



ODISHA STATE ROAD TRANSPORT CORPORATION, BHUBANESWAR

No: 927 /Estate 62/2022

Dated 27.09.2022

EXPRESSION OF INTEREST

Expression of interest in plain papers are invited from intending firms/ agencies by Dt.18/10/2022 for Facility Management Services in various OSRTC Bus Stands/ Office/Commercial Complexes & Depots across Odisha.

For detailed information of Facility Management Services please visit our website <http://osrtc.in>

By order of Chairman-cum-Managing Director


General Manager (A)

OSRTC. Bhubaneswar



Expression of Interest (Eoi)

Selection of Service Providers for Facility
Management Services (FMS)

Eoi No. 927 Dated 27.09.2022

Issued By

Odisha State Road Transport Corporation (OSRTC)
Paribahan Bhavan, Sachivalaya Marg, Unit-II
Bhubaneswar-751001, Odisha

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Disclaimer

The information contained in this Expression of Interest (the "Eol") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of Odisha State Road Transport Corporation (OSRTC) or any of its employees or advisors are provided to Bidder(s) on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided.

This document is not an agreement and is neither an offer nor invitation by OSRTC to the prospective Bidder or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their bids for qualification pursuant to this Eol. This Eol may not be appropriate for all persons, and it is not possible for OSRTC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this document. The assumptions, assessments, statements, and information contained in this document may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this document to the Bidder(s) is 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. OSRTC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

OSRTC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidders, 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 document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability and any assessment, assumption, statement or information contained therein or deemed to form part of this document or arising in any way with prequalification of Bidder for participation in the Bidding Process. OSRTC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this document. OSRTC may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this document.

The agency 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 OSRTC, or any other costs incurred in connection with or relating to its response. All such costs and expenses will remain with the Bidder and OSRTC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an agency in preparation or submission of the response, regardless of the conduct or outcome of the Eol Process.

1 Invitation for Proposal

Odisha State Road Transport Corporation (OSRTC) hereby invites proposal for empanelment of facility management service (FMS) providers (agencies) for OSRTC Bus stands, Office/Commercial complexes and Depots across Odisha. Bidder / Agencies are advised to study this document carefully before submitting their proposals in response to the Eol Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications.

The complete Eol document has been published on <https://osrtc.in> for the purpose of downloading. The downloaded Eol document shall be considered valid for participation in the evaluation process subject to the submission of required document fee. For any type of clarifications, bidder can contact **+91-9438689207** or **+91-8420167711**, **Email: cmdosrtc@gmail.com**

- (i) Empanelment procedure shall be adopted as stipulated in this Eol.
- (ii) Bidder(s) (authorized signatory) shall submit their proposal for eligibility and technical evaluation process. Eol document fee and tender fee should be paid as per instructions provided in the Eol document.
- (iii) Bidder(s) are requested to submit the complete Eol response proposal, well advance in time to avoid any other unforeseen problems.

Schedule of Bidding Process

#	Particulars	Details
1	Publication of Eol Notice	29.09.2022
2	Uploading of Eol document in OSRTC website	29.09.2022
3	Last date for pre-Eol queries Submission	07.10.2022 (05:00 PM)
4	Publication of Pre-Eol Clarification	11.10.2022
5	Last date for proposal Submission	18.10.2022 (03:00 PM)
6	Place of submission of proposals:	General Manager (Admin) Odisha State Road Transport Corporation Paribahan Bhavan, Sachivalaya Marg, Unit-II, Bhubaneswar-751001, Odisha
7	Date and time for opening of proposals	18.10.2022 (04:00 PM)
8	Date and time for Commercial Proposal release	-To be intimated-

2 Introduction

2.1 Background:

OSRTC outlines the overall requirements for establishing efficient and safe public bus transportation services in the State of Odisha. OSRTC is engaged in public transportation operation in 264 routes and at present OSRTC has 19 Depots (which serve as Bus Stand for passengers) in its own land and 4 Depots in rental/ lease basis. Furthermore, 56 new Bus Stands across 22 Districts are in the development stage and 4 Bus Stands are in the finishing stage at Aska, Athagarh, Jeypore, Motu and Odogaon respectively. As a sole State Transport Undertaking (STU), Odisha State Road Transport Corporation (OSRTC) sworn to provide a well-functioning, attractive, competitive, integrated, and safe public transport system with superior civic amenities with passenger facilities for all users along with preservation of good order and safety for public. Public transport by bus is an essential need in almost all areas of the State. However, public conveniences can be difficult to organize because of the dispersed nature of populations and the potential trade-off between maintaining accessibility and achieving competitive in designing services. For a better public convenience and to upkeep OSRTC assets, OSRTC intends to empanel FMS agencies through this Expression of Interest (EoI). The object of this Empanelment is to have a ready list of suitable and competent FMS agencies for OSRTC's works so as to minimize the requirement of verification of their credentials at the time of individual tenders.

EoI proposals (validity of EoI shall be for 180 days) for FMS are invited for a period of 5 years* (it can be extended for additional years after satisfactory completion of the 5th year of business from the date of issue of the work order) from a Company (the "Single Entity") incorporated under (Indian) Companies Act, 1956/ 2013. The proposal shall be accepted as per the terms and conditions attached.

2.1.1 The selected service provider requires to provide manpower and services for the **FMS**. The service area shall be amended as per requirement pertaining the OSRTC operations as and when applicable.

2.1.2 OSRTC intends to **empanel** Bidder(s) through an open competitive bidding process in accordance with the procedure set out herein.

2.2 Brief Description of Bidding Process:

2.2.1 OSRTC has adopted a Single Stage Empanel Process (collectively referred to as the "Bidding Process") for empanel of the Service Provider. The selection process involves Pre-qualification of interested Bidders in accordance with the provisions of this EoI. Limited RFP shall be issued only to the shortlisted/empaneled bidders.

2.2.2 The Applicant shall pay to OSRTC a non-refundable sum of INR 10,000/- (Rupees Ten Thousand only) + GST (18%), as 'Document Fee'.

2.2.3 In terms of the EoI, a Bidder will be required to deposit, along with the proposal, Document Fee & Earnest Money Deposit (EMD).

