

बिहार लोक सेवा आयोग, पटना।
15, नेहरू पथ, पटना-800001

Short Tender Notice

बिहार लोक सेवा आयोग, पटना में Housekeeping work(साफ-सफाई कार्य), Gardening करने के निमित्त इस कार्य में अनुभवी फर्मों से मुहरबंद निविदा दिनांक-27.08.2024 अपराह्न 05:00 बजे तक आमंत्रित की जाती है। निविदा संबंधी अभिलेख एवं निदेश (Tender Document) आयोग के वेबसाइट www.bpsc.bih.nic.in से डाउनलोड किया जा सकता है। निविदा दिनांक-28.08.2024 पूर्वाह्न 11:30 बजे खोली जायेगी।



सचिव,

बिहार लोक सेवा आयोग, पटना।

Bihar Public Service Commission, Patna
15, Nehru Path (Bailey Road), Patna-800001

Short term tender invitation notice

Tender is invited for Housekeeping/cleaning work & gardening from external source in Bihar Public Service Commission office, Patna with the following conditions. Interested bidders can participate in the light of the following conditions:-

01. BPSC intends to hire the services of reputed professional firms/companies dealing in Housekeeping/Cleaning work for all three (03) buildings and other areas, Gardening, Garden cleaning work at Premises of BPSC Patna.
02. The interested person/institution/firm can submit the tender application through registered post/speed post/post/by hand in the inquiry section of the Commission office on any working day from the date of publication of the tender till last date **27.08.2024 at 05.00 PM**. The tender applications received will be opened on **28.08.2024 at 11.30 AM** before the Tender Committee of the Commission's office, in which the bidders or their authorized representatives can participate.
03. Technical and financial tender applications will have to be given in separate sealed envelopes and the bidder will keep all the documents related to the technical tender along with the bank draft of Tender Document Fee and Security Deposit (EMD) in an envelope and seal it and write on the top of the envelope "technical tender for housekeeping work in Bihar Public Service Commission, Patna" and after mentioning the rate in the financial tender form, keep it in another envelope and seal it and write "financial tender for housekeeping work in Bihar Public Service Commission, Patna" on top of the envelope. By putting the separate envelopes in one big envelope, the tender application can be submitted to the Inquiry Branch of the Commission Office through registered/speed post/by hand/post on any working day till the last date and time. Tenders received after the last date and time will not be considered.
04. Only the **Tender Document Fee Rupees 10,000/- (Ten Thousand Rupees) only** and **Earnest money Deposit (EMD) Rs 1,00,000/-(One Lakh Rupees) only** related to the said tender will have to be deposited in a sealed envelope along with the technical tender in the form of a bank demand draft payable in the name of Secretary, Bihar Public Service Commission, Patna.
05. Financial bid of only those bidder shall be considered whose technical bid has been qualified as per terms & condition lay down in the Tender document.
06. After publication of Tender interested bidder/authorized agency tender can participate in the **Pre-Bid Meeting Date 13.08.2024 at 11.30 AM**, organized at the Commission Office.
07. The remaining terms and conditions of the tender can be obtained on the Commission's website www.bpsc.bih.nic.in or from the office of the undersigned on any working day.
08. Secretary, Bihar Public Service Commission, Patna reserves the right to modify or cancel the tender at any time.

Secretary

Bihar Public Service Commission, Patna.
Telephone number-2215187

126



Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.

**Request for Proposal
for
Housekeeping & Horticulture services Contract
at
Bihar Public Service Commission
15 Nehru Path (Bailey Road), Patna**



**Issued by
Bihar Public Service Commission
15 Nehru Path, Bailey Road
Patna – 800 001 (Bihar)
Cost of Tender Document: Rs. 10,000/-**

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125

Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.

BIHAR PUBLIC SERVICE COMMISSION, PATNA

Nature of work: Housekeeping & Horticulture services Contract at Bihar Public Service Commission
15 Nehru Path, Bailey Road, Patna

