

**Orissa Industrial Infrastructure
Development Corporation**

(A Government of Orissa Undertaking)

Phone : (0674) 2542784, 2540820, Fax: 2542956

E-mail: md@idco.in

Website: www.idco.in

NO: IDCO/FT/MAINT/E-0035/- 23312

Idco

Your power to grow

ISO 9001 & 14001 CORPORATION

Date – 29th December'09

EXPRESSION OF INTEREST
FOR MAINTENANCE OF FORTUNE TOWERS, BHUBANESWAR.

The Chief General Manager (Civil), IDCO, IDCO Towers, Janpath, Bhubaneswar – 751022, Orissa, invites Expression of Interest for Comprehensive Operation and Maintenance Services of **Fortune Towers**, the Corporate Hall located at busy area of Chandrasekharapur, Bhubaneswar. The client of this complex includes Corporate like Tata Steel, Reliance Communication, Tata Tele Services, Essar Steel, S.B.I, POSCO, OPGC, STPI, Arcelor Mittal India Ltd, Dishnet Wireless Ltd. etc.

The Specialized agencies having experience in providing Comprehensive Operation & Maintenance Services & turn over not less than Rs. 10.00 Crores at least any of last three years. The firm should have minimum 3 years experience with in last 5 years in similar nature of work in Multifacility Mechanised Services for Govt. / PSU / MNCs High rise Buildings / Apartments / Business Centers / Malls of not less than 2,50,000 Sqft. (Super Built-up area). The firm having certification of ISO 9001 : 2008 and ISO 14001 : 2004 besides above criteria need only to apply for providing following Comprehensive Operation & Maintenance Services for the Fortune Towers, Chandrasekharapur, Bhubaneswar.

<u>A. Soft Services</u>	<u>B. Engineering Services</u>
i. Façade Cleaning	i. Stand by Diesel Generator
ii. Collection and disposal of solid waste	ii. Pumps
iii. Land scaping	iii. Air Conditioning
iv. House Keeping	iv. Water Management, Plumbing and Sewerage System, STP (if installed).
v. Security	v. Fire Detection & Fighting system
vi. Help desk (Management)	vi. Lifts (Vertical Movement)
	vii. Internal Electrical works
	viii. Public address system

The Fortune Towers consists of 24 modules. Each module is of 9055 Sqft. Approximately (Carpet area). The working area of allottees will be maintained by themselves (excluding A.C and single point power supply).

The Building is equipped with fire fighting system having hydrant tanks of capacity 2.00 lakhs Ltrs. & automatic D.G. power back up capacity 2 MVA in four nos. of 500 K.V.A each. The premise is provided with a substation of 11/0.4 K.V.A four-pole structure and 03 nos. step down transformer. Two nos. working transformer & one stand by. The other details are as per the detail handing over inventories. The detailed about buildings, Scope of work, terms & conditions are in Annexure – A, B & C of the schedule respectively. For any further details, please visit our website www.idco.in

The intended bidder may submit their **“Technical Offer” in Packet-I** containing the Earnest Money Deposit (EMD) of Rs. 3.50 Lakh in shape of Bank Draft drawn on any Nationalized Bank in favour of **Orissa Industrial Infrastructure Development Corporation payable at Bhubaneswar**, along with Experience Certificate from the agencies, Company Brochure, Bank Solvency, Balance sheet of last three years, PAN, CST, EPF Registration and Service Tax Registration Certificate from Department of Central Excise & Customs and **“Financial Offer” in “Packet – II”** containing Operation & Maintenance Services charges for the scope of work as per Annexure A, B & C with the cost Break-up and both the packets to be put inside in one sealed enveloped superscribing on the top **“Expression of Interest for Comprehensive Operation and Maintenance Services of Fortune Towers, Bhubaneswar”** so as to reach the Manager (T&E), IDCO, IDCO Towers, Janapath, Bhubaneswar – 751022 on or before 15th **January, 2010** during office hours through **Registered Post / Speed Post** only. The **Technical Offer** of the firms will be opened on 16.1.2010 at 11.30 AM in the Office of Chief General Manager (Civil), IDCO, IDCO Towers, Janpath, Bhubaneswar in presence of bidders of their authorized representatives who ever intends to remain present during the opening. If the office happens to be closed on the date of receipt of the bids or opening of bids as specified, the bids will be received and opened on the next working day at the same time and venue. The **Financial Offer** will be opened only of technically qualified bidders on the day of opening of technical offer or any other day on intimation to the bidders. The undersigned will not be responsible for any loss, damage or delay if any in the delivery of the documents or non-receipt of the same.

IDCO reserves the right to cancel any or all the bids without assigning any reason thereof.

