

GREATER HYDERABAD MUNICIPAL CORPORATION (GHMC)



**Expression of Interest (EoI) cum BID Invitation for
“MAINTENANCE OF TOILETS IN ZONAL BUILDING, SECUNDERABAD ZONE, GHMC”**

EoI cum Bid Notice NIT.No.36/SE/SBZ/GHMC/2020-2021

dt.27.03.2021

27TH MARCH 2021

Greater Hyderabad Municipal Corporation
O/o. SUPERINTENDING ENGINEER, 2ND FLOOR,
WEST MARREDPALLY SECUNDERABAD ZONE
Phone No: 9989930374

Website: www.ghmc.gov.in

SCHEDULE OF BID PROCESS

Bidders are invited to submit their Bids on or before the time, date and at the office for submission as indicated below. The Bids submitted after this time and date or at any other office other than indicated herein below will not be considered under any circumstances; unless notified by the Authority with full information of the altered time, date and the office for submission. Bid document shall be downloaded from “ <https://www.ghmc.gov.in>” under tenders notifications section.

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| S No. | Event Description | Particulars |
|-------|---|---|
| 1 | RFP downloadable from website (Date &Time) | 30.03.2021 from 1.00 PM onwards |
| 2 | Bid Due date / Bid Submission date | 06.04.2021 upto 3.00 PM |
| 3 | Address for communication & submission of Bid | The Superintending Engineer, Secunderabad Zone, Greater Hyderabad Municipal Corporation, Zonal Office, 2 nd Floor, Opp: City Civil Court, West Marredpally. Secunderabad. |
| 4 | Date & Time for opening of Technical Bid (Eligibility & Qualification Criteria) | 07.04.2021 from 12.00 PM |
| 5 | Date & Time of opening of Financial Bid | 07.04.2021 from 3.00 PM |
| 6 | Bid Security (Refundable) | Rs.10,000/- (Rupees Ten Thousand only) for SAFAI KARMACHARIES & Rs. 25,000/- (Rupees Twenty Five Thousand only) for the participants other than SAFAI KARMACHARIES has to be submitted in the form of demand draft drawn in favor of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad, drawn from any scheduled bank. |

Note:

1. In case of any further clarification required the bidders may contact the Authority at sesbz.ghmc@gmail.com or approach the O/o. The Superintending Engineer, Secunderabad Zone, Greater Hyderabad Municipal Corporation, Zonal Office, 2nd Floor, Opp: City Civil Court, West Marredpally, Secunderabad.

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1. OBJECTIVE

There are various sections such as Administrative Sections, Town Planning Sections, Engineering Sections, Tax Sections, Health & Sanitation Sections and other sections like Veterinary, Horticulture, Sports, UMS, etc., pertaining to Secunderabad Zone, in 5 Floors of the building of the Zonal Commissioner, Secunderabad Zone, GHMC. There are approximately 75 Nos. of WC's, Wash Basins & 45 Nos. Urinals in Zonal Building. There is a large movement of public for availing various services from different sections in the Zone. Therefore lot of public besides staff working in various sections uses these toilets facilities. The broad objective of this Expression of Interest (EoI) cum Bid is intended for upkeeping of the odour free toilets in Zonal Building, Secunderabad Zone, GHMC for a period of initially for one year and may be extended to another (02) years upon satisfactory performance of the Agency.

2. SCOPE OF WORK

Broadly the empanelled firms shall provide the following services:

- a) Provide essential services such as liquid soap, soaps, napkins, dust bins etc. for use.
- b) Deployment of required personnel for operation, cleaning, security etc.
- c) Dedicated cleaning staff shall be provided by Engaging men and Equipment and provide the disinfectants and implements for cleaning. Cleaning staff shall be provided with Identity Card and Apron inscribed with name of GHMC,
- d) Though Quick cleaning is to be carried out by the attendant 3 times a day, the toilet seats and flooring shall be in dry condition and the toilets shall be kept odour free.
- e) Cleaning staff shall be available throughout the year even during public holidays also with the following activities:
 - Daily washing with water and phenyl washing mechanically.
 - Disinfectant Toilet cleaner liquid such as Harpic/Domex etc.
 - Removal of solid waste from dust bins at least once in a day as per GHMC Norms.
- f) Consumables required for cleaning & operation of toilets to be ensured. Provide tools - Cleaning Brooms, Sweeping brooms, Coir brush, Scraping Sheet, Bamboo Basket, Plastic containers, Plastic Buckets, Plastic Mug, Sponge piece, Washing Soap, Phenyl, Disinfectant Toilet Cleaner liquid, Bleaching powder and lime powder shall be supplied.
- g) The Maintenance contract is not transferable to any other agency at any point of time without prior approval of the GHMC.
- h) Day wise Cleaning schedule shall be maintained which shall be monitored by Engineer-in-Charge/ concerned official appointed by the GHMC duly submitting the monthly summarized report to the concerned officer.

