

DM/MS/COR-OF/092

Dated: 18.05.2020

**LETTER OF ACCEPTANCE**

To,

**M/s Royale 7 Complete Securitas & Services Pvt Ltd,  
201, 2<sup>nd</sup> Floor, Somdutt Chamber-II,  
Bhikaji Cama Place,  
New Delhi-110066  
Tel. No. 011-41345016  
Email id: sandeep@royale7group.com  
(hereinafter termed as "Contractor")**

**(Kind Attention- Sh. Saurabh Singh, Director)**

**Sub: Bid No. DM/MS/COR-OF/092: Providing Facility Management Services for NCRTC Corporate Office & Extension of Corporate Office.**

Ref:

- i. Press Advertisement dated 12.02.2020
- ii. Bid Reference No. DM/MS/COR-OF/092
- iii. Technical Bid opened on 13.03.2020
- iv. Post Bid queries uploaded on 20.03.2020.
- v. Reply of Post Bid queries downloaded on 25.03.2020.
- vi. Financial Bid Opened on 07.05.2020

Dear Sir,

With reference to the above, this is to inform to the Contractor that the Bid for subject work of **"Providing Facility Management Services for NCRTC Corporate Office & Extension of Corporate Office"** has been accepted by National Capital Region Transport Corporation (NCRTC), at a total contract value of **INR 1,66,37,746/- (Rupees One Crore Sixty six Lakhs thirty seven Thousand Seven Hundred Forty six Only)**, hereinafter termed as **"Contract value"**, **inclusive of all taxes, GST, duties, royalties etc.** The scope of work, accepted rates and terms/conditions applicable to this LOA are as under:



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Registered & Corporate Office:

7/6, सिरी फोर्ट इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली 110049

7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi 110049

CIN: U60200DL2013GOI256716

P: +91 11 41066943 F: +91 11 41066953

M: contactus@ncrtc.in

## 1. SCOPE OF WORK

- 1.1 In terms of ITB Para-01 (Instructions to Bidders), Section-1 of the bid documents, the scope of work covered under this LOA is as stipulated in Section-2 (Scope of Work) under the bid documents, uploaded on Employer's website and submitted by the Contractor with their bid. The work shall be carried out as per the above scope of work.

## 2. ACCEPTED RATES/ COST

- 2.1 The accepted rates for various items of work covered under this LOA are stipulated in the Bill of Quantities enclosed as **Annexure- A (Bill of Quantities)** to this LOA. The Accepted rates shall inclusive of all duties, taxes, Goods and Services Tax (GST), royalties, cess and other levies payable by the Bidder under the Contract, or for any other cause, as on the date 28 days prior to the deadline for submission of bids, shall be included in the rates and prices and the total Bid Price submitted by the Bidder. Contractor is required to submit GST invoice showing GST component separately as per statutory requirements. The GST component as applicable for first RA bill shall be released upon submission of GST invoice. The subsequent RA bill shall be raised for payment upon submission of documentary evidence towards payment of GST collected on the previous bill to the GST Authorities. However, if subsequent bills are raised before return submission date of previous bill period, then the documentary evidence towards payment of such GST shall be provided within 7 days from the due date of such return filing. The Final bill/single bill payment shall be released on the undertaking by the contractor/supplier for providing evidence within 7 days from the date of such return filing for final bill based on GST provision for due dates.
- 2.2 As per Bid Conditions, the Price Escalation shall be dealt as per Section-03 GCC clause 30.0.

## 3 DURATION OF CONTRACT

- 3.1 In terms of Section – 2, Clause 2, Scope of Work, the duration of the contract will be 12 months. Contract period may be extended at the same rate, terms & conditions on mutual agreement for another 12 months. Contractor shall commence the work within 10 days from the date of issue of Letter of Acceptance. The contract period shall be effective from 01<sup>st</sup> June 2020.

## 4 SUBMISSION OF PERFORMANCE SECURITY

- 4.1 In terms of Section -1, Clause 13 of Instructions to Bidders of Bid document, within twenty-eight (28) days of receipt of this Letter of Acceptance, the Contractor shall furnish to the Employer, a Performance Security either in the form of Demand Draft/ Pay Order/ Bank Draft or in the form of Irrevocable Bank Guarantee as stipulated in Annexure-XIV of the bid documents, for an amount of **INR 16,63,775/- (Rupees Sixteen Lakhs Sixty three Thousand Seven Hundred Seventy five Only)** being amount equal to 10% (Ten Percent) of the Contract Value. "The Performance Bank Guarantee must be issued on "Structure Financial Messaging System (SFMS)"



platform". The Performance Security shall be submitted to Procurement Cell of NCRTC.

