

Format No. –
Revision No. –
Eff. Date –

Dated: 17.03.2025

**Response to Pre-Bid Queries
Tender no. TPCODL/P&S/1000002083/2024-25**

Tender Description: Rate Contract for Providing Facility Management at Technology Centre and Pantry Services at Corporate Office TPCODL for Two Years

The pre-bid queries as received against the referred tender enquiry and TPCODL responses on the same are placed below:

Sr No	Page No	Clause No	RFP Clause	Query/ Clarification Sought	TPCODL Response
1	27		4	Qualification, experience or JD for facility manager is not mentioned.	As per Scope of Work
2	15		8	Hk material and gardening material should be as per actual consumption or it needs to be mentioned in lumsum.	Lumsum Quantity to be calculated as per the site requirement. As per Pre Bid Meeting Site Visit is mandatory for all the participated bidder for better understanding of site requirement. Once the bid is submitted it shall be assumed that BA has visited the site and completely understood the Site Requirement and Scope of Work.
3				Does the manpower for canteen services at corporate office included in the list.	Not required.
4	15	annexure-I ,8 no point	Schedule for items	the quantity per month 1 means and unit rate calculate through which price	Lumsum Quantity to be calculated on monthly basis as per the site requirement.
5	31-33	cultery / utensils	Billing Process	is the utensils provide by service provider	Yes
6	16	12	Service Charges Including GPA	What is GPA and what is gpa benefit we are giving per associate per year	Group Personal Accident Insurance - Coverage of Rs. 15 Lakhs
7	15	1	Facility Manager	Do we need to provide the CTC for facility Manager. What other costs shall be kept in mind while giving the price	All the Costs shall be considered as per the scope of work

Format No. –
Revision No. –
Eff. Date –

Dated: 17.03.2025

**Response to Pre-Bid Queries
Tender no. TPCODL/P&S/1000002083/2024-25**

Sr No	Page No	Clause No	RFP Clause	Query/ Clarification Sought	TPCODL Response
8	15	8	Housekeeping and Horticulture consumable	How do we guess the amount of consumables in a month. Can we get a per month list of consumables required in housekeeping & horticulture. Any historical reference can be provided?	Lumsum Quantity to be calculated as per the site requirement. As per Pre Bid Meeting Site Visit is mandatory for all the participated bidder for better understanding of site requirement. Once the bid is submitted it shall be assumed that BA has visited the site and completely understood the Site Requirement and Scope of Work.
9	22	ANNEXURE VII SCOPE OF WORK	Scope of Services for Facility Management Tender - Technology Centre	Is there any other costs involved in BA's scope apart from the salary of the respective associates	All the Costs shall be considered as per the scope of work
10	29	SCOPE OF WORK FOR TEA, COFFEE AND SNACKS SERVICES	Business Associate will arrange all the food items which are required in corporate office for serving the Guest(s).	Does arranging food items means that the cost of these items to be borne by the BA.	Procurement cost shall be under BA Scope.
11	29	SCOPE OF WORK FOR TEA, COFFEE AND SNACKS SERVICES	Tea services will be at rate INR 6.50 (Excl. GST) per cup and Coffee services will be at the rate INR 8.00 (Excl. GST) per cup including all, taxes extra as applicable. Snacks rate will be based upon MRP and it will be on a reimbursement structure based on actual consumption.	Is it means that all items related to tea, sugar, milk, coffee will have to be purchased by the BA? Please explain "reimbursement structure based on actual consumption"	Yes, the rates are including all the items. Payment shall be done on actual consumptions.
12	30	SCOPE OF WORK FOR TEA, COFFEE AND SNACKS SERVICES	Sufficient stock of items such as consumable raw materials, packed and bottled items shall always be maintained so as to meet normal requirement and any	What is the total amount of these stock for a month that the BA will have to keep	Technology Centre: Approx 300 Head Counts Corporate Office: Approx 160 Head Counts Accordingly BA needs to maintain the Stocks. In case of any variation BA will be Pre-Informed.

