

Minutes of the Evaluation Committee Meeting held on 26th February, 2021 for Technical and Financial Evaluation of the bid documents received against RFP Document "Housekeeping Services for Assam State Disaster Management Authority (ASDMA) for a period of 2 years" under the Chairmanship of The Deputy Secretary & SPC, Assam State Disaster Management Authority (ASDMA).

1. As per the General Evaluation by the Committee, 5 (Five) firms were qualified for the next phase i.e. Technical Evaluation. The minutes of the General Evaluation is enclosed at **Annexure-I**.
2. The eligible 5 bidders are as follows:
 - M/s Gautam Kalita, Guwahati.
 - M/s AUM Facility Services.
 - M/s Metro Family Services.
 - M/s Veteran Facility Management Services.
 - M/s Ex Serviceman Welfare Training & Security Services.
3. On 26th February, 2021, the Technical bids were opened and examined by the Committee as per the criteria laid down in the RFP document. The attendance sheet of Evaluation Committee and representative of the bidder are placed at **Annexure-II & Annexure-III**.
4. The technical bids were then scrutinised and a comparative statement was prepared as per the terms and condition called for in the RFP document which is enclosed at **Annexure-IV**.
5. The Details of Technical Bid Evaluation Sheet are listed below Table:-

Sl. No.	Name of the Agency	Experience of the Firm	Number of Workers to be deployed.	Time/ daily scheduled of these worker	Details of infrastructure, Gadgets and other material	Total Marks secured (out of 100)	Qualified (Y/N)	Technical bid score $S_t = (S_{tm}/S_H)$	Remark
		FM=20 ; QM=10	FM=40 ; QM=20	FM=20 ; QM=10	FM=20 ; QM=10				
1	M/s Gautam Kalita, Guwahati	20	40	10	10	80	Y	0.80	2 nd
2	M/s AUM Facility Services	20	40	20	20	100	Y	1	1 st
3	M/s Metro Family Services	20	40	10	10	80	Y	0.80	2 nd
4	M/s Veteran Facility Management Services	15	20	10	10	55	Y	0.55	3 rd
5	Ex Serviceman Welfare Training & Security Services	20	20	20	20	80	Y	0.80	2 nd

6. The Evaluation Committee then opened and evaluated the financial bids. Details of financial bids quoted by the bidders are as follows:

Sl. No.	Name of the Agency	Financial Bid Quoted by the Firm for 2 years (Rs.)
1	M/s Gautam Kalita, Guwahati	16, 44, 000/-
2	M/s AUM Facility Services	34,84,176/-
3	M/s Metro Family Services	20, 12, 184/-
4	M/s Ex Serviceman Welfare Training & Security Services	13, 56,240/-
5	M/s Veteran Facility Management Services	4, 38, 792/-

7. After threadbare discussion by the Committee members, the committee finally observed that out of five nos. of technically qualified bidders, four bidders viz. M/s Gautam Kalita, Guwahati, M/s Metro Family Services, M/s Ex Serviceman Welfare Training & Security Services and M/s Veteran Facility Management Services did not submit the price bid schedule as per the rate prescribed by the Labour & Welfare Department Guidelines. The rates quoted by the said four nos. of bidders are much less than the labour charge itself calculated for the period of 2 years.
8. Only M/s AUM Facility Services has submitted the price bid schedule as per the Labour & Welfare Department Guidelines for the period of 2 years. However, the price quoted exceeds the earmarked budget provision for the said work.
9. Finally the Committee members recommended ASDMA to re-publish the RFP Document due to non-compliance of adequate qualified bidders in the financial evaluation process.

(Dhiraj Saud)

Deputy Secretary & SPC
Assam State Disaster Management Authority

(S. Das), AFS
Sr. Financial Advisor
Revenue & DM Department

(Abhijit Deka)
Systems Expert (IT), ASDMA

(D. Sharma), AFS
Finance Officer

(Nava Deka)
Engg. Consultant, ASDMA

Replies to the queries received and minutes of the Pre Bid meeting held on 11th February, 2021 for "REQUEST FOR PROPOSAL FOR ENGAGEMENT OF REGISTERED FIRM/AGENCY ON HOUSEKEEPING SERVICES FOR ASSAM STATE DISASTER MANAGEMENT AUTHORITY (ASDMA) FOR A PERIOD OF 2 (TWO) YEARS." issued vide RFP no. ASDMA.61/2011/314, Dated: 06.02.2021 under the Chairmanship of Deputy Secretary & SPC, Assam State Disaster Management Authority (ASDMA), Assam.

