of persons in the Financial Proposal at Annexure-2.**

**B.** The scope of work is as follows:

- a) Sweeping and wet mopping of the entire Office area with disinfectants, including reception area, all cabins, stair case, etc. every day.
- b) Collecting garbage and dumping the same outside the main gate every day at the place allotted for the purpose.
- c) Cleaning of furniture (like working Tables, Chairs, etc.), glass doors, glass windows at the Reception and in the Office premises every day.
- d) Cleaning of all toilets with disinfectants every day in the morning and at periodical intervals during the working hours.
- e) Periodic cleaning of ceilings to prevent formation of cobwebs.
- f) Cleaning of fans, tube lights, etc. at regular intervals.
- g) Special intensive cleaning before and after meetings/ workshops/ conferences/ functions.
- h) Performing other related tasks as & when required.

The Agency shall be responsible for the maintenance and upkeep of facilities in the office premises of APIIC in the manner as specified in Annexure-5 & 6.

**Note:** APIIC reserves the right not to accept any category of person provided by the successful bidder and it may resort to testing of skills of the persons and accept the qualified persons as per its own requirement.

### **2.3 Responsibilities of the Service Provider**

Following are the responsibilities of the Agency (Service Provider):

- a) All the personnel engaged by the Agency to provide the services as desired by the APIIC have to be in proper uniform during duty hour.
- b) All the personnel shall bear photo identity cards during the duty hour. (The Photo Identity Card shall be duly verified and countersigned by the designated Official of APIIC)
- c) All the assets and property of APIIC are to be safeguarded.
- d) A qualified and dedicated personnel is to be deputed to supervise cleaning and housekeeping activities to ensure quality and efficiency in service and to act as a contact person to co-ordinate and interact with APIIC's management.
- e) Maintain location-wise log book to record all cleaning and housekeeping activities carried out in the format prescribed by the authority for checking and reference.
- f) To provide all necessary materials (Annexure-6) including tools, equipment, disinfectant, cleaning agents and consumables of required quality and quantity needed for proper execution of the cleaning and housekeeping service.
- g) All standard safety norms are to be followed during execution of work by the Agency to avoid accidents causing damages to personnel, machines, buildings, etc.
- h) Develop log book, maintenance of other records, control sheet, checklist for documentation, regular monitoring and quality assurance.

### **2.4 Responsibilities of APIIC:**

The responsibilities of APIIC shall include:

- a) Provide space for safe storage of consumables and other items.
- b) Clearly define the cleaning area, frequency and method of cleaning for respective locations, etc.
- c) Co-operate with the deployed staff for smooth conduct of the assignments by the contractor.
- d) Directly supervise the cleaning staff while carrying out cleaning in critical/sensitive areas like computer room, office room, etc. to avoid unwanted situations including damages, interruption, accident, etc.

### **2.5 Cost of RFP Document, EMD and Performance Security**

- a) The bidders shall submit along with the Technical Proposals, the cost of RFP Document for Rs.5,900/- (Rupees Five Thousand Nine Hundred Only ) including GST in the form of Demand Draft/ Pay Order in favour of Andhra Pradesh Industrial Infrastructure Corporation Ltd., payable at Mangalagiri, Guntur and EMD of Rs 1,00,000/- (Rupees One Lakh only ) in form of Demand Draft/ Pay Order in favour of Andhra Pradesh Industrial Infrastructure Corporation Ltd., payable at Mangalagiri, Guntur.
- b) Performance Security shall be 10% of annual contract value. The successful bidder shall deposit the Performance Security in the form of Demand Draft (DD)/ Pay Order (PO) in favour of Andhra Pradesh Industrial Infrastructure Corporation Ltd., payable at Mangalagiri, Guntur within 10 days of notification of award.
- c) EMD of all the bidders shall be returned once the successful bidder deposits the Performance Security and signs the Contract (Annexure-4).



- d) Performance Security of the successful bidder shall be returned within 60 days of successful completion of the contract period.

## **2.6 Payment & Price Validity**

- a) The Agency shall be paid on monthly basis as per the contracted rate. The price shall be all-inclusive including the cost of manpower, consumables, equipment and management.
- b) While the bill for 1<sup>st</sup> month shall be paid after submission of bill for the month, payment from the 2<sup>nd</sup> month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as EPF, ESI, etc. for the previous month.
- c) The price as quoted by the Agency (as per Annexure-2) shall remain unchanged in the first year of operation. There shall be a price escalation up to 5% for each year of successful operation.
- d) GST, if any, shall be paid at the applicable rate.

