

## **Expression of Interest (EoI)**

For engaging an agency for Operations and Maintenance work, Cleaning & Hospitality functions for the State of The Art Urban Restroom Complex (Community Toilet block) at Surat



**Gujarat CSR Authority,**  
Government of Gujarat

**Address:** 3 rd Floor, GSFC Building, Opp. Drive in Cinema,  
Behind Reliance Mart, Bodakdev, Ahmedabad- 380054

**Phone:** 079-40192052

June, 2018

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## Letter of Invitation for Expression of Interest (EoI)

No. GCSRA/CEO/2018

Date: 13/06/2018

Dear Sir/ Madam,

Gujarat CSR Authority, Govt. of Gujarat invites sealed Expression of Interest (EoI) from the agencies to provide Operations and Maintenance work for the State of The Art Urban Restroom Complex (Community Toilet block) at Surat

The EoI document containing the details of pre-qualification criteria, brief scope of work and method of evaluation etc. is enclosed. The EoI document is also available on the GCSRA website ([www.gcsra.org](http://www.gcsra.org)). The tender document will be issued to the applicants meeting the prequalification criteria mentioned in this EoI.

You are requested to submit your responses in the sealed envelope in the prescribed format (Annexure-1) addressing below latest by 25/06/2018

### Chief Executive Officer,

Gujarat CSR Authority,  
Government of Gujarat,  
3rd Floor, GSFC Building, Opp. Drive-in Cinema,  
Behind Reliance Mart, Bodakdev, Ahmedabad – 380054

Queries (if any) may be referred to the Gujarat CSR Authority, Ahmedabad through email to [coo@gcsra.org](mailto:coo@gcsra.org)/ [coogcsra@gujarat.gov.in](mailto:coogcsra@gujarat.gov.in) or [chiraggcsra@gujarat.gov.in](mailto:chiraggcsra@gujarat.gov.in)

Sr. No.	Particulars	Date
1	Publication of EoI	13/06/2018 (Wednesday)
2	Start date for downloading the EoI document from GCSRA website and n procure website	13/06/2018 (Wednesday)
3	EoI submission closing	25/06/2018 (Monday) by 4.00 pm
4	EoI opening	26/06/2018 (Tuesday) by 4.00 pm
5	Issue of tender document to the shortlisted agencies	29/06/2018 (Friday)

Yours Sincerely,

Chief Executive Officer,  
Gujarat CSR Authority

Encl: EOI Document

## **Background Information**

Gujarat CSR Authority (GCSRA) was established in April, 2015 under the administrative control of the Industries and Mines Department (IMD), Government of Gujarat. The Authority is operative throughout the state of Gujarat and the Honorable Chief Minister of Gujarat, is the Chairperson of GCSRA's are as follows:

The mission of GCSRA is to catalyze sustainable growth by creating an enabling environment for the corporate sector to work in partnership with the Government, Non-Government, and Civil Society Organizations, as well as Community Organizations in the field of Corporate Social Responsibility. The thrust areas of GCSRA are as follows:

- Addressing the issue of Malnutrition;
- Improving access of poor to low cost diagnostic health care;
- Construction of Community Toilets under Swachh Bharat Abhiyan;
- Skilling for Livelihood; and
- Promotion of Entrepreneurship and Innovation

Under the thrust area of Construction of Community Toilets under Swachh Bharat Abhiyan , GCSRA is in the process to create benchmark model of the community toilet block in the state. GCSRA's Public Toilets Project seeks to create a model where it is possible to establish a blueprint for cleanliness and user-friendly facilities in all public toilet complexes it creates. It seeks to replace leaky taps and misused WCs with sensor based hands- free alternatives. Instead of making cleanliness in public toilets an unpleasant and labour intense experience, it seeks to design these facilities as practical and aesthetic spaces so that the public itself comes to care for them. After all, few abuse the fine toilets in leading hotels. The public toilets will be conceived as getaways where users can retire to take care of their grooming needs, rather than as an amenity through which they quickly want to duck in and out of.

These public toilets will be ultra- convenient stops where people can refresh themselves, have ready access to grooming and personal hygiene products and can even power up their smart phones or enjoy a cup of tea if they so desire.

With this background, GCSRA has constructed the state of the art urban restroom complex at Jawaharlal Naheru Garden, South West Zone, Surat and for this constructed restroom complex, GCSRA invites Expression of Interest (EoI) from the agencies as per the pre-qualification criteria mentioned in this EoI. The tender document will be provided to only those agencies who qualify as per the pre-qualification criteria mentioned in this EoI and asked to submit the technical and financial bids as per criteria mentioned in the tender document.

