

## **MAHARASHTRA POLLUTION CONTROL BOARD**

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Mumbai- 400 022.

## **Corrigendum 1**

Date: 07/01/2026

### **Minutes of Pre-bid meeting of Request for Proposal for Appointment of Agency for Facility Management and Housekeeping at MPCB's offices and laboratories across Maharashtra**

#### **1. Brief about the meeting**

Date: 23/12/2025, Day: Wednesday, Time: 03:00 PM – 4:00 PM

Place: Executive Engineer's office 4<sup>th</sup> floor, MPCB Head Office and online meeting over MS Teams platform

#### **2. Agenda: Pre-bid meeting**

Table 1: Pre-Bid Meeting attendees

Following attendees were present for the Pre-Bid Meeting:

S. No.	Name	Designation and Organization	In-person / Online
1	Mr. Balchandra Jagtap	Executive Engineer	In-person
2	Mr. Dinesh Sonawane	Statistical officer	Online
3	Mr. Kanifnath Singhare	Assistant Account Officer	In-person
4	Ms. Rama Purohit	Consultant KPMG	In-person
5	Mr. Prashant Khedekar	M/s. Alert 9 Hospitality services Pvt. Ltd.	In-person

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S. No.	Name	Designation and Organization	In-person / Online
6	Mr. Amol Gurav	M/s. Smart Services	In-Person
7	Mr. Kailash Jadhav	M/s. Energygov Manpower Agency India Pvt. Ltd.	In-person
8	Mr. Umesh Nilangekar	M/s. Synergize Solutions Pvt. Ltd.	In-Person/Online
9	Mr. Kiran Jagtap/ Ms. Pooja	M/s. Sai Agency	Online
10	Mr. Shridhar Kajarekar	Mr. BVG India Ltd.	Online

**3. Main Points Discussed**

Table 2: Pre-Bid Queries and Clarifications

S. No.	Clause & Page No.	Content of RFP Requiring Clarification			Change Requested/ Clarification required	Clarification / Amendment by MPCB																	
S. No.	Items	Description																					
1.	Pg. No. 10, Notice For Request For Proposal	4. RFP Document Download	Start Date: 16/12/2025 11:00 IST End Date: 08/01/2026 17:00 IST	8. Last date of Bid Submission	09/01/2026 15:00 IST	9. Pre-qualification Proposal Opening	12/01/2026 15:05 IST	10. Financial Bid Opening	Will be declared after technical scrutiny.	Not Applicable	The revised dates should be read as:	S. No.	Items	Description									
												4.	RFP Document Download	Start Date: 16/12/2025 11:00 IST End Date: 19/01/2026 10:00 IST	8.	Last date of Bid Submission	19/01/2026 15:00 IST	9.	Pre-qualification Proposal Opening	20/01/2026 15:05 IST	10.	Financial Bid Opening	Will be declared after technical scrutiny.
2.	Annexure 15 Format for Financial Bid Page no. 71	Service Charge Rate as %			The tender does not about minimum price to be quoted. As per the Office Memorandum, OM No. 6/1/2023-PPD dated 06.01.2023 and amended GR thereof, published by the Government	The Bidders are required to quote consolidated Service Charges after duly considering the cost of supply of all materials and machinery for all locations specified in Annexure A and																	

