Sambalpur University
Jyoti Vihar, Burla-768019
Sambalpur, Odisha

ସମ୍ବଲପୁର ବିଶ୍ୱବିଦ୍ୟାଳୟ
ଜ୍ୟୋତି ବିହାର, ବୁର୍ଲା-768019
ସମ୍ବଲପୁର, ଓଡିଶା

(Accredited with Grade 'A' by NAAC)

No. 1960 / Section-16(Estate & Maint.) Date: 18.04.2026

CORRIGENDUM-I
In response to the pre-bid queries and amendment to the RFP document

Sub: Sealed proposals were invited from eligible, experienced, and reputed Agencies/ Firms/ Companies/ Organizations hereinafter referred to as *"Facility Management Service Provider (FMSP)"* for providing Comprehensive Facility Management Services (CFMS) at Sambalpur University, Burla, as per the detailed scope of work, eligibility criteria, and terms & conditions specified in the Request for Proposal (RFP) document.

Ref No. 1738/Section-16(Estate & Maint.) date.02.04.2026

In continuation to the subject cited above under reference, Sambalpur University has invited Sealed proposals from eligible bidders for the above subjected Comprehensive Facility Management Services publicly. In pursuance to Page No.14 Clause.2.4 (a) & (b) and Bidder data Sheet S.N.12 as at page-06 of the RFP document, queries were submitted by interested bidders and a pre-bid meeting was held on 09/04/2026 at 11AM in the University Conference Hall. The pre-bid queries submitted by prospective bidders were discussed with the authorized representatives of the bidders who were present during aforesaid meeting.

In this regard, the bidders are requested to refer the following sections for (A) Section-I: Response to Pre-Bid Queries and (B) Section-II: Amendment to the RFP documents.

A. Section-I: Response to Pre-Bid Queries:

S.N.	RFP Doc. Ref. (Section & Page No.)	Description as per RFP Document	L & K Services Pvt. Ltd. Queries/Suggestion	Sambalpur University response
1	Bidder Data Sheet Sl.No.14, page: 07	**Particulars:** Earnest Money Deposit (EMD)/ Bid Security Declaration **Details:** 2% of Quoted price in shape of Demand draft drawn in favour of "Comptroller of Finance, Sambalpur University" Payable at Jyoti Vihar, Burla. *Note: Bidders are exempted with EMD those who are*	**Query/Concern:** 2% of quoted price **Request for clarification/ Amendment:** Kindly mention a fixed amount so that the EMD amount should not be indicative of the lowest financial bid	Please refer to the **Sl No.3** of **Section-II: Amendment to the RFP Document** for details.

		registered under MSME, NSIC or any other law/rules/regulations. A copy of the certificate duly signed by the bidder must be enclosed along with the bid document. *In case bidders are exempted under any applicable law/rules/regulation/guidelines from payment of EMD, then in place of an EMD, bidders are required to sign a Bid Security Declaration as enclosed at Form-T11.*		
2	Clause:2.7(i) Page:16	The financial proposal /bid shall be exclusive of applicable Goods & Services Tax (GST).	**Query/Concern:** Taxes & Submission of Financial proposal **Request for clarification/ Amendment:** Form F-2 (Financial Bid) has provision to mention GST amount and Form-3 (Detail breakup for the financial offer) lacks number of personnel as well as number of machineries to be deployed. Also it does not have any provisions to mention for service charges of the service provider and provisions for other statutory dues like bonus, gratuity and leave allowance.	Please refer to the **Sl No.4** of **Section-II: Amendment to the RFP Document** for details.
	Clause: 2.8 (b) (iv) Page:18	The financial proposal shall be in the form of lump-sum amount (in the form of Annual Comprehensive Facility management cost quoted in INR) and shall be exclusive of any Taxes/GST that may be applicable. Detail break-up of the lump-sum amount must also be worked out and to be submitted along with the financial proposal.		
	Clause2.11(e) Page: 20	For the purpose of evaluation, the rates quoted by the bidder shall be inclusive of all taxes & duties (except GST which shall be paid extra at prevalent rates by the client).		
3	Form:T2 Point-X Page:47	Information about the bidder (On the letter head of the Bidder)	**Query/Concern:** The bidder has to submit the list of employee's details	The bidder should provide a list of current employees including Name, Designation, Date of Joining,