M/s _____

Please note:-

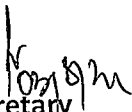
1. This document is non-transferable.
2. BPSC, having its registered office at 15 Nehru Path, Bailey Road, Patna-800 001. The contract agreement shall be entered into between BPSC and the successful bidder selected by BPSC through a transparent competitive bidding process.
3. Although BPSC has taken adequate care while preparing the RFP documents, the bidders shall satisfy himself that document is complete in all respects. The bidders shall intimate any discrepancy in the RFP document to this office within 3 days from the date of issue of the document to the Bidder. If no intimation is received by this office from the bidder within that period from the date of issue of tender document, it shall be assumed that the RFP document, as issued to the bidder, is complete in all respects and no request will be entertained thereafter the expiry of that three day.
4. BPSC may modify, amend or supplement this RFP document including selection process and evaluation criteria, if deemed necessary by it or the same is required under law. Further, BPSC or its authorized officers reserve the right, without prior notice, to change the selection procedure and the delivery of information at any time before the submission of bid without assigning any reasons thereof. However, such change shall be intimated to all by issuing a corrigendum in public domain i.e – newspaper or website of the commission for the same.
5. This document is not intended to provide basis of any investment decision to be made by any bidder. Each prospective bidder must make his own independent assessment of the project, baseline parameters and ground conditions at his own cost. Neither BPSC nor its employees, consultants, advisors accept any liability or responsibility for the accuracy or completeness of, nor make any representation or warranty, express, or implied, with respect to the information contained in the RFP, or on which the RFP is based, or any other information or representations supplied or made in connection with the selection process.

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**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

6. The bidders or its associate company or their authorized representatives shall not make any public announcement in respect of the bidding process or this document. Any public announcement to be made relating to this bidding process or this document shall be made exclusively by BPSC. Any breach by the bidder of this clause shall be deemed to be non-compliance with the terms and conditions of this document and shall render the bid liable for rejection. BPSC's decision in this regard shall be final and binding upon the bidder.
7. Nothing in the RFP should be relied on, as a promise or representation as to the future.
8. BPSC reserves the right to reject any or all of the bids submitted in response to this tender document at any stage without assigning any reasons whatsoever.
9. The bidder shall bear all costs associated with the preparation and submission of the bid. BPSC and their consultants if any shall not, under any circumstances, be responsible or liable for any such costs.
10. It is also agreed that the document is not confidential.


Secretary

Bihar Public Service Commission
15 Nehru Path, Bailey Road,
Patna – 800 001 (Bihar), India
Date:





123

Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.

TABLE OF CONTENTS

Sl. No.	Contents	Page no.
1	Summary Sheet	5
2	Scope of Work	6
3	Manpower requirement	11
4	Technical qualifications for bidders	11
5	Technical Bid Proforma	11
6	Financial Bid Proforma	13
7	Submission of Technical Bid	14
8	Submission of Financial Bid	14
9	Packaging Instructions	14
10	Methodology & Criteria for Bid evaluation	14
11	Fee and Deposits	15
12	Opening of Technical Bid	16
13	Opening of Financial Bid	16
14	Language of the Bid	16
15	Pre Bid Meeting	16
16	Contract Performance Guarantee and Security Deposit	16
17	Penalty	17
18	Instructions to Bidders	17
19	Exhibit 1: Format of Draft Cover Letter for Submission of Technical Proposal	18
20	Exhibit 2: Format of Draft Cover Letter for Submission of Financial Proposal	20
21	Format for self declaration regarding debarred/blacklisting	22

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122



**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

1. Summary Sheet

Project summary	Housekeeping & Horticulture services Contract at BPSC, 15 Nehru Path(Bailey Road), Patna.
Contract Period	Three Years (36 Months). which may be extended for another one year subject to satisfactory performance.
Date of Pre-bid Meeting	13/08/2024 at 11.30 AM in the Meeting Hall, BPSC
Last date and time for submission of bid Document through registered post/Speed post/post/by hand in the inquiry section only	27/08/2024 (Up to 05.00 PM)
Due date of opening	Part – I – Technical Bid :- 28/08/2024 at 11.30 PM Part – II – Financial Bid :- Date and time to be intimated after the technical bid evaluation.
Place of opening	Office of the Secretary, BPSC, 15 Nehru Path, Bailey Road, Patna 800 001
Bid to be addressed to	The Secretary BPSC, 15 Nehru Path, Bailey Road, Patna 800 001
Web-site	www.bpsc.bih.nic.in
Email address	bpscpat-bih@nic.in
Cost of tender document (non-refundable)	The bid shall be accompanied by tender document fee(non-refundable) of Rupees 10,000/- (Ten Thousand Rupees) only . The tender document fee to be paid in the form of Demand draft of any Nationalised/Scheduled Commercial Bank drawn in favour of the "Secretary BPSC" payable at Patna.
Earnest Money Deposit (EMD)	The bid shall be accompanied by EMD amount of Rupees 1,00,000 (One Lakh Rupee) only . The EMD amount to be paid in the form of Demand draft of any Nationalised/Scheduled Commercial Bank drawn in favour of the "Secretary BPSC" payable at Patna.

