

Bihar Urban Infrastructure Development Corporation Ltd.



REQUEST FOR PROPOSAL (RFP)

FOR

HOUSEKEEPING SERVICES AND CLEANING WORK

AT

BUIDCO, PATNA

Note: No change in the document by the bidder is permissible.

Section – I



बिहार शहरी आधारभूत संरचना विकास निगम लि०, पटना
Bihar Urban Infrastructure Development Corporation Ltd.

(A Govt. of Bihar Undertaking)

2nd Floor, Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path, R. Block, Patna-800 001
Ph. No.:-91-612-2506213, 2506109, 2506208 Fax NO.-91-612-2506132, Email id- mdbuico@gmail.com

NITNo.-BUIDCO/वि०-133/14-

Date:

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)
For
Housekeeping Services And Cleaning Work At BUIDCO, Patna.

1. Bihar Urban Infrastructure Development Corporation Limited (BUIDCO), a nodal agency for executing urban infrastructure projects in the state of Bihar, India, intends to select an agency for housekeeping, Cleaning and Services work at BUIDCO, Patna.
2. Bidding will be carried out under single stage two envelope (technical and price bid) system. Bidders will be evaluated under the **least cost method** which meet the qualification criterion of as laid down in RFP Document will qualify for opening and evaluation of Financial (Price) Proposal. Details of eligibility and evaluation criteria may be referred in RFP.
3. Interested Bidders may submit their proposals along with (i) RFP Document Cost of Rs. 2000/- (Two Thousand Only) (Non- refundable) and (ii) Bid Security of Rs. 20000/- (Twenty Thousand Only) (Refundable) on or before **15.07.2016, 15:00 hrs.** at **#2nd Floor, Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path, R. Block, Patna - 800 001.**
4. RFP Document can be downloaded from Tender Section on the website <http://buidco.in> All further communication and notification shall be issued on the website of BUIDCO only.
5. No liability will be accepted by BUIDCO for downloading incomplete document(s). BUIDCO reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

Sd/-
General Manager (Admin.),
BUIDCO

Section – II

1. INSTRUCTIONS TO BIDDERS

2. INTRODUCTION

- 2.1 Bihar Urban Infrastructure Development Corporation Ltd (BUIDCO) is a flagship company owned by Government of Bihar, incorporated in 2009, BUIDCO is mandated to execute and accelerate urban infrastructure projects in the State of Bihar. .
- 2.2 BUIDCo intends to select an agency for housekeeping services and cleaning work at Buidco, Patna.

3. DEFINITIONS

In this document (as hereinafter defined) the following words and expressions shall have meaning hereby assigned to them, except where the context otherwise requires.

- a. **“BUIDCo”** means Bihar Urban Infrastructure Development Corporation Limited having its office at 2nd floor, Khadya Bhawan, Road No. 2, Daroga Prasad rai Path, R-Block, Patna-800001 and shall include its authorized representatives, successors and assignees.
- i. **“The Employer”** means the Managing Director, Bihar Urban Infrastructure Development Corporation Limited and its representative.
- ii. **“The Bidder”** means a firm which participates in the bid and submits its proposal. The Bidder may be a proprietorship or a partnership firm or a company or any association of persons/body.
- iii. The **“Bid/Tender”** shall mean the proposal/offer along with supporting documents, submitted by the Bidder.
- b) **“Successful Bidder”** means the Bidder, who, after the complete evaluation process, gets the Letter of Award. The Successful Bidder shall be deemed as **“Contractor”** appearing anywhere in the document. The bid will be evaluated under least cost method of qualifying bidders who met the eligibility criteria.
- c) **“The Letter of Award”** means the issue of a signed letter by BUIDCo of its intention to award the work mentioning the total Contract Value. The services will start after one week from the date of issue of

Letter of Award.

- d) **“The Contract”** means the agreement entered into between the Employer and the Contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein
- e. **“The Contractor”** means the individual or firm supplying the Services under this Contract.
- f. **“The Contract Price”** means the price payable to the Successful Bidder under the Letter of Award for the full and proper performance of its contractual obligations. The Contract Price shall be deemed as **“Contract Value”** appearing anywhere in the document.
- g. **“NIT”** is the Notice Inviting Tender. It is essentially the Press Notification of the Tender.