## **2.7 Period of Engagement**

- a) The engagement shall be for a period of One year from the date of actual operation (beginning of service) or signing of contract whichever is later.
- b) The contract may be renewed for another year subject to satisfactory performance of the Agency and with the mutual consent of both the parties.
- c) The agency shall sign the contract (Format given in Annexure-4) and start providing services (actual engagement of personnel) within 10 days of issue of Letter of Award/ Intimation.

## **2.8 Termination /Suspension of Agreement**

- a) The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.
- b) APIIC may, by a notice in writing suspend the agreement if the service provider fails to perform any of his obligations including carrying out the services, provided that such notice of suspension:
  - (i) Shall specify the nature of failure, and
  - (ii) Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.
- c) APIIC after giving 30 days clear notice in writing expressing the intention of termination by stating the ground/grounds on the happening of any of the events (i) to (iv) below, may terminate the agreement after giving the service provider reasonable opportunity of being heard.
  - (i) If the service provider does not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as APIIC have subsequently approved in writing.
  - (ii) If the service provider becomes insolvent or bankrupt.
  - (iii) If, as a result of force majeure, the service provider is unable to perform a material portion of the services in a period of not less than 60 days: or
  - (iv) If, in the judgment of APIIC, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

## **2.9 Detail of Office Premises**

The Bidder has to carryout Housekeeping work in 7<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> , Ground Floor, Basement 1, Basement 2 floors of APIIC Towers as per the details scope in Annexure-5 and any further instructions given by CGM (Admin & PR) from time to time. For further details bidders are requested to visit the office premises of APIIC to assess the actual area to be covered and the quantum of work.

### **3. INSTRUCTIONS TO BIDDERS**

#### **3.1 Submission of the Proposal**

- a) The proposal shall be submitted in a sealed envelope with clear inscription as “PROPOSAL FOR HOUSEKEEPING SERVICES” on top of it before due date and time.
- b) The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Proposal and “Cover-B” shall contain the Financial Proposal.
- c) Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as “TECHNICAL/ FINANCIAL PROPOSAL” on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above.
- d) The Proposal shall remain valid for a period not less than 120 days after the last date of submission of RFP.

#### **3.2 Contents of the Proposal**

- a) The technical proposal in addition to proof of eligibility shall contain:
  1. All the information, documents and clarifications as required under Annexure-1 & ToR.
  2. EMD (in form of DD/PO) and RFP Document Cost (in form of DD/PO).
  3. Copy of the RFP Document signed on every page by the duly authorized Signatory.
  4. Authorization Certificate issued by the Agency for the Signatory signing the Documents submitted to APIIC for this Tender.
- b) The Financial Proposal shall be submitted in the format given in Annexure-2.

#### **3.3 Evaluation and Selection**

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Proposals shall be opened of those bidders who will qualify in the technical evaluation.
- c) The minimum qualifying score in technical evaluation shall be 70 marks out of 100 marks and the financial proposals of the bidders who secure the minimum 70 marks shall be opened. Format for technical evaluation is given in Annexure-3.
- d) Financial proposals shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the address given below:

Andhra Pradesh Industrial Infrastructure Corporation Ltd.

10<sup>th</sup> Floor, APIIC Towers, Plot No.1, IT Park Layout,

Mangalagiri, Guntur, AP – 522503

**Date of Opening of financial proposals shall be communicated to the technically qualified bidders.**

- e) For financial evaluation, Price excluding Tax shall be taken into consideration i.e. Annual Cost Excluding Tax (Column 'D' of Row 'B' of Annexure-2: Financial Proposal).

**3.4 Award of Contract**

- a) Contract shall be awarded to the technically qualified bidder who has quoted the lowest financial proposal as per Clause No. 3.3 (e).
- b) In case two bidders quote the same financial proposal, the bidder with the highest average annual turnover during the last 3 financial years i.e. 2019-20 ,2020-21 & 2021-2022 shall be awarded the contract.
- c) The successful bidder has to submit the CV of each Personnel proposed along with the following documents with the contract -
  - (i) Educational Certificates
  - (ii) Training Certificate, if any
  - (iii) Previous work experience
- d) Any effort by a bidder to influence APIIC in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer.
- e) Any legal dispute arising out of this is subject to Guntur jurisdiction only.

