

Cost of Form- Rs.-100/-

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

TENDER DOCUMENT
TO
OPERATE AND MAINTAIN OF GREEN TOILETS
at
GANDHI MAIDAN, PATNA

1. Last date of Sale of Tender Document : 25.02.2018 till 05.00 PM
2. Last date for submission of Tender document : 26.02.2018 till 01.00 PM
3. Opening of Technical Bid : 26.02.2018 at 03.00 PM

Signature of Authorised Signatory

Stamp of SKSVS

1. INTRODUCTION

Sri Krishna Smarak Vikas Samiti (SKSVS) is a non-profit society registered under the Society Registration Act 21, 1860. It is a body bestowed with authority for management of Gandhi Maidan and Sri Krishna Memorial Hall, Patna.

In view of the huge inflow of people in this historic Gandhi Maidan and prospective demands, two units of Green Toilets were constructed to meet the rising demands and for ensuring clean and hygienic environment in the vicinity.

Green Public toilets envisages a modern well equipped facility with Biodigester, etc. All Sanitation works and facilities should be most hygienic in all its respects.

SKSVS is seeking a professional agency to operate and maintain Green Public toilets at Gandhi Maidan, Patna. Hence this Tender is called from the interested and suitable company/ firm/agency.

2. DESCRIPTION OF GREEN PUBLIC TOILETS

The two units of Green Public Toilets, fitted with biodigester facilities and separate Boring have been constructed near Gate No. 7 and 12 of Gandhi Maidan, Patna. The operational timing (maximum 12 hours duration) of Green public toilets shall be fixed by SKSVS which can be changed from time to time as per the emergent situation or necessity.

Description:-

Near Gate No. 7-8

S.No.	Particular	Unit
01	Toilet (Indian)	4
02	Toilet (Western)	7
03	Urinals	4
04	Wash Basin	8

Near Gate No. 12

S.No.	Particular	Unit
01	Toilet (Indian)	4
02	Toilet (Western)	7
03	Urinals	4
04	Wash Basin	8

➤ **The user charge levied by the agency shall not exceed the following:-**

- (a) Toilet- Rs. 2/- per person
- (b) Urinal- No user charge shall be levied

3. ELIGIBILITY CRITERIA

Tender shall be evaluated in two stages:-

I. Technical evaluation of proposal

- a) Company/ firm should have at least three years experience of operating similar nature of work under the aegis of any Govt./ PSU.
- b) Company/firm turnover should be minimum Rs. 5,00,000/- (Five lakh) per annum for each year during last three years (2013-14, 2014-15 and 2015-2016).
- c) Earnest money of Rs.5,000/- is to be paid along with the technical bid through D.D. in favour of 'Sri Krishna Smarak Vikas Samiti' payable at Patna
- d) Company/ firm must provide photo copy of Pan Card.

II. Financial Bid (Separate sealed envelope)

The Agency shall be selected after fulfilling the terms & conditions of the technical bid and the bidder who offers the highest amount will be considered.

Financial proposal would be the net amount payable to SKSVS on a monthly basis within the 7th day of the month.

The bidder fulfilling Technical Stage will be shortlisted for financial evaluation. Claims without documentary evidence will not be considered.

SKSVS reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the SKSVS decision shall be final in this regard. SKSVS may, in its absolute discretion, waive any of the conditions and/or requirements in the TENDER in respect of any or all of the bidders.

5. **OBLIGATIONS OF THE BIDDING AGENCY**

1. The Agency shall use only the space earmarked for the Green Public toilets, and shall not use any other space for any other purpose. The agency shall not use any space for any advertisement etc.
2. The Agency shall use disposable and eco- friendly sanitation material/s.
3. The agency is responsible for maintaining cleanliness and hygiene at the area at all times.

All structure and materials proposed shall be eco-friendly in nature and appropriate arrangement, garbage disposal under one umbrella and implemented most hygienically and comprising the following services:

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

- I. General Sanitation - Cleaning the Pathway along the toilets, Lawn, and Toilets.
- II. Maintenance of Greenery and plants along the Green Toilet/s.

III. **Guidelines for scope of work:**

- a) The Agency is expected to complete cleaning of toilet, drainage along the facility, pathway daily.
- b) 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.
- c) Green Toilets are to be cleaned thoroughly with disinfectants at least twice a day. During festivals/ Public rallies or when large turnout of people are expected, frequency of cleaning of common areas and toilets shall have to be increased to achieve total sanitation.
- d) For maintenance of sanitation, good quality material like phenyl, Colins, Lizol and other disinfectants etc. and good quality machinery/equipments will have to be used.
- e) Disposal of garbage on a daily basis to a place duly designated for this by SKSVS/ Patna Municipal Corporation.
- f) Cleaning of toilets also covers drainage, sewerage system, rain water pipes, manholes associated with these 2 toilets etc. as required.
- g) All the agency staffs will be well dressed as per the dress code with certified Photo ID card specified by the SKSVS.
- h) Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis shall be maintained by the Staff of the agency.
- i) Successful bidder shall have to provide a detailed plan of Action of all Staff within two (2) days after the award of work. Failure to do so may lead to rejection of work award.

