

## NAYA RAIPUR DEVELOPMENT AUTHORITY

Near Mahanadi Dwar, Mantralaya, Raipur – 492001, Chhattisgarh

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Eol No.:4375/179/9-CEP/NRDA/2010

Date: 24 / 09 / 2010

### Expression of Interest for Facility Management Service Providers for Capitol Complex at Naya Raipur

#### Documents to be submitted with EOI:

- (i) Company/Firm Profile, Locational Presence in India.
- (ii) Copy of Company/Firm Registration Certificate P.F. Registration No., E.S.I. Registration No., Service Tax No., PAN No. and TAN No. and any other regulations covering labour contract where applicable.
- (iii) Company/Firm Financial Statement for last 3 financial year viz. 2009-10, 2008-09, 2007-08,
- (iv) List of Present Clients with Client Satisfactory Certificate
- (v) Enclose copy of any certification / accreditation / affiliation
- (vi) Staff Strength including Managerial, Supervisor and Field Staff
- (vii) List of Existing Work Orders with copies enclosed, along with the detailed scope of work, area covered in sq. m. for facility management and manpower deployed against each of the work orders in the following format:

S. No.	Name and address of Client	Location	Area under facility management (Sq. m.)	No. of trained personnel deployed	Value of work (Lakhs of INR)	Whether the project is existing	Work order enclosed (reference page no.)	Detailed TOR enclosed (reference page no.)
1								
2								
3								

- (viii) List of trained personnel with their names, age and qualification with the names of training certification training availed
- (ix) List of trainings given to the personnel with the details of trainings enclosed

**Eligibility Conditions for short-listing of Eols:**

Firms with following experience and qualification shall be considered for evaluation for short-listing:

- (i) The agency should be a reputed one and should have at least FIVE years of experience in the field.
  
- (ii) Experience of providing facility management services to the satisfaction of the client for a minimum area of 20,000 Sq. M. at a single location  
  
or  
  
deployed 100 personnel in a single building from April 2005 for a minimum period of one year
  
- (iii) Experience of providing service to at least one government body for a period of minimum one year during the period from April 2005 till the due date of this Eol
  
- (iv) All the personnel presently deployed at site must be trained, a declaration to be furnished by the applicant firm in this regard
  
- (v) The agency should own latest equipment for Cleaning, Polishing and disinfestations and should enclose the list towards the same.

## **Tentative Scope of Work**

### **Envisaged work for Built-up area:**

#### **Daily services:**

- Dusting of furniture, cupboards, office equipment . cleaning with soap , oil or liquid cleaners wherever required.
- Mopping floors of entire building premises with liquid cleaners once before 9.00 AM.
- Cleaning of water glasses with detergent, filling of water jugs and bottles.
- Cleaning and disinfecting the Gents and Ladies Washrooms, at all floors four times a day at 09.00AM, 12.00 AM, 3.00 PM and 6.00 PM.
- Check and refill all soap dispensers, tissues, toilet rolls, naphthalene balls, urinal cubes etc 4 times a day.
- Regular Removal of waste papers from waste paper baskets.
- Disposal of Garbage at the waste yard, and disposal of garbage at notified area at the end of each day
- Checking of all the taps and sanitary fittings in all the toilets.
- Carrying out all kinds of general carpentry work like replacement of locks, repairs to furniture etc.
- Mopping of staircase once a day.
- Cleaning of all glass doors and window panes.
- Cleaning of lift cabins at least four times a day
- Cleaning and washing of road/walk ways, footpaths and roof tops of the ramps
- Putting flowers in rooms and waiting lounge
- Spraying room freshener at regular intervals
- Maintenance of landscaping at Capitol Complex premises

#### **Weekly Services:**

- Vacuum Cleaning and brushing of carpeted areas and computers and lab centres.
- Cleaning and disinfecting of the telephone instruments.
- Cleaning of the air conditioner grills and drainage trays.
- Cleaning of tube lights, fans and electrical fittings.
- Removal of cobwebs.
- Polishing of brass items, vases, potholders etc with brass polish.
- Cleaning of water filters
- Cleaning of lift wells, terrace and parapet walls, balconies etc.
- Scrubbing and polishing of all floors with cleaning agents and detergents.
- Periodic cleaning of sewage soak pits and keeping sewage pipes functional.
- Cleaning of the water treatment plant, underground tanks.
- Cleaning and scrubbing of all toilet tiles

#### **Monthly Service**

- Polishing of floors once a month and as and when required.
- Washing Service (Dry Cleaning)
  - a. Sofas – two seater
  - b. Sofas – three seater
  - c. Chairs – only seat
  - d. Chairs – both seat and back
- Any other work that is entrusted from time to time.

**Quarterly Service**

- Glass cleaning from outside of the total building, to be executed, once every three months.

**Rectification following after expiry of defect liability period of the contractor:**

- Civil work
- Electrical work
- Plumbing
- Carpentry
- HVAC system
- Operation and Management (O&M) of lifts
- Operation and Management of DG sets