			working in the firm in its letterhead. **Request for clarification/ Amendment:** Kindly mention what employee details should the service provider (payroll data or EPF,ESI data). May the bidder furnish the data dully verified by CA.	and UAN (Universal Account Number) for EPF and ESI Number. The list must be provided on the bidder's letterhead, duly signed by the Authorized Signatory.
4	Form:T7 point(7) Page:52	Past experience of the bidder (To be provided on the bidder letterhead)	**Query/Concern:** Total area of the location (Super built-up area in sqft. And total area in sqft.) **Request for clarification/ Amendment:** Not all the work orders of the clients mention super built up area in sqft. So kindly consider the Total area(sqft.)	No corrigendum is required. The "Total Area" provided by the bidder will be considered for evaluation.
S.N.	**RFP Doc. Ref. (Section & Page No.)**	**Description as per RFP Document**	**M/s.Manor Computers & Communication Pvt Ltd. Queries/Suggestion**	**Sambalpur University response**
1	Bidder Data Sheet (Sl No. 13) Page:6	**Bid Processing Fee (Non-Refundable):** Rs.11,800/- (Rupees Eleven Thousand Eight Hundred Only) (including GST) in shape of Demand draft drawn in favour of **"Comptroller of Finance, Sambalpur University"** Payable at Jyoti Vihar, Burla. *Note: Bid without supporting Bid document fee shall be out rightly rejected.*	**Query/Concern:** Page 6, Point 13 of the RFP states a non-refundable fee of ₹11,800 **Request for clarification/ Amendment:** We request you to clarify if MSME-registered units are exempt from this fee, as per standard government procurement norms for MSMEs.	Please refer to the **Sl No.1** of **Section-II: Amendment to the RFP Document** for details.
2	Clause:2.2 (Eligibility Criteria) (Sl No-5) Page:12	Must have minimum average annual financial turnover of **Rs. 5 Crores** during the last three financial year i.e., **FY: 2024-25, FY: 2023-24 and FY: 2022-23.**	**Query/Concern:** Page 12, Point 5 mandates a minimum average annual turnover of ₹5 Crores. **Request for clarification/ Amendment:**	There will be no change in this clause. The turnover criteria have been established considering the scale, complexity, and financial requirements of the Comprehensive Facility Management Services (CFMS)

			Given that our firm meets all other technical and prior experience criteria, we request a relaxation in this turnover requirement for MSMEs to encourage broader participation.	at the University. Bidders must meet the minimum eligibility as per Clause 2.2 (Point 5). Furthermore, bidders are requested to refer to **Clause 2.10 (Evaluation of Proposal)**, where the financial turnover is also a scored parameter under the Technical Evaluation.
S.N.	**RFP Doc. Ref. (Section & Page No.)**	**Description as per RFP Document**	**Yatri Corporate Services Pvt.Ltd. Queries/Suggestion**	**Sambalpur University response**
1	Clause:2.2 (Eligibility Criteria) (Sl No-4) Page:12	**Eligibility Criteria:** The Registered Office/Branch Office of the Comprehensive Facility Management Service Provider must be located within jurisdictional area of Sambalpur University i.e. Sambalpur, Jharsuguda, Sudargarh, Deogarh, Boudh, Bargarh, Angul (Atha Mallick Sub Division). **Supporting document to be furnished along with the Technical Bid:** Valid Address proof of the office (Copy of the Electricity Bill/Rent Agreement and copy of rent receipt).	**Query/Concern:** The Registered Office/Branch Office of the Comprehensive Facility Management Service Provider must be located within jurisdictional area of Sambalpur University i.e. Sambalpur, Jharsuguda, Sudargarh, Deogarh, Boudh, Bargarh, Angul (Atha Mallick Sub Division **Request for clarification/ Amendment:** We respectfully propose that it should be stated as follows: *"The Registered Office of the Comprehensive Facility Management Service Provider must be located in the State of Odisha, or a Branch Office within the jurisdictional area of Sambalpur University, i.e., Sambalpur, Jharsuguda, Sundargarh, Deogarh, Boudh, Bargarh, and Angul (Athamallik Sub-Division).* *In the event that the tender is awarded to the bidder, the bidder must establish a Branch Office within the jurisdictional area of Sambalpur*	Please refer to the **Sl No.2** of **Section-II: Amendment to the RFP Document** for details.