2.3 EoI Clarification:

2.3.1 Bidder requiring any clarification on the EoI may send in their queries to cmdosrtc@gmail.com on or before the date mentioned in the Schedule of Bidding Process specified as per the format provided in Annexure II: Request for Clarification. Bidder shall be required to submit the queries in editable format preferably .doc and .xls both. OSRTC shall endeavor to respond to the queries within the period specified therein. All clarifications shall be published online on the website www.osrtc.in

Eol inviting Service Provider for Providing Facility Management Services (FMS)

2.3.2 OSRTC shall endeavor to respond to the questions raised or clarifications sought by the Bidder. However, OSRTC reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing shall be taken or read as compelling or requiring OSRTC to respond to any question or to provide any clarification.

2.3.3 OSRTC may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidder. All clarifications and interpretations issued by OSRTC shall be deemed to be part of the Eol Documents. Verbal clarifications and information given by OSRTC, or its employees or representatives shall not in any way or manner be binding on OSRTC.

2.3.4 In case of any clarification/ queries, the person to be contacted is as under:

The General Manager (Admin.)
Odisha State Road Transport Corporation,
Paribahan Bhavan, Sachivalaya Marg, Unit-II,
Bhubaneswar-751001, Odisha

2.4 Scope of Work, Service Requirements including Technical Parameters

The Service Provider shall provide facility management Services at various locations of OSRTC in different parts of the State of Odisha and neighboring States. The Service Provider shall deploy the following Facility Management personnel at Head Office, Depo, bus stands and commercial establishments.

Sr. No	Name/ type of services	Contract period	Location
1	Housekeeping services: Cleaning & Sweeping, Garbage collection & Disposal, Pest Control and Garden & Park maintenance. Ensure that all the waste generated at the stalls catering food, beverages, drinking water etc will be segregated and stored at site in separate containers dedicated for storage of Biodegradables and non- biodegradable wastes.	5 Years (Extendable on year-to-year basis subject to assessment of the performance of the Service Provider)	Refer Annexure-X
2	Garden & Park Maintenance: Lawn maintenance, manual watering, replacement of damaged grass, trees, power plants, shrubs, and hedges in and around garden/park		
3	Maintenance Services: Electrical Maintenance, Civil Maintenance, Service Provider shall deploy manpower across all the offices / areas mentioned with required skill sets to carry out the scope of work pertaining to Maintenance services.		
4	Asset Management Services: Determine the rent price, promote, and market rental vacancies, Screen and approve tenants, Prepare and enforce lease/rental agreement, Handle tenant complaints and issues, Collect and adjust rent, carry out property maintenance and repair works, Handle evictions and move-out process, Manage and Collect parking fees, proper upkeep and safety of the parking area, providing security services.		
5	Additional Support Services as and when required		

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- 2.4.1 The Service Provider shall deploy the following facility management personnel at the areas mentioned at Annexure-I:
- a. Facility Management workers (Unskilled, semi-skilled, skilled and highly skilled categories)
 - b. Site coordinator (FMS)
 - c. Facility Service Manager
 - d. Any other Support Staff
- 2.4.2 The deployment of Site coordinators (FMS) and Facility Manager shall be as per OSRTC. OSRTC shall have the liberty to increase/decrease the areas for deployment of personnel. Service Provider will have to deploy the personnel at the designated areas/new areas as decided by OSRTC within one month of notice.
- 2.4.3 The facility management personnel so deployed will be under obligation to discharge any other facility management duty as required by the OSRTC or their Officers in charge.
- 2.4.4 The Service Provider shall be held responsible for conduct, deeds of its facility management personnel deployed in areas as per Annexure-I.
- 2.4.5 All facility management personnel deployed by the Service Provider shall at all point of time continue to be the employees of the Service Provider for all purposes and the Service Provider shall employ and maintain the facility management personnel at its own cost and expenses and shall:
- Keep the facility management personnel and its registers/roll, pay their salaries/wages through Bank including all statutory payments allowances and meet their cost of safety/health & other equipment and pay their perks and advances including welfare advances, increments, overtime wages and leave with salary, grant them paid holidays and pay all contributions under the rules of provident fund, Employees State Insurances, (If applicable) Gratuity, Bonus and all other payments under the Labour or other laws, rules and regulations relating thereto and in force from time to time. The selected Service Provider will ensure that no Central and State laws of any kind including Labour law and administrative instructions / advisories of State and Central government are violated in any manner.
 - Provide to the facility management personnel uniforms free of cost without recovery from them. The clothes worn by the facility management personnel while on active duty shall be such that it would not hamper in his efficient performance. It will neither be too tight nor too loose so as to obstruct movement or bending of limbs. Every facility management personnel, while on duty, will wear and display the photo identity card issued on the outer most garment above waist level in a conspicuous manner.
 - The selected Service Provider shall ensure submission of all statutory monthly/weekly / half yearly/Annually returns as per applicable statute regarding payment of Provident Fund, Employees' State Insurances etc. and furnish proof of such contribution to OSRTC along with payment particulars. If the selected Service Provider fails to comply and effect payment to the aforesaid competent authorities, then OSRTC shall be at liberty to withhold payment of invoice till payment to the competent authority by the selected Service Provider. But the OSRTC is in no way liable for these lapses on part of the selected Service Provider.

2.4.6 Scope of services

- i. Integrated Facility Management Services of Building & Premises
- ii. Operation & Maintenance of Utilities, Services, and Furnitures
- iii. Housekeeping of Building & Premises
- iv. Solid Waste Collection, Segregation and Disposal
- v. Pest Control of Building, Premises & Landscaping area
- vi. Operation & Maintenance and General Administration of all equipment
- vii. Liaison with local and state authorities
- viii. Value Engineering for better services and cost reduction.
- ix. External facades and Atrium shall be cleaned and properly maintained at a frequency of 15 days. (Service provider shall furnish detailed methodology for cleaning and maintenance of the same)

2.4.7 Housekeeping Services – Broad Outline

The Scope of Services outlined below should be referred to as indicative type & not comprehensive type; this implies the scope can be well enhanced as deemed to be. With the help of mix of man, machine, chemicals & standard operating procedures Service Provider will ensure efficient, clean, eco-friendly & quality housekeeping service.

OSRTC representative. Compensation for approved extra work will be made by OSRTC.