#### **4. SPECIAL CONDITIONS OF CONTRACT**

- a) The deployed Staff must be skilled and competent with requisite physical fitness.
- b) The deployed Staff should carry out the works assigned to them with due sincerity, diligence, efficiency & punctuality.
- c) The personnel deployed by the Agency should not have any Police records/ criminal cases against them.
- d) APIIC may advise the Agency to disengage any of its staff from service, with 24 hours of prior intimation, in case APIIC found any negligence on the part of that particular staff.
- e) The Agency shall be totally responsible for the conduct of the personnel engaged for the service and APIIC shall not be responsible for their conduct at any point of time.
- f) In case of any damage/ pilferage caused to the property of APIIC due to mishandling, carelessness of the Agency or its personnel then the same shall be recovered from the Agency adjusting the amount against their monthly bill.
- g) The persons deployed shall, during the course of their work, may have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the Agency as well as the person deployed shall be liable for penal action under the applicable laws besides, action for breach of contract.
- h) APIIC shall provide suitable space to the Agency for storage of tools, equipment, chemicals and consumables required for the services and safe custody of all such materials will be Agency's sole responsibility.
- i) All the personnel engaged for the service shall be covered under insurance against any personal accident by the Agency and the APIIC shall not be liable for any payment on account of compensation.
- j) The Agency shall maintain all statutory registers under the law and shall produce the same, on demand, to APIIC or any other statutory authority.
- k) The Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to APIIC with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The Agency shall have the responsibility to furnish documentary evidence in support of the statutory compliance to APIIC, as and when sought for.
- l) The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and APIIC shall provide TDS certificate to the Agency.
- m) The Agency shall be solely responsible for compliance of all statutory provisions like payment of minimum wages to the personnel deployed, ESI, Insurance, EPF, etc. APIIC shall have no liability in this regard.
- n) APIIC shall not be held responsible for any statutory non-compliance on the part of the Agency with respect to the Labour Laws including EPF, ESI, Workman Compensation, Insurance, Minimum Wages Act, Labour Safety, etc. or otherwise. And in no circumstances, APIIC shall be made a party to it in case of any dispute arising out of such non-compliance.

- o) In case of non-performance, part performance or non-adherence of the statutory obligations due to negligence on part of the Agency, penalty would be imposed by the APIIC proportionate to the extent of default/ non-compliance.
- p) APIIC shall not be responsible for any financial loss or any injury to any person deployed by the Agency in the course of their performing the functions/duties, or for payment towards any compensation.
- q) The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees of APIIC during the currency or after expiry of the Contract.
- r) In case of termination of this Contract on its expiry or otherwise, the persons deployed by the Agency shall not be entitled to and will have no claim for any absorption in the regular/ otherwise capacity in APIIC.
- s) The persons deployed by the Agency shall not claim any benefit/ compensation/ absorption/ regularization of services with APIIC under the provision of any Act/ Rules.
- t) The transportation, food, medical and other statutory requirements in respect of each personnel deployed shall be the responsibility of the Agency and not of APIIC.
- u) The Agency shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency.

## **5. PENALTY CLAUSES**

- 1) In case the contractor fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, APIIC reserves the right to impose the penalty as detailed below:
  - a. 2% of cost of order/ agreement per week, up to 2 weeks delay.
  - b. After 2 weeks delay, APIIC reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other contractor (s) from open market at the competitive rates. The defaulting contractor will be blacklisted for a period of 2 years and the differential amount, if any, will be recovered from the contractor by forfeiting the Performance Security deposited by the contractor.
- 2) For any breach of contract, APIIC shall impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of APIIC.
- 3) If the lapse is repeated, the extent of penalty will be doubled on each such occasion. Some of the instances in which penalty would be imposed are enumerated below, but these are not exhaustive, and penalty may be imposed on any violation/ breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities -
  - a) If any personnel(s) working is not found in proper uniform and not carrying their photo identity cards.
  - b) If any personnel(s) working is found indulging in smoking/ drinking/ sleeping during duty hours.
  - c) If the behavior of the deployed personnel(s) is found to be discourteous to any official of APIIC.
  - d) If any person is found performing duty by submitting a fake name and address.
  - e) If any person is found on duty other than that mentioned in the approved list provided by the Agency to APIIC.
- 4) In case of any stains on the floor/ wall, the committee will consider the circumstances and if the responsibility is fixed on the Agency, APIIC will make good the losses by deducting the cost of loss from the Performance Security Deposit of the Agency or next month's bill of the Agency in one or more installments.
- 5) If required number of manpower is not deployed by the Agency, then proportionate amount will be deducted during payment.