4. BID DOCUMENT

4.1.1 The process and procedures of bidding, the materials to be supplied and the various terms and conditions of this tender are provided in the Bid Document. The Bid Documents include:

- i. Section I Notice Inviting Tender
- ii. Section II Instructions to Bidders
- iii. Section III General Conditions of Contract
- iv. Section IV Scope of work
- v. Section V Formats for submission of Similar Work Experience
- vi. Section VI Financial Proposal

4.1.2 The Bidder should carefully read all the instructions, terms and conditions, specifications and various forms that are provided in the Bid Document. The tender may be rejected if any or all of the information asked for in this document is not furnished along with the tender and if the tender is not responsive with the Bid Document.

4.2 AMENDMENT OF BID DOCUMENTS

At any time, prior to the date of submission of Bids, the BUIDCo may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify bid documents by issuing corrigendum.

4.3 COST OF BIDDING

The Bidder has to bear all the costs associated with the preparation and submission of the bid. BUIDCo will, in no case, be responsible or liable for any of the costs, regardless of the conduct or outcome of the bidding process.

4.5 DOCUMENT FEE AND EARNEST MONEY DEPOSIT (EMD)

- 4.5.1 The proposal should be submitted along with a document fee of Rs. 2000/- (Rupees Two Thousand only) in form of demand draft and an EMD of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of a demand draft drawn in favour of “**Managing Director, Bihar Urban Infrastructure Development Corporation Limited**” on any Scheduled bank payable at **Patna**. The Bid submitted without EMD and/or the document fee will be summarily rejected.
- 4.5.2 The EMD of the successful Bidder will be returned when the Bidder has signed the Contract Agreement with the BUIDCo and has furnished the required Performance Guarantee.
- 4.5.3 The EMD of the unsuccessful Bidder will be returned after the LOA is issued to the successful bidder.
- 4.5.4 The EMD will be forfeited:
- (i) If a Bidder withdraws its bid during the period of bid validity, or
 - (ii) If the Bidder fails to accept the BUIDCo’s corrections of arithmetic errors in the Bidder’s bid (if any), or
 - (iii) If the Successful Bidder fails to sign the contract agreement with the BUIDCo, or
 - (iv) If the Successful Bidder fails to furnish the Performance Guarantee within the stipulated time.

4.6 BID VALIDITY

The bids shall remain valid for a period of **180** days from the last date of submission.

4.7 ONLY ONE BID PER PARTY

Each bidder is permitted to submit **ONLY ONE BID**. **In case it is found that any party has submitted more than one bid for the subject work(s) in any of the above capacities, all bids so submitted shall be summarily rejected and BUIDCo shall not entertain any request/correspondence in this matter.**

4.7.1 SUBMISSION OF PROPOSALS

4.7.2 All the proposals will have to be submitted **ONLY in HARD BOUND** (Hard bound implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document) form with all pages sequentially numbered either at the top or at the bottom right corner of each page. It should also have an index giving page wise information of above documents. Incomplete proposal or those received without hard bound will summarily be rejected.

4.7.3 The Bid shall be typed or written in indelible ink and all pages shall be stamped and signed by a person or persons duly authorized to sign on behalf of the Bidder. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

4.7.4 The proposals shall be submitted in two parts, viz.

(a) **Envelope-1: Technical Proposal**

Containing application fee and EMD as prescribed in the tender document in section 2.7 and “**Technical Proposal**” (Containing duly signed all technical literature, brochures etc.). In the technical proposal, there should not be any indication about the prices (printed or otherwise) of any of the products offered. The envelope should be super scribed as “**Envelope 1 – Technical Proposal**” at the top left corner.

(b) **Envelope-2: Financial Proposal**

Containing only the Section-VII – Price Schedule super scribed as “**Envelope 2 – Financial Proposal**” at the top left corner.

