ATWA ANSAL TOWER 38, NEHRU PLACE FLAT OWNERS WELFARE ASSOCIATION
(Registration No.S/RS/SW/0531/2011)
Website : www.ansaltowerassociation.com
Registered Office : Stilt Floor Ansal Tower 38, Nehru Place, New Delhi-110019
Email : info.atwa@gmail.com, secretary.atwa@gmail.com, **Ph.**: 011-26453517

CA G.D. GUPTA PRESIDENT | CA. SANJAY GUPTA VICE-PRESIDENT | HARISH KUMAR CHOPRA SECRETARY | MANU GUPTA TREASURER

TENDER NOTICE

RFP is invited from reputed Facility Management Agency with requisite credentials, min 3 years all round experience of efficiently maintaining Multi Story Commercial Building, liaison with Govt. authorities, DFS, DDA, MCD, BSES, POLICE etc.

Tender document is available on the ATFOWA website: https://ansaltower.com can also be obtained from Association office from 16th Nov 2026 to 21st Nov 2026 (10 AM TO 4 PM) at a non-refundable cost of Rs. 2000 /-. The last date for the submission of tender document duly completed is 30th Nov 2026 till 4 PM.

If any enquiry please send to Admin Manager
Ansal Tower 38, Nehru Place, Flat Owners Welfare Association, New Delhi-19.
-Email: info.atwa@gmail.com
-Web: https://ansaltower.com
-Off: 011-26453517

S/d
Secretary
Ansal Tower 38, Nehru Place Flat Owners Welfare Association, New Delhi -19.

ANSAL TOWER 38 NEHRU PLACE FLAT OWNERS WELFARE ASSOCIATION
Stilt Floor, Ansal Tower 38, Nehru Place, New Delhi-110019

Request for Proposal

For Selection of Facility Management Agency.

Issued By: ANSAL TOWER 38, NEHRU PLACE FLAT OWNERS WELFARE ASSOCIATION, NEW DELHI

ATWA

ANSAL TOWER 38, NEHRU PLACE FLAT OWNERS WELFARE ASSOCIATION

REGISTRATION NO. 5/RS/SW/0531/2011

Ansal Tower38, Nehru Place, New Delhi-110019

Ph.No.-(011) 26453517, Website:www.ansaltower.com,E-Mail:info.atwa@gmail.com

RFP Reference No. ATWA/2026-27/RFP/FM/02

Date: 12.11.2026

ANSAL TOWER 38 NEHRU PLACE FLAT OWNERS WELFARE ASSOCIATION

1. Notice Inviting Proposal

1.1 Proposals are invited from eligible Bidders (Firms/Agencies) interested to provide "Facility Management Services" to common areas (except inside the flats) of Ansal Tower Building located at 38, Nehru Place, New Delhi as per a service contract with specific terms and conditions.

1.2 **The contract shall be initially for a period of Three years, which may be renewedforanotheryearsubjecttosatisfactoryperformanceoftheAgencyandwith the mutual consent of both the parties.**

1.3 Interested Bidders can download the RFP document containing detailed terms and conditions, scope and eligibility criteria from the ATWA website:**www.ansaltower.com**. The cost of the RFP document is **Rs.2, 000/- (Rupees Two Thousand) only including GST,** which is non-refundable. The cost of the RFP document shall be submitted along with the proposal in the form of **Demand Draft in favour of ANSAL TOWER 38, NEHRU PLACE FLAT OWNERS' WELFARE ASSOCIATION.**

1.4 The proposal in the prescribed formats and manner must reach the Office of the ATWA within due date and time **(i.e.30TH NOV 2026 at 4 PM).** Proposals received after due date and time shall be rejected. The proposals should be submitted by **hand or through registered post/speed post/ courier service.**

1.5 The Facility Management Service Provider will be selected through Quality-and Cost-Based Selection (QCBS)as per the procedures described in Clause No. 3.3 Of this RFP.