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**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

❖ Bihar public service commission headquartered at 15 Nehru Path (Bailey Road), Patna intends to hire the services of experienced professional firms/companies/Agency registered with central government/any state government/any public sector unit dealing in Housekeeping, Cleaning & sanitation, Horticulture(gardening & it's maintenance) work for Buildings and other areas at the Premises of BPSC. Tender documents are available in downloadable form at website www.bpsc.bih.nic.in Downloaded tender documents must be accompanied with Demand Draft against the tender document fee and Earnest Money Deposite issued by any Nationalized Bank of India or Scheduled Commercial Bank, not later than the last date for submission of tender and drawn in favour of "Secretary BPSC" payable at Patna, failing which the tender shall summarily be rejected.

2. Scope of Work:

The scope of contract includes cleaning, sanitation, Horticulture (gardening & dressing) works at BPSC premises:

A. General House Keeping Work:

- a) Cleaning of all three (03) buildings namely: Administrative building, examination building, Heritage building, entire outer premises and maintenance of garden, gardening work.
- b) Scope of cleaning includes cleaning of rooms, cabins, halls, stair case, corridors, bath rooms, toilets, wash basins, urinals of all floors of three (03) buildings.
- c) For maintenance of toilets, urinals, washbasins supply of consumables like branded towels, tissue dispenser, hand wash, soaps & sanitizer must be supplied by the contractor as and when required.
- d) Collection and disposal of daily cleaning garbage from the aforesaid areas on daily basis is required.
- e) Good quality housekeeping equipments/materials such as vacuum cleaners, mops, brushes, perfumed phenyl, moth balls, bleaching powder, harpic, Collin, Dettol, Savlon, duster, acid, broom etc or all necessary/needful equipments & things should be used.
- f) The office opens at 9.30 AM and the service provider is expected to complete cleaning, dusting mopping etc in each room before 9.30 AM.
- g) Cleaning and maintenance of the area includes dusting, brooming, mopping of all rooms in all the buildings, corridors, staircase, lifts, toilets, machine rooms by using good cleaning agents, as per maintenance checklist, for which maintenance is required reported at maintenance department.
- h) The main entrance lobby and staircase has to be cleaned at least twice a day or as and where required.
- i) Toilets in all the floors including toilets in chambers are to be cleaned thoroughly with disinfectants/phenyl in the morning and noon/ twice a day or as and where required.

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**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

- j) Hand-wash must be there for all toilets and hand-wash should be checked and refilled with good quality hand-wash required on daily basis.
- k) Agency will deploy adequate number of cleaning staffs along with supervisor for each toilets clusters(including urinals), duty chart has to be maintained in each toilets clusters (including urinals) with the names and record of the supervision done. **The record signed and certified by the inspecting staff will be submitted with bills.**
- l) Entire terrace area to be cleaned weekly and to be monitored with respect to stagnation of water, blockage of drain inlet/outlets etc.
- m) Complete and thorough cleaning of VIP chambers & adjacent areas, conference hall need to be taken up every early morning.
- n) Removal of litters, papers and garbage in all floors in all the buildings daily.
- o) Vacuum cleaning of carpet floor on daily basis & spot cleaning on regular basis.
- p) Dusting of furniture and fixtures first with dry clothes and then with collin.
- q) Cleaning of wash basins, sanitary fittings and toilet floors with dry and wet mops.
- r) Cleaning of door and windows etc.
- s) All furniture, fans, coolers, AC, computer-set must be free from debris, stains, marks and dust. They must be cleaned and dried with no evidence of water and residual cleaning agents.
- t) Dry and wet dusting of glass showcases with glass cleaner.
- u) Brasso polishing on brass fixtures.
- v) Cleaning of glass pans, removal of scrub from outside twice in a month.
- w) Cleaning and maintenance of Inhouse plants.
- x) Disposal of daily cleaning garbage to a place duly designated for this by Patna Municipal Corporation.
- y) Cleaning of sludge from manholes and sewerage system after every 15 days/as required.
- z) Daily sanitization of office cabins, common area of building.
- aa) Spraying of bleaching powder in spittoons and surrounding common areas minimum twice in a week/as required and be responsible for hygienic maintenance of premises.
- bb) All cleaning methods used must be of a high quality to meet these standards and to maintain complete hygiene of BPSC office.

B. Horticulture services (gardening) and Landscaping:

Several types of plants, flowers, grass are being irrigated in BPSC premises including ground. Horticultural service shall include:-

- a) Plantation:- Maintenance and upkeeping of gardens and plants in the premises by deploying experienced gardeners.
- b) Scope of works also include Up keeping of all lawn, Gardens inside the campus including cutting of grass, uprooting of weeds, watering & spreading of manure, rolling flower beds, mulching of flower bed including mixing of sludge/manure with forked earth, watering and such all other works as assigned by the concerned office In-charge.

