

Cost of Form-500/-

**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 : 22.08.2015 (Till 3 PM)

**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 : 22.08.2015 (Till 3 PM)
2. Pre-Bid Meeting : 17.08.2015 (At 12:30 PM)
3. Opening of Technical Bid : 22.08.2015 (At 3:30 PM)
4. Opening of financial Bid : 22.08.2015 (At 4:00 PM)

**NOTICE INVITING TENDER**  
**Office of The Commissioner, Patna Division**

**NOTICE INVITING TENDER FOR HOUSEKEEPING SERVICES**

NIT No. :...../2015-16

Dated : .....

Office of The Commissioner, Patna Division-Cum-Chairman, Sri Krishna Smarak Vikas Samiti invites sealed tender from the interested Firms/Organization experienced in providing Housekeeping Services with modern equipments and best quality manpower for Gandhi Maidan at Patna for One year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another 2 years.

Gandhi Maidan, Patna

Details of Bid regarding the Housekeeping services can be downloaded from the website [www.patnadivision.bih.nic.in](http://www.patnadivision.bih.nic.in). Important schedules or dates will be held at Office of Commissioner, Patna Division as follows.

1. Last date for submission of Tender Document : 22.08.2015 (Till 3 PM)
2. Pre-Bid Meeting : 17.08.2015 (At 12:30 PM)
3. Opening of Technical Bid : 22.08.2015 (At 3:30 PM)
4. Opening of financial Bid : 22.08.2015 (At 4:00 PM)

Commissioner, Patna Division-Cum-Chairman, Sri Krishna Smarak Vikas Samiti, Patna reserve the right to accept or reject any application or whole process without assigning any reason whatsoever.

*Deputy Director, Panchayat Raj,  
Patna Division, Patna-cum-in charge officer,  
Sri Krishna Smarak Vikas Samiti, Patna.*

## **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 at Patna for One year. With minimum primary criteria as follows.
  - a. Bidder must have **experienced Staff and equipments each of providing housekeeping service of Lawn & Campus.**
2. Tender document Containing details about tender NIT, General Guidelines, Qualification criteria, Scope of housekeeping work, Term & Conditions and Technical & Financial bid, can be held from the office of Commissioner, Patna Division, Patna all working days, in office hours on or before 17.08.2015 by paying a non refundable fee as a demand draft/Bankers Cheque of a nationalized bank of **Rs. 500.00** (Rs. Five hundred) in favour of **Sri Krishna Smarak Samiti** at Patna.
3. Completed Bid in all respect must be dropped at the office of Commissioner, Patna Division, Patna with all enclosure duly signed on every page by tenderer or his authorized representative, on **22.08.2015** before **3 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. 1,00,000.00 (Rs. One Lakh only) in the form of demand draft/Bankers cheque in favor of **Sri Krishna Smarak 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 for Services”**) and another for financial Bid (super scribed as **“Financial Bid for Housekeeping Services”**) and addressed to Commissioner, Patna Division, Patna.

6. Validity of Bid is six month from the date of receipt of Bid.
7. EMD of successful bidder will be retained towards making of security for performance of contract and shall be discharged after submission of required performance guarantee. EMD will be forfeited, if bidder withdrawn his bid during bid validity period or In case of successful bidder, he fails to submit performance guarantee within specified time limit. EMD for unsuccessful bidder will be returned after finalization of entire process.
8. Corrections, overwriting, alteration and whiteners should be avoided. If done 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 Rate quoted will be in INR inclusive of all taxes, VAT, duties, overheads, profit margins, freight etc. No additional charge will be paid at any circumstances.
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 Modern office, buildings, commercial complex and corporate office and it's campus.
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 and Annexure-2. 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 are Permissible.

15.2 All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and

including all taxes whatsoever may be. Any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

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

## **16. TERMS OF PAYMENT**

Payment will be released on monthly basis within a fortnight after presentation of bill and **Approval Commissioner, Patna Division** that the services provided during the month are satisfactory.

## **17. DEDUCTIONS FOR EXCEPTIONS**

17.1 if at any stage it is felt by the Chairman/Member Secretary of Sri Krishna Smarak Vikas Samiti, Patna. That input Manpower/ material/ machinery are not of good quality, adequate quantity, best workmanship is used or deployed the Office reserves the right to order suitable reduction in payment.

17.2 Termination of Contract in case of unsatisfactory service. The S.K.M. Vikas Samiti will have power to terminate the contract at any time after giving one months notice if the services are found unsatisfactory.

