

Cost of Form- Rs. 100/-

SRI KRISHNA SMARAK VIKAS SAMITI

**OFFICE OF THE COMMISSIONER, PATNA DIVISION, PATNA**

"TENDER DOCUMENT FOR HOUSEKEEPING SERVICES AT  
GANDHI MAIDAN, PATNA"

1. Last date of Purchase of Tender Document : 05/01/2019 till 01.00 PM
2. Last date for submission of tender document : 05/01/2019 till 05.00 PM
3. Date & Time of Opening of Tender document : 07/01/2019 at 03.00 PM

**Signature of Authorised Signatory**  
Stamp of SKSVS

## GENERAL INSTRUCTIONS TO TENDERERS

1. The Commissioner, Patna Division-Cum-Chairman, Sri Krishna Smarak Vikas Samiti invites sealed tender from the interested reputed Firms/Organization for providing Housekeeping Services with modern equipments and best quality manpower for **Gandhi Maidan** campus Patna for eleven months.
2. Tender document Containing details about NIT, General Guidelines, Qualification criteria, Scope of housekeeping work, Term & Conditions and Technical & Financial bid, can be purchased from Sri Krishna Smarak Vikas Samiti, Office of Commissioner, Patna Division, Patna on all working days, in office hours on or before 05/01/2019 till 01.00 PM by paying a non refundable fee of **Rs. 100/-** (Rs. one hundred).
3. Completed Bid in all respect must be dropped at Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna Division, Patna with all enclosure duly signed on every page by tenderer or his authorized representative, on 05/01/2019 before 05.00 PM. Bidder should read this document carefully and visit the work site before filling in and submitting the tender. Performa-I (Technical bid) and Performa-II (Financial bid) should be filled separately, in all respect.
4. An **Earnest Money Deposit (EMD)** of Rs. 35,000/- (Rs. Thirty Five Thousand only) in the form of demand draft/Bankers cheque in favor of **Sri Krishna Smarak Vikas Samiti**, payable at **Patna** must be enclosed with **Technical bid**, without which tender will be summarily rejected.
5. Tenders should be submitted, in one sealed envelope super scribed as “**Tender for Housekeeping services for Gandhi Maidan**” containing two separate sealed envelopes. One for Technical bid (Super scribed as “**Technical Bid**”) and another for financial Bid (super scribed as “**Financial Bid**”) and addressed to Commissioner, Patna Division, Patna.
6. EMD will be forfeited, if bidder withdraws his bid after submission. EMD shall be returned after finalization of bidding process.
7. The successful bidder shall have to deposit bank security/demand draft of Rs. 2,00,000.00 (two lakhs) as performance guarantee.
8. Corrections, overwriting, alteration and whiteners should be avoided. If needed that part should be circled and duly full signed by the bidder.

9. Conditional Tender will be summarily rejected. Incomplete bid will be summarily rejected.
10. All matter concerned with this shall be governed by the Indian law both substantive and procedural, in the jurisdiction of High Court, Patna.
11. The firm/organization must be having a **Minimum of Three year experience** in Providing Housekeeping services (Cleaning, House Keeping services) in Govt. office/PSUs, and other major institutions.
12. The Tender papers and all enclosures (on every page) must be signed separately by each partner of the firm or by a person holding a power of attorney authorizing him/her to do so. Such power of attorney should be produced along with the tender and it must also disclose that the firm is registered under the Indian partnership Act.
13. Housekeeping services may further be extended on satisfactory performance and mutual consent on same terms and conditions on yearly basis for another two years.

#### 14. **RATES AND PRICE**

14.1 Bidders should quote the rates in the format given at Proforma-2 (financial bid). Incomplete bids will summarily be rejected. All Corrections and alterations in the entries of tender papers will be signed in fully by the Bidder with date. No erasing or over-writings is Permissible.

14.2 Rate must quote by the Bidders inclusive of GST.

14.3 Amount quoted by the bidders, include the minimum wages, EPF/PF/ESI service charges and shall also include relieving charges as mentioned in Page No-5, point No-24 of the tender document.

14.4 No additional freight or any other charges, etc, would be payable.

#### 15. **TERMS OF PAYMENT**

Payment shall normally be released on a monthly basis within a fortnight after the presentation of bill and upon approval of the Commissioner, Patna Division.

S.K.S.V.S will deduct tax at source and all other statutory taxes/charges etc. as applicable from time to time on the amount payable to the agency.