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			<p>of India, Ministry of Finance, Department of Expenditure, the minimum service charge percentage is to be fixed as 3.85% and should not exceed 7%. (Attached herewith)</p> <p>Hence, abiding by the said Office Memorandum, we request the department to kindly amend this condition suitably.</p>	<p>HRMS. MPCB shall not pay any amount over and above the quoted Service Charges for delivery of all services mentioned within the scope of this RFP.</p>
3.	page no - 26, 3.1 Pre-Qualification Criteria, PQ5-project experience 2	The bidders should have successfully executed single work order of facility management and housekeeping services for a minimum of Forty (40) locations anywhere in India for Central / State Govt. / State Govt. Undertaking/ ULBs/ PSU during last Five (05) years as on last date of submission of bid	As per RFQ the locations are 36 then why you require 40 locations in single order, for example Chiplun office & lab are considered as 2 locations whereas this both are in same location.	No Change, RFP clause prevails. The number of locations covered under this contract may increase during the contract period. Bidders are advised to review Clause 2.30 of Section 2 in the RFP for detailed provisions regarding such changes.
4.	page no - 26, 3.1 Pre-Qualification Criteria, PQ6-project experience 3	The bidders should have project experience in supplying at least 50 manpower (skilled/ semi-skilled/ unskilled) in healthcare facilities / hospitals managed by any Central/State Govt. or State Govt. Undertaking/ PSU/ ULBs in India during last Five (05) years as on last date of submission of bid.	In scope of work it is nowhere mentioned any work related to hospitals in RFQ page no 34-37, there is only housekeeping work & that too in office building & MPCB Lab, hospital experience is different, why it is required if work is only for MPCB Offices & Labs.	<p>The amended clause shall be read as:</p> <p>“The bidders should have project experience in supplying at least 50 manpower (skilled/ semi-skilled/ unskilled) in healthcare facilities / hospitals / laboratories managed by any Central/State Govt. or State Govt. Undertaking/ PSU/ ULBs in India during last Five (05) years as on last date of submission of bid”.</p>

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5.	page no - 27, 3.1 Pre-Qualification Criteria, PQ10- office in Maharashtra	Copy of existing office address proof like lease agreement/ latest electricity bill (not older than Six (06) months from the Bid Due date) in the name of the bidder.	If the bidder is registered in shop & establishment act Maharashtra, is it okay with you	Proof of the office address in the form of either lease agreement or latest electricity bill not older than Six (06) months is required. (Shop and establishment registration copy as address proof not acceptable)
6.	page no - 27, 3.1 Pre-Qualification Criteria, PQ11- Blacklisting criteria	The bidder should not have been debarred by any Government (State / Central) / Semi Government / Corporation / Union Territories/ PSU/ any other local Body or body established under or in the control of the Central or state Government in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices as specified in Rule 151 of GFR, as on date of bid submission.	Whether agency is or was involved in multiple blacklisting, court litigations, then will you consider them as eligible bidder for participation, or you will not allow them for further evaluation & you will consider a bidder who has good reputation in market	The amended clause should be read as: “The bidder should not have been debarred / blacklisted in last Three (03) years by any Government (State / Central) / Semi-Government / Corporation / Union Territories/ PSU/ any other local Body or body established under or in the control of the Central or state Government in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices as specified in Rule 151 of GFR, as on date of bid submission”
7.	page no - 28,3.3 Technical evaluation criteria	TE 2.2 & TE 3.3	the work is related to housekeeping in MPCB office & MPCB Lab then why there is 1. hospital experience & 2. 10 marks for each point under that, where there is no work related to hospital & also in scope of work no such mention is there	The amended clause should be read as: “TE 2.2: The bidders should have project experience in supplying at least 50 manpower (skilled/ semi-skilled/ unskilled) in healthcare facilities / hospitals / laboratories managed by any Central/State Govt. or State Govt. Undertaking/ PSU/ ULBs in India during last Five (05)

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				<p>years as on last date of submission of bid”</p> <p>“TE 3.3 The Bidder should have minimum Twenty (20) (out of 50 resources) skilled /semi-skilled resources rendering services in healthcare facilities / hospitals/ laboratories managed by any Central/State Govt. or State Govt. Undertaking/ PSU / ULBs in India during last Five (05) years as on last date of submission of bid”</p>
8.	PQ 1 page no 25	Legal Entity: The bidder should be . “A Company registered in India under the Companies Act 1956 or 2013 or . a partnership firm under the Indian Partnership Act, 1932 or . the Limited Liability Partnerships Act, 2008, (as amended from time to time) or	Since partnership firms are allowed to participate in this tender, we kindly request you to also permit proprietorship firms. Our firm operates in full compliance with all statutory requirements, including PF, ESIC, PT, and GST, and is duly registered under MSME. Additionally, we hold a valid Labour License duly approved by the Labour Commissioner. We request you to kindly include the Labour License certificate as part of the Technical/Eligibility criteria. Allowing proprietorship firms will encourage wider participation while ensuring full legal compliance.	No Change, RFP clause prevails.
9.	PQ 5 page no 26	Project Experience 2: The bidders should have successfully executed single work order of facility	It should not be mandatory to have forty (40) locations under a single work order. Instead, if a total of forty (40)	No Change, RFP clause prevails.

