

**DRAFT FOR MINISTRY'S KIND PERUSAL AND APPROVAL**

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GOVERNMENT OF INDIA

MINISTRY OF CORPORATE AFFAIRS

OFFICE OF THE REGIONAL DIRECTOR, SOUTH EAST REGION

3<sup>rd</sup> Floor, Corporate Bhavan, Near Central Ground Water Board, Bandlaguda, Thatti

Annaram, Hayath Nagar Mandal, Nagole, Hyderabad-500 068.

Ref.No.1/ (189)/RD (SER)/O&M of Corporate Bhawan//2020

Dated: 22 .12.2020

**NOTICE INVITING TENDERS FROM GOVERNMENT AGENCIES / PUBLIC SECTOR UNDERTAKINGS / REPUTED PRIVATE ORGANIZATIONS FOR OPERATION AND MAINTENANCE OF CORPORATE BHAWAN SITUATED AT SURVEY NO. 127/1, TATTIANNARAM, BANDLAGUDA, GSI POST, HAYATNAGAR MANDAL, RANGA REDDY DISTRICT, TELANGANA CONSISTING OF CELLAR, GROUND + 4 FLOORS + TERRACE CONSTRUCTED IN 2 ACRES OF LAND**


Office of Regional Director (SER), Ministry of Corporate Affairs, Government of India, Bandlaguda, Nagole, Hyderabad – 500 068 (Tenderee) invites sealed tenders from Government Agencies / Public Sector undertakings / reputed private sector organizations (Tenderers / Bidders) for rendering services of Operation and Maintenance of Corporate Bhawan (through deployment of qualified and experience technical manpower) consisting of approx. 50,000 sq.ft in Area (i.e. 10,000 sq.ft in each floor) for a period of One year. Tender Form alongwith scope of work and the terms and conditions marked as per Annexure-I & II can be obtained from the Office of the Regional Director (SER), 3<sup>rd</sup> Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 on payment of Rs.10,000/- (Non Refundable) by way of Demand Draft / Bankers Pay Order drawn on any Scheduled Bank in favour of the Pay and Accounts Officer, Ministry of Corporate Affairs, Chennai payable at Chennai. The details of terms and conditions can be obtained from the website [www.mca.gov.in](http://www.mca.gov.in) and the last date for receipt of tender form is 06.01.2021.

before 4.00 PM. Tender shall consist of Two bids i.e. Technical Bid and Financial Bid as per forms mentioned in Annexure – III and IV.

The Tenders received will be opened on 07.01.2021 at 5.00 PM in the office of the Regional Director, 3<sup>rd</sup> Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 by the Regional Director (SER). The Tenders would be two stage process, with opening and shortlisting of the Technical Bids followed by opening of Financial Bids of only those tenderers, whose Technical Bids are found to be meeting the requirement.

The intending bidders may inspect the premises between 11.00 A.M to 04.00 P.M. with prior permission from the office of Regional Director (SER) on any working day till 05.01.2021 2.00 PM

Encls: Annexure-I to IV

  
22/12/2020  
(M.K.BAGRI)  
JOINT DIRECTOR  
FOR REGIONAL DIRECTOR

**ANNEXURE - I**

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3<sup>rd</sup> Floor, Corporate Bhavan, Near Central Ground Water Board, Bandalaguda, Thatti  
Annaram, Hayath Nagar Mandal, Nagole, Hyderabad-500 068.**

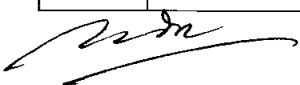
Ref.No.1/ (189)/RD (SER)/O&M of Corporate Bhawan//2020

Dated:22 .12.2020

1) **Scope and Description of Work:**

Sl.No.	Description of Work
1	<b><u>Civil Maintenance:</u></b> The annual civil maintenance (routine & preventive) of Internal / External parts of Building including Driveway, Podium, Parking Area, Terrace and other common areas, to be carried out on all the days including Saturday, Sunday & Public Holidays and attending the complaints on all days.
2	<b><u>Maintenance of Electrical Installation:</u></b> The Annual Electrical Maintenance (Preventive and Breakdown) of internal /External LT and HT Electrification works, Street Lights & all other electrical installations in the building, to be carried out on all the days including Saturday, Sunday & Public Holidays and attending the complaints on all the days as per Scope and Description of Work (Annexure-I) and General Terms and Conditions (Annexure-II)
3	<b><u>Specialized E &amp; M Works:</u></b> (A) <b><u>Operation and Maintenance of Fire Fighting, Fire Alarm, Water Supply System:</u></b> (i) Operation & maintenance (Preventive and Breakdown) of Fire Fighting and Fire Alarm, Wet riser & Sprinkler system including operation & maintenance of fire