4.7.5 The two sealed envelopes should again be placed in a sealed cover super scribed as

Bid from: M/s _____)” “NOT TO BE OPENED BEFORE 15.07.2016, 15:00 Hrs. which will be received in the office of Managing Director, Bihar Urban Infrastructure Development Corporation Limited up to the due date and time mentioned in the Schedule of Events (Section-I) of this document.

4.7.6 The Bids and all correspondence and documents relating to the bids, shall be written in the English language.

4.8 LATE BIDS

Any bid received by the BUIDCo after the time and date for receipt of bids prescribed by the BUIDCo in the tender as per Section-II – 2.18 may be summarily rejected and returned unopened to the Bidder.

4.9 MODIFICATION AND WITHDRAWAL OF BIDS

4.10.1 The Bidder is allowed to modify or withdraw its submitted bid any time prior to the last date prescribed for receipt of bids, by giving a written notice to the BUIDCo.

4.10.2 Subsequent to the last date for receipt of bids, no modification/withdrawal of bids shall be allowed.

4.10.3 The Bidders cannot withdraw the bid in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the Bid. Such withdrawal may result in the forfeiture of its EMD from the Bidder.

4.11 LOCAL CONDITIONS

4.11.1 Each Bidder is expected to get fully acquainted with the BUIDCo premises, which would have any effect on the performance of the contract and / or the cost.

4.11.2 The Bidder is expected to visit and examine the BUIDCo premises and its surroundings and obtain all information that may be necessary for preparing the bid at their own interest and cost.

4.11.3 The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Award as described in the bidding documents. The BUIDCo shall not entertain any request for clarification from the Bidder regarding such local conditions. It is the Bidder's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the BUIDCo. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the BUIDCo on account of failure of the Bidder to know the local laws / conditions.

4.11.4 The site related information furnished by BUIDCo in this Bid Document is only indicative. The bidders are advised to undertake site visits and make their own assessment as to the correctness of the information. Requests for price revision after bid opening on account of inaccuracies in information given by BUIDCo shall not be entertained at any stage

4.12 CONTACTING THE BUIDCo

Any effort by a Bidder influencing the BUIDCo's bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

4.13 ELIGIBILITY CRITERIA

All eligibility criteria are specified below. Each eligibility criteria should be individually full-filled. Supporting document to establish eligibility must be attached.

- 1) Audited Financial Statements from Chartered Accountant for the financial years
 - i. 2012-13
 - ii. 2013-14
 - iii. 2014-15
- 2) Certificates by Employer for successful completion of Housekeeping/Cleaning Services during last three years. The number of assignment held during last three years should not be below than 03.
- 3) The bidder must have under taken housekeeping services of at least three PSU/Government Organization (Documentary Proof will be required).
- 4) The average annual turnover during last 3 years should not be below than Rs. 05 Lacs.
- 5) The enterprises must have a PAN, Service Tax registration, Income Tax Return of last 3 years, Labour License and EPF, ESI registration. Documents establishing such registration must be submitted.
- 6) Any Bidder which has been debarred/ blacklisted by the central government, or a state government or any statutory authority or a PSU will not be eligible to participate. An affidavit of non-blacklisting is required for the same.

4.14 SCHEDULE OF EVENTS

The tentative dates for the schedule of key events of this tender are given as under:

Sl. No.	Events	Due Date
1	Last date and time of proposal submission	On or before 15.07.2016, 15:00 Hrs.
2	Date and time of opening of Technical Bid	On 15.07.2016, 16:00 Hrs.
3	Date and time of opening of Financial Bid	To be communicated later to the eligible bidders

4.15 OPENING OF PROPOSAL

The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening shall be as follows:

- i. Document fee and Earnest Money Deposit (EMD)
- ii. Technical Proposals
- iii. Financial Proposals

4.16 EVALUATION

4.16.1 The BUIDCo reserves the right to modify the Evaluation Process at any time during the Tender Process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change any time during the process of evaluation.