Chief General Manager (Civil)

Annexure - A

Details of Fortune Towers

Annexure – A

Details of Fortune Towers

Zone ‘A’, Zone ‘B’ & Zone ‘C’

The area break down of Fortune Towers is as follows: -

Total area of Fortune Towers having three Zones as Zone ‘A’ Zone ‘B’ & Zone ‘C’.	
The details as follows:	
Total Superbuiltup Area	3,50,000 Sft.
Total Carpet Area	223540 Sft.
Common Area	33377 Sft.
Basement Parking	27863 Sft.
Structural Glazing Openable Area	707 Sqmt.
Structural Glazing fixed Area	4466 Sqmt.
Aluminum Windows	1452 Sqmt.
Over Head Tank – 03 Nos.	(15000 Ltrs. Capacity each)
Drinking Water Sump	100000 Ltrs. Capacity

Fire Hydrant Sump	200000 Ltrs. Capacity
<u>Flooring of the Building :-</u> <ul style="list-style-type: none"> • Granite • Portico Flooring – Antiskid tiles • Pavements (Cement Concrete) • Toilets 	3848 Sqmt. 106 Sqmt. 3227 Sqmt. 80 Nos. having 1205 Sqft. of marble flooring & Nonglazed ceramic tiles of 2304 Sqft. Skirting.
<u>Flooring</u> <ul style="list-style-type: none"> • Marble flooring • Dado-Non glazed ceramic tiles • Atrium Lobby (Granite Flooring) • Wall cladding of Atrium Lobby – Granite cladding • Service Area – Green marble with Jaisalmaryellow • Total Terrace Area (Ground Floor, 2nd Floor & 7th Floor) • There are two Conference Halls 	1205 Sqmt. 2374 Sqmt. 3848 Sqmt. 3170 Sqmt. 2396 Sqmt. 6535 Sqmt. 2570 Sft. & 1575 Sft. Having A.S.flooring & Aluminum Windows.
Two Security Room having Kota Stone Flooring of 121 Sft. provided with two nos. Aluminum Windows.	
D.G.Room equipped with 4 Nos. 500 K.V.A. D.G. & accessories	3882 Sft.
Pump House with a Mazomanie floor equipped with 2 centrifugal pumps 10 H.P.capacity each & 2 nos. of submersible pumps of 10 H.P each located outside & 4 nos. of Jocky pumps & 4 nos. of hydrant pumps of capacity 100 H.P.each with electrical panel and other accessories.	923 Sft.
Substation yard Area	6920 Sft.
Front Lawn & Plantation of area	1610 Sft.
ATM Front Area	430 Sft.
Inside Lawn Area with 11 planter Boxes	33000 Sft. & a Dome Fountain at middle of Lawn
Common Signage Board (Outside)	9.5 × 13.5 of Aluminum composite board with internal illumination.
Centralized A/C Systems of capacity 1350 TR A.C. plants & 51 nos. of AHU in different floors & 3 nos. of cooling towers (located outside)	1350 T.R A/C plants with accessories.

The Building is equipped with fire fighting system having hydrant tanks of capacity 2.00 lakhs Ltrs. & automatic D.G. power back up capacity 2 MVA in four nos. of 500 K.V.A each. The premise is provided with a substation of 11/0.4 K.V.A four-pole structure and 03 nos. step down transformer. Two nos. working transformer & one stand by. The other details are as per the detail handing over inventories.

Note: (i) Area variation is ± 10 %.

(ii) Firms are requested for site visit before submitting the Offer.

Annexure - B

Scope of work

Annexure - B Scope of Work

The detailed scope of services that the Firm would be contractually obliged to deliver has been detailed as per the following.

Area	Desired Output
A-SOFT SERVICE	
(A) (i). Façade Cleaning (Inside & Outside)	<ul style="list-style-type: none"> • Spot clean and remove obvious marks. • Thoroughly clean both sides of internal glass in doors and partitions including frames and sills. • Spot clean glass throughout the buildings. • Removal of grease marks or finger prints glass counters and partitions windows & structural glazing. • Thoroughly clean external surfaces of structural glazing quarterly basis. • Dusting windowsills and blinds, if any. • External Glass Façade/ Metal & Granite Cleaning – Minimum Once in a month Cleaning of the external glass façade, Metal & Granite cladding of the building as mentioned above will be carried out throughout the month with a dedicated set of workers and equipment. A minimum of one complete cleaning of the building per month shall be carried out. It shall be ensured that the external façade is in an immaculate

	<p>condition at all times as can be expected in the best corporate houses.</p> <ul style="list-style-type: none"> • Standard and best quality cleaning material will be used for cleaning. • Standard and certified access equipment with appropriate safety devices shall be used for External Glass Façade / Metal & Granite cleaning. • Safety measures for cleaning insurance will be taken by you, Helmets and Safety belts will be provided to execute the work. Only trained cleaning personnel are to be employed .and work to be carried out under expert supervision. • Work shall be executed in such a manner as to cause no inconvenience to Clients and their regular operation. • You will arrange to cover all workmen with accident insurance and all other rules as per the Workmen Compensation Act and other applicable Acts shall be strictly adhered to. • Care will be taken to ensure that absolutely no damage is done to glass or aluminum composite panel during cleaning operations, if any damage is done to glass, costs for replacement of the same including inconvenience costs shall be borne by you or deducted from bills payable.
<p>(A) (ii). Garbage collection / Disposal.</p>	<ul style="list-style-type: none"> • Empty all garbage containers, wipe clean and replace liners. • Collect the waste papers, empty the garbage drums, waster paper baskets and arrange to carry away from the premises to the common garbage dump. •
<p>(A) (iii). Garden & Lawn Maintenance</p>	<p>Maintenance and Upkeep of lawns, plants, trees, creepers, indoor pots & plants by doing the following:</p> <ul style="list-style-type: none"> • Watering, pumping & mowing. • Trimming considering shape. • Trimming of unwanted branches. • Replacement of plants, if required. • Gap filling • Loosening of soil. • Staking if required. • Painting of pots. <p>Regular use of insecticides and Pesticides to control infection to</p>