	<p>extinguishers &amp; down comer system as per scope of work and general terms and conditions (Annexure – I &amp;II).</p> <p>(ii) Running, Operation &amp; Maintenance (Preventive and Breakdown) of motors, pump sets relating to water supply lines, overhead tanks, drainage pumps as per Scope and Description of Work and General Terms and Conditions (Annexure-I &amp;II).</p>
	<p><b>(B) Operation of DG Sets &amp; Sub Station:</b></p> <p>i) Operation and maintenance (Preventive and Breakdown) of 500 KVA (1No) &amp; 400 KVA (1 No) of DG Sets complete with auto start panels including maintenance of records and logbooks etc. as per Scope and Description of Work and General Terms and Conditions (Annexure-I &amp; II)</p> <p>Note : Diesel, Oil / lubricants will be reimbursed on actual cost basis + 10 % OH &amp; P of the contractor on submission of the original bills.</p> <p>ii) Round the clock Running, Operation &amp; Maintenance (Preventive and Breakdown) of 11 KV/415V Substation on all the days including Sundays &amp; Holidays. The jobs also include recording all the routine of periodical checking &amp; testing as per Scope and Description of Work and General Terms and Conditions (Annexure – I &amp; II)</p>
	<p><b>(C) Operation of Lifts:</b></p> <p>Operation &amp; Maintenance of two lifts as per scope of work and general terms and conditions (Annexure –I &amp; II).</p>
	<p><b>(D) Operation of HVAC:</b></p> <p>Operation and Maintenance of HVAC system comprising of all machinery, AHUs, Pumps and all other equipment installed including cooling towers during normal working hours including Sunday &amp; Holidays and maintenance of records and logbooks etc. as per scope of work and general terms and conditions (Annexure-I &amp; II).</p>



**Scope of work also includes the following:**

- a) Periodical servicing for major equipments like Air Conditioning & Fire Fighting equipment through authorized persons and break down maintenance including repair / restoration. However, cost of spare parts alongwith 10% markup will be reimbursed on submission of original bills.
- b) The Preventive Maintenance shall include quarterly inspection of all civil work including fittings, electrical installations, including those mentioned at Sl.No.2 above, Fire Fighting and Fire Alarm, Wet riser & Sprinkler system, Motors and Pump Sets, Over Head Tanks Drainage Pumps / Pipes, Lifts and HVAC System comprising of all machineries, AHUs, Pumps and other equipment to ensure that they are working properly and efficiently. The contractor / tenderer shall carryout necessary preventive repairs including replacement of spare parts, lubricants or other items after obtaining prior approvals where spare parts are required to be replaced. Preventive Maintenance of DG Sets and Sub-stations mentioned at item 3 (B) shall include the inspection of the equipments once every six months (minimum of two in a years). The Tenderer / contractor shall be responsible for any loss caused due to non-maintenance including lack of preventive maintenance.
- c) Consumables / Replaceable components shall be of standard quality and shall be procured from standard recognized companies/sources after obtaining prior approval from the tenderee / contractee. Cost of such consumables / replaceable components will be reimbursed on production of purchase bills alongwith 10% markup thereon;
- d) Cost of all stationery for maintenance of Log Books, Service Reports, Ledgers and Records would be to the account of Contractor / Tenderer.
- e) The Bidder / Tenderer shall responsible for liasoning with local municipal/ electricity authorities for obtaining all necessary approvals for maintenance work.



2) Description of Plant and Equipment under proposed maintenance contract, which are required to be maintained on round the clock basis.

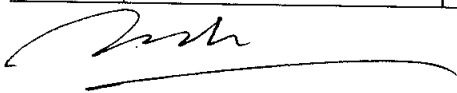
Sl.No.	Description of Work/ Items	Unit	Qty
1	<p><b><u>DG Set:</u></b></p> <p>a) 500 KVA DG Set make "POWERICA"</p> <p>b) 400 KVA DG Set make "POWERICA"</p>	Set	2
2	<p><b><u>Sub-Station:</u></b></p> <p>CSS (Compact Substation)</p> <p>Transformer – 750 KVA, 11KV/433V</p> <p>Oil-cooled transformer</p> <p>Make – PETE</p> <p>LT / HT Panel, Capacitor Panel, AC Panel, AHU Panel</p>	Set	
3	<p><b><u>INTERNAL WATER SUPPLY AND PLUMBING</u></b></p> <p><b><u>WORKS:</u></b></p> <p>10 HP Pump of "KIRLOSKAR" make</p>	Set	1
4	<p><b><u>FIRE FIGHTING EQUIPMENTS SYSTEM:</u></b></p> <p>60 HP Induction motor of "Crompton Greaves Ltd" Make</p>	Set	1
5	<p><b><u>HVAC:</u></b></p> <p>125 Tr Chillers of Mc QUAY.</p> <p>"DAIKIN" Make and Central AC ducting System</p>	Set	2
6	<p><b><u>LIFTS:</u></b></p>		