## 6. ANNEXURES

### 6.1 ANNEXURE-1: Profile of the Bidder

**(To be furnished along with the Technical Proposal: Cover "A")**

S. No.	Particulars	Details
1.	Name and Address of the Bidder	
2.	Constitution and Date of Incorporation/ Registration (Self-attested copy of Certificate of Incorporation/ Registration to be furnished)	(NGO / Partnership Firm/ Company / Others) Date of Incorporation / Registration .....
3.	Name, contact no. and address of Head of operations	
4.	Name, designation, contact no. and address of the contact person/ local representative	
5.	Years of experience in similar line of activity along with the list of clients to whom similar service has been provided in last three years i.e. 2019-20, 2020-21 & 2021-2022  (Self-attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers to be furnished)  (Separate list for Govt. / Public sector and private sector clients to be furnished)	a) Name of Client b) Date of Contract c) Duration of Engagement d) Contract Value e) Contact Status (Completed/ Ongoing)
6.	Financial position and operational results for last three financial years i.e. 2019-20, 2020-21 & 2021-2022	Self-attested copies of Audited Profit & Loss Accounts and Balance Sheets to be furnished.  Provisional Profit & Loss Accounts and Balance Sheets shall not be considered



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<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
7.	Any other details the applicant would like to furnish (Example: Awards & Accreditations)	

Note:

- (i) *Information to be furnished in separate sheet wherever necessary.*
- (ii) *In case of documents, they shall be self-attested photocopies.*

Date:

Place:

Authorized Signatory

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**6.2 ANNEXURE-2: Financial Proposal**

Name and Address of the Bidder: \_\_\_\_\_

S. No.	Particulars	No.	Rate per Person per Month (Excluding Tax) (Rs.)	Monthly Cost (Excluding Tax) (Rs.)	Annual Cost (Excluding Tax) (Rs.)
		(a)	(b)	(c=a x b)	(d = c x 12)
<b>A1</b>	<b>Manpower Cost</b>				
1.	Housekeeping Staff	24			
2.	Gardeners	4			
3.	Supervisors	2			
	<b>Sub-Total of A1</b>	<b>30</b>			
<b>A2</b>	<b>Tools &amp; Consumable Cost</b>				
1.	Tools & Equipment Cost (Pro-rata)				
2.	Consumables				
	<b>Sub-Total of A2</b>				
<b>A3</b>	<b>Other Costs, if any (Pl. specify)</b>				
1.					
2.					
	<b>Sub-Total of A3</b>				
<b>B.</b>	<b>TOTAL PRICE EXCLUDING TAX (A1+A2+A3)</b>				

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S. No.	Particulars	No.	Rate per Person per Month (Excluding Tax) (Rs.)	Monthly Cost (Excluding Tax) (Rs.)	Annual Cost (Excluding Tax) (Rs.)
		(a)	(b)	(c=a x b)	(d = c x 12)
<b>C.</b>	<b>TAX</b>				
1.	GST (Rate-_____%)				
2.	Other Taxes, if any (Pl. Specify)				
	<b>Total of C (1+2)</b>				
<b>D.</b>	<b>PRICE INCLUDING TAX (A+B)</b>				

**Total Price Excluding Tax: ₹. .... (in words.....) only**

Note:

1. Mention the % of GST as applicable. Also, the details of Other Taxes, if any, are to be mentioned.
2. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the nos., the unit price shall prevail, and the line item total shall be accordingly corrected.
3. 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 accordingly corrected.
4. 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 (2) and (3) above.
5. If the firm submitting the lowest evaluated bid does not accept the correction of errors, its proposal shall be rejected.