- 4.2 The Performance Security shall be initially valid up to 15 (Fifteen) months from the date of issue of Letter of Acceptance (LOA). In case, the duration of the contract is extended for another one year, the contractor shall get the validity of performance security extended to cover such extended time for completion of work plus two months.

## 5 RELEASE OF BID SECURITY

- 5.1 In terms of Section – 1, Clause 12 of ITB, the bid security submitted by the Contractor with their bid shall be returned upon submission of Performance Security and signing of Contract Agreement by the Contractor.

## 6 SIGNING OF AGREEMENT

- 6.1 In terms of Section – 1, Clause 21 of ITB of the bid documents, the Contractor shall enter into a contract agreement with the Employer for the works covered under this LOA within the time limits as specified therein. The Contractor shall be informed by the Employer about signing of contract agreement on receipt of acceptance of this LOA and Performance Security by the Employer.

## 7 PENALTIES

- 7.1 Penalty for various infractions shall be as per Clause-01 (ii) of Section-04, Special Conditions of Contract.

## 8 OTHER TERMS AND CONDITIONS

- 8.1 The execution of this contract shall be governed by the various stipulations in the bid documents and its amendments referred above. Any deviation from the above conditions, submitted by the Contractor in its bid, if any, stands withdrawn.

## 9 NOMINATION OF OFFICE-In-CHARGE

In terms of Section-03 of General Conditions of Contract, you are requested to interact with DGM/CS, National Capital Region Transport Corporation Ltd. (NCRTC), 7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049 for further instructions as regards the execution of this works.



*[Handwritten signature]*

## 10 ACCEPTANCE OF THE LOA

- 10.1 This Letter of Acceptance is being issued in Two Original and identical sets, in favour of the Contractor. Any one set may be retained by the Contractor and the other set is required to be returned by the Contractor, duly signed and stamped stating "Unconditionally accepted" on each page (including the enclosures) by the authorized signatory of the Contractor, as a token of Contractor's unconditional acceptance of the same so as to reach the undersigned within seven days of issue of this letter. This Letter of Acceptance shall constitute a binding Agreement between the Employer and the Contractor till such time a formal Agreement is signed between the Employer and the Contractor for the execution of this Contract.

Please acknowledge receipt of the letter.

Yours faithfully,

For & on behalf of  
National Capital Region Transport Corporation Limited

  
**(Dilip Kumar Mehta)**  
**Deputy General Manager/Procurement**



**Encl: Annexure-A (Bill of Quantities: Total 04 pages).**

**Copy to: GGM/SP, DGM/CS, GGM/Finance, GM/Planning & Sr. DGM HR.**

**NATIONAL CAPITAL REGION TRANSPORT CORPORATION LIMITED**

**Annexure-A**



**Accepted Bill of Quantities**

**Bid No. DM/MS/COR-OF/092 Providing Facility Management Services for NCRTC Corporate Office & Extension of Corporate Office.**

**NATIONAL CAPITAL REGION TRANSPORT CORPORATION LIMITED,  
7/6, SIRIFORT INSTITUTIONAL AREA,  
AUGUST KRANTI MARG, NEW DELHI -110049**



## PREAMBLE

1	<p>The Bill of Quantities shall be read in conjunction with Instruction to Bidders, General Conditions of Contract, Notice for Invitation of bids.</p>
2	<p>All duties, taxes, Goods and Services Tax (GST), royalties, cess and other levies payable by the Bidder under the Contract, or for any other cause, as on the date 28 days prior to the deadline for submission of bids, shall be included in the rates and prices and the total Bid Price submitted by the Bidder. Contractor is required to submit GST invoice showing GST component separately as per statutory requirements. The GST component as applicable for first Interim payment certificate (IPC) shall be released upon submission of GST invoice. The subsequent Interim payment certificate shall be raised for payment upon submission of documentary evidence towards payment of GST collected on the previous bill to the GST Authorities. However, if subsequent bills are raised before return submission date of previous bill period, then the documentary evidence towards payment of GST shall be provided within 7 days from the due date of such return filing. The Final bill/single bill payment shall be released on the undertaking by the contractor/supplier for providing evidence within 7 days from the due date of such return filing for final bill based on GST provision for due dates.</p>