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		management and housekeeping services for a minimum of Forty (40) locations anywhere in India for Central/ State Govt./ State Govt. Undertaking/ ULBs/ PSU during last Five (05) years as on last date of submission of bid	locations are covered through multiple work orders, the same may kindly be considered acceptable.	
10.	TE 3.3 page no 30	The Bidder should have minimum Twenty (20) (out of 50 resources) skilled /semi-skilled resources rendering services in healthcare facilities / hospitals managed by any Central/State Govt. or State Govt. Undertaking/ PSU / ULBs in India during last Five (05) years as on last date of submission of bid.	We kindly request that PF challans/compliance documents be accepted as proof. Since CVs can be prepared and submitted by anyone, considering statutory compliance documents such as PF challans will ensure authenticity and transparency. We request you to kindly consider this suggestion and make the necessary changes in the RFP.	Please refer to response in S. No. 7 above.  No changes in the supporting documents required.
11.	14 page no 10	Security Deposit / Performance Bank Guarantee (PBG) Ten Percent (10%) of the Annual cost of the contract (include. Service Charge and GST) valid for a period of Fifteen (15) months	We are requesting that the Security Deposit be limited to 3% because the billing process under this tender is on a reimbursement basis. This means that the service provider first makes salary payments and statutory compliance payments, and only thereafter is the bill processed for months reimbursement. Since there is no advance payment involved and all costs are reimbursed after compliance, there is no requirement to levy a higher Security Deposit of 10%.	No Change, RFP clause prevails.
12.	Annexure 15 Format for	Management / Services Charges for providing manpower services over	In the Price Bid, bidders are instructed to quote only the service charges. In	Please refer to response in <b>S. No. 2, 13 and 14.</b>

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	Financial Bid Page no 71	and above the remuneration payable to 169 manpower (skilled / semi-skilled/ unskilled) to be deployed at MPCB designated locations as per Annexure 16 of the RFP	such a case, we request clarification on how the cost of materials and machinery is to be quoted. We kindly request you to provide a separate Price Bid format or allow bifurcation of service charges, material cost, and machinery cost to ensure accurate and transparent price quoting.	
13.	Pg. No. 18, Section 2, Clause 2.15	g) The Financial Proposal should be inclusive of all the costs including but not limited to all taxes associated with the Project. The costs may include cost of equipment, sampling, testing, report generation, deployment of manpower, manpower remuneration & their statutory contributions, travel, lodging and boarding cost, cost of training of the staff, TA/DA, printing of reports, insurance (if applicable), levies, duties, fees, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.	Not Applicable	<p>The amended clause should be read as:</p> <p>“g) The Financial Proposal shall be comprehensive and inclusive of all costs, including but not limited to all applicable taxes, duties, levies, fees, and other statutory charges associated with the Project.</p> <p>The quoted costs shall include, without limitation, the cost of materials and consumables required for the provision of cleaning, housekeeping, and facility management services, including Floor and Surface Cleaning materials (including air and room fresheners), Washroom Hygiene Consumables, Dusting and Polishing materials, Pantry and Drinking Water Area consumables, Washroom Paper Products, Waste Management consumables, Housekeeping tools of consumable nature, Pest Control consumables, Facility Management</p>

