

Government of Odisha
Commerce & Transport (Transport) Department

Responses to Pre-Bid Queries

- ❖ **Name of the Work:** Providing Facility Management Services at Jeypore and Utkela Airports for a period of Three years.
- ❖ **Tender ID:** 2025_CTTD_118167_1
- ❖ **Tender Reference No:** 11536

The responses to the queries received during the Pre-Bid meeting held on 25.09.2025

Sl No.	RFP Document Clause No.	Query	Clarification
1	2.1.1	Manpower Details: The tender document does not specify the required number of personnel. Please confirm if this is a lump-sum manpower tender or if a fixed manpower count will be provided.	It is clarified that the prospective bidders are encouraged to make site visits to ascertain the quantum of work required and make their judgement for adequate manpower needed to provide the services as required in the RFP. It is a lump-sum manpower tender.
2	2.1.1 b.	Driving License Requirements: For personnel required to operate vehicles, please clarify if a Commercial Light Motor Vehicle (LMV) license is mandatory, or if a private LMV license will be acceptable.	It is clarified that Commercial Light Motor Vehicle (4-Wheeler) or private Light Motor Vehicle (4-Wheeler) is acceptable.
3	-	Minimum Wage Escalation: As this is a 36-month contract, please clarify if the revised wages will be reimbursed in the event of an increase in the government's minimum wage rates. Alternatively, should we factor in a projected wage increase from the contract's start?	It is clarified that the bidders are advised to factor in the increase in minimum wages in their quoted price. Please refer to RFP ANNEXURE X: FINANCIAL BID , clause 3 under NOTE. Page 60/60.
4	2.1.1	Manpower Categorization: The tender lacks a clear breakdown of the required manpower by category (unskilled, semi-skilled, skilled, highly skilled). Kindly provide a detailed manpower structure.	It is clarified that the prospective bidders are encouraged to make site visits to ascertain the quantum of work required and make their judgement for adequate manpower needed to provide the services as required in the RFP. Please refer to clause 2.1.1. Page 17/60.

5	2.2 ix.	Facade Cleaning: The scope of work includes the cleaning of the building's exterior and interior facades. However, the associated manpower and cost details for this activity are not provided. Please furnish these specific requirements.	RFP Conditions are self-explanatory. Façade cleaning is part of the scope of services.
6	-	Housekeeping Chemicals: The document does not specify any preferred or approved brands for housekeeping chemicals. Please confirm if there are any mandated brands we must use.	It is clarified that there is no mandated brands to be used for housekeeping chemicals. However, the materials must be of good quality.
7	-	Housekeeping Machinery: The types and quantities of housekeeping machines required for this contract have not been specified.	It is clarified that the prospective bidders are encouraged to make site visits to ascertain the quantum of work required and make their judgement for adequate machinery needed to provide the services as required in the RFP.
8	2.2 iv.	Pest Control Services: The tender mentions pest control services but lacks details on the frequency (e.g., daily, weekly, monthly) and the manpower requirements. Please provide this information.	It is clarified that the prospective bidders are encouraged to make site visits to ascertain the site conditions and make their judgement to provide adequate pest control services as required in the RFP.
9	1.6 (3)	Bidder eligibility criteria (legal entity): It is requested to clarify whether the proprietorship firm/ individual will be eligible for bidding	It is clarified that proprietorship firm/ individual will not be eligible for bidding. The bidders have to be a company registered under the Companies Act, 2013 or the Companies Act, 1956 for the last 5 years.
10	1.6 (4)	Bidder eligibility criteria (Bank Solvency): Kindly note that the purpose of obtaining Bank Solvency is to assess the bidder's financial standing at a specific point in time. It is therefore requested that the terminology be revised to "Bank Solvency obtained from bank," as the solvency certificate reflects the current financial position and not a three-year period. Accordingly, it is recommended that only the bank solvency be sought.	RFP Conditions shall prevail.

11	1.6 (8)	Bidder eligibility criteria: It is respectfully requested that the eligibility criteria include the requirement of having managed at least one airport. Bidders from unrelated fields without prior experience in airport service standards may underestimate the scope of the project, potentially leading to under-quoting during the tender process and failure to maintain the site in accordance with operational requirements.	RFP Conditions shall prevail.
12	3.0	BROAD DESCRIPTION OF FACILITY MANAGEMENT: It is respectfully requested that the Scope of Work be clarified in comprehensive detail. Specifically, kindly provide information regarding: ▪ The working shifts and coverage expectations for Cleaning Services. ▪ The manpower requirements for Administrative Support Services. ▪ The extent of responsibilities under Electrical and Civil Maintenance Services, including whether all asset maintenance is to be undertaken by the bidder or if such work will be reimbursed or handled by other designated vendors. ▪ If major repairs fall under the purview of the Tender Inviting Authority, please define what constitutes a "major repair," including applicable thresholds, limits, and conditions. A detailed clarification on these aspects will enable accurate assessment and responsible quoting during the tender process.	It is clarified that the manpower is to be deployed at Jeypore C Utkela airports on all working days, as per their operational hours. However, the selected agency must assess the quantum of work required to maintain cleanliness and hygiene of the airport premises. Please refer to the Section 5.0 Service Level Agreement. Administrative Assistants deployed shall have good knowledge of MS Office Suite with a minimum of 2 years' experience. The prospective bidders shall ascertain the site conditions and make their judgement to provide adequate manpower to meet the requirements. The selected agency is to provide minor electrical and civil maintenance services to ensure regular upkeep and no disruption in operations. All works related to Major maintenance / Breakdowns/AMC shall be in the scope of the Authority.

*****Note:** All other terms and conditions remain unchanged.

- It is further clarified that the **BID SECURITY** amount of INR 5,00,000/- (Rupees Five Lakhs) must be submitted in online mode only in the tender portal.
- The prospective bidders who wish to make site visits, must provide 48 hours prior written intimation to the Authority over email to transcivilaviation@gmail.com with a copy to orissa_aviation@yahoo.co.in with details of date, time, members visiting along with their Aadhar cards (maximum of 2 members permitted).

 25.09.25

**Special Secretary to Govt. s Director of Aviation, Commerce s
Transport (Transport) Department**