	16 Passengers lifts of "KONE" make.	Set	2
7	<u>External / Internal Electrification :</u>  70 W Street Lights  All the Internal and external building Electrification.	Set	36 Nos

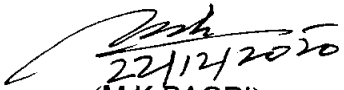
3) **Indicative Manpower Deployment requirements:**

Sl.No.	Name of activity	Manpower Requirement for each shift		Min.Educational Qualification	Experience
		Shift 1 (6.00 AM to 2.00 PM)	Shift 2 (2.00 PM to 10 PM)		
1	Engineer / In-charge supervisor	1	1	B-Tech/ Diploma in Elec./Mech.	B-Tech with 2yrs/Diploma with 5 yrs in relevant field
2	Electrician	1	1	Diploma/ITI/10+2	Diploma with 1 year/ITI with 3 yrs/10+2 with 5 years in the relevant field
3	DG Set Operator	1	1	ITI/10+2/10	ITI with 3 yrs/10+2 with 5



					yrs / 10 with 6 years in relevant field
4	A/C Technician	1	1	ITI/10+2/10	ITI with 3 yrs/10+2 with 5 yrs / 10 with 6 years in relevant field
5	Lift operator	2 (General shift from 9AM to 6PM)			
6	Helper	2	2	ITI/10+2/10	ITI/10+2 with 1 year/10 with 2 yrs in relevant field
7	Plumber	1 (General shift from 9AM to 6PM)		ITI/10+2/10	ITI/10+2 with 1 year/10 with 2 yrs in relevant field
	<b>Total</b>	<b>15</b>			

Additionally, one electrician and one helper shall also be deployed everyday between 10PM and 6AM.

  
 22/12/2020  
 (M.K. BAGRI)  
 JOINT DIRECTOR  
 FOR REGIONAL DIRECTOR



**Annexure - II**

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**Ref.No.1/ (189)/RD (SER)/O&M of Corporate Bhawan//2020**

**Dated:22 .12.2020**

**TERMS AND CONDITIONS OF THE MAINTENANCE CONTRACT:**

1. The maintenance work shall be carried out at Corporate Bhawan, Bandlaguda, Nagole, Hyderabad.
2. The work shall be carried out on all days in a week including Gazetted Holidays and National Holidays by providing qualified and experienced manpower, round the clock.
3. The financial liability of providing manpower on Sundays, Gazetted holidays and National holidays etc. will be the responsibility of the contractor and no claim in this regard will be entertained.
4. The contractor has to abide by the prevailing applicable labour laws including those relating to timely payment of minimum wages, PF, ESI, Bonus etc.

5. The work mainly involves maintenance of electrical installations and related items including lifts, DG Sets, HVAC, firefighting system etc. besides Civil maintenance of the Building. Therefore, only those Bidders / Tenderers who are in possession of a valid Electrical Contractor License issued by the Competent Authority as on date of opening of Tender shall only apply. This is a prerequisite and any bid not having the requisite license will summarily rejected.

6. The contractor shall employ only Indian Nationals and has to submit the attested copies of documents such as electrical license, plumbing license etc issued by the competent authority, address proof, identity proof, experience etc to the department within 15 days from the date of issue of award letter.

7. All Technical personnel engaged should have necessary trade qualifications/ the certificate of competency or work permit issued by the appropriate Govt. Authority.

8. The Bidders shall indicate basic price plus applicable taxes including GST.

9. The breakup for the quoted price shall be provided.

10. All the machineries installed in the building should be kept in working condition and any disorder / breakdown / repair in respect of machinery should be brought to notice of Office of the Regional Director (SER), MCA, Hyderabad immediately and after approval, immediate steps should be taken to put the machinery in running condition.

A handwritten signature in black ink, appearing to be 'Rish', with a long horizontal flourish underneath.

11. Any loss and damage to the property, machinery and equipment due to the negligence of the personnel deployed by the contractor shall be to the account of the contractor. The contractor shall indemnify any such loss, which shall be made recovered from his bills.

