

Cost of Form-500/-

SRI KRISHNA SMARAK VIKAS SAMITI

OFFICE OF THE COMMISSIONER, PATNA DIVISION, PATNA

“TENDER DOCUMENT FOR HOUSEKEEPING SERVICES AT”

Gandhi Maidan, Patna.

(For Office Use Only)

Name and Address of Tenderer :

.....

Date of Issue :

Signature of The Officer Issuing Tender Paper :

Seal :

Last date for submission of Tender Document : 26.04.2017 till 01.00 PM

Signature of Authorised Signatory

Stamp of SKSVS

This tender document is for reference only and its physical copy has to be obtained from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Near Golghar, Patna on payment of Rs. 500/- (Five Hundred). Each tender paper purchased from SKSVS shall be serially numbered and signed. Agency will have to submit tender in the same serially numbered tender paper, which has been physically obtained from office of SKSVS.

SRI KRISHNA SMARAK VIKAS SAMITI,
OFFICE OF THE COMMISSIONER, PATNA DIVISION

TENDER DOCUMENT FOR HOUSEKEEPING SERVICES AT:

Gandhi Maidan, Patna

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Important Dates:

1. Last date for submission of Tender Document : 26.04.2017 till 01.00 PM
2. Opening of Technical Bid : 26.04.2017 at 01.30 PM
3. Opening of Financial Bid : To be informed later

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 by paying a non refundable fee of **Rs. 500.00** (Rs. Five hundred).
3. Completed Bid in all respect must be dropped at Sri Krishna Smarak Vikas Samiti, Office of Commissioner, Patna Division, Patna with all enclosure duly signed on every page by tenderer or his authorized representative, on before PM. Bidder should read this document carefully and visit the work site before filling in and submitting the tender. Performa-I and Performa-II of Technical bid should be filled completely, 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 at the time of signing of agreement for the assigned work.
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. The Agency must quote the basic rate. Applicable Government tax, if any, would be borne by Sri Krishna Smarak Vikas Samiti.
11. All matter concerned with this shall be governed by the Indian law both substantive and procedural, in the jurisdiction of High Court, Patna.
12. 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.
13. 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.
14. Housekeeping services may further be extended on satisfactory performance and mutual consent on same terms and conditions on yearly basis for another two years.

15. RATES AND PRICE

15.1 Bidders should quote the rates in the format given at Annexure-1 (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.

15.2 The Bidders must quote the basic rate. Applicable Government tax, if any, would be borne by Sri Krishna Smarak Vikas Samiti.

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

16. 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 to the amount payable to the agency.

17. DEDUCTIONS FOR EXCEPTIONS

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

17.2 **Termination of Contract :** Sri Krishna Smarak Vikas Samiti reserves all the rights to terminate the contract at any time without assigning any reason after giving one month notice.

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. After the of Letter of Award, the agency is required to enter into an agreement with Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna on terms & conditions as detailed in the tender document.

24. The successful bidder shall have to deposit bank security/demand draft of Rs. 2,00,000.00 (two lakhs) as performance guarantee at the time of signing of agreement for the assigned work.

25. 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.

26. 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.

SCOPE OF HOUSEKEEPING SERVICES/LAWN/GARDEN/ MAINTENANCE

Housekeep and cleaning work will be done on all days of the week.

1. Areas of Buildings and Campus

a) Gandhi Maidan Campus, Pathway and Drainage.

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

- a. General Housekeeping (Cleaning the Pathway, Lawn and Campus
- b. Horticulture Services (plants in the campus and grass cutting)

3. Minimum number of Equipments Required.

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

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

4. Guidelines for General Housekeeping work and broad details of scope work:

1. The Service providers is expected to complete cleaning of lawn and pathway, grass trimming, drainage of campus areas as required inside Gandhi Maidan and its campus, as the schedule below.

2. 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.

3. 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.
4. 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.
5. Cleaning of campus also covers drain, sewerage system, rain water pipes, manholes, etc.
6. All the housekeeping staffs will be well dressed as the dress code with certified Photo ID card as specified by the SKSVS.
7. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Staff of the agency.
8. Successful bidders will have to provide detailed plan of Action of all Staff along within seven days (and after award of work). Failure to do so will be summarily lead to rejection of work award.
9. There will not be extra payment for maintenance/house keeping for any kind of functions organised in these lawn beyond office hours.
10. Compliance of all statutory laws/labour laws is to be made by the agency only and SKSVS has no obligation of the same.
11. 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.

4. Horticulture Services:

- a. Maintenance of lawn and garden.
- b. Watering the plants.
- c. Trimming & Maintenance of decorative garden and lawn.

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.

The bidder shall ensure that all the workforce deployed wear uniform and ID Card while on duty as specified by Samiti.

6. 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.

7. Housekeeping : Frequency of cleaning of major items.

A. Daily Jobs

SI. No.	Work Details	Remarks
1	Cleaning, of Main Pathway, lawn and Garden.	Daily
3	Cleaning of campus, disposal of garbage etc.	Daily
4	Watering plants indoor & outdoor, garden etc.	Daily
5	Collection of waste papers/polythene from campus, waste paper, and putting in bags at the specified location	Daily
6	Grass Cutting	As per requirement
7	As directed by Sri Krishna Smarak Vikas Samiti.	Daily

B. Monthly Jobs

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

TECHNICAL BID

(Performa-I)

“HOUSEKEEPING SERVICE AT OFFICE OF THE COMMISSIONER, PATNA DIVISION

1.	Name of Tenderer	:	
2.	Full Address with Telephone/Mobile Nos.	:	
	(A) Head Office	:	
	(B) Branch/Local Office	:	
3.	Earnest Money Details : (Enclose Original Bank/Demand Draft)	:	
	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 the last 3 years	Name of Organization	Nature of Job	Area covered	Manpower deployed	Value	Experience certificate/ Order etc.

5. Company's turnover for the last three financial years (2013-14, 2014-15 & 2015-16)
(Attach details)

6. PAN Card (Photocopy)

7. Service Tax Reg. No.

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 contract 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.)

ANNEXURE-I

HOUSEKEEPING SERVICES-FINANCIAL BID

(To be put in separate sealed envelope)

A.

SI. No.	Details of scope of work	Amount/Rs. Per month (lump sum inclusive of all Taxes)
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.	
	1. * the above quoted amount must include the minimum wages, EPF/PF, ESI. Applicable Government tax, if any, would be borne by Sri Krishna Smarak Vikas Samiti.	
2.	Any other charges (if any) Please specify	
	Total Rs. In word (Rupees)	

Applicable Government tax, if any, would be borne by Sri Krishna Smarak Vikas Samiti.

**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 contract 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.)