(Signature)

(Signature)

**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

- c) Agency has to make all the arrangements. Only plants, flowers, pots and water shall be supplied by the BPSC.
- d) All planting works shall be undertaken in a manner so as to maintain a pleasing tidy appearance.
- e) All plant specimens shall be maintained in such a way to be seen healthy & beautiful.
- f) All plant specimens should be kept to an acceptable height and form and should be pruned in accordance with good horticultural practice.
- g) A fully detailed asset register detailing all plants shall be kept by the agency detailing type, location, condition and frequency of visit for all plants.
- h) All pots/containers shall be cleaned and replaced where necessary.
- i) All plant specimens, which have or appear to be dying shall be removed and replaced as soon as possible following removal of dead plants by a suitable replacement.
- j) Agency must provide necessary fertilizers, chemicals, manures, petrol, batteries for equipment etc. for plants.

C. Supervision: Supervision by educated, experienced and qualified supervisor.

D. Housekeeping , Horticulture services & other work should be done according to work and frequency mentioned in the table below:-
A detailed checklist regarding works & their frequency is given below to which the successful bidder has to comply.

Checklist of work details & their frequency of cleaning

Sl. no.	Work details	Frequency of cleaning
1	Rooms	
	Cleaning of doors	Once a day
	Dusting of window	Once a day
	Cleaning of window	Once a day
	Dusting of furniture and other articles	Once a day
	Wet Mopping of floor	Once a day
	Dry mopping of floor	Once a day
	Telephone, Fax, Photocopier cleaning	Once a day
	Telephone, Fax, Photocopier deep cleaning	As required
	Emptying of dustbin	Once a day
	Vacuum cleaning of carpet and sofa	Once a day
	Spotting of carpet	As required
	Cleaning of doormat	Once a day
	Cleaning of sofa by dry shampooing	As required
	Cleaning electrical switches	As required
	Spot cleaning of walls	As required
	Sanitization of office cabins, common area of building.	Daily

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**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

	Spraying of bleaching powder in spittoons and surrounding common areas.	Twice in a week/ As required
2.	Toilets	
	Cleaning of toilets, cleaning doors, windows, walls, floors, doormat, fittings, Urinal, washbasin, mirrors and trash removal	Twice a day
	Scrubbing of Urinal, sink, W/B & W/B	Daily
	Changing Urinal cubes and Odonil cubes	Daily/As required
	Hand-wash refilled with good quality hand-wash	As required/Daily basis.
3.	Stairs	
	Wet mopping (with Dettol/Savlon in common area)	Once a day
	Dry mopping	Once a day
	Dusting verticals	Once a day
4.	Corridors	
	Wet mopping	Twice a day
	Deep cleaning	Once in a week
	Dry mopping	Once a day
5.	Main Entrance and lobby	
	Wet mopping	Twice a day
	Dry mopping	Twice a day
	Dusting of verticals	Once a day
	Deep cleaning	Once in a week/ As required
6.	Horticulture Services/Gardening	
	Up keeping of all lawn garden inside the campus including watering and cutting and uprooting of grass.	Daily
	Uprooting of weeds, spreading of manure, mulching of flower bed.	Once in a week/ As required

❖ Notice – Frequency can be enhanced as per requirements.

**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

E. List of Items/ Equipments to be used in Housekeeping:-

Sl. no.	List of Items & Equipments	Quantity
1	Urinal cubes (Sanifresh or equivalent)	As required
2	Phenyl & lemon grass	As required
3	Baygon liquid	As required
4	Cleanzo	As required
5	Room Freshener	As required
6	Black Hit & surf	As required
7	Odonil metropol	As required
8	Bottle spray	As required
9	Hand wash(Diversey)	As required
10	Harpic Triple Action/Red	As required
11	Dustbin large/medium sized with cover	As required
12	Collin	As required
13	Garbage bag	As required
14	Toilet brush & roll	As required
15	Urinal screen gel	As required
16	Walk behind automatic scrubber drier machines	As required
17	Single disc scrubbing machine	As required
18	Wet dry vacuum cleaner	As required
19	Glass cleaning kit	As required
20	Mopping trolley	As required
21	High pressure jet cleaner	As required
22	Any other items as required for the job or as directed by BPSC office.	As required