## **Brief Scope of work**

The proposed project of Gujarat CSR Authority is to promote excellence in providing high quality of neat & clean State- of- the- Art Urban Restroom Complex to the community with

associated facilities like ladies and gents toilet blocks, Baby care rooms, and Handicap Toilet Block, bathrooms, sitting arrangement in a pleasant reception/ waiting area, drinking water, vending machine for sanitary napkins, soap dispenser, newspapers/ magazines, shoe polishing machine, luggage room/ Pantry, bath & saving kits with towels, napkins, sanitation kit, kit for travelers, etc.

The cleanliness level shall be of Air Port/ Five Star hotels. The organization intends to maintain its complex neat and clean and thus providing a pleasant conducive environment to the community who uses the facilities created under Urban Restroom Complex.

Agency has to provide Contact Details, details of Plumber, Electrician, and details of Housekeeping workers also during the submission of the tender process. Agency has to follow the standard operating procedure which will be shared by the GCSRA.

The O & M Agency has to report to Gujarat CSR Authority as mentioned in Operation and Maintenance roles and responsibilities of work. The layout of the Restroom complex is attached at annexure A for your references.

**Pre-Qualification criteria for Bidders:**

Following will be the minimum pre-qualification criteria. Each eligible agency should possess all the following pre-qualification. Applicants not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated

Sr. No.	Criteria	Minimum Requirements	Supporting Documents
1	Agency should have O&M work experience in the Five/Four star/Three Star hotels;	At least 3 years of experience	Copies of performance certificate from client Departments of experience of having successfully completed similar work. A list of assignments duly self attested.
2	The agency should have adequate financial capabilities to undertake such project	Minimum average turnover of Rs.20 Lakh	
3	Agency must have registered under GST registration	Mandatory	Certified copy to be attached
4	Agency should have valid License by Labour Commissioner for contracting labour under contract labour Act	Mandatory	Certified copy to be submitted
5	The Bidders should submit PAN	Mandatory	submit the photocopy of Permanent Account Number (PAN)

			issued by the Income Tax Department while submitting E-Tender
6	Presence in Surat, Gujarat	Functional Office in Surat	Self-attested copy of the Office address in Surat Gujarat.

### Method of evaluation

- Screenings of EoI shall be carried out as per the eligibility conditions mentioned in Prequalification criteria and Marking Scheme predefined here as under. .
- Agencies who qualify as per the pre-qualification criteria will be provided with the tender document.
- Agencies will be asked to submit their technical and financial proposal in a sealed envelope in the tender document.

### Marking Scheme

The marking scheme to be followed for evaluation of the EoI shall be as under:

Sr. No.	Parameters	Maximum Marks	Marking system
1.	Experience of the services they are providing in Five star/Four star/ Three star Hotels	30	<p><b>Experience of hotels</b></p> <ul style="list-style-type: none"> <li>• <b>Five star hotels</b> - 2 years - <u>20 Marks</u>;</li> <li>• For every Additional year of Experience -2 marks, maximum up to 5 Year;</li> <li>• <b>Four/Three star hotels</b>- 2 years- <u>15 Marks</u>;</li> <li>• For every Additional year of Experience -2 marks, maximum up to 5 Year;</li> </ul>
2.	Annual turn Over( Average of last 3 years)	30	<ul style="list-style-type: none"> <li>• If annual turnover 20 Lakhs- <u>10 Marks</u>;</li> <li>• For every Additiona 10 lakhs of turnover -2 marks, maximum up to 50 lakh ;</li> </ul>
3.	Proposed team for the O & M Work for the Complex	30	<p><b>Consider Experience in Housekeeping Industries of Grade A Hotels /5* Hotels/Big-Mall:</b></p> <ul style="list-style-type: none"> <li>• <b>Project Head:</b> <ul style="list-style-type: none"> <li>➤ More than 5 years: 5 marks;</li> <li>➤ More than 3 years: 3 marks;</li> <li>➤ Around 1 year: 1 marks;</li> </ul> </li> <li>• <b>Supervisor:</b> <ul style="list-style-type: none"> <li>➤ More than 5 years: 5 marks;</li> <li>➤ More than 3 years: 3 marks;</li> <li>➤ Around 1 year: 1 marks</li> </ul> </li> <li>• <b>Cleaning Staff</b> <ul style="list-style-type: none"> <li>➤ Graduate+ more than 2 years Experience: 5 marks;</li> </ul> </li> </ul>