*[Handwritten signature]*



**Bill of Quantities**  
**SUMMARY SHEET**

**Bid No. DM/MS/COR-OF/092 Providing Facility Management Services for NCRTC Corporate Office & Extension of Corporate Office.**

NAME OF BIDDER		M/s Royale 7 Complete Securitas & Services Pvt Ltd		
S.No.	Description	Amount (INR)	"Service charge" Accepted 'by the bidder in Percentage Above/at par	
			Above/Below/At Par	Percentage (%) in numerical figure
1	Total Amount	₹ 1,81,85,316.00	Below	8.51%
			Total Amount (INR)	
			₹ 1,66,37,746	

*(Handwritten Signature)*



**Bid No. DM/MS/COR-OF/092 Providing Facility Management Services for NCRTC Corporate Office & Extension of Corporate Office.**

S.No,	Description	Quantity	Unit	Unit Rate	Total Amount
<b>SCHEDULE</b>					
1	Providing services of facility manager, complete as per direction of Officer-in- charge.	2	Per person per month	35824	859776
2	Housekeeping services, cleaning & upkeep, of entire building, terrace , mumty, machine room, doors & windows, furniture & equipment, all the furnishing items, façade, boundary wall and compound area, washrooms, sewer lines & storm water lines, roads, footpath, water tanks, underground sumps, including all the required materials, machineries, equipment, required quantity of consumables of approved quality listed in Annexure-II & other as per day to day requirement ,to operate internal water supply system, RO water purifier, hand dryer, and other installations, complete as per direction of Officer-in- charge.	23	Per Person Per Month	30403	8391228
3	Operation, upkeep & maintenance of internal & external luminaries, fans, all the electrical items / installations, including the Operation & upkeep of DG sets, AC plants, complete as per direction of Officer –in- charge by providing services of skilled electrician. (Required material for replacement/ consumables shall be provided / cost shall be reimbursed by NCRTC).	2	Per Person Per Month	27272	654528
4	Maintenance of water supply & sanitary fittings & fixtures, water supply & sewer lines etc. as per actual requirement by providing services of skilled plumber as & when required, complete as per direction of Officer-in- charge (Required material for shall be provided / cost shall be reimbursed by NCRTC). (Rate shall be for complete services to the full satisfaction of the officer -in-charge for one month)	3	Per Month	7324	263664
5	Maintenance of doors, windows, furniture, false ceiling, light weight partitions, aluminium windows, wall panelling etc. as per actual requirement by providing services of skilled carpenter as and when required, complete as per direction of Officer-in- charge (Required material for replacement shall be provided / cost shall be reimbursed by NCRTC). Rate shall be for complete services to the full satisfaction of the officer -in-charge for one month.	3	Per Month	7324	263664
6	Providing services of Pantry bearers/ cook as per direction of Officer-in-charge.	24	Per month Per Person	24590	7081920
7	Pest control services (anti termite treatment) including all the required labour, material, T&P, complete as per the direction of Officer-in-charge. (Rate shall be for one wing per floor for one-time complete services).				
7.1	Corporate Office (16,300 Sq Ft)	4	Once in every quarter	27342	109368
7.2	GC Office (Nearly 8000 Sq Ft)	4	Once in every quarter	13440	53760
7.3	CWC Office (7400 Sq Ft)	4	Once in every quarter	12432	49728
8	Fumigation of complete NCRTC corporate office building (basement plus ground plus three floors plus terrace, mumty, machine room, cafeteria etc.) & office external area, complete as per direction of Officer-in-charge. (Rate shall be for entire inside & outside area of the AMDA building for one-time complete services).				
8.1	Corporate Office(16,300 Sq Ft)	4	Once in every quarter	23436	93744
8.2	GC Office (Nearly 8000 Sq Ft)	4	Once in every quarter	11520	46080
8.3	CWC Office (7400 Sq Ft)	4	Once in every quarter	10656	42624
9	Providing uniform for all the staff deployed by the contractor complete as per approval of the officer -in-charge.	47	Per month for per staff	488	275232
10	<b>Sub-Total</b>				<b>18185316</b>
				<b>Quoted- 08.51% Below</b>	<b>-1547570</b>
				<b>Overall total accepted amount Inclusive all taxes ,duties and GST etc.</b>	<b>16637746</b>



*Handwritten signature and initials: J. P. Kumar, DM/MS.*