	<p>plants.</p> <ul style="list-style-type: none"> • Providing flower arrangements for special occasions.
<p>(A) (iv). Housekeeping. Entrance & Corridors, external features, fire exits and stairwells, Basement, D.G.Room, Pump House, security Room, Parking Area, Cable trenches & Catchments drains, Pest Control etc.</p>	<ul style="list-style-type: none"> • Thoroughly clean glass or other doors, surrounding areas, window ledges, partitions, visible glass and approaches. • Thoroughly clean all landings, ramps, stairwells, fire exits, steps, entrances, porches, porticos, balconies, external light fittings etc. • Wipe all ledges and surfaces with a natural detergent and cloth, spot clean and remove all obvious stains. All should be free from dust and stains. • Spot clean glass. • Cleaning of pavements entire premises maintain a dust free environment. • Sweeping clean of debris from walkways and drive ways & terrace & hose clean them during appropriate climate condition. • This service is effective against cockroaches, silverfish, crickets, psocids, Rats etc. The treatment comprises of thorough monthly insecticide sprays of entire premises. The chemical in use will have knock down effect to kill pest instantly and residual action to take care of the premises during the intervening period. While spraying, our operator shall pay special attention in all nooks and corners and other vulnerable places harboring insect pests. • All the staircases from the Ground floor to the terrace. • The terraces at all levels. • Entrance lobby in each wing. • Parking at ground floor level. • Compound area of the building. • Service Ducts & Common toilets. • Elevators & Machine rooms. • Watchmen rooms, Meter rooms, Telephone rooms, Pump rooms and any rooms which may not have been mentioned here specifically but nevertheless is accessible in the building and is under the control of the Owner. In the above description the term common area would necessarily

mean any area in the building that has not been leased out but excludes carpet area on all floors.

- The house-keeping service to be provided in the building will include maintenance by keeping the entire areas mentioned above in totally clean, dust free and hygienic conditions. Particular care shall be taken to ensure that all the floor, walls, ceilings, windows, doors, and other areas are maintained in hygienic & immaculately clean condition.
- Cleaning Service areas (as required vacuum cleaning) of all floors, walls & ceilings minimum twice a day.
- Scrubbing & wet mopping of hard finished floors & walls to remove dust, stains and any kind of dirt and to maintain these in highly polished condition as original.
- Cleaning & scrubbing of all joints in flooring & walls (where applicable) to ensure that no dirt & dust deposit in the same.
- To sweep all floors, terraces, walls & ceilings to remove all dust, garbage.
- To dispose off the garbage collected to municipal garbage collection place within the complex (Once a day).
- To clean lifts internal areas and common toilets daily.
- To clean lifts and common toilet areas.
- Sweeping all the floor areas, including damp mopping of areas such as tiles, staircases elevator floors, sidewalls & entrance areas. Floors shall be free of dirt, mud, footprints, liquid spills & other debris. During inclement weather conditions the frequency may be higher than once per day. When completed the floors shall have a uniform appearance with no streaks, smears, swirl marks, detergents, residues or any evidence of remaining dirt or standing water. After sweeping all the tiles floors, area must be scrubbed clean.
- Through cleaning of toilets at scheduled intervals with suitable non-

	<p>abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap, mud and smudges.</p> <ul style="list-style-type: none"> • Clearing of glasses at entrance doors and windows of common areas with window squeeze and applicators. • Removal of any grease marks or finger prints from the walls, doors, doorframes, windows and window frames and security booths, glass counters and partitions. The cleaning shall be done using approved all purpose cleaner and lint free cloth or paper towels. • Removal of Trash or Garbage to the designated areas in the complex. This shall further be moved to main dump pits in the complex, keep dump area reasonably in a clean condition. • Sweeping of debris from walkways and driveways and hose clean them during appropriate climatic and water use conditions. • All dustbins from the office areas must be scrub cleaned. • Dusting windowsills from common areas of the floor exits. • Mechanical sweeping equipment shall be used for sweeping of compounds daily. • Wet Floor scrubbing machine for granite / marble floors in the internal lobbies should be used weekly. • Jet pressure machine for cleaning of the compounds/car parks shall be used weekly. • Mechanical sweeping equipment shall be used for sweeping of compounds daily. •
<p>(A) (iv). Toilets and bathroom fixtures (Both Lobby & Service Area)</p>	<ul style="list-style-type: none"> • Thoroughly clean all basins, toilets, fittings and all vertical, horizontal surfaces with an approved detergent. • Clean thoroughly the inside of the toilet bowl. Clean the toilet seat, cistern and under the toilet bowl. • Mop floor with neutral detergent. • Clean and wash all mirrors. • Scrub toilet floor (Machine scrub or manually). • Wash all tiled surfaces. • Wipe surfaces with cloth having appropriate cleaning characteristics. • Thoroughly clean exhaust fans and