1.6 Key Information:

S No.	Particulars	Information
1.	Start Date for sale or availability of RFP document in the official website	16TH NOV 2026 TO 21TH NOV 2026, TILL 4 PM (SATURDAY)
2.	Date &Time for Pre-Bid Meeting	19TH NOV 2026 AT 4 PM (THURSDAY)
3.	Venue of Pre-Bid Meeting	Association Office, stilt floor, Ansal Tower, 38, Nehru Place, New Delhi-110019.
4.	Closing Date for sale or availability of RFP document in the official website	21TH NOV 2026 AT 4 PM (SATURDAY)
5.	Cost of RFP Document including GST (non-refundable)	Rs.2,000/-
6.	Last date and time for receipt of RFP	30TH NOV 2026 TILL 4 PM
7.	Address for submission of RFP	Association Office, Stilt Floor, Ansal Tower, 38, Nehru Place, New Delhi-110019.

S/d
Secretary
Ansal Tower 38, Nehru Place Flat Owners Welfare Association,
Nehru Place, New Delhi -19

2. Terms of Reference (TOR)

2.1 Eligibility Criteria

The interested Bidders shall have to comply with the following criteria to participate in the tendering process-

a) Must have either its registered office or operating office in Delhi. **(Self-attested copy of documentary evidence like Certificate of Incorporation, GST Registration Certificate, etc. to be furnished along with the proposal)**

b) Must have minimum three (03) years of experience (as on 31st March, 2026) in providing Facility Management Services on out sourcing basis either to a single organization or multiple organizations, out of which, at least Two years must be in Delhi. In each of these three years, the Agency should have provided at least four categories of services out of the eight categories of services i.e. (1) Security Service, (2) Housekeeping Service, (3) Providing Lift Attendants, (4) Providing Electricians (5) Providing Plumbing services, (6) Providing Fire Attendants, (7) Providing Accounts Assistants and (8) Horticulture Services. **(Self-attested copies of the Service Contracts/Agreements/WorkOrders/CompletionCertificates/Performance Certificates from the Employers to be furnished along with the proposal)**

c) Must have provided similar Facility Management Services to at least one such client(s) successfully (uninterrupted/continuous) for a period of minimum 24 months during the last 3 financial years i.e. 2024-2026. **(Self-attested copies** of the Service Contracts/Agreements/Work Orders/Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal)

d) Must have executed similar Facility Management Work for at least Rs.2 Crore during each of the last 3 financial years i.e.,2023-24,2024-25 & 2025-26 **. (Self-attested copies of the Service Contracts/Agreements/WorkOrders/CompletionCertificates/Performance CertificatesfromtheEmployersto be furnished along with the proposal)**

e) MusthavevalidregistrationunderShops&EstablishmentActorotherrelevant Act / Rules, Labour Law, Income Tax, ESI, EPF, GST, etc. **(Self-attested copies of such Registration Certificates to be furnished along with the technical proposal)**

f) Must have license to engage in the business of Private Security Agency from Competent Authority in the name of one owner or partner. However, the bidder can also provide security service by way of outsourcing the same from another agency having required licensefromCompetentAuthoritytoengageinthebusinessofPrivateSecurityAgency.Insuchcase,thebidderhastomentionthenameofsuchagencyandattachacopyofthelicenseissuedtosuchagencyalongwithacopyoftheagreement/understanding ofthebidderwiththeagencyforsuchoutsourcingalongwiththeRFP.**(Self-attestedcopy ofPSARA(PrivateSecurityAgencyRegulationAct)CertificateofthebidderoroftheAgency from whom the service is to be outsourced by the bidder along with a copy of the agreement /understanding of the bidder with the agency for such outsourcing to be furnished along with the technical proposal)**

g) Must have employed not less than 30 (Thirty) staffs to render similar services at clients' locations in Delhi (either single or multiple locations). **(Self-attested copies of EPF and ESI returns for any one of the three months preceding the month of submission of this proposal to be furnished along with the proposal)**



2.2 Scope of Work

TheAgencyshallarrange/beresponsibleforthefollowingManpower/works:

2.2.1 Manpower Requirement

A. Facility Manager (Estate In-charge):

Sl. No.	Category	No.	Qualification & Experience
1.	Facility Manager	01	**Age Limit:** Age Minimum40years&Maximum55years **Eligibility:** Ex-Serviceman with Engg. background with 4 yrs experience or Graduate with minimum 10 yrs relevant experience Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