4.16.2 **Phase-2: Financial Proposal Evaluation:**

The Price Bids of only those qualifying bidders who are short-listed after eligibility criteria will be evaluated. The proposals shall be opened publicly in presence of bidders or their representatives who choose to attend. The date and timing of opening shall be intimated to the qualified bidders at the appropriate time through Mail/Fax/Post.

The Financial Proposal Evaluation will be based on the “the least cost”, which would be the total payouts including all taxes, duties and levies. Only Service tax on applicable rates will be paid extra.

4.16.3 BUIDCo will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.

4.16.4 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount mentioned in words will prevail.

4.16.5 The BUIDCo will notify the Successful Bidder on its intention to award the work through “Letter of Award” mentioning the total Contract Value. The services will start from one week after the date of issue of Letter of Award.

4.16.6 As soon as practically possible, following receipt of the Form of Contract Agreement, the successful Bidder shall sign and date the Form of Contract

Agreement and return it to the BUIDCo. This is deemed as the “Contract” or “Contract Agreement” defined elsewhere in this tender document.

4.16.7 Any bidder who is indulging in Canvassing in any form or trying to influence in the tendering process will lead to disqualification of the bid.

4.17 CONFIDENTIALITY

4.17.1 The Bidder shall keep confidential any information related to this tender with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will be used only for the purposes of this tender and shall not be disclosed to any third party for any reason whatsoever.

4.17.2 As used herein, the term “Confidential Information” means any written information, including without intimation, information created by or for the other party, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the services hereunder are the Confidential Information of the Bidder.

4.17.3 The Bidder should not disclose to any other party and keep confidential the terms and conditions of this tender, any amendment hereof, and any Attachment or Annexure hereof.

Section – III

1 GENERAL CONDITIONS OF THE CONTRACT

1.1 CONDITIONS:

1.1.1 The Contractor shall be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the BUIDCo from time to time.

1.1.2 The Contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for general maintenance and housekeeping services.

- 1.1.3 The Contractor should provide proper dress and I-cards to its staff. In case of change of staff, BUIDCo should be informed in advance.
- 1.1.4 In case any materials of the offices are damaged due to misuse or mishandling or carelessness by the Contractor or his employees, the Contractor will immediately inform the BUIDCo. In such a case, the Contractor will be liable to replace the item at his own cost or the BUIDCo shall have the right to recover the loss from the contractor's monthly bill. The decision of the BUIDCo in this matter will be final.
- 1.1.5 The bidder has to provide workforce in sufficient numbers to maintain the office as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the O&M-In-Charge. Tentative requirement of workforce to be deployed is given hereunder:-

Sl. No	Name of the post	Type of the post/ Qualification	No of people
1	Site In Charge/Supervisor	Graduation (Semiskilled)	1
2	Electrician	Semiskilled	1
3	Housekeepers	Unskilled	5

The bidder shall, however, survey the area and make assessment of the total manpower requirement on its own. However the manpower cannot be lower than seven (07) as described above in the table. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The bidder shall ensure that all the deployed workforce wear uniform while on duty.

- 1.1.6 The Contractor shall maintain the Minimum Wages Rules set by the Government of Bihar, and in the tender application the categories of the Staff to be engaged should be specified as viz. The Contractor will make payment to his staff as per the minimum wages rates and as specified from time to time by the state Government and follow the relevant labour rules.
- 1.1.7 The Contractor's staff shall not be treated as the BUIDCo's staff for any purposes what so ever. The Contractor shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. The BUIDCo shall not be liable, to any penalty under relevant rules, enactment or related regulations for which Contractor is responsible

under the law.

- 1.1.8 The Contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour Act and all other labour and industrial enactment and its amendments at his own risk and cost in respect of all staff employed by him and keep the BUIDCo indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts etc. The Contractor will abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the Registers required under the above mentioned rules and regulations and the BUIDCo and his authorized representative shall be entitled to inspect all such records at any time.
- 1.1.9 The Contractor shall not appoint any Sub-Contractor for the work assigned to him.
- 1.1.10 The Contractor shall make his own arrangements for transportation of his employees, if required.

1.2 Performance Security:

A Performance security of Rs. 50,000 will required to be submitted before executing contract agreement.