	<ul style="list-style-type: none"> vents. • Spot clean and hot rinse showers. • Thoroughly clean showers and bathroom fixture including commodes. • Replace naphthalene balls/urinal cubes. • Remove all wetness on floor and slabs. • Check for odour quality. • Use air-fresheners and deodorizers. • Paper bins would be cleaned and sanitized. • All washroom dustbins would be thoroughly cleaned and sanitized. • Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfect.
(A) (iv). Fixtures, fittings and furniture (all areas including offices)	<ul style="list-style-type: none"> • Wipe with neutral detergent cloth and spot clean.
(A) (iv). Low level surfaces	<ul style="list-style-type: none"> • Wipe all surfaces with neutral detergent cloth, spot clean and remove any obvious stains.
(A) (iv). High level surfaces	<ul style="list-style-type: none"> • Wipe all surfaces with neutral detergent cloth, spot clean and remove any obvious stains. • Remove cobwebs as they appear.
(A) (iv). Ceiling	<ul style="list-style-type: none"> • Remove cobwebs as they appear.
(A) (iv). Walls, skirting.	<ul style="list-style-type: none"> • Wash with a neutral detergent.
(A) (iv). Hard Floors.	<ul style="list-style-type: none"> • Thoroughly sweep with a dust mop. • Wet mop with a neutral detergent, removing all marks, stains. • Buff with a polisher. • Vacuum sliding door tracks. Thoroughly vacuum with a filtered machine, details corners, edges and sliding door tracks. • Spot vacuum, remove stains, spillages etc. • Any chair, trash receptacles, and easily moveable items, shall be moved to vacuum underneath, and then replaced in the original position.
(A) (v). Security Service	<ul style="list-style-type: none"> • Operation of CCTV if installed. • Maintaining Main Gates for entry and exit and control of Entry and Exit of materials and personnel and prevention of entry of unauthorized vendors. • Maintaining the registers for materials movement and movement

	<p>of personnels & issue of visiting pass and other passes maintaining register on it.</p> <ul style="list-style-type: none"> • Security of the building, fixed assets and movable asset entrusted in their change. • Patrolling of surrounding area to prevent unauthorized entry of persons and encroachment and smooth movement of traffic. • To watch smooth movement of traffic at portico and other place. Maintain close liaison with local police.
<p>(A) (vi). Help Desk</p>	<ul style="list-style-type: none"> • Help desk services to be provided from morning 9.00 A.M to 8.00 P.M. • Help desk has to record the complaints raised by the occupants and closely monitor the solution of the complaint. • Providing information regarding the occupants to visitors and to perform public relation counter & close liasioning with occupants & Facility Management Personnel.
<p>(B) (i) Stand by DG, DG sets Associated panel boards & HSD Storage Facilities.</p>	<ul style="list-style-type: none"> • DG sets as mentioned above to start and stop as per the requirement or Schedules that will be given to you by the maintenance in charge of Fortune Towers, IDCO, Bhubaneswar. • Unhealthy systems, abnormalities in performance or malfunctioning if any will be reported / rectified within a reasonable time period and help support OEM engineer for rectification work if required. • To coordinate with the external and internal customer to facilitate smooth functioning of the DG Sets. • To carry out day to day maintenance work as per activity chart that shall be formatted by you and got approved by the Maintenance in charge of Fortune Towers, IDCO, Bhubaneswar, which shall cover the following: <ul style="list-style-type: none"> • Battery check for electrolyte level. • Specific gravity check. • Oil level and temperature check. • Fuel Leak. • Cooling Hose check. • Oil pressure check. • Voltage and current check in each phase. • Engine run hour and RPM.

	<ul style="list-style-type: none"> • KWH generated. • Checking general functioning of all gadgets observe noise and vibration levels. • Regular visual inspection of all mechanical drives. • Log all running parameters once every hour. If required for any interval as per direction of In-charge of Fortune Towers, IDCO, Bhubaneswar. • Prepare log sheets for routine maintenance as per O&M manuals of all equipment and ensure that the instruction of O&M manual are strictly followed to ensure efficient and safe working of all equipment and to ensure that no equipment suffers from breakdown, loss of performance wear and tear or any other damage. • Prepare inventory of spares and ensure that critical spares are always available. • To ensure that all meters are in working condition and all equipment is working according to the design parameters given in O&M Manual. • To ensure that all equipment / plants has sequential running and all equipment, pumps including the standby equipment work on operating time equalization basis. • To ensure that minimum one day fuel for continuous running of all DG's is always available and keep record of diesel/oil consumption and maintain the record. • To keep records of diesel receipts and consumption and submit daily report to In-charge of Fortune Towers, IDCO, Bhubaneswar.
<p>(B) (ii). Water Pumps</p>	<ul style="list-style-type: none"> • Maintenance of the automatic panels of the system. • Regular routine maintenance of the pumps and associated equipment, pressure gauges etc. • Coordination with the OEM as and when required ensuring trouble free and smoothing operations and no disruption in water supply to the clients. • Logging of all maintenance data in