B. Building Supervisor (Maintenance):

Sl. No.	Category	No.	Qualification & Experience
1.	Building Supervisor (Electrical & Mechanical)	01	**Age Limit:** Age Minimum 35 years & Maximum 50 years **Eligibility:** Graduate with minimum 10 yrs of hands-on experience in supervising building upkeep and cleanliness. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

C. Accounts Assistant:

Sl. No.	Category	No.	Qualification & Experience
1.	Accounts Assistant	01	**Age Limit:** Age Minimum 25 years & Maximum 35 years **Eligibility:** B. Com with minimum 4 yrs relevant experience and hands-on skills in Tally. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

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D. **Security Officer:**

Sl. No.	Category	No.	Qualification & Experience
1.	Security Officer	01	**Age Limit:** Age Minimum 35 years & Maximum 55 years **Eligibility:** Ex-Serviceman with minimum 4 yrs relevant experience in Security Services. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

E. **Security Supervisor:**

Sl. No.	Category	No.	Qualification & Experience
1.	Security Supervisor	01	**Age Limit:** Age Minimum 30 years & Maximum 45 years **Eligibility:** Graduate with minimum 6yrs relevant experience in Security Services. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

F. **Security Guard:**

Sl. No.	Category	No.	Qualification & Experience
1.	Security Guard	06	**Age Limit:** Age Minimum 30 years & Maximum 50 years **Eligibility:** Minimum 10th pass with minimum 2 yrs relevant experience in Security Services. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

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G. Housekeeping Staff:

Sl. No.	Category	No.	Qualification & Experience
1.	Housekeeping Staff	08	**Age Limit:** Age Minimum20years&Maximum50years **Eligibility**: Minimum 7th pass with minimum 2 yrs relevant experience in similar work. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

H. Fire & Safety Supervisor:

Sl. No.	Category	No.	Qualification & Experience
1.	Fire & Safety Supervisor	02	**Age Limit:** Age Minimum30years&Maximum45years **Eligibility**: Diploma in Fire & Safety with minimum 6 yrs relevant experience in similar work. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

I. Fire & Safety Attendant:

Sl. No.	Category	No.	Qualification & Experience
1.	Fire & Safety Attendant	02	**Age Limit:** Age Minimum25years&Maximum40years **Eligibility**: Certification in Fire & Safety with minimum 5yrs relevant experience in similar work. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

J. Lift Attendant:

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Sl. No.	Category	No.	Qualification & Experience
1.	Lift Attendant	03	**Age Limit:** Age Minimum35years&Maximum50years **Eligibility**: Minimum 10th pass with minimum 5 yrs relevant experience in similar work. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

K. Electrician (Maintenance):

Sl. No.	Category	No.	Qualification & Experience
1.	Electrician	02	**Age Limit:** Age Minimum35years&Maximum55years **Eligibility**: Minimum ITI (Electricals) with minimum 4 yrs relevant experience in similar work. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record.

L. Plumber (Maintenance):

Sl. No.	Category	No.	Qualification & Experience
1.	Plumber	01	**Age Limit:** Age Minimum35years&Maximum55years **Eligibility**: Minimum ITI (Plumbing) with minimum 10 yrs relevant experience in similar work. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

M. General Purpose Helper (GPH):

Sl. No.	Category	No.	Qualification & Experience
1.	GPH	01	**Age Limit:** Age Minimum25years&Maximum50years **Eligibility**: Minimum 10th pass with minimum 2 yrs relevant experience in similar work. Medical Category: Physically and Mentally Fit Character: Fair - No Criminal Record

2.2.2 Responsibilities of the Service Provider

Following are the responsibilities of the Agency (Service Provider). The bidders need to quote keeping in mind the following services as well:

A. Security Service

a) The Agency has to provide the uniforms, badges, shoes and Photo Identity Cards to the security persons deployed by them for carrying out the work. The deployed security personnel must wear the uniform dresses with shoes, badges and carry the Photo identity cards while on duty.

b) The Agency shall ensure proper conduct of the deployed security personnel in office premises and enforce prohibition of consumption of alcoholic drinks, betel, smoking, loitering.

c) The security personnel are to be deployed on shift basis on all working days &holidays.

d) The personnel deployed should be polite, cordial and efficient while on duty and their actions should promote goodwill and uphold the image ofATWA.TheAgencyshallbeheldresponsibleforanyactofindisciplineonthepar tofthepersonsdeployed.

