



(A Government of India Enterprise)

**SHORTLISTING OF VENDORS FOR INTERGRATED FACILITY MANAGEMENT SERVICES AT BPCL OFFICE COMPLEX, KHARGHAR, NAVI MUMBAI**

M/s Bharat Petroleum Corporation Limited, a Govt. of India Enterprise, wishes to Shortlist reputed and competent vendors having the capacity to execute **Integrated Facility Management Services** like Mechanized House Keeping / Gardening / Maintenance of facilities / Helpdesk Management, etc. at our Office Complex, Kharghar, Navi Mumbai.

The shortlisting criteria are as follows:

**I. Financial Criteria/ Experience:**

- a) The vendor should have exposure in managing multiple facilities with reputed Corporate entities/ MNCs.
- b) The vendor should have minimum five years of experience in providing similar services for Mechanized House Keeping / Gardening / Pest Control / Maintenance of facilities of reputed office buildings / institutes of reputed Companies having built up area not less than 1,20,000 sq.ft. for more than one site.
- c) Vendor should have executed at least one contract of two year duration or two contracts of one year duration for Mechanized House Keeping/ Gardening/ Pest Control / Maintenance of facilities and other related work as detailed in the scope of work in institutes / office buildings of reputed Companies having built up area not less than 1,20,000 sqft. in the last five years ending last day of month previous to the month in which bids are invited.

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- d) Details of experience and past performance of the vendor and the collaborator (in case of collaboration) or of joint venture partner (in case of a joint venture), on works/ jobs done of similar nature in the past and details of current work in hand and other contractual commitments, indicating areas and clients are to be submitted along with the techno-commercial bid, in support of the experience laid down at para (b) and (c) above.
- e) The vendor should submit order from at least three major clients for Integrated Facility Management System for office buildings/ institutes awarded within the last five years ending last day of month previous to the month in which bids are invited.
- f) The vendor should have Valid PAN No. (submit copy of PAN card) / Valid Service Tax Registration.
- g) The vendor should have ESI & EPF Registration (submit documentary proof).
- h) The vendor should have an average annual financial turnover of atleast Rs. 1.10 CR (the amount equal to 30% of the estimated cost) during the past three years ending 31<sup>st</sup> March of the previous financial year and the same has to be supported by following Audited Financial Statements.
- i. Audited Balance Sheet of last three years
  - ii. Audited Income and Expenditure statement of last three years.
  - iii. Audited Profit & Loss Account of last three years
  - iv. Audit report of last three years.
- i) Vendor should have successfully completed similar works during last 7 years ending last day of the month previous to the one in which applications are invited as per the following:
- i. Three similar completed works costing not less than Rs. 1.50 CR (the amount equal to 40% of the estimated cost).

OR

- ii. Two similar completed works costing not less than Rs. 1.80 CR (the amount equal to 50% of the estimated cost).

OR

- iii. One similar completed work costing not less than Rs. 2.90 CR (the amount equal to 80% of the estimated cost).

## **II. Technical Criteria**

- a) Vendors to have their own training institutes / facilities. The vendor should have adequate number of trained/experienced workforce/engineers from reputed Hospitality/Catering institutes, Engineering colleges, ITI institutes in their establishment.
- b) Employees of the vendor should be paid as per Minimum Wages Act. Vendor should submit documentary proof including copy of salary/wage register, copy of muster roll for ongoing/ latest completed works (minimum 4 months). Employees of vendor should have been covered under PF and ESIC/Employee compensation, as applicable. Vendor should submit documentary proof including copies of challan (PF and ESIC), ECR statements, yearly/ half yearly ESIC returns and copy of Employee compensation policy (if applicable).
- c) Vendor should submit proposed process for carrying out following mentioned jobs:
  - i. Mechanized House Keeping
  - ii. Gardening
  - iii. Pest Control
  - iv. Maintenance of facilities e.g. electrical, plumbing, carpentry, maintenance of office equipment etc.

Vendor should also provide details about manual and automated activities carried out in above mentioned jobs.

- d) Vendor should give presentations on operations and processes followed by them including best practices.
- e) The vendor is required to enclose all relevant Quality accreditations for the proposed services to be rendered.
- f) The vendor should have LEED Accreditation Certificate Holding expertise team.
- g) The Vendor should have a valid labour license.
- h) Vendor should have license for providing Pest control/ Electrical/ Plumbing services and shall submit the copy of the same.
- i) The vendor should have branch office in Mumbai/ Navi Mumbai municipal area.
- j) It is mandatory for the vendor to provide their current corporate client list. This list should provide details of the Company, name of the contract person of the company and contact address/numbers.
- k) The vendor should have engineering services wing, energy efficiency wing under the facility management verticals who can manage/support BPCL expectation.
- l) The vendor should have Six Sigma Black Belt / Green Belt Certified professionals who would advise BPCL time to time on various query / request.

**III. Site visit by the committee:**

- a) BPCL officials will visit *any* of the vendor's facilities / locations if necessary, to ascertain the criteria mentioned above.
- b) The committee visit shall cover broadly the following aspects:
  - i. Soft services executed by the vendors

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- ii. Engineering operations and processes
- iii. Best practices at site
- iv. Helpdesk management
- v. Verification of experience with client
- vi. Site records pertaining to statutory compliances
- vii. Client feedback

The parties will also have to make presentations with details of their operations and processes including best practices.