## **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 Chairman/Commissioner, Patna Division's 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-

*Deputy Director, Panchayat Raj,  
Patna Division, Patna-cum-in charge officer,  
Sri Krishna Smarak Vikas Samiti, Patna.*

23. Afterward of LOA, the contractor is required to enter into a contract with Office of Commissioner, Patna terms & conditions as detailed in the tender document.

## **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**

Gandhi Maidan Campus, Pathway and Drainage.

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

1. General Housekeeping (Cleaning the Pathway, Lawn, Campus and Toilets around the campus)
2. Horticulture Services (plants in the campus and grass cutting)

### **3. 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, Toilets, as required inside Gandhi Maidan 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. Toilets in the campus to be cleaned thoroughly with disinfectants at least twice in a day. During the conference and meeting, frequency of cleaning of common areas and toilets 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.
5. Disposal of garbage after event on daily basis to a place duly designated for this by Patna Municipal Corporation.



6. Cleaning of campus also covers drain, sewerage system, rain water pipes, manholes, etc. as required as per schedule mentioned in para 6 below
7. All the housekeeping staffs will be well dressed as the dress code with certified Photo ID card as specified by the Society.
8. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Staff of the bidder.
9. Successful bidders will have to provide detailed plan of Action of all Staff along within days (and after award of work). Failure to do so will be summarily lead to rejection of work award.
10. There will not be extra payment for maintenance/house keeping for any kind of functions organised in these lawn beyond office hours.

#### **4. Horticulture Services:**

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

#### **5. Overall Management:**

**The required number of general housekeeping staff has to be at Least 19 (Eighteen staff and One supervisor) in numbers (including Gardener, Sweeper and other required manpower).** The bidders have to perform specified work out and it may increase/decrease the staff and must able to manage/arrange for adequate supervision to get best results. Bidders must visit the site/campus and must understand the nature and scope of work to be performed their technical bid.

The 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 while on duty as specified by Samiti.

## 6. 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
2	Cleaning of toilets with phenol, bathrooms, doormats, emptying dustbins etc.	Toilets to be cleaned Two times in a day and one person should be present during 10 AM to 6 PM everyday in each toilet as specified by Society
3	Cleaning of campus, disposal of garbage etc.	Weekly
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	As directed by Sri Krishna Smarak Vikas Samiti.	Daily

### 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**

**(Performa-I)**

### **“HOUSEKEEPING SERVICE AT OFFICE OF THE COMMISSIONER, PATNA DIVISION**

1.	Name of Tenderer	:	
2.	Full Address with Telephone/Fax Nos.	:	
	(A) Head Office	:	
	(B) Branch/Local Office	:	
3.	Telegraphic Address	:	
4.	E mail Address	:	
5.	Is your firm registered under the Indian Partnership Act 1932 If so, give the Name and Address of the partners along with the Registration	:	
6.	Is your concern a Proprietary concern if so, give Name and Address of the proprietor.	:	
7.	Is your concern incorporated under the companies Act. Or any other law in India	:	

8.	Have your concern changed its name at any time. Is so when and the reasons there of.		
9.	Date of commencement of Business	:	
10.	PAN : (Must enclose certified copy of income tax Assessment certificate for the last three years)	:	
11.	Details of Modern Machinery, Equipment, Carriers available, which can be used for Housekeeping: Enclose supporting Papers of ownership/Invoice of machine equipments) (Attach extra sheet if required.)	:	
	(1)		
	(2)		
	(3)		
	(4)		
	(5)		
	* The above equipments if not available with any firm they can purchase within 15 days of issue of work order and must show the required invoice/ownership papers and equipments to the office.		
12.	<b>Ernest Money Details : (Enclose Original Bank/Demand Draft)</b>	:	
	1. Demand/Bank Draft No. 2. Bank and Branch Name 3. Amount		

13. Details of Places where housekeeping services are being provided to buildings/offices.

Housekeeping job carried out during the last 5 years	organization	Nature of Job	Value	Area covered	Manpower deployed	Contact person of such organization with tel. No. and designation

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

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**15. Declaration: I/We declare that, the information given above is correct. In case found false/incorrect, at any stage, corporation 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.)



**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 by deploying appropriate man power & equipments including consumables.	
	* the above quoted amount must include the minimum wages, EPF/PF, ESI, Service Tax etc.	
2.	Any other charges (if any)  Please specify	
	Total  Rs. ....  In word (Rupees ..... .....)	

**B. Rates of the each category of personnel deployed.**

	Per Month
Sweeper	.....
Gardner	.....

**Declaration: I/We declare that, the information given above is correct. In case it is found false/incorrect, at any stage, corporation may terminate the contract to 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 all buildings and it's campus" as stated above @ Rs. .... (In words ..... Per month for one year).**

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.)