B. <u>Housekeeping Service</u>

a) All the personnel engaged by the Agency to provide the services as desired by the Corporation have to be in proper uniform during duty hour.

b) All the personnel shall bear photo identity cards during the duty hour. (ThePhotoIdentityCardshallbedulyverifiedandcountersignedbythedesignated Official of the Corporation)

c) All the assets and property of the Corporation are to be safeguarded.

d) A qualified and dedicated personnel (Building Supervisor) is to be deputed to supervise cleaning and housekeeping activities to ensure quality and

efficiency in service and toactasacontactpersontoco-ordinateandinteractwiththecorporationmanagement.

e) Maintain location-wise log book to record all cleaning and housekeeping activities carried out in the format prescribed by the authority for checking and reference.

f) To provide all necessary materials (Annexure-2) including tools, equipment, disinfectant, cleaning agents and consumables of required quality and quantity needed for proper execution of the cleaning and housekeeping service.

g) All standard safety norms are to be followed during execution of work by the Agency to avoid accidents causing damages to personnel, machines, buildings, etc.

C. Electrical Maintenance Service:

a) Ensure uninterrupted Electric Supply in the building premises.

b) Attendregularlytoallcomplaintslodged/indicatedintheComplaintRegisterafter registrationofthecomplaint.

c) Replace all defective components and keep proper records for the same.

d) To provide and replace minor consumable electrical materials such as tube lights, cables used for repairing, sockets, plugs, etc.

e) For any major replacement or repair work (i.e above Rs. 10,000/-) quotations/proposals to be put up to ATWA for approval & payment.

f) Arrange periodic maintenance of all Equipment's and Installations.

g) Maintain proper record of the complaints received, complaints attended with the date and time of attending the complaints, spares replaced and User remarks.

h) Maintenance of records of the works done and due.

i) Furnish routine/ periodic records about Maintenance, Condition of the Equipment and inform to the Estate in-Charge about the corrective/Preventive steps other than those covered under routine maintenance.

j) Keep sufficient spares/ consumables in ready stock as and when required for carrying out maintenance/repair works.

k) Abide by and observe the rules/ regulations and safety measure in force with regard to repair and maintenance of equipment's and installation systems covered under this award and the Agency shall be responsible for

the same.

l) Keep ATWA indemnified from any penalties or litigation arising due to non-compliance of any rule/ regulations in discharge of the responsibilities.

m) Responsible for any damage/loss caused to the property of ATWA or any third party due to failure in discharging its responsibilities under this Contract. Negligence of the Agency shall make good all such damages/losses to the full satisfaction of ATWA so affected.

D. Diesel Generator & Fire Engine Pumps Routine Maintenance:

a) Ensure routine maintenance of the 02 DG Sets (125 KVA each) so that there uninterrupted power supply in the building.

b) Ensure routine maintenance of the 02 Fire Engine Pumps Sets (75.5 hp each) so that there uninterrupted power supply in the building.

c) Fuel/Diesel for the DG Sets is to be arranged by the agency itself

d) Repair & Replace all minor defective components and keep proper records for the same.

e) For any major replacement or repair work (i.e above Rs. 10,000/-) quotations/proposals to be put up to ATWA for approval & payment.

f) Arrange periodic maintenance of all electrical & mechanical Equipment's / panels and Installations like (A-check, B-check,) 02 DG Sets 125 KVA & fire diesel pumps, 02 Jockey pumps, raw , drinking water pumps, submersible and sump pumps, etc.

g) Maintenance of records of the works done and due.

h) Furnish routine/ periodic records about Maintenance, Condition of the Equipment 's and inform to the Estate in-Charge about the corrective/Preventive steps other than those covered under routine maintenance.