**The parties will have to satisfy the financial, technical as well as site visit criteria in order to qualify for the shortlisting.**

Last date for receipt of applications will be **12<sup>th</sup> January 2017 up-till 3 p.m.** Completed application forms to be submitted in a sealed cover, super-scribing, **‘Shortlisting of Vendor for Integrated Facility Management Services at BPCL Office Complex, Kharghar, Navi Mumbai’** to be deposited at the following address :

**1<sup>st</sup> floor, Admin. Dept.,  
Bharat Petroleum Corporation Ltd.  
Bharat Bhavan-I, 4 & 6 Currimbhoy Road,  
Ballard Estate, Mumbai – 400 001**

BPCL reserves the right to accept or reject any or all applications without assigning any reasons.

Shortlisting doesn't give in any way the compulsory provision to place an order / agreement for the services without going through the tender process.

Any further Corrigendum on the above subject, if any, shall be published in our website and not in Press.

For any further queries, you may contact Ms. Divya Vutukuru, Dy. Manager Admin (HRS) HQ on 022-22713153/email ID: [divyavutukuru@bharatpetroleum.in](mailto:divyavutukuru@bharatpetroleum.in) or Mr. Shripad Mandake, Manager Admin. (HRS), HQ on 022-22713171/email ID: [shripadmandake@bharatpetroleum.in](mailto:shripadmandake@bharatpetroleum.in) between 10:00 am to 4:00 pm during working days.



**BHARAT PETROLEUM CORPORATION LTD.  
(A GOVT. OF INDIA ENTERPRISE)**

Details to be filled by Vendor seeking shortlisting for Integrated Facility Management Services (you may refer to the pre-qualification criteria mentioned above):

- 1 Name of the Organization
- 2 a) Full Postal Address of Registered office  
  
b) Contact Phone / Fax No.
- 3 Type of Organization & Date of Incorporation  
  
(Individual / Prop. / Partnership / Pvt. Ltd. / Public Ltd.) & Date of incorporation under The Companies Act, 1957.  
  
(Attach copy of the Memorandum and Articles of Association. / Partnership deed, bio-data or prop./partner/directors, as applicable).
- 4 Does the Vendor have branch Office in Mumbai/Navi Mumbai - Give details of your Offices in these cities.

- 5 Name of the Bankers and full address
- 6 Details of similar jobs carried out in the last 5 years (Annexure-A)

Client M/s.

Address

Built-up area catered to

Duration of contract

Client M/s.

Address

Built-up area catered to

Duration of contract

Client M/s.

Address

Built-up area catered to

Duration of contract

- 7 Details of current contracts and commitments

Client M/s.

Address

Scope and quantum of work

Client M/s.

Address

Scope and quantum of work

Client M/s.

Address

Scope and quantum of work

- 8 Details of PAN card, Service Tax Registration, ESI & EPF Registration (please enclose documentary proof)

- 9 Financial standing supported by Balance Sheet for last 3 years (kindly enclose a copy of the Audited Financial Statement and other documents as required)

2015-16

2014-15

2013-14

- 10 Details of three highest valued similar jobs carried out in the last 7 years

Client M/s.

Address



Scope and quantum of work

Client M/s.

Address

Scope and quantum of work

Client M/s.

Address

Scope and quantum of work

- 11 Details of own training institutes/facilities
- 12 Total no. of persons in permanent employment  
(please attach documentary proof)
- 13 Details of quality/technical accreditations  
including LEED and Six Sigma Black  
Belt/Green Belt along with details of  
certifications held by employees (documentary  
proof to be submitted)
- 14 Details of labour license and other relevant  
licenses for various activities

- 15 Details of registration with other Companies  
(You may specifically mention details of  
registration with large corporates & PSUs,  
attach documentary proof)

Organization

Financial limit

Scope of Works

- 16 Whether the applicant is already empaneled in  
the Organization.
- 17 Whether the applicant has executed any works  
in the past for BPCL.
- 18 Whether the applicant or any of his partners or  
shareholders is a / are member of the Indian  
Parliament or any State Legislatures?
- 19 Whether the applicant have under his  
employment a dismissed Govt. Servant /  
employee of the Undertaking.

20 Whether the applicant or any of his partners or shareholders been blacklisted or removed from the approval list of Vendors or demoted to lower class or orders passed, banning or suspending business with the applicant by any Dept. in the past

- 21 I) I/we certify that I/we will not get myself/ourselves empaneled as contractor/ Vendor (s) in the Undertaking under more than one name.
- II) a) I certify that I did not retire as an employee of Bharat Petroleum Corporation ltd. (BPCL) during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement from BPCL except with the prior permission of the undertaking (For individuals seeking registration in their own name).
- b) We certify that none of the partners/Directors retired as employees of this undertaking during the last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of Undertaking (For limited companies and partnership firms).

I/ We hereby confirm that the above information is true to the best of my / our knowledge & belief. I / We also undertake that, if at any stage, the above information are found to be incorrect, the Corporation shall reserve the right to cancel my /our registration, at any time, without notice, at its discretion.

Date:  
Place:

Signature of the Proprietor /  
Partner / Authorized representative.

Seal of the Firm

NOTE: Incomplete application forms/application forms submitted without any/all of the documents as mentioned in the application form may be summarily rejected.

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ANNEXURE-A

**DETAILS OF MAJOR ORDERS EXECUTED FOR LAST 5 YEARS**

<b>S. No.</b>	<b>Name / Address of the Party</b>	<b>Brief details of order</b>	<b>Job Value</b>	<b>Name / telephone no. (of the contact person)</b>
1				
2				
3				
4				
5				