			University (i.e., Sambalpur, Jharsuguda, Sundargarh, Deogarh, Boudh, Bargarh, Angul) within one month of receiving the Letter of Award (LOA) or Work Order." This adjustment will encouraging more capable bidders from the State of Odisha to get participate and submit more competitive bids.	
2	Clause:2.10(b)-StageII: Technical Evaluation (Sl.No.3) Page:19	**Eligibility Description:** Net worth of the bidder as on **31.03.2025** **Score basis:** 5.0 Crores Net worth: **15 Points**	**Query/Concern:** Net Worth of the Bidder as on 31-03-2025 **Request for clarification/ Amendment:** This presents a clear inconsistency between Sl. No. 5 on Page 12 and Sl. No. 2 on Page 19, which states: "Must have minimum Annual Average Turnover of Rs. 05 Crores during/for last three years ending with FY 2024-25." We request clarification to ensure uniformity, specifically that the minimum Annual Average Turnover requirement should be Rs. 05 Crores for the last three financial years ending with FY 2024-25, and that the Net Worth should also be Rs. 05 Crores as on 31-03-2025.	There will be no change in this clause. It is clarified that Average Annual Turnover (Clause 2.2 Sl No.5)(page:12) and Net Worth (Clause 2.10 SlNo.3)(Page:19) are two distinct financial parameters. 1. The Average Annual Turnover of ₹5 Crores is a mandatory *eligibility* criterion. 2. The Net Worth of ₹5 Crores is a *scoring* criterion for Technical Evaluation.
3	Clause:2.11 (Evaluation Process)	**Least Cost Selection process (LCS)** method will be followed during the overall process. Minimum qualifying marks to qualify the Technical	**Query/Concern:** The most crucial aspect of our pre-bid queries relates to the process of selection, which is currently defined as	There will be no change in this clause.

		Proposal will be **70 out of 100.**	the Least Cost Selection process (LCS). As per the RFP, bidders who score more than 80% marks or 80 Marks shall be considered for further evaluation. **Request for clarification/ Amendment:** Our suggestion is that, if possible, the evaluation methodology may be amended to the Quality and Cost Based Selection process (QCBS). Under this approach, bidders who score more than 80% Marks or 80 Marks would be considered for further evaluation. This change would ensure that the selection process emphasizes both quality and cost, thereby encouraging participation from more competent and professional bidders.	
S.N.	**RFP Doc. Ref. (Section & Page No.)**	**Description as per RFP Document**	**M/s. Executive Security Service Pvt.Ltd., BBSR Queries/Suggestion**	**Sambalpur University response**
1	Clause:2.2 (Eligibility Criteria)(Sl.No. 3)	**Eligibility Criteria:** The bidder must have executed minimum 03 years of comprehensive Facility Management Services covering minimum built up area of 40,000 sq. ft or more in any Central / State Government / Autonomous bodies /agencies / Societies / corporate bodies are eligible. **Supporting Document:** Copies of supporting work order /Work completion certificate issued by respective authorities as applicable along with duly filled information sheet as	**Query/Concern:** The Bidder should have 3 years' experience in providing CFMS Services covering a built up area of 40,000 sf. Ft. area. **Request for clarification/ Amendment:** Is providing only Security or Housekeeping/Sanitation Services or Maintenance services can be considered, as all the three categories are a part of CFMS Services.	**No.** The requirement is for Comprehensive Facility Management Services (CFMS). Experience in providing only one standalone service (e.g., only Security or only Housekeeping) **will not be considered** as meeting the eligibility criteria. As per Clause 2.2 (Sl.No. 3) and the Broad Scope of Services (Data Sheet, Point 3), the bidder must demonstrate experience in providing integrated facility management that encompasses all three core categories: Sanitation/Cleaning, Security,

