

F.A.Q

Tender for Facilities Management and manpower services for GIZ India Office”

PN: 99.9245.4.001.00 / 8332 9753

Is there a Nominated Single point of contact to co ordinate the communication

As per GIZ Policy, all communication during tender process shall be through dedicated email only. No personal meetings/telephone shall be initiated by any company till we contact you.

Is the RFP for a Stand Alone building in Delhi or multiple locations across India.

The Facility Management Services requested under the tender will be for GIZ offices in the Delhi region. Currently there are 4 offices in Delhi. However the framework of the services can be extended to GIZ offices located in other states of India as well.

We need to survey the locations to assess the resources and service delivery , When and how can this be arranged. What are the number of occupants and operations timing in the respective offices.

Refer Annexure A which clearly states the category and number of personnel required. There is no requirement for a site visit or to meet with any officials in this matter.

Can the terms of contract be proposed as per indian laws , - ie Indemnity and Jurisdiction of Delhi Courts etc.

GIZ Being German organization will be bind by German Laws. However GIZ does not contradict Indian law as well, therefore there is always a harmony between Indian Law as well German Law. detailed terms and conditions will be discussed with the shortlisting firms

Pg 6 – Pt 2 – (4) Description of the Team – Which team is to be described here ?

Description of the team refers to the management team as well as experts who will deal with GIZ and implement the contract.

On which Web Portal will the response to queries be published by 23rd October
www.tendernews.com also will be send to the bidders

IS there any chance for a presentation for the technical evaluation to observe findings by the service providers.

We may request for a presentation from those companies who qualify in the technical evaluation. However the same is upon the discretion of GIZ and no enquires will be entertain this this regard

Section – 4 – Technical proposal – Standard Formats

Annual Turnover – Duly attested – Are there any specif requirements for this certificate

Balance sheet duly attested will be required. (from last 03 years)

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Pg 11 - Section 5: Financial Proposal: Standard Formats - Pt 6 - : Leave encashment – are there any number of days specified client . in some cases , policy by the principal owner as decides this requirement .

Leave encashment policy is the responsibility of the Facility Management Company, which shall be appropriately based on prevailing laws

Eligibility Criteria :- The bidder must Providing Facility management/ manpower services to minimum 20 reputed organization – What proof is required to prove these credentials.

Letters from the organisations where services have been provided will be required.

What kind of machinery for cleaning are to be supplied. ?

Cleaning materials will be supplied, hence companies are not required to provide any material/consumable for cleaning services. Its purely manpower requirements

We would like to have a visit to your premises in order to understand the area and scope of work.

The scope of work and the total requirement of personnel has been well defined in the Terms of Reference. There is no requirement to visit the premises.

**Do we need to continue with the same people or place the existing people?
Please confirm**

The Facility Management Company would have to provide the necessary staff for housekeeping services.