Date:

Place:

Authorized Signatory

(Signature and seal of the authorized signatory)

**6.3 ANNEXURE-3: Format for Evaluation of Technical Proposal**

(For Office Use Only)

Name of the Bidder: \_\_\_\_\_

S. No.	Criteria	Maximum Marks	Marks Obtained	Remarks
1.	<b>Years of Business Experience :</b> <ul style="list-style-type: none"> <li>• Between 1 to 3 years: 15 marks</li> <li>• Between 3 to 5 years: 17 marks</li> <li>• Above 5 years: 20 marks</li> </ul> <b>(To be calculated from the date of incorporation/ registration)</b>	20		
2.	<b>Market Presence/ Clientele (Last three years i.e. 2019-20, 2020-21 &amp; 2021-2022)</b> <ul style="list-style-type: none"> <li>• Govt./ Semi-Govt./ Public Sector: 10 marks each</li> <li>• Private Sector: 5 mark each</li> </ul>	20		
3.	<ul style="list-style-type: none"> <li>• <b>Cumulative Contract Value of Past Work Done in last three years i.e. 2019-20, 2020-21 &amp; 2021-2022</b></li> <li>• Above Rs. 1.0 Crore: 25 marks</li> <li>• Above Rs. 2.0 Crore: 27 marks</li> <li>• Above Rs. 3.0 Crore: 30 marks</li> </ul>	30		
4.	<ul style="list-style-type: none"> <li>• <b>Average Annual Turnover in last three years i.e. 2019-20, 2020-21 &amp; 2021-2022</b></li> <li>• Above Rs. 5.0 Crores: 25 marks</li> <li>• Above Rs. 5.5 Crores: 27 marks</li> <li>• Above Rs. 6.0 Crores: 30 marks</li> </ul>	30		
<b>Total</b>		<b>100</b>		

**7.4 ANNEXURE-4: Format for Agreement**

1. An agreement made this.....day of, 20XX BETWEEN Andhra Pradesh Industrial Infrastructure Corporation Ltd. (APIIC), Mangalagiri, Guntur (hereinafter called "1st Party") of the one part AND <insert name and address of the service provider> (hereinafter called "2nd Party", which expression shall, where the context so admits, be deemed to include his heirs/ successors/ executors/ administrators) of the other part.
2. Whereas the 2nd Party has been selected by APIIC through an open tender issued vide Reference No.....dated ....., and accordingly the letter of award was issued vide No.....dated... inviting to execute the contract.
3. And whereas the 2nd Party agreed to provide Housekeeping services in the Head Office premises of APIIC at Mangalagiri, Guntur, as per the provisions in the RFP document.
4. And whereas the 2nd Party has deposited the performance security of Rs..... (Rupees ..... ) only vide Demand Draft/ Pay Order No. dt. ....
5. The contract will come into force w.e.f. XX.XX.20XX.
6. The contract shall be initially for a period of One year, which may be renewed for another year subject to satisfactory performance of the Agency and with the mutual consent of both the parties.

**NOW THESE PRESENT WITNESSES AS FOLLOWS:**

7. The following documents shall be deemed to form and be read and constructed as integral part of this Agreement, viz.:
  - a) RFP Terms of Reference;
  - b) Submissions and Declaration as part of the Proposal submitted;
  - c) Notification of Award issued by the Authority;
  - d) Special Conditions of Contract
8. In consideration of the payments to be made by the 1st Party to the 2nd Party, the 2nd Party hereby covenants with the 1st Party to provide the agreed Services in all respects as per the provisions of this Contract.
9. The 1st Party hereby covenants to pay the 2nd Party in consideration of the provision of the agreed Housekeeping services, the Contract Price or such other sum as may become payable

**Request for Proposal (RFP) for Housekeeping Services**

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under the provisions of the Contract at the times and in the manner prescribed in the Contract.

10. The description of the services to be rendered by the 2nd Party under this contract and their prices as offered by the 2nd Party and accepted by the 1st Party are as under:

<Insert scope and the price bid submitted by the Agency>

**11. PRICE**

The price shall be firm and fixed in the first year of operation. GST shall be paid on the monthly fees/ charges at the rate as applicable. There shall be a price escalation up to 5% for each year of successful operation.