F. List of Items/ Equipments to be used in Horticulture:-

Sl. no.	List of Items & Equipments	Quantity
1	Manure/chemicals for gardening	As required
2	Seasonal plants	As required
3	Pipes for watering	As required
4	Grass Cutter	As required
5	Plucker for weeding and maintenance of Garden	As required
6	Pots/containers	As required
7	Petrol, Batteries for equipments used for horticultural work	As required
8	Any other items as required for the job or as directed by BPSC office.	As required

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**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

3. Manpower requirements:-

- I. This contract will be an output based contract and the agency shall be responsible for the cleaning and sanitation, horticulture services output as per the satisfaction of BPSC.
- II. The number of persons to be engaged by the agency for housekeeping, horticulture etc. work should be minimum 25(including supervisor) out of which 05 trained persons will be required for gardening & allied work. While filling tender documents above criteria should be kept in mind.
- III. Agency shall be responsible for compliance of all the statutory provision including minimum wages, labour laws, taxation laws, rules or any other rules or regulation which are mandatory to be complied.

4. Technical qualifications for bidders:-

- a. The bidder shall submit a satisfactory working performance certificate cum operational experience certificate for not less than 3 years(in last 5 years) in similar nature of works i.e. House-keeping maintenance, horticulture work at any Govt. organization/PSU's/Commercial bank/hospitals/commercial buildings.
- b. Bidders must not have been blacklisted/deregistered/debarred from any institution. A self declaration on affidavit shall have to be attached with the proforma attached (page no. -23). After enquiry if an affidavit is found false made by the bidder, the contract shall be liable to be terminated without any notice and **EMD will be seized/forfeited.**
- c. **The bidder should have paid total Rs. 6 lakh minimum as GST/Service tax** in similar work during last three financial years (2021-22, 2022-23 and 2023-24), receipt challan in support of the claim shall have to be attached by the bidder.

5. Technical Bid proforma:

a) Tender proforma for Technical part:

- i. Name of the firm :-
- ii. Registered office address :-
- iii. Established in year :-
- iv. Name of the Top Executive :-
- v. Designation :-
- vi. Telephone Numbers :-
- vii. Fax Number :-
- viii. E-Mail :-
- ix. Mobile Number :-

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**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

b) Whether registered with any other Public Sector/Govt. Dept(Central/state) (If yes, given particulars) for Execution of similar work (Enclose attested copy of documents in support of the same):

Annexure 1: (Attached)

Sl. No.	Name of Agency	Year of registration	Value of work	Remarks

c) **Registration with statutory bodies** (Enclose attested copy of documents in support of the same):

- i. GST Registration Number :-
- ii. Income Tax Number(PAN) :-
- iii. A copy of Labour License, for the period of execution for the said work. (To be submitted before execution of agreement):-
- iv. EPF/PF/CPF Registration Number:-
- v. ESI registration certificate:-
- vi. Experience Certificate:- The bidder should have minimum 3 years experience in last 5 (five) years before the Date of published inviting tender notice.

Annexure 2: (Attached)

Sl. No.	Name of Organization	Time period of work	No. of Year	Value of work	Surface Area

vii. **Earnest Money Deposit:** Any bid/tender not accompanied by Earnest money will be rejected as non-responsive.

Annexure 3: (Attached)

Name & Address of the bank	Demand Draft/Bank Guarantee number	Date of Issue	Amount

Viii. Date and amount paid towards purchase of Tender Document

Annexure 4: (Attached)

Name of the bank	Demand Draft/Bank Guarantee number	Date	Amount

ix. Last 3 year Income Tax Return/certificate (Enclose copy)

Annexure 5: (Attached)

Year of Assessment	PAN	Amount paid to I.T.

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**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

6. Financial Bid proforma:

The rates in Annexure 6 towards Financial Proposal (In rupees only) should be quoted as per format below. Bidder should give his/her rate by calculating these parameters.

Financial Bid Format: (Annexure 6)

Sl. No.	Manpower	Quantity	Minimum wages (As per notification no.....)	Rate quoted by the bidders	Amount
A	Unskilled Labour (sweeper)	19			
B	Skilled Labour (Gardener/Supervisor)	5 gardener+1 supervisor			
C	Machinery/ Equipment opertational cost @1% (A+B)				
D	Consumable Material @10% of (A+B)				
E	EPF@13% of (A+B) Employer contribution				
F	ESI@3.25% of (A+B) Employer contribution				
G	Service charges/ contractor profit @ 10%(A+B+C+D+E+F) including minimum @ 2% TDS				
H	Total cost per day before tax & cess (A+B+C+D+E+F+G)				
I	GST @ 18% of (H)				
J	Labour cess @ 1% of (H+I)				
K	Total cost per Day including taxes & cess (H+I+J)				
L	Total cost per Month				
M	Total cost per year				
N	Total cost for 3(three) years				

