

Request for Proposal for Housekeeping Contract at Bihar Public Service commission
15 Nehru Marg, Bailey Road, Patna.

**Request for Proposal
for
Housekeeping Contract
at
Bihar Public Service Commission
15 Nehru Marg(Bailey Road), Patna**



**Issued by
Bihar Public Service Commission
15 Nehru Marg, Bailey Road
Patna – 800 001 (Bihar)
Cost of Tender Document: Rs. 10,000.00/-**

**Request for Proposal for Housekeeping Contract at Bihar Public Service commission
15 Nehru Marg, Bailey Road, Patna.**

BIHAR PUBLIC SERVICE COMMISSION, PATNA

Nature of work: Housekeeping Contract at Bihar Public Service Commission
15 Nehru Marg, Bailey Road, Patna

M/s _____

Please note:-

1. This document is non-transferable.
2. BPSC, having its registered office at 15 Nehru Marg, 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

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based, or any other information or representations supplied or made in connection with the selection process.

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 Marg, Bailey Road,
Patna – 800 001 (Bihar), India
Date:

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a)	Tender Notice No.
b)	Cost of Tender document (Non refundable)	Rs. 10,000/- (Ten thousand only)
c)	Amount of Earnest Money	Rs. 1,00,000/- (One lakh only)
d)	Date of Pre-bid meeting	22/01/2021 at 11:00 AM in the Meeting Hall, BPSC
f)	Last Date and time for submission of Tender	01/02/2021 (Up to 3:00 PM)
g)	Date and time of opening of Technical bid	01/02/2021 at 4:00 PM

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1. Summary Sheet

Project summary	Housekeeping Contract at BPSC, 15 Nehru Marg, Bailey Road, Patna.
Contract Period	Three Years (36 Months), which may be extended for another one year subject to satisfactory performance. After completing the same process as completed for earlier bid contract.
Date of Pre-bid Meeting	22/01/2021 at 11:00 AM in the Meeting Hall, BPSC
Last date and time for submission of bid Document through registered post	01/02/2021 (Up to 3:00 PM)
Due date of opening	Part – I – Technical Bid :- 01/02/2021 at 4:00 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 Marg, Bailey Road, Patna 800 001
Bid to be addressed to	The Secretary BPSC, 15 Nehru Marg, Bailey Road, Patna 800 001
Web-site	www.bpsc.bih.nic.in
Email address	bpscpat-bih@nic.in
Earnest Money Deposit (EMD)	The bid shall be accompanied by EMD amount of Rs. 1,00,000/- (One lakh 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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2. Background of Bihar Public Service Commission – BPSC

The history of Constitution of India reveals that the concept of conducting competitive examination for appointment to certain posts came into consideration way back in the year 1853 and a committee for giving shape to that was constituted under the Chairmanship of Lord Macaulay in the year 1854. Later on the Federal Public Service Commission and the State Public Service Commissions were constituted under the Government of India Act, 1935.

The Bihar Public Service Commission came into existence 1st April 1949 after its separation from the Commission for the State of Orissa and Madhya Pradesh, in accordance with sub-section (1) of section 261 of the Government of India Act, 1935, as adapted. Its constitutional status was pronounced with the promulgation of Constitution of India on 26th January, 1950. It is a Constitutional Body under Article 315 of the Constitution of India.

The Bihar Public Service Commission initially began its functioning for the State of Bihar with its headquarters at Ranchi. The State Government decided to shift the headquarters of the Commission from Ranchi to Patna and it was finally shifted to Patna on 1st March 1951.

The Bihar Public Service Commission (Conditions of Service) Regulations, 1960 was framed by the State of Bihar in exercise of the powers conferred by Article 318 of the Constitution of India and in supersession of the Regulation published with the Appointment Department's notification no. A-2654 dated 31st March 1953. Under Rule 3 of the Regulations, 1960 the Commission was constituted with a Chairman and 10 (ten) other members. The strength of members was reduced to 6 (six) after bifurcation of the State of Bihar and the State of Jharkhand vide notification no. 7/PSC-1013/95 (Part-3) Per 8262 dated 9th October 2002 of the Personnel & Administrative Reforms Department, Bihar.