3. ELIGIBILITY

- a The invitation is open to all the entities that are Registered safai karmachari's/ companies or agencies that are registered under Companies Act, 1956 or 2013 or its equivalent or under Limited Liability Partnership Act, 2008 or its equivalent or; an NGO or Society or Trust or Partnership Firm or registered contractors.
- b The Applicant may be an independent single entity or a joint venture or a consortium/ association of entities. In case of a joint venture/ consortium the name of the entity that is the 'Lead Partner/Lead member' should be clearly stated in their bid.
- c The Applicant shall bear all costs associated with the preparation and submission of its application and the Authority will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the EoI cum Bid process.
- d The Applicant should not be black-listed by any of Central/ State Government or PSUs or Urban Local Bodies or any other Government body.
- e Decision of the GHMC, regarding the eligibility, is final and binding.

4. Submission of EoI Cum Bid: EoI cum Bid shall be submitted along with the filled in formats provided as appendices to this document in two cover system i.e (i) Technical Bid cover (ii) Financial Bid cover.

All envelopes shall be super scribed as NAME OF THE BIDDER.....and followed

by **“MAINTENANCE OF TOILETS IN ZONAL BUILDING, SECUNDERABAD ZONE, GHMC”**.

The EoI cum Bid shall be submitted on or before 3.00 PM Hrs (IST) on 06th OF APRIL, 2021 Submission by email or other electronic means will not be accepted. It is the responsibility of the interested party to ensure that it is delivered at prescribed address by the stated deadline through post/courier/ in person only. The Authority shall not be held responsible for any delay in delivery or lost in transit cases.

The EoI cum Bid shall be submitted through offline only and addressed to:

**The Superintending Engineer,
Secunderabad Zone,
Greater Hyderabad Municipal Corporation
Zonal office, 2nd Floor,
Opp: City Civil Court,
West Marredpally,
Secunderabad.
Cell No.9989930374, E-mail: sesbz.ghmc@gmail.com**

For any assistance, Applicants can contact the following officer as per their convenience on the addresses given below:

**The Deputy Executive Engineer,
Greater Hyderabad Municipal Corporation,
Zonal office, 2nd Floor,
Opp: City Civil Court,
West Marredpally,
Secunderabad.
Cell No.8008066855 E-mail: sesbz.ghmc@gmail.com**

Only complete EoI response received on or before the due date and time shall be considered. After completion of time, EOI / BID will not be accepted.

5. Technical Bid:

The applicant shall submit the following documents in a sealed cover “Technical bid cover”

- i. Covering Letter as per Annexure I
- ii. Details of the Applicant as per Annexure II
- iii. Bid security of Rs.10,000/- (Rupees Ten Thousand only) for SAFAI KARMACHARIES & Rs. 25,000/- (Rupees Twenty Five Thousand only) for the participants other than SAFAI KARMACHARIES has to be submitted in the form of demand draft drawn in favor of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad, drawn from any scheduled bank, which shall be refundable. After completion of evaluation, the Bid security is returned to those applicants who are not qualified at Technical Bid stage immediately after completion of the empanelment process and the Bid security of the successful bidder will be returned after completion of their agreement period.

Technical Evaluation: A Consultancy Evaluation Committee (“Committee”) appointed by the Authority will examine the EOI submitted by the applicants based on the parameters such as cleaning methodology and previous experience in maintenance of toilets. The Committee reserves the right to waive-of any shortfalls during evaluation; accept the whole or part of or reject any or all responses to this Bid. The decision of the Committee is final and binding on all the applicants for selection of the methodology and no correspondence is entertained in this regard.

6. Financial Bid submission:

The Bidder shall submit the financial bid as per the **Annexure IV** in a separate sealed cover quoting maintenance fee for a period of initially for one year and may be extended to another (02) years upon satisfactory performance by the agency. If any applicant not quoted, their bid will summarily be rejected.

7. Selection Criteria:

The Committee will evaluate the financial bids of those Applicants who are qualified in technical evaluation. Mere submission of bid does not entitle the After arriving at the L1 of maintenance charges, the Committee shall empanel the firms.