A. Scope of work

- To ensure the clean ambience of the premises.
- Staffing as per Scope of Work to ensure optimum service as per scope of work.
- Preparation and submission of various checklists/Inspections reports as schedules in the approved formats.
- Activity reports regarding works handled.
- Uniforms & Identity cards.
- All statutory obligations such as PF, ESI, Minimum Wages, etc.
- Provide necessary and adequate equipment and implements to ensure optimum service as per scope of work.
- Adequate training of staff especially any specific requirements for this building (e.g., the Jalli cleaning, roof cleaning).

2.4.8 Garden & Landscape Maintenance

- **MAINTENANCE:** The service provider shall maintain all planted areas in stretch for the contract. Maintenance shall include watering, weeding, aeration of plants, manuring (organic and inorganic), control of insect's fungus and other diseases, pruning adjustments and repairs of stacks, anchors etc.
- **WATERING:** For every tree sapling minimum of 20 liters of water should be provided on every alternate day.
- **WEEDING:** Weeds should be removed with their roots and dumped away from planted areas. In some seasons frequent weeding will be necessary and weeding should be continued until the trees are large enough to avoid being smothered.

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- **HOEING OR FORKING:** Surface soil around the plants shall be loosened up to 150mm and turned inside out, so as to keep it porous and improve moisture retention capacity as and when required.
- **PEST AND DISEASE CONTROL:** Whenever mechanical or chemical control methods are followed advice from Site In-charge should be sought to detect the actual disease.
- **MANURING:** Only well decayed and fully decomposed organic manures shall be used. Quantity of organic manure and their frequency of application would depend on type of soil, however regular manuring in small doses should be done once in three months, instead of casual

2.4.9 Electrical Maintenance Service

- Clean equipment thoroughly after each use.
- Always switch off at the mains before connecting or disconnecting attachments to equipment or cleaning the machinery.
- Handle plugs without touching pins.
- Visually check equipment for faults both before and after use.
- Report any faults to electrical equipment to the supervisor and not use the equipment if faulty. A broken/faulty machine should be removed to the store area and arrangements made for its return to the engineering workshop.
- Ensure that his/her hands are dry when touching electrical sockets or plugs.
- Never allow cables to become taut at ankle height.
- Ensure that cables are not trailing across corridors or traffic ways.
- Ensure that equipment does not clutter up corridors, block fire escapes, or fire escape routes.
- Always use caution signs when carrying out cleaning duties.

2.4.10 Asset Management Services:

- Supervise vendor services and contract administration as it pertains to property management.
- Administer leases and enforce tenants' leasehold obligations.
- Collect and monitoring parking fees.
- Field tenant work order calls, dispatch, and follow up as appropriate.
- Log all tenant maintenance requests for future reference.
- Handle tenant relations.
- Collect monthly rental and other fees from tenants.
- Perform periodic property valuations/appraisals.
- Report financial information to OSRTC.
- Provide and Oversee security for OSRTC property.

2.4.11 Manpower

- To provide and maintain efficient engineering services in the premises by deploying sufficient number of trained experienced and competent technical personnel.
- Necessary training to staff will be provided by Service Provider on site as per the schedule prepared well in advance and also as and when required in between.

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- It will be responsibility of service provider to collect solid waste and dispose the non-recyclable part in the designated land fill site
- Carry out day to day activities that include operations and monitoring of utility services equipment, logging of all related parameter pertaining to the equipment, assessing the data and initiating necessary actions depending on the analysis of data/records.
- Carry out maintenance services at specified intervals as per the OEM service / operations manuals.
- Coordinate with AMC contractors for scheduled and break down maintenance & follow up as required. Continuous efforts will be made to minimize the down time of equipment. Payment to the AMCs shall be made by OSRTC directly.
- The manpower should be trained in soft skill and good manners. The manpower shall maintain good hygiene, cleanliness, and clean uniforms& Shoes.
- Monthly Pay-data shall be submitted to the OSRTC by the service provider for each month on or before 3rd day of the next months with necessary proof of attendance, SLA, all statutory requirements like Minimum wages, PF, ESIC will be met with.
- To provide and maintain an efficient material management system
- Service Provider shall monitor the stock and regularly maintain material & consumables based upon the inventory levels as per the site requirement

Detailed Scope of Work, deliverables, service level parameters and performance criteria will be shared with empaneled service providers in future RFP/Tender. OSRTC reserves the right to do any modification, addition, alternation, and variation in the scope of work/deliverables in the existing clauses as and when necessary, with the consent of both the parties.

3 Instructions to Bidder

3.1 General Terms of Bidding:

- 3.1.1 A Bidder is eligible to submit only one proposal for the Project as per the formats given in Annexures.
- 3.1.2 Eol documents being provided only as preliminary reference document by way of assistance to the Bidders who are expected to carry out their own surveys, investigations, and other detailed examination before submitting their proposal. Nothing contained in the Eol document shall be binding on OSRTC nor confer any right on the Bidder. OSRTC shall have no liability whatsoever in relation to or arising out of any or all contents of the Eol documents.
- 3.1.3 The Bidder shall deposit Earnest Money Deposit (EMD) in accordance with the provisions.
- 3.1.4 The Bidder should submit a Power of Attorney as per the format at **Annexure V: Power of Attorney for signing the Eol proposal**, authorizing the signatory of the Bid.
- 3.1.5 The Documents including this Eol, and all attached documents are and shall remain the property of OSRTC and are transmitted to the Bidder solely for the purpose of preparation and the submission of proposal in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their proposal. OSRTC will not return any proposal, or any information provided along therewith.

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- 3.1.6 A Bidder shall not have a conflict of interest (*the "Conflict of Interest"*) that affects the Eol Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, OSRTC shall be entitled to forfeit and appropriate the EMD, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by OSRTC and not by way of penalty for, inter alia, the time, cost and effort of OSRTC, including consideration of such Bidder's proposal (the "Damages"), without prejudice to any other right or remedy that may be available to OSRTC under the Eol proposal and/ or the commercial proposal or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Eol Process, if:
- 3.1.6.1 The Bidder, or Associate (or any constituent thereof) and any other Bidder, or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder, or an Associate thereof (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Bidder or Associate, as the case may be) in the other Bidder or Associate, is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013.
 - 3.1.6.2 For the purposes of indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary *is less than 26%* of the subscribed and paid up equity shareholding of such intermediary; or a constituent of such Bidder is also a constituent of another Bidder.
 - 3.1.6.3 Such Bidder or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder or any Associate thereof; or
 - 3.1.6.4 Such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
 - 3.1.6.5 Such Bidder, or any Associate thereof, has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bid of either or each other; or
 - 3.1.6.6 Such Bidder or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design, or technical specifications of the Project.