		per **Form- T7**		and Operation/Maintenance of Equipment.
2	Clause:2.10 (Evaluation Proposal) Eligibility Description SlNo.4 Page:19	**Eligibility Description:** Manpower with the Bidder for handling comprehensive facility management service (CFMS) (Note: The bidder has to submit the employee details in its letter head) **Score basis:** Minimum 50 no's of staffs: **3 Points** Above 50 no's of staffs: **2 Points**	**Query/Concern:** Bidder should have minimum 50 manpower for handling CFMS Services. **Request for clarification/ Amendment:** What are the documents need to be provided as evidence	The bidder should provide a list of current employees including Name, Designation, Date of Joining, and UAN (Universal Account Number) for EPF and ESI Number. The list must be provided on the bidder's letterhead, duly signed by the Authorized Signatory.
3	Clause:3.12 (Detailed Scope of Work) Page:31,31 & 33	**Detailed Scope of Work:** The broad scope of services required as below; A. Sanitation and cleaning services, B. Security Services C. Operation and Maintenance of Equipment's	**Query/Concern:** Comprehensive Sanitation & Cleaning. **Request for clarification/ Amendment:** Kindly clarify the types of products to be used. The brand of product to be used.	It is clarified that Sambalpur University shall provide all necessary chemicals, consumables (soaps, disinfectants, etc.), and equipment required for Sanitation and Cleaning Services.
4	Form F3 Page:60	Detail breakup for the financial offer	**Query/Concern:** Remuneration towards Services **Request for clarification/ Amendment:** Kindly mention the total number of Security, Housekeeping Personnel, Sanitation personnel, Manpower and Maintenance Personnel to be engaged. The Types of gadgets and machines to be maintained by the Service Provider.	Please refer clause3.12 (Detailed Scope of Work)
S.N.	**RFP Doc. Ref. (Section & Page No.)**	**Description as per RFP Document**	**M/s. Ensure Secure Services Pvt Ltd. Queries/Suggestion**	**Sambalpur University response**
1	-	-	**Query/Concern:** Whether MSME relaxation is applicable for criteria related to years of experience and experience in similar projects.	No relaxation is granted for experience criteria.

2	-	-	**Query/Concern:** Detailed manpower requirement along with shift timings for delivering comprehensive facility management services.	Bidders are required to conduct a detailed site visit to assess the campus layout, building areas, and security points to determine the optimal manpower required to meet the **Scope of Work (Clause 3.12)** and **Service Level Agreements**
3	Page:36 Note/Statutory Conditions	The Client reserves the right to verify EPF, ESI, and other statutory compliances of deployed manpower on a random basis or as deemed necessary.	**Query/Concern:** Clarification on the components covered under "other statutory compliance."	Other statutory compliance" refers to all mandatory payments and benefits prescribed under Central and State Labor Laws. This includes, but is not limited to: 1. EPF (Employer's contribution toward Provident Fund). 2. ESI (Employer's contribution toward Insurance). 3. Payment of Bonus (as per the Payment of Bonus Act). 4. Gratuity (as per the Payment of Gratuity Act). 5.Leave Encashment/ National Holiday Wages. 7. Maternity Benefits (where applicable). etc.
4	-	-	**Query/Concern:** Whether the provision of equipment and chemicals for sanitation work falls under the bidder's scope as per SOP or will be provided by the authority.	It is clarified that Sambalpur University shall provide all necessary chemicals, consumables (soaps, disinfectants, etc.), and equipment required for Sanitation and Cleaning Services.

B. Section-II: Amendment to the RFP Document

Sl No.	Reference	Particulars	Read As
1	Bidder Data Sheet Sl No. 13 Page:6	**Bid Processing Fee (Non-Refundable):** Rs.11,800/- (Rupees Eleven Thousand Eight Hundred Only) (including GST) in shape of Demand draft drawn in favour of "**Comptroller of Finance, Sambalpur University**" Payable at Jyoti Vihar, Burla. *Note: Bid without supporting Bid document fee shall be out rightly rejected.*	**Bid Processing Fee (Non-Refundable):** Rs.11,800/- (Rupees Eleven Thousand Eight Hundred Only) (including GST) in shape of Demand draft drawn in favour of "**Comptroller of Finance, Sambalpur University**" Payable at Jyoti Vihar, Burla.