BPSC intends to hire the services of reputed professional firms/companies dealing in Housekeeping & Cleaning work for Housekeeping & Cleaning work 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, issued by any Nationalized Bank of India or Scheduled Commercial Bank, not later than the date of receiving tender and drawn in favour of "Secretary BPSC" payable at Patna towards cost of tender document, failing which the tender shall summarily be rejected.

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3. Scope of Work:

The scope of contract includes following cleaning/sanitation works at BPSC:

A. General House Keeping Work:

- a) Cleaning of all floors of BPSC (All wing of all floor and common areas of all floors), entire outer premises campus and maintenance of garden in campus of BPSC for three years, which may be extended to another one year.
- b) Cleaning of cabins, halls, stair case, corridors, bath rooms, wash basins, urinals at all floors of BPSC and common areas of all floors.
- c) Maintenance of toilets including supply of consumables like branded towels, tissue dispenser, hand wash, soaps & sanitizer etc.
- d) Collection and disposal of daily cleaning garbage from the aforesaid areas on daily basis.
- 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 offices opens at 9.30 AM and the service providers 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, also as per maintenance checklist, for which maintenance is required reported at 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 in the morning and noon.
- j) Entire terrace area to be cleaned weekly and to be monitored in respect to stagnation of water, blockage of drain inlet/outlets etc.
- k) Complete and thorough cleaning of VIP chamber areas conference hall, need to be taken up every early morning.
- l) Removal of litters, papers and garbage in all floors in all the buildings daily.
- m) Vacuum cleaning of carpet floor on daily basis & spot cleaning on regular basis.
- n) Dusting of furniture and fixtures first with dry clothes and then with collin.
- o) Cleaning of wash basins, sanitary fittings and toilet floors with dry and wet mops.
- p) Cleaning of door and windows etc.
- q) Dry and wet dusting of glass showcases with glass cleaner.
- r) Brasso polishing on brass fixtures.
- s) Cleaning of glass pans, removal of scrub from outside twice in a month.
- t) Cleaning and maintenance of in house plants.

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- u) Disposal of daily cleaning garbage to a place duly designated for this by Patna Municipal Corporation.
- v) Control of rats by ratkill poisoning, mosquitoes by spraying/fogging is required to be done on regular basis at least once in every month.
- w) Cleaning of sludge from manholes and sewerage system after every 15 days/as required.
- x) Up keeping of lawn Garden including wilting of grass, uprooting of weeds, watering & spreading of manure, rolling flower beds, mulching of flower bed including mixing of sluge/manure with forked earth, watering and such all other works as assigned by the concerned office In-charge.
- y) Daily sanitization of office cabins, common area of building.
- z) 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.

B. Supervisor and Executives:

- 1) Supervision by educated, experienced and qualified supervisors.
- 2) Executives will be overall responsible for smooth functioning of all facilities of Housekeeping in the building/premises. He will have experience of working in such environment and will liaison with concerned department.

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
	Spraying of bleaching powder in spittoons and surrounding common areas.	Twice in a week/ As required

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2.	Toilets	
	Cleaning doors, windows, walls, floors, doormat, fittings, 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
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.	Garden	
	Up keeping of lawn garden including watering and wilting 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.**

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List of Equipments to be used in Housekeeping:-

Sl. no.	List of Equipments	Nos.
1	Walk behind automatic scrubber drier machines	As required
2	Single disc scrubbing machine	As required
3	Wet dry vacuum cleaner	As required
4	Glass cleaning kit	As required
5	Mopping trolley	As required
6	High pressure jet cleaner	As required
7	Grass Cutter	As required
8	Plucker for weeding and maintenance of Garden	As required