- Assam State Disaster Management Authority had published a RFP notice of "REQUEST FOR PROPOSAL FOR ENGAGEMENT OF REGISTERED FIRM/AGENCY ON HOUSEKEEPING SERVICES FOR ASSAM STATE DISASTER MANAGEMENT AUTHORITY (ASDMA) FOR A PERIOD OF 2 (TWO) YEARS." in the Local newspapers of Assam.
- The pre bid meeting of the Tender Document was on 11th February, 2021 at 03.00 PM.
- The attendance sheet of committee member is placed at Annexure-I.
- The details of the queries made by the party is placed at Annexure-II. As per the query, M/s NE Hygiene solutions, Guwahati has requested ASDMA to relax the clause mentioned in the Eligibility Criteria as :
 - Details of experience and past performance of the bidder on Housekeeping Services in State/Central Govt. Sector/PSUs along with **Private Organization etc.** executed during the **last 1 year instead of 2 years.**
 - Bidder should have Average Annual Turnover of Rs. 5.00 Lakhs **during the last one year** instead of 3 years.
- The committee after threadbare discussion of the issues involved in the queries of the prospective bidders, both technical and non-technical issues decided to modify/recommended some of the clauses/provisions made in the RFP as follows:

Sl. No	Name of the Agency	Queries obtained from Agencies	Recommendation of ASDMA against these queries
1.	M/s NE Hygiene solutions, Guwahati.	The queries are placed at Annexure – III.	The clause no. Eligibility Criteria- Cover "A" may be read as : A. Details of experience and past performance of the bidder on Housekeeping Services in State/Central Govt. Sector/PSUs/Private organization etc. executed during the last 1 year. Signed photocopy of work order should be furnished. B. Bidder should have Average Annual Turnover for last 1 year should not be less than amounting to Rs. 5.00 Lakhs. Photocopy of Audit reports or Annual Turnover Statement certified by CA should be attached.

- The above recommendations of Committee meeting to encourage new organization/start-up firms/young entrepreneur so that maximum competitive bidders can participate.
- All other terms & condition in the RFP document as issued & notified will remain the same.
- The decision as above will be uploaded in the official website of ASDMA & also sent by mail to the prospective bidder for their guidance and information of all other concerned.

(Dhiraj Saud), ACS
Deputy Secretary & SPC, ASDMA

(S. Das), AFS
Sr. Financial Advisor
REVENUE & DM Deptt.

(D. Sharma), AFS
Finance Officer
ASDMA



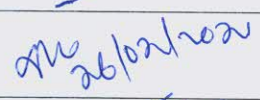

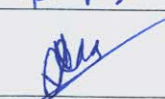
(Manasjyoti Das)
Nazir,
Secretariat Admin. Deptt.

(Abhijit Deka)
Systems Expert (IT)
ASDMA

(Nava Deka)
Engg. Consultant (FM)
ASDMA





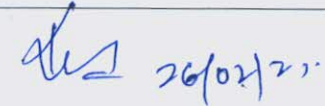
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Attendance Sheet of Evaluation Committee Meeting On 26-2-2021 for Technical and Financial evaluation of proposals in connection with the Request for Proposal for engagement of Registered Firm/ Agency for Housekeeping Service at Assam State Disaster Management Authority (ASDMA) held on 26-02-21

Sl No	Name	Designation	Signature
1	Shri Dhiraj Saud, ACS	State Project Coordinator, ASDMA	 26/02/2021
2	Shri S. Das, AFS	Sr. FA, Revenue and DM Department	 Can
3	Shri D. Sarma, AFS	Finance Officer, ASDMA	 26/02/2021
4	Shri Abhijit Deka	System Expert, ASDMA	 26/02/2021
5	Shri Nava Deka	Engg. Consultant (FM), ASDMA	 26/02/2021

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Sl No	Name	Name of Party	Contact Number and email id	Signature
1	Kuehel Raibongga	Veternom PMS	98540-29540	
2	Niram Bairam	Metro Family Service	7577 919540	
3	U. Simha	EKSIS	8011310032	
4	Gautam Kalita	Gautam Kalita	9864013499	
5	Ramchandra Barua	AUM Facility Services	789600 7181	

1332
Dated: - 26.02.2021 (1.00 PM)

Technical Bid Evaluation Sheet against the RFP Document No:- ASDMA.61/2011/314, Dated: 06.02.2021 for Engagement of Registered Firm/Agency on Housekeeping Services for Assam State Disaster Management Authority (ASDMA)

Sl. No.	Name of the Agency	Experience of the Firm	Number of Workers to be deployed.	Time/ daily scheduled of these worker	Details of infrastructure, Gadgets and other material	Total Marks secured (out of 100)	Qualified (Y/N)	Technical bid score $S_t = (S_{tm}/S_H)$	Remark
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Signatures:-

(Dhiraj Saud), ACS
Deputy Secy. & SPC, ASDMA

(S. Das), AFS
Sr. Financial Advisor, R& DM Deptt.

(D. Sharma), AFS
Finance Officer, ASDMA

(Abhijit Deka)
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