	<p>the approved formats.</p> <ul style="list-style-type: none"> • Ensuring that the equipment is functioning as per the design parameters. • Prepare log sheets for routine maintenance as per O&M manuals of all equipment and ensure that the instruction of O&M manual are strictly followed to ensure efficient and safe working of all equipment and to ensure that no equipment suffers from breakdown, loss of performance wear and tear or any other damage. • Prepare inventory of spares and ensure that critical spares are always available. • To ensure that all meters are in working condition and all equipment is working according to the design parameters given in O&M Manual. • To ensure that all equipment / plants has sequential running and all equipment, pumps including the standby equipment work on operating time equalization basis.
<p>(B) (iii). HVAC, Air conditioning & its accessories & AHU'S.</p>	<ul style="list-style-type: none"> • Operation of 1350 TR A/C as per the schedule time. • Thoroughly wipe with an appropriate detergent and cloth and keep also free from dust, also wipe area surrounding the AHU vent. • Operation of all AHU & attending the complaint of AC. • Record of room temperature in every module in every day & maintaining the register on it. • Follow-up for the AMC of Air-condition equipments with appropriate agency & coordination with AMC agency for trouble free operation. • Air conditioning system under O&M to start and stop as per requirement or schedules that will be given to you by the Maintenance Incharge of Fortune Towers, IDCO, Bhubaneswar. • Unhealthy systems, abnormalities in performance or malfunctioning if any will be reported/rectified within a reasonable time period and help support OEM engineer for

	<p>rectification work if required.</p> <ul style="list-style-type: none"> • Facility Manager / Supervisor shall generate daily weekly and monthly reports covering the energy consumption, daily service requests, faults attended, routine and break down maintenance. • Regular visual inspection of all mechanical drives. • Log all air conditioning parameters every hour. • Check all the air-conditioning equipment for any sign of external leaks, check and prevent leaks from glands, valves and pipelines and stop the same immediately. • Check clean and maintain pumps including oiling greasing and gland packing as per requirement and clean all filters once in a week. • Check and record all electrical parameters viz voltage, current, frequency, power factor, KWH on all panels in your scope. • To keep record of energy consumption and prepare record of clients energy consumption. • Prepare log sheets for routine maintenance as per O&M manuals of all equipment and ensure that the instruction of O&M manual are strictly followed to ensure efficient and safe working of all equipment and to ensure that no equipment suffers from breakdown, loss of performance wear and tear or any other damage. • Prepare inventory of spares and ensure that critical spares are always available. • To ensure that all meters are in working condition and all equipment is working according to the design parameters given in O&M Manual. • To ensure that all equipment / plants has sequential running and all equipment, pumps including the standby equipment work on operating time equalization basis.
<p>(B) (iv). Water Management, Plumbing and Sewerage System, STP (if installed)</p>	<ul style="list-style-type: none"> • Thoroughly clean all overhead and underground water storage tanks periodically. • Water management, operational

	<p>records, inflow and outflow control.</p> <ul style="list-style-type: none"> • Regular checking and repairs of all sanitary fixtures and supply lines. • Checkup of all valves, taps, floats and other plumbing and sanitary fittings free from leakage. • To operate & maintain the STP (if installed later) • Follow up for AMC of the STP or any other accessories. •
<p>(B) (v). Fire Fighting.</p>	<p>Service cover basis security to intelligence to I.R. information and crisis management including fire and life safety programme.</p> <ul style="list-style-type: none"> • Any incident of a fire is to be recorded and reported through the Incident report for available for reporting any incidents. • All fire-fighting equipments are regularly checked for functioning efficiently and such checks will be properly recorded. Whenever and whenever necessary arrangements will be made to refill the equipments. • A close liaison with the local brigade is maintained. • Conducting muck drills on regular interval. Follow-up for the AMC of the fire fighting equipments with the appropriate agency & coordination with AMC agency for trouble free operation. <p><u>FIRE SERVICES</u></p> <p>Monthly : -</p> <ul style="list-style-type: none"> • Testing of Pump set. • Checking the system for any leakages. • Checking for any missing equipment / parts. • Greasing, Oiling of hose reels as required. • Opening and closing of lines valves for free movement as required. • Checking hose reels for water flow. • Checking of hydrant valve for opening / closing. • Checking of automatic starting of pump sets. • Tightening of gland nut of pumps. <p>Half Yearly : -</p> <ul style="list-style-type: none"> • Application of powder to rubber hoses of all hose reels. • Cleaning of control panel. • Resetting of pressure switches for

- automatic starting of pumps.
- Supplementing of gland packing.
- Checking of pump coupling rubber pads.
- Tightening of Foundation bolts of pump sets.