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- 3.1.6.7 Explanation: Associate means, in relation to the Bidder a person who controls, is controlled by, or is under the common control with such Bidder (the "Associate"). As used in this definition, the expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law.
- 3.1.6.8 OSRTC, its employee and advisors would treat the bids and supporting information submitted by the bidder in a reciprocating confidentiality and would use it for the purpose of this or litigations, OSRTC would do so, with an information to the Bidder and any expenses related to the same would be charged to the bidder.
- 3.1.6.9 This Eol is not transferable. Any outcome pursuant to this Eol shall be subject to the terms and conditions of the Eol Documents.

3.2 Acknowledgement by Bidder:

It shall be deemed that by submitting a proposal, the Bidder has:

- 3.2.1 Made a complete and careful examination of the Eol Documents.
- 3.2.2 Received all relevant information requested from OSRTC.
- 3.2.3 Accepted the risk of inadequacy, error or mistake in the information provided in the Eol Documents or furnished by or on behalf of OSRTC relating to any of the matters referred to in above.
- 3.2.4 Satisfied itself about all matters, things and information including matters referred to in this clause hereinabove necessary and required for submitting an informed proposal, execution of the Project in accordance with the Eol Documents and performance of all of its obligations there under.
- 3.2.5 Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the proposal or ignorance of any of the Bidder referred to in this clause hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from OSRTC, or a ground for termination of the proposal by the Agency.
- 3.2.6 Acknowledged that it does not have a Conflict of Interest; and
- 3.2.7 Agreed to be bound by the undertakings provided by it under and in terms hereof.

3.3 Cost of Bidding:

- 3.3.1 Bidder are invited to examine all information relevant to the Project in greater detail and to carry out, at their cost, such studies as may be required for submitting their respective proposal.
- 3.3.2 The Bidder shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Eol Process. OSRTC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Eol Process.

3.4 Verification and Disqualification:

- 3.4.1 OSRTC shall not be liable for any omission, mistake or error in proposals submitted by the bidder. OSRTC reserves the right to verify all statements, information and documents submitted by the Bidder in response to the EOI or the Bidding Documents and the Bidder shall, when so required by OSRTC, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, OSRTC shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of OSRTC thereunder. OSRTC reserves the rights to decide to ask any clarification and decide to consider the same.
- 3.4.2 OSRTC reserves the right to reject any proposal and forfeit the EMD if:
- 3.4.2.1 At any time, a material misrepresentation is made or uncovered, or
- 3.4.2.2 The Bidder does not provide, within the time specified by OSRTC, the supplemental information sought by OSRTC for evaluation of the proposal.
- 3.4.2.3 Such misrepresentation/ improper response shall lead to the disqualification of the Bidder. If such disqualification/ rejection occurs after the proposals have been opened and the highest-ranking Bidder (T1) gets disqualified/rejected/non-responsive, then OSRTC reserves the right to invite the T2 Bidder to agree with the commercial terms and conditions in accordance with the conditions of this Eol; or
- 3.4.2.4 Take any such measure as may be deemed fit in the sole discretion of OSRTC, including annulment of the Eol Process, in case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre- qualification conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Agency either by issue of the LOE or entering into of the Agreement, and if the Successful Bidder has already been issued the LOE or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this Eol, be liable to be terminated, by a communication in writing by OSRTC, without OSRTC being liable in any manner whatsoever. In such an event, OSRTC shall be entitled to forfeit and appropriate the EMD or Performance Security as Damages, without prejudice to any other right or remedy that may be available to OSRTC under the Eol Documents.

3.5 Amendment of Eol:

- 3.5.1 At any time prior to the deadline for submission of proposal, OSRTC may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Eol by the issuance of Addendum or a Corrigendum. An addendum or a corrigendum thus issued will be a part of the Eol and shall be published online on the website www.osrtc.in. OSRTC will assume no responsibility for receipt of the Addendum or Corrigendum.
- 3.5.2 To accord the Bidder a reasonable time for taking an Addendum into account, or for any other reason, OSRTC may, at its own discretion, extend the Eol Due Date.

3.6 Proprietary data:

All documents and other information supplied by OSRTC or submitted by a Bidder to OSRTC shall remain or become the property of OSRTC. Bidder(s) are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their proposal. OSRTC shall not return any proposal, or any information provided therewith.

3.7 Language, Format and Signing of Proposal:

- 3.7.1 The Eol, as well as all correspondence and documents relating to the Eol, exchanged between OSRTC and the Bidder shall be written in English Language. Any printed literature furnished by the Bidder written in another language must be accompanied by a translation in the English Language duly authenticated by the Bidder, in which case, for purposes of interpretation of the proposal, the translation shall govern.
- 3.7.2 The Bidder shall provide all the information sought under this Eol. OSRTC will evaluate only those proposals that are received in the required formats and complete in all respects. The Eligibility and Technical proposal shall be submitted as per the check list provided in Annexures.
- 3.7.3 The proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder having a Power of Attorney as per format Annexure V: Power of Attorney for signing of Bid, as applicable and duly authenticated by affixing a Common Seal who shall also initial each page in blue ink. All the alterations, omissions, additions, or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.
- 3.7.4 Bidder shall furnish the required information in their proposal in the enclosed formats only as per the Annexures to the Eol. Any deviations with respect to this may make their Bid liable for rejection.

