

Minutes of the Evaluation Committee Meeting held on 19th February, 2021 for General Evaluation (Eligibility Criteria) of the proposals received against the 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. On 06th February, 2021, ASDMA had issued a RFP Notice for "Housekeeping Services for Assam State Disaster Management Authority (ASDMA) for a period of 2 years" in the News-papers and official website of ASDMA. The details are placed at **Annexure-I**.
2. Altogether 8 bids were received by last date fixed for the purpose i.e. 2.00 P.M. on 19th February, 2021. The bidders are as follows:
 - I. M/s Jitu Enterprise and Sound Services, Sivasagar, Assam
 - II. M/s Gautam Kalita, Guwahati.
 - III. M/s HRD Commercial and Industrial Security Force Pvt. Ltd. Guwahati.
 - IV. M/s Samannay Security Services.
 - V. M/s AUM Facility Services.
 - VI. M/s Metro Family Services.
 - VII. M/s Veteran Facility Management Services.
 - VIII. M/s Ex Serviceman Welfare Training & Security Services.
3. The attendance sheet of the Evaluation Committee and the representative of the bidders are placed at **Annexure-II & Annexure-III** accordingly.
4. The Eligibility Criteria bids were opened and examined by the Evaluation Committee as per the eligibility criteria laid down in the RFP document in the presence of authorized representatives from the bidders. The detailed comparative Statement on Eligibility Criteria is placed at **Annexure- IV**.
5. Out of 8 bids, all documents related to the eligibility criteria of only **5 (Five)** firms viz.1. M/s Gautam Kalita, Guwahati, 2. M/s AUM Facility Services, 3. M/s Metro Family Services, 4. M/s Veteran Facility Management Services and 5. Ex Serviceman Welfare Training & Security Services are found in order.
6. The Evaluation Committee finally recommended ASDMA to open the Technical proposal submitted by the bidders (qualified in the Eligibility Criteria) in its next meeting as per the Evaluation Matrix mentioned in the RFP Document.



(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



GOVERNMENT OF ASSAM

ASSAM STATE DISASTER MANAGEMENT AUTHORITY (ASDMA)

ANCILLARY BLOCK, JANATA BHAWAN, DISPUR, GUWAHATI-781006

Phone: 0361-2237221 (O), Fax- 0361- 2237010; E-mail: asdmaghy@gmail.com

No: - ASDMA.61/2011/314

Dated: 06.02.2021

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.

Sealed proposal affixing Court Fee Stamp of Rs 10/- only are invited by ASDMA, Assam, from reputed and registered Firms/Agency on Housekeeping Services for Assam State Disaster Management Authority (ASDMA). The details of RFP document may be obtained from official website of ASDMA i.e. <https://asdma.assam.gov.in/> & <http://www.asdma.gov.in/>. The detailed fact sheet are stated below:-




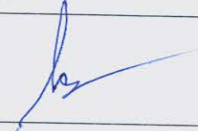

Date of issuing RFP:	06.02.2021 (9.00 AM)
Pre bid Meeting:	11.02.2021 (11.30 AM)
Last Date and Time of receipt of RFP :	19.02.2021 (2.00 PM)
Date and Time of opening Of Proposal:	19.02.2021 (2.30 PM) Conference Hall, ASDMA
Place of opening RFP :	Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006.

Address for Communication: The Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006.

Proposal received after the closing date & time shall not be entertained. The undersigned reserves the right to accept or reject any proposal without assigning any reason thereof.

Deputy Secretary & SPC
Assam State Disaster Management Authority

ATTENDANCE SHEET FOR BID OPENING MEETING OF THE EVALUATION COMMITTEE ON RFP FOR ENGAGEMENT OF REGISTERED FIRM/ AGENCY ON HOUSEKEEPING SERVICES FOR ASDMA ON 19.02.2021

Name	Designation	Department	Signature
Shiraj Saund	SPC	ASDMA	
Debidatta Swena	F.O.	ASDMA	
Nava Deka	Engrg. Consultant (FM)	ASDMA	
San Subham Chandra	so. F.O.	Rev & DM Dept.	
Abhijit Deka	Systems Expert (IT)	ASDMA	

**ATTENDENCE SHEET FOR BID OPENING MEETING OF THE BIDDERS ON RFP FOR ENGAGEMENT OF REGIDTERED FIRM/ AGENCY ON HOUSEKEEPING
SERVICES FOR ASDMA ON 19.02.2021**

Name	Designation	Department	Signature
SANDEEP CHAKRA BORTY	Asst Manager (Operations)	HRD COMMERCIAL & INDUSTRIAL SECURITY FORCE PVT LTD. (Housekeeping)	S. Chakraborty
Pranjit Debn	Field officer	Samannay Security Service Housekeeping	[Signature]
NIPAN TALUKDAR Veteran Facility	OP Manage.	Veteran facility zoo Road Timal	[Signature]
AUM Facility Services. (Housekeeping)	Proprietor.	Housekeeping	[Signature]
Ex-D. W. T -D. S.	M. M. Tam Disha	M. P. R. Satgaur	[Signature]
Gautam Khatu	Proprietor	Gautam Khatu	[Signature]
Pransit Khatu	gitu Enterprise & sound Service	gitu Enterprise	[Signature]

Dated: - 19.02.2021 (2.30 PM)

Bids Received on Eligibility Criteria against the RFP Documents for “Housekeeping Services for Assam State Disaster Management Authority (ASDMA) - 2021”.

Eligibility criteria as desired by Assam State Disaster Management Authority in the RFP Document No:- ASDMA.61/2011/314, Dated: 06.02.2021.

SL. No	PARAMETERS								REMARKS
	1. Name of the Firm/Agency/Organization with address.	2. Copy of the Certificate of registration/ Incorporation. (Yes/No)	3. Experience and past performance (Yes/No)	4. Average Annual Financial Turn Over (Rs. 5 Lakhs) (Yes/No)	5. GST Registration (Yes/No)	6. PAN Card (Yes/No)	7. EMD Rs. 10,000/- (Yes/No)	8. Annexure-I (Yes/No)	
1.	M/s Jitu Enterprise and Sound Services, Sivasagar, Assam	Yes	Yes	No (Turn over for 2019-20 not found)	Yes	Yes	Yes	Yes	Not Qualified
2.	M/s Gautam Kalita, Guwahati	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Qualified
3.	M/s HRD Commercial and Industrial Security Force Pvt. Ltd. Guwahati	Bids are not as per format							Not Qualified
4.	M/s Samannay Security Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Qualified
5.	M/s AUM Facility Services	Yes	Yes	No (Turn over for 2019-20 not found)	Yes	Yes	Yes	Yes	Not Qualified
6.	M/s Metro Family Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Qualified
7.	M/s Veteran Facility Management Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Qualified
8.	M/s Ex Serviceman Welfare Training & Security Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Qualified

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)
Systems Expert (IT)

(Nava Deka)
Engg. Consultant, FM