Sr. No.	Parameters	Maximum Marks	Marking system
			<ul style="list-style-type: none"> <li>➤ Graduate+ less than 2 years Experience More than 3 years: 3 marks;</li> <li>➤ Graduate: 1 marks</li> <li>• <b>Plumber:</b></li> <li>➤ Graduate+ more than 2 years Experience: 5 marks;</li> <li>➤ Graduate+ less than 2 years Experience More than 3 years: 3 marks;</li> <li>➤ Graduate: 1 marks;</li> <li>• <b>Electrician:</b></li> <li>➤ Graduate+ more than 2 years Experience: 5 marks;</li> <li>➤ Graduate+ less than 2 years Experience More than 3 years: 3 marks;</li> <li>➤ Graduate: 1 marks;</li> <li>• <b>Civil Works:</b></li> <li>➤ Graduate+ more than 2 years Experience: 5 marks;</li> <li>➤ Graduate+ less than 2 years Experience More than 3 years: 3 marks;</li> <li>➤ Graduate: 1 marks;</li> </ul> <p><b>Note: In case of there is no Graduation Degree, we may consider the total work experience in Grade A Hotels/5* Hotels/Grade A Mall.</b></p>
4.	Presence in Surat city, Gujarat	10	• Presence in Surat- 10 marks
	<b>Total (Technical Score)</b>	<b>100</b>	

### Important Dates

EOI must be submitted to Gujarat CSR Authority at the address “Chief Executive Officer, Gujarat CSR Authority, Government of Gujarat, 3<sup>rd</sup> Floor, GSFC building, Opp. Drive-in Cinema, Behind Reliance Mart, Bodakdev, Ahmedabad- 380054.” The last date of submission of EOI in hard copy is 25/06/2018. Important dates are as follows:

Sr.No.	Particulars	Date
1	Publication of EOI	13/06/2018 (Wednesday)
2	Start Date for downloading the EOI document from GCSRA website and n procure website	13/06/2018 (Wednesday)
3	EoI submission closing date	25/06/2018 (Monday) by 4.00 pm
4	EoI opening date	26/06/2018 (Tuesday) by

		4.00 pm
5	Issue of tender document to the shortlisted agencies	29/06/2018 (Friday)

### **Response submission of EoI**

- EoI must be submitted as per the Format attached in the Annexure 1 of this document
- Application is sealed envelope over super scribed as “**Engaging agency for Operations and Maintenance work for the State of The Art Urban Restroom Complex (Community Toilet block) at Surat**”
- Hand delivery will not be accepted by GCSRA. The response should be submitted through Speed Post/courier to the below mentioned address:
- The address of submission is as under:

**Gujarat CSR Authority  
Government of Gujarat,  
3<sup>rd</sup> Floor, GSFC Building, Opp. Drive in Cinema,  
Behind Reliance Mart, Bodakdev, Ahmedabad- 380054**

### **Right to change and modification**

GCSRA shall reserve the right to change/terminate/modify the conditions of this EoI including the scope of work at any time.

### **Point of contact**

Please note that for any query related to EoI, may be referred to the Gujarat CSR Authority, Ahmedabad through email to [coo@gcsra.org](mailto:coo@gcsra.org)/[coogcsra@gujarat.gov.in](mailto:coogcsra@gujarat.gov.in). Agencies can contact to Mr. Chirag Vyas, Project Officer through email to [chiraggcsra@gujarat.gov.in](mailto:chiraggcsra@gujarat.gov.in) or at 079-40192052.

**Annexure 1: Format for Applicant's Expression of Interest (EoI)**

**(To be furnished on the letterhead of Agency)**

To,

Chief Executive Officer,  
Gujarat CSR Authority,  
Government of Gujarat,  
3 rd Floor, GSFC Building, Opp. Drive-in Cinema,  
Behind Reliance Mart, Bodakdev, Ahmedabad – 380054

**Sub:** Submission of Expression of Interest (EoI) to engaging agency for Operations and Maintenance work for the State of The Art Urban Restroom Complex (Community Toilet block) at Surat to Gujarat CSR Authority (GCSRA), Govt. of Gujarat.

Dear Sir,

In response to the Invitations for Expression of Interest (EoI) issued on 25/06/2018 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we have attached the following documents in sealed envelope:

- Organization details with Certificate of incorporation;
- A list of assignments duly self-attested showcasing the experience of having handled similar work in 5-star/4-star/3-star hotels in last three years;
- Audited balance sheet of last three years;
- Self-attested copy of the office address in Surat City & Gujarat;
- GST Registration Certificate, PAN Certificate and valid labour license;

Sincerely Yours,

(Signature of the applicant)

Full name of applicant:

Designation:

Stamp

Date:

Encl: As above