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				<p>maintenance consumables (including electrical, HVAC, and allied services), Safety and Hygiene consumables, and all machinery and equipment required for the execution of the services.</p> <p>The Financial Proposal shall also include all costs related to HRMS, manpower deployment, including wages and remuneration, statutory contributions, insurance (where applicable), travel, lodging and boarding expenses, training costs, TA/DA, works contract tax, and any other charges incidental or consequential to the activities proposed to be carried out under this Project”</p>
14.	Pg. No. 71, Annexure 15	<b>Format for Financial Bid</b>	Not Applicable	<p>The amended <b>Note</b> with additional point under Annexure 15 should be read as:</p> <p>“Point No. 7: The Bidders are required to quote consolidated Service Charges after duly considering the cost of supply of all materials and machinery for all locations specified in Annexure A. MPCB shall not pay any amount over and above the quoted Service Charges for delivery of all services mentioned within the scope of this RFP.”</p>

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15.	Pg. No. 72, Annexure 16	<b>Zone wise list of manpower required</b>	Not Applicable	Revised list of manpower is enclosed in Annexure B

**Shri. Balchandra Jagtap**  
**Executive Engineer**

Annexure A list of offices and labs with details

S. No.	Office/ Lab	Area in Sq. Ft.	W.C.	Urinals	Basin
1	<b>Head Quarter, Mumbai</b> 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Floor opp. Cine-Planet Cinema, Sion Matunga Scheme Rd.no. 8, Sion Circle, Sion, Mumbai 400 022.	35,000	20	10	20
2	<b>Regional Office Mumbai</b> Kalpataru point, 2 <sup>nd</sup> Floor, opp. PVR Theatre Sion, Mumbai		5	4	3
3	<b>Regional Office, Thane</b> Maharashtra Pollution Control Board, Plot No P-30, 5 <sup>th</sup> Floor Office Complex Building Mulund Checknaka, Thane - 400 604	5,333	2	2	2
4	<b>Regional Lab, Thane</b> Maharashtra Pollution Control Board, Plot No P-30, 5 <sup>th</sup> Floor Office Complex Building Mulund Checknaka, Thane - 400 604		3	2	2
5	<b>Regional Office, Raigad</b> Raigad Bhavan, 6 <sup>th</sup> & 7 <sup>th</sup> Floor, Plot no 4, Sector-11, Belapur C.B.D, Navi Mumbai	5,700	4	4	5
6	<b>Regional Office, Navi Mumbai</b> Raigad Bhavan, 6 <sup>th</sup> & 7 <sup>th</sup> Floor, Plot no 4, Sector-11, Belapur C.B.D, Navi Mumbai	5,700	4	4	5
7	<b>Regional Office, Kalyan</b> Sankul,3 <sup>rd</sup> and 4 <sup>th</sup> Floor, Station Road, Kalyan (West) - 42130	12,270	13	8	17
8	<b>Regional Office, Pune</b> Jog Center, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Mumbai Pune Road, Wakdewadi, Pune - 411003.	12,506	16	4	11
9	<b>Regional Lab, Pune</b> Jog Center, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Mumbai Pune Road, Wakdewadi, Pune - 411003.		5	1	3
10	<b>Regional Office, Kolhapur</b> Ground Floor, Udyog Bhavan, Kolhapur	3,146	4	3	6
11	<b>Regional Office, Nashik</b> Udyog Bhavan, First Floor, Trimbak Road, Near ITI, Satpur, Nashik - 422007	13,500	4	6	6
12	<b>Regional Lab, Nashik</b> Udyog Bhavan, First Floor, Trimbak Road, Near ITI, Satpur, Nashik - 422007		4	5	16

