



ONGC TRIPURA POWER COMPANY LIMITED

**NOTICE INVITING BID (NIB)
FOR
FACILITY MANAGEMENT SERVICE**

**AT
OTPC TOWNSHIP
KHILPARA, GOMATI DISTRICT, TRIPURA**

TENDER No. - OTPC/1200002211

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NOTICE INVITING BID ("NIB")

1.0 INTRODUCTION

1.1 ONGC Tripura Power Company Limited (hereinafter referred as "**OTPC**" or "**Company**" or "**Owner**"), a joint venture company of Oil and Natural Gas Corporation Limited ("ONGC"), GAIL (India) Limited ("GAIL"), India Infrastructure Fund - II ("IIF-II") and Government of Tripura, is a public limited company incorporated under the Indian Companies Act, 1956 and having its registered office at ONGC Tripura Power Company Limited, Udaipur-Kakraban Road, Palatana P.O., District Gomati, Tripura – 799116 (India), and one of its office at 10th Floor, Core-4 and Central, Scope Minar, Laxmi Nagar New Delhi - 110092 (India). OTPC is operating a gas based combined cycle power plant at Palatana, which is located about 60 (sixty) km from the capital city of Agartala in the State of Tripura. OTPC Township is located 4 km from nearest town Udaipur, which is one of the major town of Tripura.

1.2 OTPC invites Bidders with requisite technical capability and sound financial position, to bid for **FACILITY MANAGEMENT SERVICE AT OTPC TOWNSHIP, KHILPARA, GOMATI DISTRICT, TRIPURA.**

1.3 The Bid must be submitted in accordance with the requirements set out in the Bidding Document, in 2 (two) separate sealed envelopes:

1.3.1 The **first envelope** will have **Unpriced Techno-Commercial Bid** without any reference to price; and

1.3.2 The **second envelope** will have the **Price Bid** for Facility Management Service at OTPC Township, Khilpara, Gomati district, Tripura.

1.3.3 Bid documents mentioned at Clause 1.3.1 and Clause 1.3.2 must be submitted in 1 (one) original and 1 (one) copy in accordance with the procedure prescribed under Clause 17.0 and Clause 20.0 of Instructions to Bidders ("**ITB**").

1.4 Capitalized terms used herein but not defined in this NIB shall have the meaning assigned to them in ITB.

2.0 DETAILS OF TENDER

a.	Tender No.	OTPC/FMS/1200002211
b.	Cost of one set of Bidding Document; non-refundable (to be remitted to " ONGC Tripura Power Company Limited ", thru NEFT Transaction as per clause 6.23 below). Bidder to download the bidding documents from OTPC website.	INR 8,850/- (including 18% GST) (Rupees Eight Thousand Eight Hundred and Fifty only).

c.	Bidding Document sale opening date and time for downloading from https://www.otpcindia.in/procure/tenders-floated	30 th November 2022 at 11:00 hours.
d.	Bidding Document sale closing date and time. (last date for remitting cost of bidding document and informing OTPC thru email.)	9 th December 2022 at 17:00 hours.
e.	Last date and time for submission of ONLINE Pre-Bid queries	12 th December 2022 at 15:00 hours
f.	Date of issue of ONLINE Pre-Bid Clarifications	14 th December 2022
g.	Last date and time for submission of Bid (both, Price Bid and Unpriced Techno-Commercial Bid) at OTPC, 10 th Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, Delhi - 110092	2 nd January 2023 at 16:00 hours.
h.	Date and time for opening of Unpriced Techno-Commercial Bids at OTPC, 10 th Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, Delhi - 110092	2 nd January 2023 at 17:00 hours.
i.	Date and time for opening of Price Bids at OTPC, 10 th Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, Delhi - 110092	To be intimated later (Bidders shall be notified about such date at least 3 (three) days prior to the same. Price Bids shall be opened physically/virtually thru MS Teams meeting depending upon Covid-19 situation.
j.	Bid Security amount	Rs. 1,00,000/- (Indian Rupees One Lac Only).
k.	Validity of Bid Security	210 (two hundred and ten) days from the date of opening of Unpriced Techno-Commercial Bid
l.	Bid validity.	180 (one hundred and eighty) days from the date of opening of Unpriced Techno-Commercial Bid.
m.	Address for correspondence:	

Attn: DGM (Contracts) / Sr. Manager (Engg./Contracts),
ONGC Tripura Power Company Limited,
10th Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, New Delhi-110092
Ph: +91-11-22404700
E-mail: Send e-mails **both** to samarjeet.thakur@otpcindia.in and
karan.bakshi@otpcindia.in

3.0 **BRIEF SCOPE OF SERVICES**

3.1 The scope of Services to be provided by the Contractor for Facility management services at OTPC Township at Khilpara, Udaipur, Gomati Dist. Tripura shall include but not be limited to:

- 3.1.1 Management of Township Facility services.
- 3.1.2 Housekeeping and Cleaning Services.
- 3.1.3 Trash Removal.
- 3.1.4 Horticulture and Landscaping Services.
- 3.1.5 Electrical Maintenance Services.
- 3.1.6 Mechanical Maintenance Services.
- 3.1.7 Township security services.
- 3.1.8 Civil Maintenance Services.