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**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

7. Submission of Technical Bid:

The bidders should submit their offer as per the following pattern:

- a) Bidders are required to submit the technical bid as specified in Annexure 1 to Annexure 5, along with various supporting documents list mentioned in technical qualifying criteria for bidder (clause no. 4) & clause no. 5 and cover letter as specified in Exhibit 1.
- b) All pages of the tender documents and other supporting documents shall be signed by the bidder with seal at the lower right hand corner.

8. Submission of Financial Bid:

- a) Bidders are required to submit the Financial Bid as specified in annexure 6.
- b) The bidder is required to sign with seal on each page of all the documents submitted in the bid.

9. packaging Instructions:

(a) Part-I – “Technical bid” consisting of



- I. Tender document fee (in form of demand draft)
- II. Earnest Money Deposit (in form of demand draft)
- III. Annexure 1 to Annexure 5 along with various supporting documents list mentioned in Qualifying criteria for bidders (clause no. 4) & clause no. 5.

(b) Part – II- “Financial bid” consisting of

- i) Financial bid as specified in Annexure 6

10. Methodology & Criteria for Bid Evaluation:

- a. Scrutiny of the technical bids will be done by a **Tender Evaluation Committee** to determine whether the documents have been properly signed, Earnest Money Deposit (EMD) paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected.
- b. The Tender Evaluation Committee would first thoroughly check the technical bid form and supported documents such as Tender document fee, EMD, Experience certificate, G.S.T/Service tax and after scrutiny of the documents will decide about each bidder whether they are qualified as per technical parameter mentioned in the bid document.
- c. BPSC reserves the sole right for carrying out amendments/modification/changes including any addendum to this tender document.
- d. The bidder shall bear all costs associated with the preparation and submission of the bid and BPSC will not be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

- e. The tender will be decided on L-1 basis, whosoever quotes the minimum amount including GST and all taxes.
- f. BPSC shall have the right to offer the contract to the L-2 bidder, in case the selected L-1 bidder is terminated during the contract period or even before the start of the contract period and in that case the BPSC shall have the right to award the contract to L-2 on L-1 price for the remaining period of the contract.

11. Fees and Deposits:

I. Tender Document Fee:

- a) The Bidder shall pay to BPSC a **non-refundable amount of Rs. 10,000/- (Ten Thousand Rupee) only (inclusive of applicable tax, if any)** in the form of demand draft of any Nationalised/Scheduled Commercial Bank drawn in favour of the **"Secretary BPSC"** payable at Patna, towards document fee.
- b) The Bidder shall be responsible for all the costs associated with the preparation of the proposal. BPSC shall not be responsible for any cost incurred by the bidder.

II. Earnest Money Deposit (EMD):

- a) The bid shall be accompanied by **EMD amount of Rs. 1,00,000/- (One Lakh Rupees) only**. The EMD amount may be paid in the form of demand draft of any Nationalised/Scheduled Commercial Bank drawn in favour of the **"Secretary BPSC"** payable at Patna.
- b) Any bid/tender not accompanied by Earnest money deposit (EMD) shall be rejected as **non-responsive**.
- c) For unsuccessful bidders, the EMD will be refunded within 30 days of signing the agreement with the selected Bidder.
- d) For successful bidder, the EMD shall be adjusted in its performance security.
- e) The following shall cause the forfeiture of EMD:
 - If the Bidder modifies/withdraws its Proposal except as per the provisions specified in the RFP:
 - If the Bidder withdraws its proposal before the expiry of the validity period of the bid:
 - If any information or document furnished by the Bidder turns out to be misleading or untrue or false in any material respect.
 - If the selected Bidder does not accept the Letter of Intent unconditionally within seven (7) days of issue of Letter of Intent or the period as extended by BPSC and fails within the specified time limit to perform the following:
 - i. to sign the Contract Agreement and/or
 - ii. to furnish the Contract Performance Guarantee within the period prescribed.

**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

12. Opening of Technical Bid:

The Technical Bid shall be opened on **28/08/2024** at **11:30 AM** in the office of BPSC, in the presence of representative/representatives from each Bidder. In the event of the specified date for Bid opening being declared a holiday, the Bids will be opened at the appointed time on the next working day.

The tenders of bidders, who do not qualify in technical bid shall not be considered for further financial evaluation.