**12. PAYMENT**

12.1 The payment shall be made to the 2nd Party on monthly basis.

12.2 While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2nd month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as EPF, ESI, etc. for the previous month.

12.3 In case of any deficiency in performance or non-supply of agreed manpower, deduction shall be made proportionately from the monthly fees.

12.4 The 2nd Party shall submit the monthly bill within 1st week of the following month.

For and on behalf of the Agency  Authorized Signatory <Name and Address of the Agency>  Date: 1. Witness 2. Witness	For and on behalf of APIIC  Authorized Signatory <Name and Address of the Agency>  Date: 1. Witness 2. Witness
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### 6.5 ANNEXURE-5: Job Specification for House Keeping Service

S. No.	Particulars	Scope of Services	Frequency
1.	Office rooms (including attached toilets) and Common office space	<ul style="list-style-type: none"> <li>Floor cleaning (sweeping, vacuuming and wet mopping)</li> </ul>	Twice a Day ( 8 am; 2 pm) and also as & when necessary
		<ul style="list-style-type: none"> <li>Cleaning and dusting of furniture, fittings, office equipment, windows (frames, panels &amp; glasses), ceilings, walls and other office equipment.</li> </ul>	Once a day (8 am) and also as & when necessary
2.	Corridor, Terrace, Staircase, Reception and other common areas	<ul style="list-style-type: none"> <li>Floor Cleaning (sweeping, vacuuming and wet mopping)</li> </ul>	Twice a day (8 am; 2pm) and also as & when necessary
		<ul style="list-style-type: none"> <li>Cleaning and dusting of furniture, window (frame, panels &amp; glass), ceiling, wall and office equipment.</li> </ul>	Once a day (8 am) and also as & when necessary
4.	Store Room, Tool Room, Electrical room, Computer Room, etc.	<ul style="list-style-type: none"> <li>Floor Cleaning (sweeping &amp; vacuuming)</li> </ul>	Once in a day and also as & when necessary
		<ul style="list-style-type: none"> <li>Wet mopping</li> </ul>	Once in a day
		<ul style="list-style-type: none"> <li>Cleaning and dusting of furniture, window (frame, panels &amp; glass), ceiling, wall and office equipment</li> </ul>	Once in a day and also as & when necessary
5.	Common Toilets at different locations	<ul style="list-style-type: none"> <li>Cleaning of all toilet bowls, pans, urinals, washbasins and any other porcelain components using detergent solution.</li> <li>Floor to be cleaned using disinfection and cleaning agents (permitted grade), mopped and wiped dry.</li> <li>Cleaning, dusting and wiping of toilet walls, ceiling, pipes, mirrors and other fittings.</li> </ul>	Four times a Day (8 am, 12 pm, 2 pm & 4 pm) and also as & when necessary
6.	Garbage Collection	<ul style="list-style-type: none"> <li>Collection of garbage on daily basis and disposal of the same in the designated locations.</li> </ul>	Daily (prior to 9.30 am) and also as & when necessary

**6.2 ANNEXURE-6: Tools, Equipment and Consumables to be used/ supplied by the Agency for House Keeping Service**

<b>Tools &amp; Equipment</b>	<b>Consumables (Soap &amp; Chemicals)</b>
1. Single Disc Floor Scrubbing Machine	1. Liquid Cleaner
2. Vacuum Cleaner - Commercial	2. Bathroom cleaning Acid
3. Stick Broom (outdoor use)	3. Naphthalene Ball
4. Soft Broom	4. Disinfectants (Example: Phenyl)
5. Cobweb Brush	5. Room Spray
6. Plastic/ Nylon Brush for toilet	6. Bleaching Powder
7. WC Round Brush	7. Anti-insecticide (Example: Baygon Spray)
8. Glass Duster	8. Soap (liquid/ powder)
9. Floor Duster	9. Washing Powder
10. Mop Stick	10. Toilet Cleaner (Permitted Grade)
11. Rubber Wiper	11. Glass and other surface cleaner (Example: Collin Spray)
12. Plastic Bucket	12. Room Freshener
13. Plastic Mugs	13. Any other consumables as required
14. Cotton Swabs	
15. Nylon Scrubber	
16. Vacuum Cleaner	
17. Scotch Brite	
18. Steel Wool	
19. Dust Pan	
20. Other tools & equipment as required	