3.2 Scope of Services shall also include all associated work required for facility maintenance Service at Khilpara, Gomati district, Tripura.

3.3 **For detail of the scope of Services please refer to the following parts of the Bidding Document: Part-B Facility Management Services Contract including Technical Specification and Bill of Quantity.**

4.0 **TIME FOR COMPLETION**

4.1 The facility maintenance service contract shall be provided for a continuous period of Twelve (12) months from the date of award of contract to the successful bidder.

Period for facility maintenance service contract may be extended by another twenty-four (24) months based on performance to be evaluated by Owner at the end of the each twelve (12) month period. Each extension shall be for a period not exceeding twelve (12) months.

5.0 **QUALIFICATION REQUIREMENT OF THE BIDDER**

5.1 Bidder should have annual turnover of minimum INR 50,00,000/- (Rupees Fifty Lakhs) in each of the last 3 (three) financial years ending 31st March, 2021 (or if the Bidder follows a different financial year (other than April to March) then for the last 3 (three) financial years, as duly adopted by it and acceptable as per the laws applicable to it).

5.2 Bidder shall submit TDS certificate or unconsolidated annual audited accounts for last 3 (three) financial years ending 31st March, 2021 i.e., 2018-19, 2019-20 and 2020-21 (or if the Bidder follows a different financial year (other than April to March) then for

the last 3 (three) financial years, as duly adopted by it and acceptable as per the laws applicable to it).

- 5.3 Bidder should have earned profit before tax in at least 1 (one) financial year during last 3 (three) years.

Bidder should have positive Net Worth as on 31st March, 2021 (or if the Bidder follows a different financial year (other than April to March) then as on the last date of its last financial year, as duly adopted by it and acceptable as per the laws applicable to it).

For the purpose of this qualification requirement, A Solvency Certificate from any of the acceptable list of Banks (prescribed under Annexure 1 of Instructions to Bidders ("ITB")).

- 5.4 Bidder shall submit certified copy of valid GST registration, MSME if applicable, duly attested/certified by CA or Notarized copies.

- 5.5 Bidder shall have minimum. 3 (Three) years of experience of similar Facility management works as on due date of submission of offer. Facility Management works experience shall imply that the vendor has undertaken works in Township building /Housing complex/Utility building consisting of 1) Electrical maintenance 2) Civil & plumbing works 3. Housekeeping of buildings including common areas and inside roads 4. Horticulture, water pump house and associated system operation over the last 3 years. Experience of Electrical maintenance as specified in Item 1 shall be mandatory and any other two from the item no-2,3 & 4 shall be considered adequate for the qualification criteria.

- 5.6 Bidder (Agency/Firm/Company/Proprietor) shall have successfully executed similar type of Facility Management works over the last 3 (Three) years as below:

5.6.1 One work order of value not less than Rs 35 Lakh; or

5.6.2 Two work orders each of value not less than Rs 15 Lakh; or

5.6.3 Three work orders each of value not less than Rs 12 Lakh;

5.6.4 Detail work order including covering letter and schedule of rates and completion certificate containing executed value of work issued by respective client(s) shall be submitted. Completed value of work as mentioned in the completion certificate shall be considered for evaluation against single / multiple work order value required under Qualification Requirement. However, where the executed value of work is not mentioned in the completion certificate, the copy of certified bill shall also be acceptable for determining value if submitted along with completion certificate.

- 5.7 Work completed or under execution not later than 31st March 2022 shall be considered for qualification purpose under Clause 5.0. Bidder shall submit satisfactory performance certificate for qualification purpose.

- 5.7 Bidder should be in the business of similar nature for at least 3 years.

5.8 Bidder shall submit supporting documents like audited balance sheet and profit & loss account for last 3 (three) financial years, clients' contract satisfactory performance certificates, copy of relevant contracts, etc. in support of the qualification requirements mentioned above in this Clause 5.0.

6.0 **GENERAL**

6.1 Bidders to confirm compliance to terms, conditions, specifications and requirements mentioned under the Bidding Document, at the time of submission of Bids, failing which the Bids may be liable for rejection.

6.2 Bids shall be evaluated based on the information/documents submitted in the Bid. Hence, Bidders are advised to ensure that they submit appropriate and relevant supporting documentation along with their proposal in the first instance itself.