FIRE ALARM SYSTEM

Monthly : -

- Testing of control panel.
- Testing of Hooters.
- Testing of Fire Alarm System.
- Testing of Pill Boxes to raise Fire Alarm.
- Testing of Smoke Detectors by giving smoke.
- Testing of Detectors in lift machine room, meter room and other areas wherever installed.

Half Yearly : -

- Cleaning of control panel.
- Cleaning of Detectors in lift machine room, meter room and other areas wherever installed.

SPRINKLER SYSTEM

Monthly : -

- Testing of Pump sets.
- Checking the system for any leakage.
- Checking for any missing equipment or parts.
- Opening and closing of line valves for free movement as required.
- Testing of automatic starting of Pump sets.
- Tightening of gland nuts of pumps.

Half Yearly : -

- Cleaning of control panel.
- Resetting of pressure switches for automatic starting of pumps.
- Supplementing of gland packing.
- Checking of pump coupling rubber pads.
- Tightening of foundation bolts for pump sets.
- Cleaning of Sprinkler head.

FIRE EXTINGUISHERS

Monthly : -

- Checking pressure gauges of all Fire Extinguishers to ensure proper pressure.
- Checking of the working mechanisms to ensure proper working during emergency conditions.
- Checking quality of powder of the Extinguishers (if permitted to use

	<p>the extinguishers for test by Fortune Towers, IDCO, Bhubaneswar.</p> <ul style="list-style-type: none"> • Maintaining a log record of all services. • You shall provide training to the Security Supervisors as the Client Supervisor of the building to ensure that they are well conversant and familiar with all operational aspects of the Fire frightening system to operate the system during emergencies. Conducting Fire Drill once in a month. • You will also manage operational preparedness for functioning of the system at all times via prescheduled checks. All replacement of spares will be recorded in a register be presented for the signature of Maintenance-in-charge. <p><u>FIRE ALARM, PUBLIC ADDRESS & SPRINKLER ANNUNCIATION SYSTEM</u></p> <ul style="list-style-type: none"> • Round the clock monitoring the FAS and logging any abnormality. On any eventuality ie, in case of fire and to be required to vacate the premises, the operator should announce the same in PA system about the fire and request to evacuate as per fire warden instructions. Attending lift car calls & arranging to rescue the trapped passengers.
<p>(B) (vi). Lifts (Vertical Movement), Operation and Upkeep of Lifts.</p>	<ul style="list-style-type: none"> • Providing undisturbed services of 3 nos capsule lift & 3 nos service lift for tenants. • Lift attendant shall look after operations of lifts without any interruption. • Follow up for the AMC of lift with appropriate agency (after maintenance warranty period & coordination with AMC agency for trouble free operation. • Thorough cleaning and upkeep of the lift on regular intervals in a day. • Cleaning of glass, sensors bottom channels for any trouble & lights, fans inside the lift car. •
<p>(B) (vii). Electrical Works – Minor Repair & Checkup, Electrical</p>	<p>Daily operation of all electrical power system- incoming and outgoing and DG sets.</p>

Systems (HT & LT), Electrical fixtures and appliances

- Minor maintenance and replacing fuse, tube lights, bulbs, minor wiring etc.
- Switching on pumps for filling water to tanks.
- Attending to power breakdowns in case of internal faults.
- Providing electricians for preventive maintenance of power panels, maintenance of all accessories, light fixtures, power points, replacement of spares, attending DG periodic checking of electric fittings, replacement of batteries & coordinating with AMC for servicing of mechanical & electrical equipments.
- Follow-up for the AMC of D.G. sets & Panels with appropriate agency & coordination with AMC agency for trouble free operation.
- All facilities /functions to start or stop as per the requirements or as directed by the Maintenance in charge of M/s K.Raheja IT Park (Hyd) Pvt Ltd.
- Unhealthy systems, abnormalities in performance or malfunctioning if any will be reported / rectified within a reasonable time period and help support OEM engineer for rectification work if required.
- Regular checking of all the electrical panels and distribution boards.
- Hourly logging of all parameters like meter readings, power factor, power consumption etc. and highlight discrepancies or variances.
- Clean all panels, switchgears controls etc on regular basis.
- Daily check of all light fixtures, points , bulbs and power sockets wiring and changing defective ones within the premises under maintenance.
- Check earth pit resistance and watering earth pit.
- Check and all the switches on standby equipment and ensure that all are in operating condition.
- Inspect and clean contacts if necessary & check connections of Motors/switchboards/equipment etc. on routine basis.
- Check correct operations of all safety