The format of performance bank guarantee will be given at the time of issuance of LOA. The performance bank guarantee will be invoked/enchased in the event of any non-performance of the contract by the contractor.

The performance bank guarantee will be returned within one month after successful completion of contract. A certificate of completion in this regard will be issued by the officer in charge.

1.3 TERMINATION:

- 1.3.1 The BUIDCo reserves the exclusive right to suspend, cancel, terminate this Agreement at any time if it has sufficient reason to believe that the Contractor has failed to perform or observe or fulfill any of the terms and conditions hereinbefore contained and/or liable and responsible for any loss or damage suffered by the BUIDCo.
- 1.3.2 On termination of the Agreement, the Contractor must immediately, i.e., within 24 hours, withdraw its men and materials from the office and the Contractor shall have no right to claim any demurrage/ compensation from the BUIDCo for the loss of job of its employees or whatsoever in as much as it is for the Contractor to

deploy its men in such other sites or places and the said employees are under complete administration, supervision and control of the Contractor.

1.4 REVISION OF RATE:

Effect of revision of minimum wage as per revised circular of Government of Bihar may be considered against contractor's appeal supported by relevant documentary evidence, subject to approval of the Competent Authority of the BUIDCo.

1.5 TAXES, DUTIES AND LEVIES:

All taxes, duties, levies etc., imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs and there after shall be borne by the Contractor only service tax will be paid extra as per applicable rates.

1.6 PERIOD OF CONTRACT:

Contract period of the above work is 36 (Thirty Six) calendar months from the date of Agreement.

1.7 CONTRACTOR'S SUBORDINATE STAFF AND THEIR CONDUCT:

1.8.1 If and whenever any of the Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that, it is undesirable for administrative or any other reason for such person/persons to be employed in the works, the Contractor if so directed by the competent authority, shall remove such person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority.

1.8.2 The Contractor shall be responsible for proper behavior of all the staff, employed directly or indirectly by him.

1.8.3 All Contractors' personnel entering upon the premises shall be properly identified by dress and badges of a type acceptable to the BUIDCo which must be worn by them at all times during duty hours.

1.8.4 The Contractor will be required to submit details like photograph, name, father's name, address, contact number, educational

qualifications and experience of the staff engaged by him in the office to the BUIDCo at the time of commencement of the contract. Any replacement of staff by the Contractor should be immediately informed to the BUIDCo.

1.9 COMPLETION OF CONTRACT:

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of contract.

1.10 PAYMENT OF CONTRACTOR'S BILL:

1.10.1 Payment due to the Contractor shall be raised by the Contractor to the BUIDCo within 10th day of every month. Payment is to be made on the basis of actual attendance of staffs.

1.10.2 **Payments of bill shall be released only if it is accompanied by the proof of the following:**

- i. Certified Attendance Sheet by the BUIDCo authorized representative;**
- ii. Challan for deposit of ESI of Previous Month.**
- iii. Challan for deposit of Provident Fund of Previous Month.**
- iv. Receipt of payment of wage sheet to employees for the preceding month.**

BUIDCo also reserve the right for deductions in the payment if the services performed or consumables supplied are not of requisite quality and the decision of the Buidco management will be final in this regard.

1.10.3 In execution of this contract, regarding upward and downward revision of wage from time to time, the BUIDCo shall follow the schedules and circulars of the Government of Bihar.

1.10.4 All payments will be subject to deduction of taxes as per applicable laws if any.

1.11 ACCIDENT OR INJURY TO WORKMEN:

The BUIDCo shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract save and except an accident injury resulting from any act or default of the BUIDCo. The Contractor shall indemnify and keep indemnified the BUIDCo against all such damage and compensation whatsoever in respect or in relation thereto.

1.12 JURISDICTION:

The contract shall be governed by and constructed according to the law in force in India. The Contractor shall hereby submit to the jurisdiction of the courts situated at Patna for the purpose of actions any proceedings arising out of the contract and the courts at Patna only will have the jurisdiction to hear and decide such actions and proceedings.