4. Manpower requirements:

Sl. No.	Description of Works
	<p>a) The cleaning personnel will work from 7.00 A.M. to 5.00 P.M. from Monday to Saturday.</p> <p>b) On public holiday, 3 persons are mandatory for the maintenance of the building and the campus of BPSC.</p> <p>c) Minimum 1 person per floor is mandatory for all floors from 7.00 A.M. to 5.00 P.M.</p> <p>d) Minimum 2 persons are mandatory for the maintenance of the campus of BPSC.</p> <p>e) Minimum 1 person is mandatory for garden maintenance.</p> <p>f) Minimum 1 supervisor is mandatory for all buildings and in BPSC campus.</p> <p>g) Dress code and I-card is mandatory for all working people.</p> <p>h) Face mask and other covid-19 prevention measures for all the workers/supervisors are mandatory and to be provided by the bidder.</p>

Minimum no. of persons for the following buildings, garden and campus:

Building name	Minimum no. of persons
Exam building (Ground+1 st +2 nd) floors	25 (Twenty Five)
New building (Ground+1 st) floors	
Old building (Ground+1 st) floors	
Garden	
Campus of BPSC	

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5. Qualifications Criteria (QR) for bidders:

- a. The bidder shall possess operational experience for not less than 3 years in similar nature of works i.e. House-keeping maintenance work at least two years in any Govt. organization/PSU's/Commercial bank. Bidders shall not have been blacklisted/debarred from any institution. A self declaration on affidavit shall have to be attached with the performa attached (page no. -25). If a false affidavit is made by the contractor, the contract is liable to be terminated without any notice.
- b. The bidder should have paid total Rs. 6 lakh minimum as GST/Service tax in similar work during last three financial (2017-18, 2018-19 and 2019-20) years, receipt challan in support of the claim bidder shall have to be attached.
- c. The bidders will have to submit a satisfactory working performance certificate from the Govt. organization/PSU's/Commercial bank, duly signed by the authorized authority in which the experience is being claimed.

6. Penalty:

BPSC shall have right to inspect the work performance on a daily basis or even time to time as need be. In case of partial failure of the performance of the contract as a whole or part thereof on any, the deduction of the amount to the tune of 1/30 of the monthly value agreed will be done for that day .

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 15 days prior notice and the security deposit and contract performance amount shall be forfeited.

7. Technical Bid:

a) Tender Performa 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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b) Whether registered with any other Public Sector/Private Sector/Govt. Dept (If yes, given particulars) for Execution of similar work (Attach separate sheet if necessary)

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. Experience Certificate:- The bidder should have minimum 3 (three) years experience in the last 5 (five) years (i.e. 2015-2020) from the Date of NIT in providing Housekeeping & Allied Services.

Annexure 2: (Attached)

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

- vi. 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

Vii. Date and amount paid towards purchase of Tender Document

Annexure 4: (Attached)

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

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- vii. Last Income Tax clearance certificate/Return (Enclose copy)
Annexure 5: (Attached)

Year of Assessment	PAN	Amount paid to I.T.

8. Financial Bid:

The rates in Annexure 6 towards Financial Proposal. (In rupees only)

Financial Bid Format: (Annexure 6)

Sl. No.	Nature of Work	Total Cost per month (including GST and all taxes)
1	Cleaning of floor, toilets and maintenance of garden and campus as per scope of work defined in the document	

9. 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 qualifying criteria for bidders (clause no. 5) & clause no. 6 and cover letter as specified in Exhibit 1.
- b) All pages of the tender paper and other accompanying documents shall be signed over official seal of the bidder at the lower right hand corner and also similarly signed where required, by the bidder or any person holding power of authorizing him to sign on behalf of the bidder power of Attorney authorizing him to sign on behalf of the bidder before submission of the tender.

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10. Submission of Financial Bid:

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

11. Proposal packaging Instructions:

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

i) Earnest Money Deposit.

ii) Technical Bid: Annexure 1 to Annexure 5 along with various supporting documents list mentioned in Qualifying criteria for bidders (clause no. 5) & clause no. 6.

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

i) Financial bid as specified in Annexure 6

- ❖ **BPSC may extend the deadline for submission of bids and subsequent milestones, as specified in this tender document by issuing an addendum before bid submission date and in such case all rights and obligations of the BPSC and the bidders shall be subject to the extended deadline. Any addendum thus issued shall be part of the tender document and shall be hosted on “website.”**

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12. 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.