12. The contractor shall be responsible for providing tools that may be required for operation and maintenance machineries and other equipments at Corporate Bhawan. The contractor shall provide uniform, safety guards/tools, shoes and identity cards etc to the personnel deployed for carrying out work.

13. The duration of the contract is for a period of one year only.

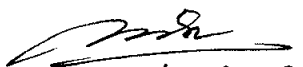
14. Technical and responsive LI bidder awarded offer will have to furnish Performance Security for an amount 5 to 10 percent of the value of the contract. Performance Security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligation of the contractor.

**Conditions governing the tender document:-**

a) Ministry of Corporate Affairs reserves the right to amend/cancel or modify any terms/conditions including special conditions of contract, partly/fully whether before or after opening of the Tender and also during the currency of the contract without assigning any reason and at its sole discretion.



- b)** Contractor shall carefully study the complete tender documents and other connected documents including general and special conditions etc. as stated above and get acquainted themselves with all documents and contents therein. Clarifications, if any, shall be obtained from this office before submitting the quotation, so as to avoid unintended interpretations.
- c)** That conditional quotations will not be considered and will be rejected and no representation whatsoever will be entertained in this regard.
- d)** All the conditions at SI.No.1 to 14 are Non-negotiable conditions and should be fulfilled by the bidders, who are participating in the tender.

  
22/12/2020  
(M.K.BAGRI)  
JOINT DIRECTOR  
FOR REGIONAL DIRECTOR

TECHNICAL BID

(To be sealed and placed in separate cover superscribed Technical Bid)

Having read and accepted all terms and conditions in the tender document and scope of activities, I/we submit the details for the Services Operation and Maintenance of Corporate Bhawan, Bandlaguda, Nagole, Hyderabad as follows:

Sl.No	Particulars	Details		
1	Name and Address of the Registered office of the agency/firm			
2.	Name of Owner / partner with contact number, address			
3	Registration details (attach photocopy of documents)			
	a. Registration/License Number including Electrical License			
	b. PAN Number			
	c. GST / Service Tax Reg.No.			
	d. ESI Number			
	e. PF Number			
4	List of Institutes/offices where the firm is providing / provided Operation and Maintenance services (enclose copy of order)			
Sl.No	Name of the Organization	Duration		Contract Value
		From (DD/MM/YY )	To (DD/MM/YY )	



DECLARATION

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

Signature of the Tenderer with date

Name of address of the tenderer with office stamp

Note: All the above columns may be filled by Tenderer without leaving any column blank with supportive Documentary evidence as stated above.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end, positioned in the lower-left quadrant of the page.

**FINANCIAL BID**

(To be sealed and placed in separate envelope super scribed "Financial Bid")

**SCHEDULE OF RATES**

**Name of the work:** Operation and Maintenance work of Corporate Bhawan, Bandlaguda, Nagole, Hyderabad

Service Head	Lump sum rate per month in Rupees including basic price plus applicable taxes including GST
Operation and Maintenance of Corporate Bhawan, Bandlaguda, Nagole, Hyderabad as per Scope and Description of Work stated in the Tender Notice inviting tenders.	

***NOTE: GST Registration No. must be indicated and a copy of the GST Registration Certificate may also be attached.***

Signature of the Tenderer with date

Name of address of the tenderer with office stamp

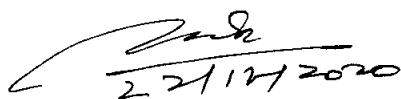
**Note:** The break-up for the lump-sum rate per month in rupees may be given as stated in point No.9 of the Terms and Conditions (Annexure-II).



Template for forwarding Documents for uploading

1	Subject	Notice inviting Tenders for Operation and Maintenance of Corporate Bhavan, Hyderabad
2	Date of Issue of Document (DD/MM/YYYY)	22.12.2020
3	Section / Division	O/o Regional Director (SER), Hyderabad
4	Name /Designation of Approver	Shri.B.Mohanty, Regional Director (SER),Hyderabad
5	Name / Designation of Contributor	Sri.M.K.Bagri, Joint Director, O/o Regional Director (SER), Hyderabad
6	Title of link for Document to be uploaded	RD(SER),Hyderabad - Tender Notices
7	Date if uploading document (DD/MM/YYYY)	22.12.2020
8	Section(s) of website under which document is to be uploaded	Notice and Circulars
9	Date of expiry / Archival (if applicable)	06.01.2021
10	Is Hindi version available (yes/No)	No
11	Hindi title for Hindi version	No

Submitted by



22/12/2020

(M.K.BAGRI)  
JOINT DIRECTOR  
FOR REGIONAL DIRECTOR