3.7.4.1 As part of Eligibility criteria, the following shall form part of the proposal:

- i. Document Fee in the shape of Demand Draft from any Scheduled Commercial or Nationalized Bank
 - ii. EMD* fee in the shape of Demand Draft from any Scheduled Commercial or Nationalized Bank
 - iii. Annexure I: Covering letter
 - iv. Annexure II: Request for Clarification
 - v. Annexure III: Pre-Qualification Checklist and Supporting documents.
 - vi. Annexure IV: Details of Bidder
 - vii. Annexure V: Power of Attorney
 - viii. Annexure VI: Self-Declaration for Non-Blacklisting
 - ix. Annexure VII: Declaration for Non-Performance
 - x. Annexure VIII: Technical Capacity of the Bidder
- 3.7.5 The Bidder shall submit Eligibility Qualification proposal in the format specified in Annexures and in accordance with this Eol. The Bidder shall submit the proposal by Speed Post/ Courier service or submit the proposal by hand with The General Manager (Admin), Odisha State Road Transport Corporation, Paribahan Bhavan, Sachivalaya Marg, Unit-II, Bhubaneswar-751001, Odisha.
- 3.7.6 The cover Envelope shall clearly bear the following identification: **"Eol inviting Service Provider for Providing Facility Management Services (FMS)"** and shall clearly indicate the tender notice number, name, and address of the Bidder. The envelope shall be addressed to:

**The General Manager (Admin),
Odisha State Road Transport Corporation,
Paribahan Bhavan, Sachivalaya Marg, Unit-II,
Bhubaneswar-751001, Odisha**

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- 3.7.7 The Bidder shall submit Eligibility Qualification proposal in the format specified in Annexures and in accordance with this Eol. The Bidder shall submit the hard copy as well soft copy (in pen-drive) of Eligibility, Technical Qualification proposal, Tender Processing fees and EMD in a sealed envelope.
- 3.7.8 If the envelope is not sealed and marked as instructed above, OSRTC assumes no responsibility for the misplacement or premature opening of the contents of the proposal and consequent losses, if any, suffered by the Bidder.
- 3.7.9 Further, Bidder are required to submit all details only as per Eol document. In the event, any of the instructions mentioned herein have not been adhered to, OSRTC reserves the right to reject the proposal.
- 3.7.10 Bids submitted by fax, telex, telegram, or e-mail shall not be entertained and shall be rejected.
- 3.7.11 Bids should be submitted before 3:00 PM on the Due Date as specified in the Eol. The **Envelope** containing Tender processing fee & EMD along with Eligibility documents, signed copy of the Eol and Soft copy of the proposal shall be submitted at the address provided in the manner and form as detailed within the due date and time as specified in the Eol.
- 3.7.12 OSRTC may, in its sole discretion, extend the Eol Due Date by issuing an Addendum.
- 3.7.13 Proposals received after the specified time on the Due Date shall not be eligible for consideration and shall be summarily rejected.
- 3.7.14 Modifications/ Substitution/ Withdrawal of Proposals:
- i. The Bidder shall modify, substitute, or withdraw proposal prior to the Due Date. No proposal shall be modified, substituted, or withdrawn by the Bidder on or after the Due Date.
 - ii. Any alteration/ modification in the proposal or additional information supplied after the Eol Due Date, unless the same has been expressly sought for by OSRTC, shall be disregarded.

3.8 Validity of Eol:

- 3.8.1 Proposals shall remain valid for a period of 180 (one hundred and eighty) days from the date of opening of the Eol.
- 3.8.2 In exceptional circumstances, prior to expiry of the original Eol validity period, OSRTC may request the bidder to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting his EMD. A bidder agreeing to the request will not be required or permitted to modify his proposal but will be required to extend the validity of his EMD for the period of the extension, and in compliance all respects.

3.9 Confidentiality:

- 3.9.1 Information relating to the examination, clarification, evaluation, and recommendation for the Bidder shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising OSRTC in relation to or matters arising out of or concerning the Eol Process. OSRTC will treat all information, submitted as part of the Eol, in confidence and will require all those who have access to such material to treat the same in confidence. OSRTC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or OSRTC.

3.10 Correspondence with Bidder:

OSRTC shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Proposal.

3.11 Earnest Money Deposit (EMD):

3.11.1 The Bidder shall furnish as part of its Proposal, Earnest Money Deposit (EMD) amount to the sum of **INR 2,00,000/- (Rupees Two Lakhs)** in shape of Banker's cheque / demand draft to be made from any Nationalized or Scheduled Commercial Bank in favour of Accounts Officer OSRTC, Bhubaneswar.

3.11.2 OSRTC shall not be liable to pay any interest on the Earnest Money Deposit (EMD) so made and the same shall be interest free. EMD shall be non-transferable. Any Bid not accompanied by the Earnest Money Deposit (EMD) & Tender processing fee shall be rejected by OSRTC as non-responsive*.

3.11.3 The Earnest Money Deposit (EMD) of unsuccessful Bidder will be returned by OSRTC, without any interest, within 60 days from the date of opening of the financial bid or when the Eol process is cancelled by OSRTC. Bidder may by specific instructions in writing to OSRTC give the details for name and address of the person in whose favor the said demand draft shall be drawn by OSRTC for refund, failing which it shall be drawn in the name of the Bidder.

3.11.4 The empaneled Bidder's Earnest Money Deposit (EMD) will be returned, without any interest, upon such Successful Bidder signing the Agreement and furnishing the Performance Security in accordance with the provisions thereof.

3.11.5 The Earnest Money Deposit (EMD) shall be forfeited and appropriated by OSRTC as mutually agreed genuine pre-estimated compensation and Damages payable to OSRTC for, inter alia, time, cost, and effort of OSRTC without prejudice to any other right or remedy that may be available to OSRTC hereunder or otherwise, under the following conditions:

3.11.5.1 If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice as specified in this EOI.

3.11.5.2 If a Bidder withdraws its Bid during the period of Bid validity as specified in this EOI and as extended by the Bidder from time to time.

3.11.5.3 In the case of successful Bidder, fails within the specified time limit: –

i. to sign the Agreement and/or

ii. to furnish the empanelment fee within the period prescribed in the Contract Agreement; or

iii. In case the successful Bidder, having signed the Agreement, commits any breach thereof prior to furnishing the Performance Security.

4 Evaluation of Eol Proposals

4.1 Eol Evaluation Committee

4.1.1 OSRTC shall constitute a Eol Evaluation Committee to evaluate the responses of the bidder(s).

4.1.2 The Evaluation Committee shall evaluate the responses to the Eol (Eligibility and Technical) and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.