13. Opening of Financial Bid:

- a) The Financial Bid shall be opened in the presence of representative/representatives from each of the technically qualified Bidder. All the technically qualified bidders shall be informed regarding the date of opening of Financial Bid of the tender.
- b) Financial evaluation of only those bidders shall be done who have qualified in their technical bid.
- c) The lowest bidder(L-1) will be considered for award of the tender.

14. Language of the Bid:

The bid and all associated documents shall be in English.

15. Pre-Bid Meeting:

- a) Pre-bid meeting is scheduled on **13/08/2024** at **11:30 AM** in the meeting hall, BPSC, for the said tender.
- b) Any clarifications related to tender documents pertaining to the work may be obtained from BPSC, during working hours between 09:30 AM to 6:00 PM.

16. Contract Performance Guarantee:

- a) Within 10 days of issue of the Letter of Intent from BPSC, the successful bidder shall furnish its acceptance of proposal to BPSC, and Contract Performance Guarantee for a value of 5% of total 3 years contract period in the form of Demand Draft in favour of "Secretary BPSC" Patna.
- b) No interest shall be payable by BPSC on the above performance guarantee.

**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

17. Penalty:

- i. BPSC shall have right to inspect the work performance on a daily basis or even time to time as need be.
- ii. In case of partial failure of the performance of the contract on the part of the awardee of the contract BPSC reserves the right to give show cause notice to the awardee of the contract.
- iii. In case of partial failure of the performance of the contract as a whole or part thereof on any day, the deduction of the amount to the tune of 1/30 of the monthly value agreed will be done for that day.
- iv. And after serving three notices to the awardee of the contract in a particular month if BPSC will not be satisfied with the work performance as per agreement of contract upto **20% of the total bill amount of month concerned shall be deducted as penalty.**
- v. If the performance is not at all satisfactory or even after consecutive notices, the contractor fails to perform or improve satisfactorily "the contract may be terminated by BPSC after giving 30 days prior notice and the security deposit and contract performance amount shall be forfeited".

18. Instruction to Bidders:

- a) The firm shall provide its workforce in decent uniforms and with identification badges at its own cost. The firm shall ensure that the staff employed are trained properly, cleanly and neatly dressed and shall be disciplined and polite to the staff of BPSC at all times.
- b) Good quality housekeeping and sanitation equipments/materials such as vacuum cleaners, mops, brushes, perfumed phenyl, moth balls, sanitizer, bleaching powder, harpic, Collin, Dettol, Savlon, duster, acid, broom etc or as per requirement and garden maintaining equipments & tools and manure, as per requirement, shall be provided by the contractor.
- c) The firm shall be fully responsible to comply with all applicable laws, rules and regulations relating to EPF/PF/CPF Act, Minimum wages Act, Contract Labour Act, Workmen's Compensation Act and such other Acts or Laws, Regulations passed by Central, State and Local Government Agency or Authority from time to time including the terms and conditions of the bid.
- d) The firm shall have to comply with the provision of minimum wages as Bihar Govt. amends from time to time.
- e) The contractor shall not assign or sublet to any other agency or person etc. at any time during the period of the contract. Violation of this clause shall lead to termination of contract.
- f) The successful bidder shall make alternate arrangements immediately, in case its employees go on strike. If no such arrangements are made by the contractor, the contract is liable to be terminated without any notice. The contract performance guarantee and security deposit shall be forfeited as a result thereof.
- g) The contractor shall ensure that its employee/workforce maintain the sanctity of workplace and not indulge in any activity which is prejudicial to the sanctity of the workplace. Staff of the contractor shall not indulge in smoking/consumption of liquor/alcohol/tobacco. They shall maintain proper decorum and discipline and ensure proper conduct in speech and dress.
- h) The contract may be terminated if the contractor being declared insolvent by competent court of law.
- i) In case of any dispute between the parties Hon'ble high Court Patna shall have the jurisdiction to entertain any legal proceedings arising out of this contract.

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**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

Exhibit 1: Format of Draft Cover Letter for Submission of Technical Proposal

(The covering letter should be on the Letter Head of the Bidding Company)

Date: _____

Bidder's Name:
Full Address:
Telephone/Mobile No.:
E-mail address:
Fax/No.:

To

Secretary,
Bihar Public Service Commission,
15 Nehru Path,
Bailey Road,
Patna – 800 001 (Bihar)

Sub: - Housekeeping contract at BPSC, Bailey Road, Patna.

Ref: - Tender Specification No.

Dear Sir,

We, the undersigned Bidder having read and examined in detail the Tender document for carrying out the services related Housekeeping work at the premises of BPSC, hereby submit our Technical bid.