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S. No.	Office/ Lab	Area in Sq. Ft.	W.C.	Urinals	Basin
13	<b>Regional Office, Nagpur</b> Udyog Bhavan, 5 <sup>th</sup> & 6 <sup>th</sup> Floor, Near Sales Tax Office, Civil Line, Nagpur - 440 001	10,571	4	3	7
14	<b>Regional Lab, Nagpur</b> Udyog Bhavan, 5 <sup>th</sup> & 6 <sup>th</sup> Floor, Near Sales Tax Office, Civil Line, Nagpur - 440 001		5	2	4
15	<b>Regional Office Chandrapur</b> Udyog Bhavan, 1 <sup>st</sup> Floor, Opp. Buss Stand, Railway Station Road, Chandrapur - 442401	17,000	6	2	5
16	<b>Regional Lab, Chandrapur</b> Udyog Bhavan, 1 <sup>st</sup> Floor, Opp. Buss Stand, Railway Station Road, Chandrapur - 442401		7	4	7
17	<b>Regional Office Sambhaji Nagar</b> Paryavaran Bhavan, A - 4/1, MIDC Area, Chikalthana,Near Seth Nandlal Dhoot Hospital , Jalna Road , Sambhaji Nagar - 431 210	12,840	6	4	4
18	<b>Regional Lab, Sambhaji Nagar</b> Paryavaran Bhavan, A - 4/1, MIDC Area, Chikalthana,Near Seth Nandlal Dhoot Hospital , Jalna Road , Sambhaji Nagar - 431 210		25	12	13
19	<b>Central Lab, Mahape</b> Nirmal Bhavan, Plot no P3, MIDC, TTC Industrial Area Mahape, Navi Mumbai	38,000	26	27	30
20	<b>Sub- Regional Office, Satara</b> Administrative Building, Near ST Stand, Satara	2,587	Common		
21	<b>Sub- Regional Office, Sangli</b> Udyog Bhavan, Vishram Baugh, Sangli	2,215	2	3	2
22	<b>Sub- Regional Office, Nanded</b> Lahoti Complex, 2nd Floor, Vazeerabad, Nanded	4,500	4	2	5
23	<b>Regional office, Amravati</b> Sahakar Surbhi Bapatwadi near Viveknand colony, Amravati 444606	6500	6	0	7
24	<b>Sub Regional Office, Tarapur</b> MIDC Office Building, Tarapur, Dist- Thane	1,402	2	1	3
25	<b>Sub Regional Office, Mahad</b> MIDC, Mahad, Dist - Raigad	859	7	4	9

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S. No.	Office/ Lab	Area in Sq. Ft.	W.C.	Urinals	Basin
26	<b>Sub-Regional office Chiplun</b> Parkar Complex, 1 <sup>st</sup> Floor, Behind Nagar Parishad Office, Chiplun Dist - Ratnagiri 415605	3,513	2	0	2
27	<b>Lab Chiplun</b> Parkar Complex, 1 <sup>st</sup> Floor, Behind Nagar Parishad Office, Chiplun Dist - Ratnagiri 415605		2	1	7
28	<b>Sub- Regional Office, Ratnagiri</b> Central Administrative Building No - 2, 2 <sup>nd</sup> Floor Collectors Office Compound, Ratnagiri - 415612	648	Common		
29	<b>Sub- Regional office, Ahilyanagar</b> Savitribai Fule Vyapari Sankul, 1 <sup>st</sup> Floor, Hall No 2 &3, Near TV Center, Savedi, Ahmednagar- 414003	1,885	Common		
30	<b>Sub Regional office, Jalgaon</b> Old Shri Bhikamchand Jain municipal Market Building Hall No A, 3 <sup>rd</sup> Floor, Jalgaon - 425001	3,436	2	0	2
31	<b>Sub-Regional Office, Parbhani</b> House no 191, Rangnath Maharaj Chowk, Nandkhed, Parbhani	1,514	1	Bathroom	1
32	<b>Sub Regional, Latur</b> Latur District Industries Group Association, Plot no 10, MIDC Latur	3,000	2	0	2
33	<b>Sub Regional Office, Akola</b> MPC Board, Alsi Plot, opp. Hutatma Smarak, Nehru Park Chowk, Akola-444001	1,966	3	0	3
34	<b>Sub - Regional Office, Bhandara</b> House 14, 1 <sup>st</sup> Floor, Nazul Sheet, Tatya Tope Ward, Opp City Petrol Pump, Mahal Road, Bhandara	1488.35	4	0	2
35	<b>Sub-Regional Office, Solapur</b> 4/B, Bali Block Civil Lines, Opposite Government Milk Scheme, Saat Rasta, Solapur - 413003	1,130	2	0	1
36	<b>Sub Regional Office, Jalna</b> Plot no. P3/1 & P3/2, MIDC, Jalna- Sambhaji Nagar Road, Jalna	960	2	0	1
37	<b>Sub Regional Office, Dhule</b> 2 <sup>nd</sup> Floor, Fulchand Plaza, BC College Road Near SSVPS Engineering College Near Vidya Nagari, Devpur, Dhule - 424001	2,510	2	0	1