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- 4.1.3 The decision of the Eol Evaluation Committee in the evaluation of responses to the Eol shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.
- 4.1.4 The Evaluation Committee may ask for meetings with the bidder to seek clarifications on their proposals. The bidder shall submit requisite supporting documents/ certificates on the credentials. The committee may visit bidder's client site to validate the credentials/ citations claimed by the bidder.
- 4.1.5 Each of the responses shall be evaluated as per the criteria and requirements specified in this Eol.
- 4.1.6 The Bid Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof.
- 4.1.7 The Bid Evaluation Committee reserves the right to reject any or all proposals entails the basis of any deviations.

4.2 Overall Evaluation Process

- 4.2.1 The evaluation of the Bids shall be done against the Pre-Qualification Criteria mentioned in Clause 4.3.A
- 4.2.2 Only those bidders who meet the Pre-qualification criteria shall be considered for further empanelment.
- 4.2.3 To facilitate the evaluation of the Bid, OSRTC may at its sole discretion, seek clarifications from any Bidder regarding its Bid. Such clarifications shall be provided by the Bidder within the time specified by OSRTC for this purpose and all clarifications shall be in writing.
- 4.2.4 If any Bidder does not provide clarifications sought as above, within the prescribed time, its Bid shall be liable to be rejected. In case the Bid is not rejected, OSRTC may proceed to evaluate the Bid by construing the requiring clarification to the best of its understanding and the Bidder shall be barred from subsequently questioning such interpretation by OSRTC.
- 4.2.5 Any information contained in the Bid shall not in any way be construed as binding on OSRTC, its agents, successors, or assigns, but shall be binding against the Bidder if the Project is subsequently awarded to it under the Bidding Process based on such information.
- 4.2.6 OSRTC reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any Bid without assigning any reasons.

4.3 Pre-Qualification Proposal Criteria

- 4.3.1 Before opening and evaluation of the technical proposals, bidder's eligibility would be evaluated to assess their compliance to the following pre-qualification criteria. Bidders failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected at the preliminary level. The bidder shall fulfill all the following Pre-Qualification criteria independently, as on date of submission of bid.

No.	Type	Pre-Qualification Criteria	Documents to be submitted
PQ 1	Eol processing fees	In shape of Banker's Cheque / Demand Draft to be made from any Nationalized Bank or Scheduled Commercial Bank in favor of Accounts Officer OSRTC, Bhubaneswar.	Bank/Demand Draft

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No.	Type	Pre-Qualification Criteria	Documents to be submitted
PQ 2	Legal Entity	The bidder should be a company registered under the Companies Act, 2013 or the Companies Act, 1956 for last 5 years.	Copy of Certificate of Incorporation/ Registration/Partnership deed signed by Authorized Signatory of the Bidder
			Copy of PAN/ TAN
			Copy of GST Registration
PQ 3	Valid Registration Certificate and License	The Bidder ought to have been covered by the Labour legislations, such as EPF, ESI and Contract Labour (R&A) Act	Copy of valid EPF & ESI registration certificate and valid Labour License
PQ 4	Bank Solvency Certificate	The bidder should submit bank solvency certificate for the last 3 (three) financial years (FY 18-19, FY 19-20, FY 20-21)	The Solvency Status Certificate from Scheduled/ Commercial/ Nationalize Bank.
PQ 5	Net worth	The Bidder should have at least ₹ 1.5 crore net worth for last three (3) financial years (FY). (FY 18-19, FY 19-20, FY 20-21)	Certificate from the Statutory Auditor clearly stating Positive Net worth.
PQ 6	Financial Criteria	Average financial turnover of the Bidder during the last 3 (three) financial years (FY 18-19, FY 19-20, FY 20-21) should be at least ₹ 50 crore	Copies of audited financial statements (In case the audited financial statement of the last financial year is not yet ready, the Bidder shall submit unaudited financial statements, certified by its statutory auditor.)
PQ 7	Minimum Staff Strength under its payroll.	The Bidder should have a minimum strength of 1000 workers under its payroll.	Copy of latest Challan and payment confirmation slip
PQ 8	Relevant Facility Management Services experience shall mean services related to 1. Cleaning & sweeping/ garbage collection. 2. Electrical/ Mechanical / Civil maintenance	The Bidder should have experience of providing at least 250 skilled, semi-skilled manpower in projects for Central/ State Govt. Departments/ Agencies/ PSU/ Corporations in last 3 Years from the date of submission of proposal.	Work Order/ Contract Documents/ Client Certificate

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No.	Type	Pre-Qualification Criteria	Documents to be submitted
PQ 9	Central/ State Transport / Urban Local Bodies experience	Should have experience of working with at least one Central/ State Transport System/ Urban Local Body project with annualized contract value of not less than ₹ 4 Crore in last 3 financial year.	Relevant work order/s to be provided
PQ 10	Asset Monitoring and Management experience during the last 3 (three) Financial Years (FY 18-19, FY 19-20, FY 20-21)	Must have executed 3 Asset Monitoring and Management project during the last 3 (three) Financial Years (FY 18-19, FY 19-20, FY 20-21)	Relevant Work order along with completion certificate or Continuation certificate
PQ 11	Non-Performance Declaration	A Bidder should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder nor has been expelled from any project or contract by any public entity nor have had any contract terminated any public entity for breach by such Bidder.	A self-certified letter signed by the Authorized Signatory of the Bidder in the Company Letterhead.
PQ 12	Local Presence	The company should have a branch office or its head office in Odisha.	Address Proof supporting document.
PQ 13	Quality Certification	The Bidder must have minimum quality certification of ISO 9001: 2015 or more	Certificate copies should be submitted, and it should be valid till the date of publication of Eol
PQ 14	Blacklisting	The Bidder should not be debarred/ blacklisted by any State Government/ Central Government/ PSU Organization in India for unsatisfactory performance, corrupt or fraudulent practices or any other unethical conduct either indefinitely or for a period as on date of submission proposal.	A self-certified letter signed by the Authorized Signatory of the Bidder in the Company Letterhead.

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Note: Any entity which has been barred or disqualified either by any State Government in India (SG) or any Union Territory Administration in India (UT) or Government of India (Gol), or any of the agencies of SG/UT/Gol from participating in any project (BOT or otherwise) and the bar subsists as on the date of Bid submission, would be disqualified. It is mandatory to submit the specified documents in support of the above Pre-Qualification criteria and the company/firm/agency shall be disqualified should it fail to provide any of the specified documents.