## 16. DEDUCTIONS FOR EXCEPTIONS

16.1 If at any stage it is felt by the Chairman/Officer Incharge of Sri Krishna Smarak Vikas Samiti, Patna that the housekeeping works are not as per the laid down parameters, office reserves the right to order suitable deduction in payment.

17. **Termination of LOA** : The Letter of Award (LOA) may be terminated by the agency by giving two months notice, however SKSVS may terminate the LOA by giving fifteen days notice without assigning any reason whatsoever. Such termination shall not affect the rights or the obligations of parties arising as a result of or in consequence any act done prior thereto.

## 18. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Courts at Patna.

19. No alternative offer shall be considered.

20. Commissioner, Patna Division-Cum-Chairman, Sri Krishna Smarak Vikas Samiti, Patna reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have received, without hereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of Sri Krishna Smarak Vikas Samiti action.

21. Commissioner, Patna Division reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without, thereby incurring any liability.

22. Any clarification on the documents may be obtained form-

*Secretary to Commissioner, Patna Division  
-cum-Officer Incharge,  
Sri Krishna Smarak Vikas Samiti, Patna.*

23. **Penalty for non-performance :-** SKSVS would make regular assessment of the performance of the agency for the work assigned and at its own discretion may make suitable and appropriate deductions in the monthly payment as per the laid down parameters of the work performed by the agency. If the work performed is found unsatisfactory, SKSVS may debar/blacklist the agency and can award the work at the L1 rate, to the agency having quoted the L2 rate. In case the next agency after having awarded the work, refuses to undertake work or performs unsatisfactorily, SKSVS would go in for the re-tender.
24. The Agency shall ensure cleanliness at all times. The Agency shall put in place relievers (in the ratio 6:1) as would be required for the housekeeping staffs working for 26 days in a month. The rate quoted by the agency shall include additional relieving charges of 16.6 % of the rate as well.
25. The agency will work in two shift and agency will submit the shiftwise (6AM to 2PM & 2PM to 10PM) work plan mentioning total number of staffs with indication of total staff in each shift to ensure the all time housekeeping work of Gandhi Maidan.

**SCOPE OF HOUSEKEEPING SERVICES/LAWN/GARDEN/  
MAINTENANCE**

Housekeeping work will be done on all days of the week.

**1. Housekeeping work: Broadly the housekeeping work may be subdivide in following services.**

***a. General Housekeeping (Cleaning the Pathway, Lawn, Campus and Drainage of Gandhi Maidan.***

- i. The Service providers is expected to complete cleaning of lawn, campus and pathway, drainage of campus areas as required, inside Gandhi Maidan.
- ii. No harm to the existing structure, fittings, finishes, fixings should be done due to bad workmanship, inferior quality of cleaning apparatus used, inferior quality of cleaning agent used, wrong Cleaning process, Mishandling etc. Special care required for specialized type of materials and important things, specialized treatment/cleaning process must be adopted.
- iii. During conference, rally, meeting and other major functions frequency of cleaning of common areas and lawns will have to be increased to achieve the clear lines.
- iv. For maintenance of lawn, garden and housekeeping work good quality material like phenyl, Colins, Lizol and other disinfectants etc. and good quality machinery/equipments will be used. The cost of all cleaning material to be borne by the agency.
- v. Cleaning of campus also covers drain, sewerage system, rain water pipes, manholes, etc.

***b. Horticulture Services***

- i. Maintenance of lawn and garden.
- ii. Watering the plants.
- iii. Trimming & maintenance of decorative plants.

**2. Minimum number of Equipments Required.**

- |                                |   |        |
|--------------------------------|---|--------|
| a) Vaccum- wet/dry cleaners    | - | 1 Nos. |
| b) Single disc Scrubbers       | - | 1 Nos. |
| c) Hand held Trolley           | - | 5 Nos. |
| d) Hand held Vehicle Carriages | - | 5 Nos. |
- for garbage disposal.

Number and type of equipments may be increased by agency as per their requirement.

### **3. General Terms & Conditions**

- i. All the housekeeping staffs will be well dressed as the dress code with certified Photo ID card as specified by the SKSVS.
- ii. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Staff of the agency.
- iii. Successful bidders will have to provide detailed plan of Action including the number of the persons employed by the agency within seven days (and after award of work). Failure to do so will be summarily lead to rejection of work award.
- iv. There will not be extra payment for maintenance/housekeeping for any kind of functions organised in Gandhi Maidan, Patna.
- v. Compliance of all statutory laws/labour laws is to be made by the agency only and SKSVS has no obligation of the same.
- vi. The agency shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act 1948; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948 with all amendments.
- vii. Bidder must employ adult and efficient labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified including character and other formalities.
- viii. The bidder shall ensure that all the workforce deployed wear uniform and ID Card while on duty as specified by Samiti.