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**Annexure B Zone wise list of manpower required**

S. No.	Location	Zone	Supervisors	Janitors	Liftman	Electrician	AC Technician	Plumber	Gardner	Total
1	Head Quarter	Zone - 1	1	23	0	1	1	1	1	28
2	RO Mumbai	Zone - 1	0	3	0	0	0	0	0	3
3	RO Thane	Zone - 1	1	3	0	1	0	1	0	6
4	RO Kalyan	Zone - 1	0	6	0	0	0	0	0	6
5	RO Raigad	Zone - 1	0	4	0	0	0	0	0	4
6	RO Navi Mumbai	Zone - 1	1	4	0	0	0	0	0	5
7	RO Pune	Zone - 1	1	6	0	0	1	1	0	9
8	Central Laboratory (Mahape)	Zone - 1	1	20	1	1	1	1	1	26
9	Lab Thane	Zone - 1	0	1	0	0	0	0	0	1
10	Lab Pune	Zone - 1	0	2	0	1	0	0	0	3
11	RO Kolhapur	Zone - 2	0	2	0	0	0	0	0	2
12	RO Amaravati	Zone - 2	1	4	0	0	0	0	0	5
13	Lab Chandrapur	Zone - 2	0	1	0	0	0	0	0	1
14	RO Chandrapur	Zone - 2	1	4	0	0	0	0	0	5
15	RO Nagpur	Zone - 2	1	3	0	0	0	0	0	4
16	RO Chhatrapati Sambhajinagar	Zone - 2	1	10	1	1	1	1	1	16
17	RO Nashik	Zone - 2	0	4	0	0	0	1	0	5
18	SRO Sangli	Zone - 2	0	1	0	0	0	0	0	1
19	SRO Solapur	Zone - 2	0	1	0	0	0	0	0	1
20	Lab Nagpur	Zone - 2	0	3	0	1	1	1	0	6
21	Lab Chhatrapati Sambhajinagar	Zone - 2	0	3	0	1	1	1	0	6
22	Lab Nashik	Zone - 2	0	3	0	1	1	1	0	6
23	SRO Chiplun	Zone - 3	0	3	0	1	0	1	0	5
24	SRO Bhandara	Zone - 3	0	1	0	0	0	0	0	1
25	SRO Mahad	Zone - 3	0	1	0	0	0	0	0	1
26	SRO Tarapur	Zone - 3	0	1	0	0	0	0	0	1
27	SRO Dhule	Zone - 3	0	1	0	0	0	0	0	1
28	SRO Parbhani	Zone - 3	0	1	0	0	0	0	0	1
29	SRO Latur	Zone - 3	0	1	0	0	0	0	0	1

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S. No.	Location	Zone	Supervisors	Janitors	Liftman	Electrician	AC Technician	Plumber	Gardner	Total
30	SRO Akola	Zone - 3	0	1	0	0	0	0	0	1
31	SRO Nanded	Zone - 3	0	1	0	0	0	0	0	1
32	SRO Jalna	Zone - 3	0	1	0	0	0	0	0	1
33	SRO Ratnagiri	Zone - 3	0	1	0	0	0	0	0	1
34	SRO Satara	Zone - 3	0	1	0	0	0	0	0	1
35	SRO Jalgaon	Zone - 3	0	1	0	0	0	0	0	1
36	SRO Ahilyanagar	Zone - 3	0	1	0	0	0	0	0	1
37	Lab Chiplun	Zone - 3	0	2	0	0	0	0	0	2
<b>Total</b>			<b>9</b>	<b>129</b>	<b>2</b>	<b>9</b>	<b>7</b>	<b>10</b>	<b>3</b>	<b>169</b>

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