OSRTC may seek clarifications from the bidder on the Pre-qualification Criteria on the submitted documents, however no additional document cannot be produced by bidder as pre-qualification clarification except the documents submitted in bid. Any of the clarifications by the bidder on the documents submitted against the Pre-qualification Criteria should not have any financial implications.

4.4 Selection Procedure:

4.4.1 Only the bidders fulfilling the Pre-qualification Criteria are allowed for empanelment in this tender. Bidder(s) will be shortlisted based on the evaluation of the proposal and presentation delivered by the eligible bidder as per the Evaluation Criteria mentioned in the EOI. The presentation will be held on as per date mentioned in Data Sheet.

4.4.2 After selection, a Letter of Empanelment (LOE) shall be issued, in duplicate, by OSRTC to the Successful Bidders and the Successful Bidders shall have to sign and return the duplicate copy of the LOE in acknowledgement thereof within 7 (seven) days of the receipt of the LOE. In the event the duplicate copy of the LOE duly signed by the Successful Bidder are not received by the stipulated date, OSRTC may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidders as mutually agreed genuine pre-estimated loss and damage suffered by OSRTC on account of failure of the Successful Bidder/s to acknowledge the LOE.

4.5 Empanelment Fee:

4.5.1 The selected bidder(s) shall furnish Empanelment Fee as follows:

4.5.1.1 After acknowledgement of the LOE as aforesaid by the selected firms, the selected bidders have to submit non-refundable Empanelment Fee for INR. 1,00,000 (Indian Rupees One Lakhs) in the form of account payee demand draft/ banker's cheque from a scheduled commercial/ nationalized bank of India in favour of Odisha State Road Transport Corporation payable at Bhubaneswar.

4.5.1.2 The Empanelment Fee must be furnished within 15 Business Days from the date of issue of LOE.

4.5.1.3 The Earnest Money Deposited at the time of bid submission would be given back to the selected bidder on payment of Empanelment Fee.

4.6 Evaluation of Financial Bid:

i. After the empanelment and as per the requirement of OSRTC in future from time to time, all the empaneled agencies, as per the location of the site(s) and the activity/activities, will be asked to submit the financial proposals. The empaneled Agencies shall have to submit their future financial offers according to the scope mentioned in the RFP, as and when called for.

ii. The Lowest bidder (L1) against the future RFPs and upon successful completion of negotiations, if required, shall be considered for issue of Letter of Award (LOA). The selected construction agency shall be required to send its acceptance of LOA within 07(seven) days of issue of LOA.

iii. The selected agency shall be required to sign a Contract Agreement within 15 days of

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acceptance of issued LOA or within the time as extended by OSRTC due to administrative reasons and commence the work within 15 (fifteen) days of signing of Contract Agreement.

4.7 Contacts during Bid Evaluation:

- 4.7.1 Bids shall be deemed to be under consideration immediately after they are opened and until such time as OSRTC makes official intimation of award/ rejection to the Bidder. While the Bids are under consideration, Bidder and/ or their representatives or other interested parties are advised to refrain from contacting by any means, OSRTC and/ or their employees/ representatives on matters related to the Bids under consideration.

4.8 Proprietary Data:

All documents and other information provided by OSRTC or submitted by the bidder to OSRTC shall remain or become the property of OSRTC. The bidders are to treat all information as strictly confidential. OSRTC will not return any Proposal, or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to OSRTC in relation to the Consultancy shall be the property of OSRTC.

ANNEXURES

Annexure I: Covering Letter (On the Letterhead of the applicant)

Date:

To,

**The General Manager (Admin)
Odisha State Road Transport Corporation, Paribahan Bhavan,
Sachivalaya Marg, Unit-II, Bhubaneswar-751001, Odisha**

Sub: Expression of Interest Proposal for Empanelment of Service Provider for Facility Management Services (FMS)

Dear Sir,

Being duly authorised to represent and act on behalf of (Hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Applicant) for the captioned Project with the details as per the requirements of the EOI, for your evaluation. We confirm that our Proposal is valid for a period of 90 days from the last date of submission of proposal.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects, and we agree to the terms and conditions of the Expression of Interest.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and not done any act, deed or thing which is or could be regarded as anti-competitive.

Duly signed by the Authorised Signatory of the Applicant

Name:

Title:

Address of the Authorised Signatory:

Annexure II: Request for Clarification

The bidder requiring specific points of clarification may communicate with OSRTC during the specified period using the following format:

Bidder's Request for Clarification				
<<Name of Organization submitting query/ request for clarification>>				
<<Full address of the Organization including e-mail, phone, and fax for all points of contact>>				
Sl. No.	Eol Reference (Section No., Clause, Page No.)	Content of Eol	Clarification Sought	OSRTC Response (Space to be left blank by the Bidder)
1				
2				
3				

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Annexure III: Eligibility Checklist

No.	Type	Pre-Qualification Criteria	Documents to be submitted	Pg. No.
PQ 1	Eol processing fees	In shape of Banker's Cheque / Demand Draft to be made from any Nationalized Bank or Scheduled Commercial Bank in favor of Accounts Officer OSRTC, Bhubaneswar.	Bank/Demand Draft	
PQ 2	Legal Entity	The bidder should be a company registered under the Companies Act, 2013 or the Companies Act, 1956 for last 5 years.	Copy of Certificate of Incorporation/ Registration/Partnership deed signed by Authorized Signatory of the Bidder	
			Copy of PAN/ TAN	
			Copy of GST Registration	
PQ 3	Valid Registration Certificate and License	The Bidder ought to have been covered by the Labour legislations, such as EPF, ESI and Contract Labour (R&A) Act	Copy of valid EPF & ESI registration certificate and valid Labour License	
PQ 4	Bank Solvency Certificate	The bidder should submit bank solvency certificate for the last 3 (three) financial years (FY 18-19, FY 19-20, FY 20-21)	The Solvency Status Certificate from Scheduled/ Commercial/ Nationalize Bank.	
PQ 5	Net worth	The Bidder should have at least ₹ 1.5 crore net worth for last three (3) financial years (FY). (FY 18-19, FY 19-20, FY 20-21)	Certificate from the Statutory Auditor clearly stating Positive Net worth.	
PQ 6	Financial Criteria	Average financial turnover of the Bidder during the last 3 (three) financial years (FY 18-19, FY 19-20, FY 20-21) should be at least ₹ 50 crore	Copies of audited financial statements (In case the audited financial statement of the last financial year is not yet ready, the Bidder shall submit unaudited financial statements, certified by its statutory auditor.)	
PQ 7	Minimum Staff Strength under its payroll.	The Bidder should have a minimum strength of 1000 workers under its payroll.	Copy of latest Challan and payment confirmation slip	