			Note: The Bid Processing Fee of Rs. 11,800/- is mandatory for all bidders. However, the bidders who are registered under MSME, NSIC or any other law/rules/regulation are exempted from this fee. To claim this exemption, the bidder must submit a valid and active registration certificate (duly signed by the bidder) along with the technical bid document.
2	Clause:2.2 (Eligibility Criteria) (Sl No-4) Page:12	**Eligibility Criteria:** The Registered Office/Branch Office of the Comprehensive Facility Management Service Provider must be located within jurisdictional area of Sambalpur University i.e. Sambalpur, Jharsuguda, Sudargarh, Deogarh, Boudh, Bargarh, Angul (Atha Mallick Sub Division). **Supporting document to be furnished along with the Technical Bid:** Valid Address proof of the office (Copy of the Electricity Bill/Rent Agreement and copy of rent receipt).	**Eligibility Criteria:** The Registered Office/Branch Office of the FMSP must be located within jurisdictional area of Sambalpur University i.e. Sambalpur, Jharsuguda, Sudargarh, Deogarh, Boudh, Bargarh, Angul (Atha Mallick Sub Division). In case the FMSP does not have an Office/Branch Office within the jurisdictional area of Sambalpur University (i.e., Sambalpur, Jharsuguda, Sundargarh, Deogarh, Boudh, Bargarh, Angul) at the time of bidding, the successful bidder shall be required to **establish a fully functional branch office** within the said jurisdictional area **within 30 days** of the issuance of the Letter of Award (LoA) or Work Order. **Supporting document to be furnished along with the Technical Bid:** Bidder must submit valid Address proof of the office (Copy of the Electricity Bill/Rent Agreement and copy of rent receipt). Failure to establish the local office within the stipulated 30 days may lead to cancellation of the award.
3	Bidder Data Sheet Sl.No.14, page: 07	**Particulars:** Earnest Money Deposit (EMD)/ Bid Security Declaration **Details:** 2% of Quoted price in shape of Demand draft drawn in favour of "Comptroller of Finance, Sambalpur University" Payable at Jyoti Vihar, Burla.	**Particulars:** Earnest Money Deposit (EMD)/ Bid Security Declaration **Details:** **Rs.6,00,000/- (Rupees Six Lakh only)** in shape of Demand draft drawn in favour

		Note: Bidders are exempted with EMD those who are registered under MSME, NSIC or any other law/rules/regulations. A copy of the certificate duly signed by the bidder must be enclosed along with the bid document. *In case bidders are exempted under any applicable law/rules/regulation/guidelines from payment of EMD, then in place of an EMD, bidders are required to sign a Bid Security Declaration as enclosed at Form-T11.*	of "Comptroller of Finance, Sambalpur University" Payable at Jyoti Vihar, Burla. *Note: Bidders are exempted with EMD those who are registered under MSME, NSIC or any other law/rules/regulations. A copy of the certificate duly signed by the bidder must be enclosed along with the bid document.* *In case bidders are exempted under any applicable law/rules/regulation/guidelines from payment of EMD, then in place of an EMD, bidders are required to sign a Bid Security Declaration as enclosed at Form-T11.*
4	Form F3 Page:60	(Detail Break-up for the Financial Offer)	**The revised form F3 has been attached at Annexure-I**
5	Page:01 & 06	Proposal receive due date of RFP: 23/04/2026 (01:00 PM) Date of opening of Technical Proposal: 24/04/2026(10:00AM)	Proposal receive due date of RFP: **30/04/2026 (01:00 PM)** Date of opening of Technical Proposal: **01/05/2026 (10:00AM)**

The outcome of the meeting is a part of the RFP, which has to be followed by all bidders irrespective of their participation in the pre-bid discussion. Accordingly, these clarifications and amendments shall be invariably binding on all bidders and will be given due consideration by the bidders while they submit their bids/proposals.

All prospective bidders are advised to visit the website www.suniv.ac.in regularly. All other terms and conditions of the RFP document shall remain unchanged.

18/04/26

Registrar

Registrar
Sambalpur University

Annexure-I

Form F3:

Detail Break-up for the Financial Offer

Sl. No.	Description of Item	Total Price per month including all statutory dues (IN INR)	Total price per year including all statutory dues (IN INR)
Remuneration			
a.	House Keeping & sanitation services (Per Sq. Ft.)		
b.	Security services (As per Scope)		
c.	Service for Operation and Maintenance of Equipment's (As per Scope)		
		Total Cost (Rs.) =	
In Words			

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: _____

Address of the Bidder:_____