Format No. –
Revision No. –
Eff. Date –

Dated: 17.03.2025

**Response to Pre-Bid Queries
Tender no. TPCODL/P&S/1000002083/2024-25**

Sr No	Page No	Clause No	RFP Clause	Query/ Clarification Sought	TPCODL Response
			immediate needs of staffs. The Business Associate shall not be permitted to stop supply of any item for any reason whatsoever.		
13	31	Billing Process	Any snacks required during meetings shall be provided by BA on BTC mode of payment. The rates shall be as per actual only.	Please explain BTC Mode	BTC - "Bill to Company", means the company will pay the bill.
14	31		Snacks Item List	The amount of foods given are these per day/month/yearly ? Who will bear the purchase cost initially ?	BA needs to run the Pantry Services, items shall be available in the Pantry.
15			General	As per Pre-Bid Meeting discussion , equipment list to be provided by TPCODL	Equipment list is available in the Equipment List, attached seperately. These materials & equipment's must be available on site without fail.
16			General	As per SOW Plumber and Carpenter is also required.	Revised ANNEXUR-I (Schedule of Items) is attached seperately. Updated excel file will also be available in ARIBA.

Note: This document shall be an integral part of the tender and bidder shall submit signed/stamped copy of this document along with technical bid, as a token of acceptance. The tender document stands modified only to the extent stipulated herein above in this document. All other terms & conditions shall be strictly followed as per Bid documents.



Tender Enquiry No- TPCODL/P&S/1000002083/2024-25

**Rate Contract for Providing Facility Management at Technology Centre and Pantry
Services at Corporate Office TPCODL for Two Years**

EQUIPMENT AND MATERIAL LIST

Plumbing Work

Tools required are

1. Pipe wrench
2. Solvent cement & primer
3. Pipe Cutter
4. Pliers
5. PTFE Tape
6. Plumbers Putty
7. Pipe Thread Sealant
8. Hacksaw
9. Basin Wrench
10. Hammer
11. Tota plyers
12. Hammer Chisel
13. Die Set tool
14. Pressure Machine
15. Measuring Tape

Electrical Work

Tools required are

1. One Bag
2. Screwdriver double side
3. Set of insulated screw driver
4. Phyire (pliers)
5. Multi-meter
6. Spanner 8no to 15no
7. Voltage tester
8. Cable Cutter
9. Wire Stripper
10. Drill Machine with set of drill bits
11. Hammer
12. Drill Machine
13. Drill bit
14. Measuring Tape

Carpentry Work

Tools required are

1. Hammer
2. Drill Machine
3. Hand Saw (Aari)
4. Measuring Tape
5. Water Level
6. Hand plane
7. Guniyan
8. Screwdriver (Set)
9. Jingoer (Nail Puller)
10. Pathri
11. Chisel
12. Chabi Set
13. Wrench Set.

Horticulture

Tools required are

1. Shovel
2. Rake
3. Trowel
4. Hoe
5. Pruners
6. Garden Fork
7. Wheelbarrow
8. Watering Can
9. Spade
10. Weeder
11. Lawn mower.

Different kind of machines required for housekeeping services on site like

1. Floor scrubber
2. Carpet shampooing scrubber
3. Vacuum cleaner

List of housekeeping material to be provided by BA:

1. NIP Powder
2. FENA Powder
3. Soap 35 G
4. Good Quality Liquid Soap

5. Clenzo
6. White Duster
7. Yellow Duster
8. Plastic Juna
9. Odonil/Room Fresheners
10. Wiper
11. Naphthalene Balls
12. Toilet Brush
13. Dust Pan
14. Long Handle Broom
15. Hard Broom
16. Colin Spray
17. Plastic Bucket
18. Floor Mop
19. Acid for cleaning
20. Harpic Liquid/Toilet Cleaner
21. Plastic Mug
22. Pressure Pump
23. Room Freshener
24. Urinal Cubes
25. Soap Dispenser
26. Phenyl
27. HIT / Baygon / Mortein Mosquito Spray
28. Garbage Bags # Small
29. Garbage Bags # Big
30. Brasso
31. Tissue Paper (2 Ply Pull-up Face Tissue Box)
32. Three-Fold Napkin (Hand Tissues)
33. Toilet Urinal Screen