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No.	Type	Pre-Qualification Criteria	Documents to be submitted	Pg. No.
PQ 8	<p>Relevant Facility Management Services experience shall mean services related to</p> <ol style="list-style-type: none"> 1. Cleaning & sweeping/ garbage collection. 2. Electrical/ Mechanical / Civil maintenance 	<p>The Bidder should have experience of providing at least 250 skilled, semi-skilled manpower in projects for Central/ State Govt. Departments/ Agencies/ PSU/ Corporations in last 3 Years from the date of submission of proposal.</p>	<p>Work Order/ Contract Documents/ Client Certificate</p>	
PQ 9	<p>Central/ State Transport / Urban Local Bodies experience</p>	<p>Should have experience of working with at least one Central/ State Transport System/ Urban Local Body project with annualized contract value of not less than ₹ 4 Crore in last 3 financial year.</p>	<p>Relevant work order/s to be provided</p>	
PQ 10	<p>Asset Monitoring and Management experience during the last 3 (three) Financial Years (FY 18-19, FY 19-20, FY 20-21)</p>	<p>Must have executed 3 Asset Monitoring and Management project during the last 3 (three) Financial Years (FY 18-19, FY 19-20, FY 20-21)</p>	<p>Relevant Work order along with completion certificate or Continuation certificate</p>	
PQ 11	<p>Non-Performance Declaration</p>	<p>A Bidder should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder nor has been expelled from any project or contract by any public entity nor have had any contract terminated any public entity for breach by such Bidder.</p>	<p>A self-certified letter signed by the Authorized Signatory of the Bidder in the Company Letterhead.</p>	
PQ 12	<p>Local Presence</p>	<p>The company should have a branch office or its head office in Odisha.</p>	<p>Address Proof supporting document.</p>	
PQ 13	<p>Quality Certification</p>	<p>The Bidder must have minimum quality certification of ISO 9001: 2015 or more</p>	<p>Certificate copies should be submitted, and it should be valid till the date of publication of Eol</p>	

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No.	Type	Pre-Qualification Criteria	Documents to be submitted	Pg. No.
PQ 14	Blacklisting	The Bidder should not be debarred/ blacklisted by any State Government/ Central Government/ PSU Organization in India for unsatisfactory performance, corrupt or fraudulent practices or any other unethical conduct either indefinitely or for a period as on date of submission proposal.	A self-certified letter signed by the Authorized Signatory of the Bidder in the Company Letterhead.	

Annexure IV: Details of Bidder

- 1 Name
- 2 Country of incorporation
- 3 Address of the corporate headquarters and its branch office(s), if any, in India
- 4 Date of incorporation and / or commencement of business
- 5 Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project.
- 6 Details of individual(s) who will serve as the point of contact/ communication.
 - Name, Designation, Company, Address, Telephone Number, E-Mail Address, Fax Number
- 7 Particulars of the Authorized Signatory of the Bidder
 - Name, Designation, Company, Address, Telephone Number, E-Mail Address, Fax Number

A statement by the Bidder disclosing material non-performance or contractual non-compliance in past projects, contractual disputes, and litigation/ arbitration in the recent past (Attach extra sheets, if necessary)

Annexure V: Power of Attorney (on Stamp paper)

Know all men by these presents, we..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint, and authorize Mr./ Ms. (Name), son/ daughter/ wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for pre-qualification and submission of our proposal for **Expression of Interest Proposal for Empanelment of Service Provider for Facility Management Services (FMS)** including but not limited to signing and submission of proposals, other documents and writings, participate in Pre- bid and other conferences and providing information/ responses to OSRTC, representing us in all matters before OSRTC, signing and execution of all Agreement and undertakings consequent to acceptance of RFP, generally dealing with OSRTC in all matters in connection with or relating to or arising out of our proposal for the said Project and/ or upon award thereof to us and/or till the entering into of the Contract Agreement with OSRTC.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds, and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [•], THE ABOVE-NAMED PRINCIPAL HAVE

EXECUTED THIS POWER OF ATTORNEY ON THIS [•] DAY OF [•], 20[•]

For

(Signature, name, designation, and address) Witnesses:

1.

2. (Notarized)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
2. *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

Annexure VI: Non-blacklisting declaration

Format of self-certificate stating that the Entity/Promoter/s / Director/s of Entity are not blacklisted.

Anti-Blacklisting Certificate

M/s. (Name of the bidder), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/ director(s) are not barred by State Government / any other Government entity or blacklisted by any state government or central government / department / Local Government / agency in India or from abroad from participating in Project/s, either individually or as member of a Consortium/JV as on the _____ (Last date of submission of proposal).

We further confirm that we are aware that our proposal for the **Expression of Interest Proposal for Empanelment of Service Provider for Facility Management Services (FMS)** would be liable for rejection in case any material misrepresentation is made or discovered about the requirements of this RFP at any stage of the bidding process or thereafter during the agreement period. Dated this Day of 20.....

Name of the bidder

Signature of the Authorized person

Name of the Authorized Person

Annexure VII: Self-declaration for Non-Performance

I/ We hereby declare that my / our firm M/S have successfully executed the work order assigned by the State Government / any other Government entity or any state government or central government / department / Local Government / agency in India. There is no remark of non-performance or non-compliance in any of our past projects, or any contractual dispute / litigation / arbitration in the recent past. Dated this Day of 20.....

Name of the bidder

Signature of the Authorized person

Name of the Authorized person

Annexure VIII: Technical Capacity of the Bidder

The bidder shall submit technical qualification details in the below prescribed for as

Date:

Sr. No	Contract placed by	Contract Date	No. of Manpower Engaged	Contract Value	Purchase Order/ Letter of Award / Work Completion certificate)
1	2	3	4	5	7