	<p>circuits and equipment.</p> <ul style="list-style-type: none">• To attend all service calls and breakdowns within the minimum possible time period.• To carry out preventive maintenance to ensure minimum breakdowns.• Prepare log sheets for routine maintenance as per O&M manuals of all equipment and ensure that the instruction of O&M manual are strictly followed to ensure efficient and safe working of all equipment and to ensure that no equipment suffers from breakdown, loss of performance wear and tear or any other damage.• Prepare inventory of spares and ensure that critical spares are always available.• To ensure that all meters are in working condition and all equipment is working according to the design parameters given in O&M Manual.• To ensure that all equipment / plants has sequential running and all equipment, pumps including the standby equipment work on operating time equalization basis.• To keep day to day reading of all meter readings including energy meter readings and prepare client wise monthly report stating energy consumption.• Thoroughly clean all electrical fixtures and appliances including fountains and insect killing devices.• Periodically clean all motor vents, etc.
--	--

Annexure - C

Terms & Conditions

Annexure – C

Terms and Conditions

1. Nature of Services & Scope of Works

The Firm shall engage efficient and trust worthy personnel to render comprehensive operation and maintenance services of Fortune Towers on day to day basis as described in Annexure- 'A' and 'B'

2. Agreement Period

The Contract shall be for three years subject to renewal in each year.

3. Terms of Payment

- (a) IDCO shall make payment on the basis of monthly bills furnished with check slips/acknowledgement to services, provided by the Firm & duly certified by IDCO Engineer-in-charge by first week of subsequent month for the services rendered for the previous month and payments will be made by IDCO within 10 days from the date of submission of bills by the Firm.
- (b) The Firm shall maintain proper reporting format, check slips, acknowledgement from occupants of Fortune Towers for rendering and monitoring the operation and maintenance services on each modules, work areas and submit the same regularly to the Engineer-in-charge of IDCO.

4. Place of work & Deployment of Personnel:

- (a) The place of work would be Fortune Towers, Chandrasekhar, Bhubaneswar-751023. The Firm shall deploy personnel for carrying out the services.
- (b) The personnel employed by the Firm shall be morally good, and physically healthy to carry out the assignments to the satisfaction of IDCO and shall not be suffering from any chronic and contagious diseases.
- (c) The Firm shall ensure the personnel engaged for different services would be polite to each tenants/occupants of Fortune Towers and on event of any on towards situation, the matter would be brought to the knowledge of Senior Officer of IDCO.
- (d) The Firm shall provide the qualified uniformed staff to perform the services. The employees of the Firm entering the premises of Fortune Towers shall have proper uniform & badges for **Identification**.
- (e) The Firm shall conduct periodic general medical check-up of its employees at its cost. In the event that any of the staff is found to be suffering from any communicable diseases, The Firm shall replace such staff immediately.
- (f) The Firm shall deploy its authorized representatives and adequate supervisors to be present at the place of work during all working hours to ensure satisfactory rendering services under this scope of works. The Firm shall further exercise due and adequate controls over such personnel and ensure that appropriate instructions/ directions are issued to them in the course of the performance of the tasks under this Agreement.
- (g) The Firm shall ensure that its employees while carrying out their obligations under this agreement observe all required standards of cleanliness, decency and decorum, safety and general discipline.
- (h) "Right man to for right job" shall be followed to avoid accidents at work. It shall be the duty of the facility manager and supervisor of the Firm to get the critical job done by employee's competent enough to perform the particular task.

5. Authorised Representatives:

- a) Any notice or intimation by either to the other pursuant to this agreement shall be signed by an authorised representatives of the party giving such notice/ termination.

- b) The Firm shall carry out instructions and act upon any guidelines in pursuance of the Agreement. If and only if they are given/ signed by an Engineer-in-charge/ Authorised representative of IDCO, whose names will be intimated by IDCO from time to time.

6. Risk & Responsibility:

The Firm shall without to it's and responsibilities will ensure and keep insured it's personnel show deployed at Fortune Towers against all liabilities for death and injury whatsoever on account of any accident in the course of performing the maintenance services at Fortune Towers. IDCO will not be responsible and to be held liable for any such death injury or accident to employees and any other personnel so deployed by the Firm. In the event of IDCO is made liable to pay any damage or compensation in respect such employees, the Firm shall reimburse such damages or compensation on demand from IDCO. The Firm indemnify to the corporation from all claims for injury, death caused to any person under workmen compensation act – 1938. Besides the contractor shall comply all the provision of prevailing labour laws during execution of work.

7. Statutory Compliance:

- a) The Firm shall be responsible for compliance and coverage of its employees under all necessary statutory obligations under various statutes applicable such as Employees State Insurance (ESI), Provident Fund (PF) workman compensation Act, Minimum Wages Act contract labour (Regulation & obligation) act and all other applicable to labour enactment the Firm shall produce them to IDCO as and when required.
- b) The Firm shall alone be responsible for complying with statutory and prescribed rules and regulation to obtain license, permissions, certificates, registrations for maintenance services of Fortune Towers. The Firm shall furnish to IDCO with copies of all such license, certificates etc.as and when demanded by IDCO.
- c) The Firm shall alone be responsible for the payments of wages and all other statutory payments / legal dues to its employees deployed under this Agreement. The payment / consideration contemplated as per Caluse – 3 of the Agreement shall be released by IDCO only open. The Firm producing PF & ESI challans deposits of the payment receipt for the preceding month.
- d) In the event of the Firm fails to comply with any of the provisions of the statutes applicable to them and if IDCO happens to incur any expenditure including but not limited to deferred any litigation or in compounding the default or in the part of the Firm in complying with the said provisions, the Firm shall indemnify IDCO to the extent of such expenditure and all other damages, losses as may estimated by IDCO to the Firm or may take appropriate action to recover the same from the Firm such as expenditure / expenses / claims as assessed by IDCO will be realised from the bills payment to the contractor.
- e) The Firm shall provide First Aid facilities at the work place according to the contract labour (Regulation & Abolition) act 1970 and ESI Act 1948.

