



# NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

Post Bag No. 7201, NAGARBHAVI, BENGALURU - 560 0242. (Old Code No. 560 072), INDIA.

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Notification No. NLSIU/66066/6/2021-ESTS

Date: 28.09.2021

## NOTICE INVITING QUOTATIONS

The National Law School of India, Bangalore ("NLSIU") is a University established under the National Law School of India Act, 1986, imparting legal education. Sealed quotations for the provision of "**Facilities Management Services at NLSIU**" are hereby invited from eligible Service Providers by the undersigned, subject to the terms and conditions enumerated hereunder.

<b>Description of Work</b>	Facilities Management Services including Security, Housekeeping, Hospitality and maintenance of various equipment etc.
<b>Site</b>	National Law School of India University, Gnana Bharathi Main Rd, Opp NAAC, , Nagarbhavi, Bengaluru, Karnataka - 560072
<b>Date of Issue of Quotation</b>	28.09.2021
<b>Last Date for Submission</b>	Up to 4.00 PM on 11.10.2021
<b>Quotation Opening Date</b>	12.10.2021 at 3.00 pm

### Terms and Conditions: -

1. The complete description of the scope of services is provided at **Annexure 1 - Scope of Services** to this Notice Inviting Quotations.
2. The intending Bidder shall quote its rates in the format provided in **Annexure 2 - Rate Card** to this Notice Inviting Quotations. The Bidder or its Authorised Representative shall sign each page and affix the seal of the firm alongside.
3. Any clarifications on the quotation process may be sought by email from the University Engineer at [procurement@nls.ac.in](mailto:procurement@nls.ac.in) up to 07.10.2021.
4. Interested bidders may visit and examine the site to acquire the requisite information relating thereto as affecting the quotation upon writing to the University Engineer at [procurement@nls.ac.in](mailto:procurement@nls.ac.in) up to 08.10.2021 up to 4.00 pm.
5. The Quotation should be submitted in two (2) covers, which shall comprise: (A) **Pre-qualification Documents** as per the instructions provided in Para.6; and (B) **Rate Cards** as per format provided in **Annexure 2 - Rate Card** and all pages duly signed and sealed.

Both the covers will be put in a Single large, sealed cover and clearly labelled in the prescribed format. The sealed envelope should clearly super scribe "**Quotation for Facilities Management Services at NLSIU**", and shall be addressed to:

**"The Finance Department,  
National Law School of India University,  
Gnana Bharathi Main Rd,  
Opposite to NAAC  
Nagarbhavi, Bengaluru,  
Karnataka - 560072".**

The sealed envelope shall be sent to reach this office on or before the due date mentioned, either in person or by Registered Post.

**6. Pre-qualification criteria:**

Interested bidders must meet ALL the qualifications as provided below, and submit the supporting documents in a separate envelope marked "Pre-Qualification Documents":-

- 6.1. The Bidder must be a company registered under the Companies Act, 2013; OR a Joint Venture/Consortium comprising a maximum of three (3) members who are registered under the Companies Act, 2013. (Please submit valid certificates and constitutive documents)

*Notwithstanding* the above, any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any tender, and the bar subsists as on the date of submission of the Quotation shall not be eligible to participate in this Quotation Process.

- 6.2. The Bidder should have applicable and valid registrations with statutory authorities, viz. Income Tax, Goods & Service Tax, labour license under section 12(1) of the *Contract Labour (Regulation and Abolition) Act, 1970*, Employees Provident Fund Organisation (EPF), Employees State Insurance (ESI) Corporation, PAN etc. (Please submit valid registration certificates and/or other supporting documents)

- 6.3. The Bidder should have constituted a Sexual Harassment Committee under the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*. (Please submit a suitable declaration on the Bidder's letterhead and signed by the Authorised Signatory)

- 6.4. Bidder should not have been disqualified/debarred/blacklisted from any Governments, Semi-governments, PSUs or Banks. (Please submit a suitable declaration on the Bidder's letterhead and signed by the Authorised Signatory)

- 6.5. *Experience criteria:* The Sole Company or any of the consortium members in its name should have in the last five years ending on 31.03.2021:

- a. Undertaken at least one ongoing/completed work of a similar nature. "Similar work" means executing integrated facilities management services including Housekeeping Services,

Security Services, Utility Operations and Management (i.e. Electric and Mechanical equipment maintenance) and Catering Services, for an educational or public institution or the private sector having more than five hundred (500) users. (Please submit a Certified copy in the form of Performance/Completion Certificate from the Client duly signed by not below the rank of Director / General Manager / Chief Engineer).

- b. Undertaken, the following services continuously for at least five (5) years: (i) Housekeeping Services (ii) Security Services (iii) Utility Operations and Management (i.e. Electric and Mechanical equipment maintenance) and (iv) Hospitality Services. (Please submit a Certified copy in the form of Performance/Completion Certificate from the Client/s duly signed by not below the rank of Director / General Manager / Chief Engineer)

6.6. *Financial criteria:*

The Bidder shall have achieved in at least one financial year from the past three years a minimum financial turnover (in property management services only) of Rupees Three (3) Crores, wherein the lead member shall be required to satisfy at least 50% of the Financial criteria. (Please submit Balance Sheets for the last three (3) financial years ending on 31.03.2021, duly audited and certified by a Chartered Accountant.)

7. The quotations received after the due date will not be entertained.
8. Only the Rate Cards submitted by Bidders who meet all the Pre-Qualification criteria shall be considered for the purpose of this Quotation process.
9. The GST Registration number and PAN number of the Bidder shall be mentioned in the quotation. Quotation without this information will not be accepted.
10. The Rate quoted by the Bidder shall remain valid up to ninety (90) days after its acceptance by NLSIU.
11. The Rate quoted shall be firm and fixed shall be inclusive of cost of manpower, material, machinery, tools and plant etc., taxes (excluding service tax), duties and levies, insurance, statutory liabilities etc. No escalation of whatsoever nature shall be payable.
12. The University shall not bind itself to accept the lowest quoted rate. The University shall accept the quotation that is in best interests of the University, as determined by the University authorities. The University reserves the right to not accept any of the Quotations submitted during this process.
13. The University shall issue a Letter of Award to the Bidder whose quoted rate has been accepted and who complies with all the prequalification and statutory criteria stipulated in this document ("Selected Bidder").
14. The University shall issue the Letter of Award to the successful within 7 days of opening of the quotations, and shall enter into a Contract, consisting of the complete terms and conditions and Scope of Services.

15. Pursuant to the Contract, the University shall issue Work Orders for the execution of the Services forming a part of the Scope of Services. The University reserves the right to issue Work Orders and avail the Services in a phased manner, subject to an assessment of the Selected Bidder's expertise. NLSIU further reserves the right to not issue a Work Order to the Selected Bidder for certain Services listed in the Scope of Services.
16. Date of start of work shall be reckoned from the 10<sup>th</sup> (tenth) day of the issue of the Work Order.
17. The Services provided by the selected Bidder should be strictly as per the specifications in the Scope of Services.
18. The University requires that the Selected Bidder observe the highest standard of ethics during the services and execution of such contracts, and it shall:
  - a. Reject a Quotation if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
  - b. Declare a Company ineligible, either indefinitely or for a stated period of time, pursuant to award of contract by the University, if at any time it is found that the Company has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
19. This University reserves the right to cancel this enquiry at any time without assigning any reason.
20. The terms and conditions stipulated in this Notice Inviting Quotations are binding on the Bidder.

*NS Nigam*  
**REGISTRAR**