TP CENTRAL ODISHA DISTRIBUTION LIMITED									
TPCODL/P&S/1000001862/2024-25 - Rate Contract for Providing Hospitality Services at Guest Houses of TPCODL for Three Year									
S. No.	Item Description	UoM	Quantity per month	Months	Total Quantity	Unite Rate (Rs.)	GST (Rs.)	All Incl. unit rate (Rs.)	All incl. BOQ Price (Rs.)
A	B	C	D	E	F=DxE	G	H	I=G+h	J=I*F
1	Facility Manager	EA	1	24	24		-	-	-
2	Safety Officer- High Skilled	EA	1	24	24	20,405.72	3,673.03	24,078.75	5,77,890.05
3	Electrician - High Skilled	EA	7	24	168	20,405.72	3,673.03	24,078.75	40,45,230.33
4	Pantry Manpower- Skilled	EA	5	24	120	18,711.17	3,368.01	22,079.18	26,49,501.96
5	HK Supervisor- Skilled	EA	1	24	24	18,711.17	3,368.01	22,079.18	5,29,900.39
6	Plumber- Skilled	EA	1	24	24	18,711.17	3,368.01	22,079.18	5,29,900.39
7	Carpenter- Skilled	EA	1	24	24	18,711.17	3,368.01	22,079.18	5,29,900.39
8	House Keeping Manpower- Unskilled	EA	17	24	408	15,322.07	2,757.97	18,080.04	73,76,658.34
9	Gardener for horticulture- Semi Skilled	EA	2	24	48	17,016.62	3,062.99	20,079.61	9,63,821.47
10	Housekeeping and Horticulture consumable	Lot	1	24	24		-	-	-
	TOTAL								1,72,02,803.32

NOTE:

1. The bidders are advised to quote prices strictly in the above format and for all the line items as mentioned above. Failing to do so, bids are liable for rejection.
2. The bidder must fill each and every column of the above format. Mentioning "extra/inclusive" in any of the column may lead for rejection of the price bid.
3. No cutting/ overwriting in the prices is permissible.
4. The unit price to be indicated in col. No. (G) should be exclusive of taxes & duties which are to be indicated in separate columns meant for the purpose.
5. The prices shall be FOR TPCODL, Bhubaneswar. Exact delivery location shall be specified in the Order.

Price Break-Up Format					
S. No.	Description	Un-Skilled	Semi-Skilled	Skilled	High-Skilled
1	Minimum Wages	452.00	502.00	552.00	602.00
2	Days	26.00	26.00	26.00	26.00
3	Minimum Wages (Basic + DA)	11,752.00	13,052.00	14,352.00	15,652.00
4	Statutory Bonus @ 8.33% on Basic & DA	978.94	1,087.23	1,195.52	1,303.81
5	Leave Encashment@ 5.77% on Basic & DA	678.09	753.10	828.11	903.12
6	Sub-Total (A)	13,409.03	14,892.33	16,375.63	17,858.93
7	EPF@13% of minimum wages	1,527.76	1,696.76	1,865.76	2,034.76
8	ESIC @3.25% of minimum wages	381.94	424.19	466.44	508.69
9	Contribution for Labor Welfare Fund	3.34	3.34	3.34	3.34
10	Sub-Total (B)	1,913.04	2,124.29	2,335.54	2,546.79
11	CTC (A+B)	15,322.07	17,016.62	18,711.17	20,405.72
12	Service Charges Including GPA				
13	Unit Rate (Sr.No. 11+12)	15,322.07	17,016.62	18,711.17	20,405.72