8. Confidentiality / Secrecy:

- a. The Firm, its supervisors, its employees and any one acting under it for the purpose of this agreement shall maintain strict confidentiality of the information's belonging to IDCO that may have come into its / their possession or knowledge because of the services rendered by them under this Agreement. Such information shall not be diverted or disclosed to any third party under any circumstances whatsoever without obtaining prior written permission from IDCO.
- b. The Firm shall not hold it out as associated with IDCO in any manner other than that for the purpose of rendering the services under this agreement.

9. Liability and Indemnity:

The Firm shall be responsible & liable for and shall indemnify IDCO and keep IDCO indemnified and safe and harmless at all times against.

- (a) Any and all claims, liabilities, damages, losses, costs, charges, Expenses, proceedings & actions of any nature whatsoever made or instituted against or caused to be suffered by IDCO directly or indirectly by reasons of:
 - (b) Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, bad faith, disregard of its duties and obligations hereunder, service act or omission by the Firm and / or its facility staff.
 - (c) Any theft, robbery, fraud or other wrongful action or omission by the firm and / or any of its facility staff.

10. Sub Contracting:

The Firm shall itself perform its obligation under this agreement and shall not assign or transfer or sub-contract any of its rights and obligations under this agreement to any third party without the prior written permission from the competent authority of IDCO.

11. Loss / Theft / Damage

The Firm shall be responsible for any and all losses, theft, damages, caused to any equipment, installation, in premises, fittings and fixtures, goods there in and any other properties belonging to IDCO because of any act of negligence, commission or omission of its employees while discharging their duties.

12. Breach of Agreement:

In case of breach of agreement by the Firm, IDCO shall have a right of lien over all the properties of the Firm lying in its premises in addition to other remedies like forfeiture of security deposit, legal action for recovery of money & IDCO shall be at liberty to terminate this Agreement.

13. Liquidated Damage:

- (a) That in case of mishap due to wrong operation or manual error, which results in disruption of services, the total cost of down time along with

equipment repair cost shall be borne by the Firm to maximum of 50% of the monthly bill against the services not provided by them.

- (b) A quality check procedure shall be developed by IDCO against each services and feed back from the Tenants / Occupants shall be obtained for assessment of performance of the services rendered by the Firm at Fortune Towers.
- (c) Where there in non-performance of unsatisfactory performance of its obligation in the part of the Firm, IDCO shall give a written notice of the default and the Firm shall make rectify within 3 (three) days from the date of such notice.
- (d) For quality check and for Operation and Maintenance, the formats, Check list are to be maintained as prescribed by IDCO. In addition to it further formats shall be included by IDCO against each services for improvement of Scope of work at any time.
- (e) It is agreed that IDCO shall have the right to deduct from the monthly bill of the Firm on non-performance of services an amount of 20% of individual services listed in Annexure 'E' for each instant of non performance without implementing corrective action even after intimation from IDCO subject to limiting to 50% of total monthly bill. Where in spite of these efforts there is continuance of non-performance or improper performance of obligation, IDCO shall have the right to terminate the contract henceforth without any notice to the Firm & Forfeiture of EMD.
- (f) Without prejudice to the above, IDCO shall at its sole and absolute discretion, be entitled to terminate this agreement by written notice and without any payment or compensation whatsoever if.

14. Security Deposit:

The EMD deposit by the Firm of Rs.3.50 Lakh (Rupees Three Lakhs Fifty Thousand only) shall be treated as security Deposit and will be refunded after successful completion of contract period, if any, shall be adjusted / recovered from the security deposit.

15. Force Measure:

IDCO shall not be responsible for any damage caused to the Firm by natural, calamities like flood, earthquake, cyclone or any other Act of God, explosion, fire & riot etc.

16. Post Termination Responsibility of the Firm:

Upon termination of this agreement, the firm shall immediately deliver IDCO. All the documents and any / all data, plant, machineries & equipment held by it and which are in possession / custody / control of its Facility Staff, to the IDCO. The firm shall also forthwith remove all its Facility Staff together with its machines / equipment whatsoever from the premises of the Fortune Towers.

17. All costs & expenses for preparation, execution for the agreement shall be borne & paid by the Firm.

18. Jurisdiction:

That the court situated at Bhubaneswar shall have jurisdiction to decide any disputes or litigations between the parties hereto.

Sd/-
Chief General Manager (Civil)