8. Other Terms & Conditions

Payment Terms:

- i. Payment will be released monthly based on the submission of report of concerned officer of the circle.
- ii. The bill will be paid duly deducting the penalties and any physical damage charges to the toilet. Penalty clause is as follows
- iii. The penalty amounts will be levied to the agency if the maintenance is not done satisfactorily on any particular day or on receipt of any specific complaint to the effect that the cleaning is unsatisfactorily and also for not following the conditions as follows

| Sl. No. | Performance indicator | Penalty per unit per day |
|---------|--|--------------------------|
| 1 | Cleaning and washing not attended (one time) | 200/- |
| 2 | Cleaning and washing not attended (full time) | 1000/- |
| 3 | Phenyle not used (per day) | 50/- |
| 4 | Acid not used (weekly) | 100/- |
| 5 | If any report / complaint from the users | 300/- |

The extension of further 02 years is subject to outcome of performance in the first year of maintenance and as per certification of the Officer in charge from GHMC.

Annexure I

(Covering letter to be submitted in the letter head of the applicant)

Date:

To,

**The Superintending Engineer,
Secunderabad Zone,
Greater Hyderabad Municipal Corporation
Zonal office, 2nd Floor,
Opp: City Civil Court,
West Marredpally,
Secunderabad.
Cell No: 9989930374 E-mail: sesbz.ghmc@gmail.com**

Subject: Expression of Interest (EoI) for **MAINTENANCE OF TOILETS IN ZONAL BUILDING, SECUNDERABAD ZONE, GHMC.**

Dear Sir

Having examined the EoI cum Bid, the undersigned, offers to submit the application in full conformity with the said EoI cum Bid. I/We have read the provisions of EoI cum Bid and confirm that these are acceptable to us.

I/We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of the selection process.

I/We understand that you are not bound to accept any proposal you receive. Also, at any stage, the process may be terminated without assigning any reason and without any liability to firms, whatsoever, it may be.

Thanking you.

Yours faithfully

Signature:

In Capacity of

Duly authorized to sign proposal for and on behalf of

Place..

Annexure-II
Details of Applicant

| | | |
|----|---|--|
| a) | Name of the Applicant (Legal Name) | |
| b) | Country | |
| c) | Year of Establishment | |
| d) | Registration details | (Enclose certificate of Incorporation/ Registration etc. as applicable) |
| e) | Address for Communication | |
| f) | PAN Number | Copy to be enclosed |
| g) | GST Number | Copy to be enclosed |
| h) | Brief description including details of its main lines of business | |
| i) | Name, Address, E-mail id and Contact Number of the Authorized Signatory, who is authorized to respond to this EoI | |
| j) | Any other information | |

Signature of Authorized Signatory

Date:

Place:

Annexure - III
Technical bid

| Sl.No. | Item |
|---------------|---|
| 1 | Cleaning of toilets including WC's, Wash Basins, Urinals 3 times a day ensuring odour free all the times duly providing cleaning equipment and cleaning materials like phenyl, Domex/ Harpic and all consumables all the time with the attendant. |

Enclosures:

(Signature, name and designation of the authorized signatory)

Annexure IV
(FINANCIAL BID)

[on the letter head of the Bidding firm]

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Date:

**The Superintending Engineer,
Secunderabad Zone, GHMC,
Zonal office, 2nd Floor,
Opp: City Civil Court,
West Marredpally,
Secunderabad.**

Sub :- Maintenance of various Types of toilets in various areas of Circle - 15
Sec-bad Zone, GHMC

Sir,

As a part of the Bid for the subject work, we here by submit the following as Bid price as our quote to the Greater Hyderabad Municipal Corporation Our financial quote is:

| SI No | Methodology of cleaning | in INR | |
|-------|---|----------------------------------|--|
| | | (Approximate Cost per one month) | |
| 1 | Cleaning of toilets including WC's, Wash Basins, Urinals 3 times a day ensuring odour free all the times duly providing cleaning equipment and cleaning materials like phenyl, Domex/ Harpic and all consumables all the time with the attendant. | (in figures) | |
| | | (in words) | |

We undertake to acknowledge that the bid evaluation be carried by the Committee authorized by the Authority and the decision of the Committee will be final and binding on us, financial bids of only those Applicants who are qualified in technical evaluation to be opened.

Applicant Signature

Note: The financial Bid to be submitted strictly as per the above format. Noncompliance to the above format shall disqualify the firm's BID