1. We give our unconditional acceptance to the Tender Notice No. _____ dated..... [Insert date in dd/mm/yyyy], issued by BPSC. In token of our acceptance to the Tender document, the same have been initialed by us and enclosed with our Technical Proposal. We shall ensure that the Contract Agreement is executed as per the provisions of the Tender Document and provisions of Contract Agreement shall be binding on us.
2. We have enclosed EMD of Rs, in the form of demand draft no.....[Insert demand draft number] dated.....[Insert date of demand draft] from[Insert name of bank providing demand draft] in terms of Clause 11 of this Tender Document.
3. We have submitted our Bid strictly as per terms and conditions of this Tender Document, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.
4. We have visited the proposed premises and are fully aware of all local conditions.

108

**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

- 5. Acceptance**
We hereby unconditionally and irrevocably agree and accept that the decision made by BPSC in respect of any matter regarding or arising out of the Tender Document shall be binding on us. We hereby expressly waive any and all claims in respect of this process.

- 6. Familiarity with Relevant Indian Laws & Regulations**
We confirm that we have studied the provisions of the relevant Indian as well as State laws and regulations as required to enable us to submit this Bid and execute the Contract Agreement, in the event of our selection as Successful Bidder. In case of selection of successful bidder, we assure/will ensure the commission to comply with all the provisions of the relevant tender as well as state laws and regulations made in this regard time to time.

- 7. We are enclosing herewith our Technical Proposal with formats duly signed as desired by you in the Tender Document for your consideration.

- 8. It is confirmed that our Bid is consistent with all the requirements of submission as stated in the Tender Document and subsequent communications from the BPSC.

- 9. The information submitted in our Bid is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.

10. Contact Person
Details of contact person are furnished as under:

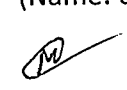
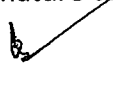
- Name:
- Designation:
- Company:
- Address:
- Phone No.:
- Fax No.:
- E-mail address:

11. We have neither made any statement nor provided any information in this bid, which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our bid are true and accurate.

Thanking You

Yours faithfully

(Name: designation and signature of person authorized to sign the bid along with seal of company)

107

**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

Exhibit 2: Draft Cover Letter for submission of Financial Proposal

(The covering letter should be on the Letter Head of the Bidding Company)

Date: _____

Bidder's Name:
Full Address:
Telephone/Mobile No.:
E-mail address:
Fax/No.:

To,

Secretary
Bihar Public Service Commission,
15 Nehru Path,
Bailey Road,
Patna – 800-001 (Bihar)

Sub: - Housekeeping contract at BPSC, Bailey Road, Patna

Ref: - Tender Specification No.

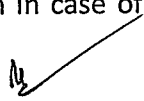
Dear Sir,

We, the undersigned Bidder having read and examined in detail the Tender document for carrying out the services related Housekeeping work at the premises of BPSC, hereby submit our Financial Bid.

We, further confirm the following:

- a) The price as quoted in the Financial Proposal shall remain firm till Contract Period and shall not be subject to escalation, even in case of one year extension as per terms & condition of the tender document.





**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

- b) We have examined in detail and have understood, and abide by; all the terms and conditions stipulated in the tender document issued by BPSC and in any subsequent communication sent by BPSC.

- c) Our Financial Proposal is consistent with all the requirements of submission as stated in the tender document or in any of the subsequent communications from BPSC.

- d) We would be solely responsible for any errors or omissions in our Financial Proposal.

- e) We are liable and responsible for payment of all taxes and duties including GST etc. which may be levied on the fee/payments received from the BPSC under the terms of this contract and shall keep BPSC harmless against any claim/liabilities and outgoing in this behalf.

Thanking You,

Yours faithfully,

Name, designation and address of authorized signatory

Seal of company.



105


**Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.**

**Format for self declaration regarding debarred/blacklisting
(To be submitted on affidavit)**

Here is to certify that I/We have neither been debarred nor been blacklisted by any Govt./PSU during last three years.

It is further to certify that our firm is neither debarred nor blacklisted currently by any Govt./PSU.

Deponent-



 Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.

Annexure 3:

Name & Address of the bank	Demand Draft/Bank Guarantee number	Date of Issue	Amount





Request for Proposal for Housekeeping & Horticulture services Contract at Bihar Public Service
15 Nehru Path, Bailey Road, Patna.

Annexure 4:

Name of the bank	Demand Draft/Bank Guarantee number	Date	Amount

[Handwritten mark]