### **4. Evaluation of work Performed :-**

SKSVS on a regular basis would evaluate the performance of the Agency as laid down in the scope of work. SKSVS would make regular assessment of the performance of the agency for the work assigned and at its own discretion may make suitable and appropriate deductions in the monthly payment as per the laid down

parameters/ scope of work of the work performed by the agency. If the work performed is found unsatisfactory, SKSVS may debar/blacklist the agency and can award the work at the L1 rate, to the agency having quoted the L2 rate. In case the next agency after having awarded the work, refuses to undertake work or performs unsatisfactorily, SKSVS would go in for the re-tender.

## **5. Housekeeping : Frequency of cleaning of major items.**

### **A. Daily Jobs**

<b>SI. No.</b>	<b>Work Details</b>	<b>Remarks</b>
1	Cleaning of Main Pathway, lawn and Garden.	Daily and keep it clean all times
2	Cleaning of campus, disposal of garbage etc.	Daily and keep it clean all times
3	Watering plant in Gandhi Maidan	Daily and keep it clean all times
4	Collection of waste materials i.e., papers/polythene from campus, waste paper, and putting in bags at the specified location	Daily and keep it clean all times
5	Trimming & maintenance of decorative plants.	As required
6	As directed by Sri Krishna Smarak Vikas Samiti.	

### **B. Monthly Jobs**

<b>SI. No.</b>	<b>Work Details</b>	<b>Remarks</b>
1	Cleaning of manholes chambers, sewer etc.	
2	As directed by Sri Krishna Smarak Vikas Samiti.	



## TECHNICAL BID

### (Proforma-I)

### "HOUSEKEEPING SERVICE AT GANDHI MAIDAN, PATNA"

1.	Name of Tenderer	:	
2.	Full Address with Telephone/Mobile Nos.	:	
	(A) Head Office	:	
	(B) Branch/Local Office	:	
3.	<b>Earnest Money Details :</b> <b>(Enclose Original Bank/Demand Draft)</b>	:	
	1. Demand/Bank Draft No.		
	2. Bank and Branch Name		
	3. Amount		

4. Details of Places where housekeeping services are being provided to Govt./PSUs or other major organizations (atleast 3 years experience).

Housekeeping job carried out during three (3) years	Name of Organization	Nature of Job	Area covered	Manpower deployed	Value	Experience certificate/ Order etc.

05	Turnover of the Company/ Firm/ Agency for each year during three financial years (Attach details)	2014-15	Rs.	Lakh
		2015-16	Rs.	Lakh
		2016-17	Rs.	Lakh
06	PAN Number (Attach photocopy)			
07	GST Number (Attach photocopy)			

8. Any other relevant information related to housekeeping services, you would like to submit: (Enclose Extra sheet if required)

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**9. Declaration: I/We declare that, the information given above is correct. In case it is found false/incorrect, at any stage, SKSVS may terminate the LOA or take suitable action against me/us. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender/housekeeping work, and agree to follow the same.**

Date: ..... (Signature/s of the tenderer/Authorized person)

Place: ..... Full Name/s:

Designation:

Stamp:

(Please put Signature and name on every page of Bid Document and Enclosures.)

**PROFORMA-II**

**HOUSEKEEPING SERVICES-FINANCIAL BID**

**(To be put in separate sealed envelope)**

A.

SI. No.	Details of scope of work	Amount/Rs. Per month (Inclusive of GST)
1.	Carrying out the housekeeping work as per the scope of work/requirement mentioned in this tender document by deploying appropriate man power & equipments including consumables.	

**Declaration: I/We declare that, the information given above is correct. In case it is found false/incorrect, at any stage, SKSVS may terminate the LOA and take suitable action against me/us. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender/housekeeping work. I/We agree to execute the housekeeping work of said Gandhi Maidan and it's campus" as stated above @ Rs.....  
(In words .....  
..... Per month for eleven months).**

Date:- (Signature/s of the Tenderer /Authorized person

Place:- Full Name/s:.....

Designation:.....

Stamp:.....

(Please put signature and name on every page of Bid Document and Enclosures.)

**Signature of Authorised Signatory**

Stamp of SKSVS