- j) There will not be extra payment for maintenance/sanitary work for any kind of functions organized in Gandhi Maidan etc.

6. DECLARATION OF SUCCESSFUL BIDDER

SKSVS may either choose to accept the Proposal of the successful tenderer or invite him for negotiations. Approval of the proposed plan, design and operation of the Green public toilets would require approval from SKSVS before the bidder is declared successful. The Plan, design and operation can be amended or modified by SKSVS.

Upon acceptance of the Proposal of the tenderer financially qualified with or without negotiations, SKSVS shall declare the tenderer as the Successful Bidder.

7. NOTIFICATION

SKSVS will notify the Successful Bidder by a Letter of Award (LOA) that its Proposal has been accepted.

8. RIGHT TO ACCEPT OR REJECT PROPOSAL

SKSVS reserves the right to accept or reject any or all of the Proposals without assigning any reason.

SKSVS reserves the right to invite revised Proposals from Bidders with or without amendment of the Tender Document at any stage, without liability or any obligation for such invitation and without assigning any reason.

9. OVERALL MANAGEMENT

The Agency has 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.

The Agency must employ adult and efficient labour/ Staff 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 SKSVS.

10. TERMS AND CONDITIONS

- 1) The SKSVS shall award work to the Agency for 11 months. If Operation and Maintenance is Green toilets by the existing Agency found satisfactory, it may be further extended for the next term.
- 2) If there is any damage to any public property/ facility at Gandhi Maidan or any payments due to SKSVS or any demand from any authority to SKSVS regarding dues payable by the Agency, the Bidder shall be liable to pay the same, failing which SKSVS will take action against the Agency.
- 3) The Agency shall obtain prior permission of SKSVS before carrying out any modifications in the work schedule or before putting any furniture and fixtures in the Green toilets area/ structure.
- 4) Inspection of the Green toilets area/ space may be conducted by any officer/ employee of SKSVS at any time and day. All damages/breakages etc. noticed by this team will be set right by Agency within a fortnight, failing which SKSVS will carry out repairs/ renovation works and debit the cost to Agency.
- 5) The Agency shall pay Electricity charges and all other dues related to public toilets.
- 6) The operation of the Green Public toilets timings shall be as per directions of SKSVS.
- 7) The Agency shall hand back the public toilets space along with its adjoining infrastructure in original condition to the SKSVS after the expiry of 11 months.
- 8) The Agency shall carry out only the specified approved activities in and around the public toilets and shall not carry out any unspecified activities in contravention with the agreement. If the Agency indulges in carrying out any unapproved activities, the SKSVS shall be at liberty to cancel the LOA after giving fifteen (15) days written notice to the Agency.
- 9) The Agency shall maintain the Green public toilets without causing any damages to the park, its surroundings and the environment during the period of LOA.
- 10) The SKSVS reserves the right to cancel allotment at any point of time after giving fifteen (15) days written notice to the Agency and also the right to inspect and control the maintenance and operational work undertaken by the Agency at all times and the Agency shall obey the orders and directions issued by the SKSVS in this regard.
- 11) Complete hygiene and Cleanliness has to be maintained in the allotted area. Any litter thrown anywhere in the toilet area due to the activities of the Person/Firm/Agency has to be cleared/collected by the Agency only.

Agency agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the **financial bid** with their agency profile.

11. Technical Bid

Particulars of the Company/ Firm (Please submit along with documentary evidence)

A bidder shall submit Technical Bid and Financial Bid in separate sealed envelopes contained in another envelope containing both the Financial and Technical Bid. A bidder shall not submit more than one bid.

Technical bid envelope should contain the following :-

Sr.	Criteria	YES/NO	Documentary Evidence
1	Photo copy of Pan Card		To be attached
2	Minimum 3 years of experience of operating similar nature of work under the aegis of any Govt./PSU.		Work Order or Work Completion Certificate clearly indicating experience.
3	The bidder should have achieved a minimum Financial Turnover of Rs. 5,00,000/- (five lakh) per annum for each year during last three years (2013-14, 2014-15 & 2015-16)		Documents to be attached
4	EMD of Rs. 5,000/- (five thousand)		To be attached

Signature of the applicant with Seal

**Office of the Commissioner, Patna Division-cum-Chairman
SRI KRISHNA SMARAK VIKAS SAMITI, (S.K.S.V.S.), PATNA (BIHAR)**

**FINANCIAL BID
(To Be Given on Applicant's letter head)**

12. Financial bid envelope should contain the following :-

SI. No.	Details of scope of work	Amount in Rs. per month payable to SKSVS on a monthly basis
1.	As mentioned in the tender document.	

Declaration: I/We declare that, the information given above is correct to the best of my knowledge and understanding. In case it is found false/incorrect, at any stage, SKSVS may terminate the contract and could take suitable actions against the company/firm/agency. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender work. I/We agree to execute the operation and maintenance of 2 units of Green toilets in Gandhi Maidan as mentioned in the tender document @ 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.)