

Section 4 : Financial Proposal

Form F1: Financial Proposal Submission Form

Location & Date

(On the letterhead of the Bidder)

To

**The Department of Agriculture & Farmer's Empowerment,
Odisha, Krushi Bhavan, Bhubaneswar.**

Sub: Selection of Agency for Providing Comprehensive Facility Management Service for the Krushi Bhavan, Bhubaneswar

Dear Sir,

I/We , the undersigned, is pleased to provide our financial offer for providing Comprehensive Facility Management Services for the KrushiBahwan, Bhubaneswar, in accordance to your Request for Proposal No.....Dated..... and our Technical Proposal.

Having gone through the RFP and having fully understood the scope of work for captioned assignment as set out in the RFP; we are pleased to quote the following lump sum fees (**exclusive of GST**) for the proposed service for the 1st year & 2nd year

as:

	1 st Year	2 nd Year
In Figures		
In Words		

Note:

1. GST will be paid as per prevailing applicable rates.
2. All payments to the service provider will be subjected to deduction of taxes at source as per applicable laws.

Our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Bid.

I/We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Name and Designation of Signatory:

Name of the Bidder:

Address:

Authorized Signature

[In full and initials]

Form F2: Financial Bid

Sl. No.	Item	Description	Unit	Financial Bid (INR)for One Year (valid throughout the contract period of two year)
1	Comprehensive Facility Management Services for Krushi Bhavan, Bhubaneswar	Service to be provided as per the defined scope and terms and conditions of the RFP	Lump sum	
2	Goods & Services Tax (GST) as applicable			
	Total(1+2)			

Note: 1. Financial bid would mean Comprehensive Facility Management Cost for each one year (1st&2nd year) payable to Facility Management Service Provider (FMS)

Conditional price bid will be out rightly rejected.

2. Escalation on Annual Comprehensive Facility Management Cost would be applicable as per clause 1.10.3 of RFP.
3. FMS would not be paid any other costs from apart above service.
4. This RFP is for providing comprehensive facility management services as per Service Level Requirements. The manpower indicated by the Client in this RFP is minimum required manpower , however the bidder is expected to evaluate cost of all services ,manpower ,overheads, equipments and consumables (expect fuel) etc. required for providing the services as per the scope of work defined in the RFP and provide a lump-sum quote in the financial bid.
5. Bidder will be shot listed as per criteria mentioned in the RFP. Bidder shall read the conditions very carefully. The financial bids would be ranked/ compared as per the quoted amount exclusive of GST.
6. Financial proposal shall be submitted in prescribed format only. Any other information shall not be considered for evaluation.
7. The minimum rate of service charge shall be as per the rate prescribed by the Finance Department, Govt of Odisha.

Name and Designation of Signatory:

Name of the Bidder:

Address:

Authorized Signature

[In full and initials]

Form F3:- Detail Break-up for the Financial Offer

S I. N o	Description of Item		Quantity				For 1 year		
			Morni ng	Afterno on	Nig ht	Total in Num	Unit Price (per	Total Price per	Total Cost (IN
A	General Services		06:00 - 14:00	14:00- 22:00	22: 00- 06: 00	ber	month inclusiv e of all statutor y dues) (IN INR)	mont h IN INR	INR) for one year
1	Facilities Manager	High Skilled	1			1			
B	House Keeping Services								
2	House Keeping Supervisor	High Skilled	2	2	0	4			
3	House Keepers	Unskill ed	16	14	0	30			
C	Landscaping Services					0			
4	Supervisor	High Skilled	1			1			
5	Gardener	Unskill ed	1	1		2			
D	Technical Services					0			
6	AV operator / Electronic technician	High Skilled	2	1		3			
7	Electrical Supervisor	High Skilled	0	1	0	1			

8	Electrician/ HVAC technician	Skilled	1	1	1	3				
9	Fire technician	Semi Skilled	1	1	1	3				
1	Plumber /	Semi	1	1	0	2				
0	Carpenter	Skilled								
1 1	Car painter	Semi Skilled	1	0	0	1				
1 2	Lift operator	Semi Skilled	1	0	0	1				
1 3	Sewerage treatment plant operator	High Skilled	1	0	0	1				
E	Security Services					0				
1 4	Security Supervisor	High Skilled	1	1	0	2				
1 5	Security Guards	Semi Skilled	8	7	4	19				
F	Office Management & Support Services					0				
1 6	Help Desk	Skilled	1			1				
1 7	Office Boy	Unskill ed	1			1				
2	Charges towards hiring of equipments & consumables	In Lump Sum								
3	Cost of Operation and maintenance of all electrical & mechanical equipment									
4	Other expenses (Pl. Specify)									

Total Cost (Rs.)
In Words

(In Full & Initials)

Authorized Signature

Name & Designation of Signatory

Name of the Bidder:

Address:

ANNEXURE-C
[See Rule 212 (ii) of OGFR 2023]

EMD

To

The Governor of Odisha

Whereas (hereinafter called the “tenderer”) has submitted their offer dated for the supply of (hereinafter called the “tender”) against the purchaser’s tender enquiry No.

KNOW ALL MEN by these presents that WE of having our registered office at.....are bound unto (hereinafter called the “Purchaser”) in the sum offor which payment will and truly be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this day of 20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

If the tenderer withdraws or amends, impairs, or derogates from the tender in any respect within the period of validity of this tender.

If the tenderer, having been notified of the acceptance of his tender by the Purchaser during the period of its validity:

- a) Fails to furnish the Performance Security for the due performance of the contract.
- b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed is due owing to the occurrence of one or both of the above conditions, specifying the occurred condition(s).

This guarantee will remain in force up to and including 45 days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

Our branch at (Name & Address of the branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only if you serve upon us at our branch a written claim or demand and it is received by us on or before Dt.; otherwise, the Bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

ANNEXURE-D
[See Rule 213 (ii) of OGFR 2023]

PERFORMANCE SECURITY

To

The Governor of Odisha

WHEREAS (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of Contract No. datedto supply (description of goods and services) (hereinafter called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of the amount of guarantee as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder, or of any of the contract documents which may be made between you and the supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the day of , 20.....

Our branch at.....(Name & Address of the branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only if you serve upon us at our branch a written claim or demand and it is received by us on or before Dt.; otherwise, the Bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
.....
Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.