6.3 OTPC reserves the right to seek additional information from the Bidders, if found necessary during the course of evaluation of the Bids.

6.4 Bidding Documents can be downloaded from OTPC official website (www.otpcindia.in) as indicated in clause 2.0 of this NIB.

6.5 Bidder to ensure that after the Letter of Award is issued and during the Term of the Contracts, the Bidder shall not seek to alter any agreed contractual terms, conditions and specifications as mentioned under the Bidding Document.

6.6 Two-part bidding system (Part-1: Unpriced Techno-Commercial Bid and Part-2: Price Bid) shall be followed for this tender as described in Clause 20.0 of the ITB. Bidders should take due care to submit their Bid in accordance with the requirements as specified in Clause 17.0 of the ITB.

6.7 This NIB, uploaded on OTPC website, along with entire Bidding Document, shall be submitted by the Bidder along with its Bid duly signed and stamped by the Bidder as a token of acceptance. Bids sent without having Bidding Document duly signed and stamped may be liable for rejection.

6.8 Downloading of Bidding Document or submission of Bid by the bidder does not mean that the Bidder has been short-listed or qualified.

6.9 Bidders are required to furnish an undertaking on validity of the Bid as per **Form-I** of the Bid Forms at the time of submission of Bids. The Bids shall be rejected if such an undertaking is not furnished.

6.10 Bid Security can be submitted either by remitting bid security amount directly into OTPC bank account (indicated in clause 6.23 below) or as Bank Guarantee (Original) must be submitted as part of the Unpriced Techno-Commercial Bid as per **Form-M** of the Bid Forms failing which Bid shall be rejected.

6.11 Any Bid received after the expiry of the date and time prescribed for receiving completed Bid as specified in Clause 2.0 above, shall be rejected.

6.12 OTPC reserves the right to reject any Bid or all Bids received at its discretion, without assigning any reason whatsoever, and may call for fresh Bids if it so deems fit.

- 6.13 OTPC is not bound to accept the lowest Price Bid.
- 6.14 The Bidding Document has to be purchased in the name of the Bidder.
- 6.15 Prospective Bidders interested to participate in the bidding process are required to submit their Bid in terms of the Bidding Document.
- 6.16 The Bidder must meet the qualification requirements as specified under Clause 5.0 of this NIB.
- 6.17 The Owner reserves the right to verify the authenticity of the documents submitted for meeting the qualification requirements and request the Bidder to submit any additional information/documents. The Owner reserves the right, at its sole discretion, to contact the Bidder's bank, lenders, financing institutions and any other persons as necessary to verify the Bidder's information/documents for the purpose of qualification.
- 6.18 The Bidders will be required to continue to maintain compliance with the qualification requirements throughout the Bid process and till the signing of the Contracts. If the Bidder fails to comply with the aforesaid provisions, then its Bid shall be rejected.
- 6.19 The Bidder shall disclose in the prescribed form (Form-P) if any of its directors have any relatives working with the Owner. For the purposes of this disclosure the word "relative" shall have the meaning prescribed to it under Section 6 of the Indian Companies Act, 1956.
- 6.20 Bidder participating in this Bid process shall not have a conflict of interest. If a Bidder is found to have a conflict of interest, then its Bid may be liable for rejection. A Bidder shall be considered to have a conflict of interest in this Bid process if:
 - 6.20.1 If bidder submits more than one Bid, either individually or as a joint venture partner in another bid or any of its Affiliates separately participate directly or indirectly in the Bid process,
 - 6.20.2 If Bidder has relatives working with the Owner as disclosed pursuant to Form-P and such a conflict has not been resolved in a manner acceptable to the Owner.
- 6.21 **OTPC can split the scope of Services and issue the Contract to more than one bidders at its sole discretion. Any claim, demand, clarification whatsoever in this regard shall not be admissible by OTPC.**
- 6.22 Bidder to submit the duly filled in Vendor registration form, along with the bid, attached as Appendix-1.
- 6.23 OTPC bank account details for remitting cost of bidding document and bid security.

Beneficiary Name	ONGC Tripura Power Company Limited
Beneficiary Bank Name	State Bank of India
Beneficiary Account	33566054516
Beneficiary Branch IFSC Code	SBIN0017313

Branch Code	17313
Beneficiary Branch Address	Corporate Accounts Group Branch-II, Red Fort Capital Parsvanath Towers, Bhai Vir Singh Marg, Gole Market, Near Speed Post Office, New Delhi – 110 001

6.24 Pre-bid queries/clarification, if any, on technical and commercial points should be submitted in writing as per format **Form-E** of the Bid Forms to reach the Owner by date specified in Clause 2.0 above. No further queries/clarification on Bidding Document shall be entertained / accepted by the Owner thereafter.

-----**End**-----