E. <u>Plumbing Maintenance Service</u>

a) Ensure uninterrupted Water Supply in all the offices of the Building.

b) Attendregularlyallcomplaintlodged/indicatedintheComplaintRegisterafterregistrationofthecomplaint.

c) Replace all defective components which has to be supplied by the agency itself and keep proper records for the same.

d) To provide and replace minor plumbing items such as taps, small valves, minor fittings used for repairing of pipelines, etc.

e) For any major replacement or repair work (i.e above Rs. 10,000/-) quotations/proposals to be put up to ATWA for approval & payment.

f) Arrange periodic maintenance of all Equipment's and Installations including periodic tanks cleaning of overhead & underground tanks of building.

g) Maintain proper record of the complaints received, complaints attended with the date and time of attending the complaints, spares replaced and User remarks.

h) Maintenance of records of the works done and due.

i) Furnish routine/periodic records about Maintenance, Condition of theEquipmentandinformtotheOfficerIn-Chargeaboutthecorrective/preventivestepsother than those covered under routine maintenance.

j) Keep sufficient spares/ consumables in ready stock as and when required for carrying out maintenance/repair works.

k) Abide by and observe the rules/ regulations and safety measure in force with regard to repair and maintenance of equipment's and installations systems covered under this award and the Agency shall be responsible for the same.

l) Keep ATWA indemnified from any penalties or litigation arising due to non-compliance of any rule/regulations in discharge of the responsibilities.

m) Responsible for any damage/ loss caused to the property of ATWA oranythirdpartyduetofailureindischargingitsresponsibilitiesunderthis Contract. Negligence of the Agency shall make good all such damages/ losses to the fullest satisfaction of ATWA so affected. All Tools, Nut Bolt Washers, etc. shall be arranged by the Agency at its own expense.

F. Fire & Safety Service

a) Responsible for obtaining Fire NOC for the building through the Fire Department. Hence bidders may quote accordingly.
b) Ensure safety of the building from fire hazards.
c) Ensure timely Refilling & Hydraulic Testing of the Fire Extinguishers on due dates.

d) Conduct Fire Drills on monthly basis

e) Complete maintenance of the fire system of the building, including Fire Panel and it's components.

f) Repair and/or replace any defective minor components of the fire system/fire pumps and keep proper records for the same up to value of Rs. 10,000/-).

g) For any major replacement or repair work (i.e above Rs. 10,000/-) quotations/proposals to be put up to ATWA for approval & payment.

h) Arrange periodic maintenance of all Equipment's and Installations.
i) Maintenance of records of the works done and due.
j) Furnish routine/periodic records about Maintenance, Condition of theEquipmentandinformtotheOfficerIn-Chargeaboutthecorrective/preventivestepsother than those covered under routine maintenance.
k) Keep sufficient spares/ consumables in ready stock as and when required for carrying out maintenance/repair works.
l) Abide by and observe the rules/ regulations and safety measure in force with regard to repair and maintenance of equipment's and installations systems covered under this award and the Agency shall be responsible for the same.
m) Keep ATWA indemnified from any penalties or litigation arising due to non-compliance of any rule/regulations in discharge of the responsibilities.
n) Responsible for any damage/ loss caused to the property of ATWA oranythirdpartyduetofailureindischargingitsresponsibilitiesunderthis Contract. Negligence of the Agency shall make good all such damages/ losses to the fullest satisfaction of ATWA so affected. All Tools, Unbolt Washers, etc. shall be arranged by the Agency at its own expense.

G. CCTV Maintenance:

a) Ensure proper functioning of the CCTV cameras (around 90 in numbers) already installed in the premises.
b) Ensure timely Refilling & Hydraulic Testing of the Fire Extinguishers on due dates.
c) Conduct Fire Drills on monthly basis
d) Complete maintenance of the fire system of the building, including Fire Panel and it's components

H. Horticulture Service

a) Staff / Agency deployed by the agency for Horticulture services should be of good conduct and having experience of more than 5 years.
b) None of the deployed Staff should enter or remain in the building premise beyond the specified time limits unless and absolutely necessary.
c) The Agency is to be liable for any damage caused to the ATWA or its building premises or any part thereof or to any fixtures or fittings thereof or any property of the ATWA and there in by any act, omission, default or

negligence of the Agency or its Staff.

d) The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State/ Central Government or any local body or authority. The agency shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by ATWA from time to time.

e) Any non-performance, damage /the focused by the workmen of the service provider shall be recovered from the monthly bills of the service provider.

I. Minor Civil Repairs

a) Agency shall undertake minor civil repair as & where required.

b) For any major repair work (i.e above Rs. 10,000/-) quotations/proposals to be put up to ATWA for approval & payment.