13. Fees and Deposits:

Tender Document Fee:

- a) The Bidder shall pay BPSC a non-refundable amount of Rs. 10,000/- (Ten thousand 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 and participation in discussions and negotiations. BPSC shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

Earnest Money Deposit (EMD):

- a) The bid shall be accompanied by EMD amount of Rs. 1,00,000/- (One lakh 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.

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- 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.

14. Opening of Technical Bid:

The Technical Bid shall be opened on 01/02/2021 at 04:00 PM in the office chamber of Secretary, BPSC, in the presence of one representative 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.

15. Opening of Financial Bid:

- a) The Financial Bid shall be opened in the presence of one representative 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. The details regarding the Financial Bid, as provided in the Annexure 6 would be read out.
- b) Information relating to the examination, clarification, evaluation and recommendation for the short listed Bidders shall not be disclosed to any person, not officially concerned with the process. BPSC would treat all information submitted as part of the bid in confidence and will ensure that all who have access to such material treat it in confidence. BPSC would not divulge any such information unless ordered to do so by any Government authority that has the power under law to require its disclosure.

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16 Bid validity:

Each bid shall indicate that it is a firm and irrevocable offer, and shall remain valid and open for a period of not less than 2 years from the last date for submission of the Bids. Non-adherence to this requirement will be a ground for declaring the Bid as non-responsive. In exceptional circumstances, BPSC may solicit the Bidder's consent for extension of the period of validity. A bidder accepting BPSC request for extending the period of validity shall not be permitted to modify its bid.

17. Language of the Bid:

The bid and all associated documents shall be in English.

18. Signature of Bidder:

The person authorized to act on behalf of the bidder shall sign the completed bid and all related documentation at each page. In case an existing power of attorney already covers the authorization for the present bidding then such power of attorney shall be attached. Otherwise a proper power of attorney authorizing to take all necessary action covering the present bid process shall have to be attached with the bid document.

19. Pre-Bid Meeting:

- a) Pre-bid meeting is scheduled on 22/01/2021 at 11:00 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 A.M to 5.30 P.M.

20. 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 annual contract value in the form of Demand Draft in favour of "Secretary BPSC" Patna.
- b) No interest shall be payable by BPSC on the above guarantee.

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21. 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 fully 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 contract shall be liable to be terminated any time during the period of contract on one month's written notice by either side.
- f) The work shall not be sublet to any other agency/person etc. by the contractor at any time during the period of contract.
- g) 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.
- h) 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.
- i) All disputes and differences between the parties hereto including the interpretation of the terms and conditions herein, any other stipulation of the tender notice or any deed executed hereafter shall be referred to the sole arbitration of the person to be nominated and appointed by the Secretary, BPSC, whose decision shall be final and binding upon the parties to this agreement. The place of arbitration shall be at Patna. Courts at Patna only shall have the jurisdiction to entertain any legal proceedings arising out of this contract.

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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 Marg,
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 1,00,000/- (One lakh only), 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.

**Request for Proposal for Housekeeping Contract at Bihar Public Service commission
15 Nehru Marg, Bailey Road, Patna.**

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.

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. We confirm that all the terms and conditions of our Bid are valid upto.....
[Insert date in dd/mm/yyyy] for acceptance (i.e. a period of 180 days from the last date of submission of Bid.

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11. Contact Person

Details of contact person are furnished as under:

Name:

Designation:

Company:

Address:

Phone No.:

Fax No.:

E-mail address:

12. 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)

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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 Marg,
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 clause 3(A) of RFP.

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- 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.

The bid is valid till _____ day of _____ of 2021.

Thanking You,

Yours faithfully,

Name, designation and address of authorized signatory

Seal of company.

**Request for Proposal for Housekeeping Contract at Bihar Public Service commission
15 Nehru Marg, 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's/Commercial bank during last three years.

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

Deponent-

