

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

### **Tender Notice For Providing House Keeping Services at Office of the Commissioner, Patna Division, Patna.**

Commissioner, Patna Division, Patna invites Tender from reputed agency with a proven track record to provide House Keeping Services at Office of the Commissioner, Patna Division, Patna with the following conditions:-

- 1) Tender form and documents are to be purchased by company/ firm/ agency by **20-07-2024 till 05.00 PM** at the Office of the Commissioner, Patna Division, Patna.
- 2) Minimum eligibility criteria are as below:-
  - (a) Company/firm/agency should have at least three (3) year experience of providing House Keeping Services in the Government of Bihar/Government of India/Semi-Government or other major institutions.
  - (b) Company's turnover should be minimum Rs. 5,00,000/- (Five lakh) per annum for each three (3) financial year (2020-21, 2021-22 and 2022-2023).
  - (c) Earnest money of Rs. 10,000/- (Ten Thousand Rupees) is to be paid along with the technical bid through D.D. in favour of 'Secretary to Commissioner, Patna Division, Patna' payable at Patna.
  - (d) Company/ firm/agency must provide photo copy of Pan Card and GST Registration.
  - (e) As the desired 3 Sweepers (unskilled) and 1 Gardener (semiskilled) would be Required, so the agency would quote Service Charge, as per the Finance Department, Government of Bihar Circular No. 2988 dated 23-03-2023, in between 3.85 to 7% which should be only up to two decimal digits.
  - (f) If the agencies quote 0 (zero) service charge, then both Technical Bid as well as Financial Bid would be completely rejected.
  - (g) The proprietor of Company/ firm/agency must provide his Residential certificate and valid Character Certificate issued from concern district DM/SP/SDO office. Character certificate should not be older than 6 months from date of advertisement of Tender Notice.
- 3) Cost of tender document:-
  - (a) Tender document has to be obtained from Office of the Commissioner, Patna Division, Patna on payment of Rs. 100/-.
  - (b) The tender document can also be seen (for reference only) on website [patnadivision.bih.nic.in](http://patnadivision.bih.nic.in). However, it has to be physically purchased from the Office of the commissioner, Patna Division, Patna at cost of Rs. 100/-. Each tender paper purchased from Office of the commissioner, Patna Division, Patna shall be serially numbered and signed. Agency will have to submit tender in the same serially numbered tender document. Each Serialled tender paper will consist of Tender Document and Eligibility and Terms and Conditions in detail.
- 4) The tender will be received in the Office of the commissioner, Patna Division, Patna on **22-07-2024 till - 02.00 PM**. The tender shall be opened on **24-07-2024 at 03.00 PM** in which the tenderer or his representative may remain present.
- 5) Important Dates are as follows:-

(a) Last date of Purchase of Tender document	:	20-07-2024 Till 05:00 PM
(b) Last date of submitting tender	:	22-07-2024 Till 02:00 PM
(c) Date and time of opening of tender	:	24-07-2024 At 03:00 PM
- 6) The Commissioner, Patna Division, Patna reserves right to reject any or all the tenders without assigning any reason whatsoever.

**Secretary to Commissioner,  
Patna Division, Patna.**