J. Printing, stationeries, courier services, maintenance of office equipment's & staff welfare activities shall be looked after by the agency at their expenses, hence the agency may quote a lump-sum amount keeping these expenses in mind.

K. All other facility related work that is not under the scope/responsibilities of ATWA

L. Any replacement or change of agency workers / staff requires prior approval from the Management of ATWA, and no worker / staff will be deployed on site without approval of the Management of ATWA.

2.2.3 Responsibilities of ATWA:

A. Operational Responsibilities:

a) ATWA shall not be responsible for the day-to-day operational functionalities of facilities work in the building, but shall be monitoring & taking reports from the agency time to time through its authorized representative.

b) Major decisions regarding maintenance in the benefit of the building shall be taken / approved by ATWA.

B. Financial Responsibilities:

a) Expenses on maintenance work exceeding Rs. 10,000/- shall be approved and paid by ATWA. However, the nature of the required work along with three quotations shall be put up to the ATWA by the agency in black & white for their approval and payment.

b) Expenses on the following items shall be looked after by the ATWA. Any other expenses beyond the below mentioned items will be in the scope of the agency:

i) Electricity Bills of the building

ii) Building Insurance

iii) Lift AMC

iv) Water charges / bills of the building (if any)

2.3 Cost of RFP Document, EMD and Performance Security

a) The bidders shall submit along with the Technical Proposals, the cost of RFPDocumentfor**₹.2,000/-(RupeesFiveThousandSixHundred)**only(including GST) in the form of Demand Draft/ Pay Order in favour of **ANSAL TOWER 38, NEHRU PLACE FLAT OWNERS WELFARE ASSOCIATION**, payable at New Delhi and an interest free EMD of **₹. 1, 00,000/- (Rupees One Lakh)** only in form of Demand Draft/ Pay Order in favour of **ANSAL TOWER 38, NEHRU PLACE FLAT OWNERS WELFARE ASSOCIATION**, payable at New Delhi.

b) EMD of all the other bidders shall be returned once the successful bidder signs the Contract.

c) If the selected agency fails to deploy the all the manpower within 15 days of award of the contract, the EMD amount shall be forfeited without giving any further notice and the contract will be terminated with immediate effect. The ATWA then shall be at liberty to award the contract to any other agency at its sole discretion without giving any notice whatsoever.

2.4 Payment Price Validity

a) The Agency shall be paid on monthly basis as per the contracted rate. The price shall be all-inclusive including the cost of manpower, consumables, equipment and management.

b) While the bill for 1st month shall be paid 7 days after submission of bill for the month, payment from the 2nd month onwards shall be made after 7 days subject to production of documentary evidence of having made all statutory payments such as EPF, ESI, etc. for the previous month.

c) The price as quoted by the Agency shall remain unchanged in the first year of operation. Post 1 year price will be decided as mutually agreed between the parties.

d) GST, if any, shall be paid at the applicable rate.

2.5 Period of Engagement

a) The engagement shall be for a period of Three years from the date of actual operation (beginning of service) or signing of contract whichever is later.

b) Thecontractmayberenewedforanotheryearsubjecttosatisfactoryperformance oftheAgencyandwiththemutualconsentofboththeparties.

c) The agency shall sign the contract and start providing services (actual engagement of personnel) within15 days of issue of Letter of Award /Intimation.

2.6 Termination/ Suspension of Agreement

a) The contract can be terminated at any time prior to its completion by eitherPartywith60daysofnoticeperiod.

b) The ATWA may, by a notice in writing suspend the agreement if the service provider fails to perform any of his obligations including carrying out the services, provided that such notice of suspension:

(i) Shall specify the nature of failure, and

(ii) Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.

c) The ATWA after giving 30 days clear notice in writing expressing the intention of termination by stating the ground/grounds on the happening of any of the events (i) to (iv) below, may terminate the agreement after giving the service provider reasonable opportunity of being heard.

(i) If the service provider does not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the Management (ATWA) have subsequently approved in writing.

(ii) If the service provider becomes in solvent to bankrupt.

(iii) If, as a result of force majeure, the service provider is unable to Performa material portion of the services in a period of not less than 60days: or

(iv) If, in the judgment of the Management of ATWA, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

2.7 Detail of Building Premises

a) Ansal Tower is a 15 storied building with i.e lobby, stair cases, terrace mezzanine ect. Including ground floor, stilt floor, basement around **2,04,588**

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sq.ft. of its common area that is to be maintained by the agency.

b) Bidders are requested to visit the office premises of Ansal Tower building to assess the actual floor area, lawn, parking area, etc., to assess the actual area to be covered and the quantum of work.

3. Instructions to Bidders

3.1 Submission of the Proposal

a) The proposal shall be submitted in a sealed envelope with clear in scriptionas **"PROPOSAL FOR FACILITY MANAGEMENT SERVICES, RFPREFERENCE NO. ATWA/2026-27/RFP/FM/02"** on top of it before due date and time.

b) The Proposal shall remain valid for a period not less than120 days after the last date of submission of RFP.

3.2 Evaluation and Selection

a) The proposals shall be as per the panel of the sitting chairpersons and members of the ATWA keeping in view of the required parameters and their due diligence.

4. Penalty Clauses

1. In case the contractor fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, ATWA reserves the right to impose the penalty as detailed below:

a. 2% of cost of order/agreement per week, up to 2 weeks delays.

b. After 2 weeks delay, ATWA reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other contractor (s) from open market at the competitive rates.

ANNEXURE 2: Tools, Equipment and Consumables to be used/ supplied by the Agency for Housekeeping Service

Tools & Equipment	Consumables (Soap & Chemicals)

1. Single Disc Floor Scrubbing Machine 2. Vacuum Cleaner-Commercial 3. Stick Broom (outdoor use) 4. Soft Broom 5. Cobweb Brush 6. Plastic/Nylon Brush for toilet 7. WC Round Brush 8. Glass Duster 9. Floor Duster 10. Mop Stick 11. Rubber Wiper 12. Plastic Bucket 13. Plastic Mugs 14. Cotton Swabs 15. Nylon Scrubber 16. Vacuum Cleaner 17. Scotch rite 18. Steel Wool 19. Dustpan	1. Liquid Cleaner/ TPOL 2. Bathroom cleaning Acid / HARPIC 3. Naphthalene Ball 4. Disinfectants (Example: Phenyl) 5. Room Spray 6. Bleaching Powder 7. Anti-insecticide (Example: Baygon Spray) 8. Soap (liquid Colin / powder) 9. Washing Powder 10. Toilet Cleaner (Permitted Grade) 11. Glass and other surface cleaner (Example: Collin Spray) 12. Room Freshener



ANNEXURE3: Profile of the Bidder

(To be furnished along with the Technical Proposal: Cover "A")

Sl. No.	Particulars	Details
1.	Name and Address of the Bidder	
2.	Constitution and Date of Incorporation/Registration (Self-attested copy of Certificate of Incorporation/Registration to be furnished)	(NGO/ Partnership Firm/ Company/Others) Date of Incorporation/Registration ----------
3.	Name, designation, contact no. and address of The contact person/local representative	
4.	Registration/ empanelment details with different authorities (Self-attested copies of such Registration Certificates to be furnished)	(i) Authority(s): (ii) Date of Registration
5.	Years of experience in similar line of activity along with the list of clients (s) to whom similar service has been provided in last three years i.e.,2023-24,2024-25 & 2025-26 (Self-attested copies of the Service Contracts/Agreements/Work Orders/Completion Certificates / Performance Certificates from the Employers to be furnished)	1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contact Status (Completed/Ongoing)

Sl. No.	Particulars	Details
6.	License to engage in the business of Private Security Agency issued by Competent Authority	Self-attested photo copy of License issued by Competent Authority to be furnished.
7.	Financial position and operational results for last three financial years (2023-24,2024-25 & 2025-26)	Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be furnished. Provisional Profit &Loss Accounts and Balance Sheets shall not be considered.
8.	Any other details the applicant would like to Furnish (Example: Awards & Accreditations)	

Note:

(i) Information to be furnished in separate sheet wherever necessary.

(ii) In case of documents, they shall be self-attested photocopies.

Date: 12/11/2026

Place: New Delhi

Authorized Signatory