1.13 FORCE MAJEURE

1.13.1 Neither party shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the parties, including, but without limited to, fire, flood, explosion, acts of God or any governmental body, public disorder, riots, embargoes, or strikes, acts of military authority, epidemics, strikes, lockouts or other labour disputes, insurrections, civil commotion, war, enemy actions.

1.13.2 If a Force Majeure arises, the Bidder shall promptly notify BUIDCo in writing of such condition and the cause thereof. Unless otherwise directed by BUIDCo the Bidder shall continue to perform his obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Bidder shall be excused from performance of his obligations in whole or part as long as such causes, circumstances or events shall continue to prevent or delay such performance.

1.13.3 AMICABLE SETTLEMENT

In case of any disputes arising out of this contract between the parties, the same shall be amicably settled by Managing Director, BUIDCo and his decision in this respect. Shall be final and binding upon both the parties.

1.13.4 GOVERNING LAWS AND JURISDICTION

The Agreement shall be governed by the laws in force in Bihar. Any dispute arising in relation to the Agreement shall be subject to the jurisdiction of the courts at Patna.

Section – IV

SCOPE OF WORK

1.1.1 Cleaning, sweeping mopping and wiping of floors, staircase, entrance, pathways and in and around office on daily basis. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.

1.1.2 Continuous moping to be done during office hours (9.30 AM to 7 PM)

1.1.3 Thorough cleaning of all toilets using required detergent by putting

Naphthalene balls and air purifier in all urinals, wash basins and WC area.

- 1.1.4 Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows, computers, telephones, curtains, etc. with dry/wet cloth, feather brush and duster.
- 1.1.5 Lifting, carrying and disposing the dead birds animals, rats, insects etc. if found in and around the office building.
- 1.1.6 Clearing of any choking's in the drainages, manholes etc.
- 1.1.7 The bidder shall also be responsible for pest control in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects, rats etc at library and carpeted rooms. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation advisability.
- 1.1.8 The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by BUIDCo.

1.2. JOBS TO BE CARRIED OUT DAILY

- 1.2.1 Cleaning of all toilets at least thrice daily (at 8.30 AM , 12.00 Noon & 3.30 PM) with phenol and detergent etc. and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets are to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing systems of all toilets are to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- 1.2.2 Cleaning of in and around office, corridors, staircases and other area with phenol in the morning and with plain water continuously.
- 1.2.3 To clean glass panes on doors, windows with soap/cleaning agent.
- 1.2.4 Cleaning of chokage in sewer and pumping lines within premises as and when required.
- 1.2.5 Cleaning/removal of any type of stains etc. from the building premises and staircases.
- 1.2.6 Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- 1.2.7 Room freshener should be of standard Mark.
- 1.2.8 Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark. Special scanted purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, meditation halls, lifts lobby, lifts etc.

1.3 JOBS TO BE CARRIED OUT WEEKLY

- 1.3.1 Acid cleaning of sanitary ware without damaging their shine,

scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper /scrubbing machine to be used at least once in a week.

1.3.2 Cleaning of fabric upholstered chairs with vacuum cleaners and leatherette upholstered chairs with soap solution/ cleaning agent of approved quality.

1.4 SPECIAL CONDITIONS:

1.4.1 The authority shall ensure water supply which will be available at various points all over the premises and no other items should be supplied by the BUIDCo.

1.4.2 No accommodation for the workers will be provided by the BUIDCo.

1.4.3 Night stay inside the premises is not permissible at any circumstances.

1.4.4 The contractor will provide all necessary machinery, equipment, tools & tackles.

1.4.5 For transportation and other housekeeping operations, the agency has to deploy its own manpower, materials, equipment, like automatic scrubbers, sweeping machines, high pressure cleaners, trollies etc., for carrying out the different housekeeping operations.

Section V

Form – 1

SIMILAR WORK EXPERIENCE

From,
(Name and Address of Bidder)

.....
.....

To,

Managing Director,
Bihar Urban Infrastructure Development Corporation Ltd
Patna.

We hereby declare and conform that we,(Name of The Bidder), having registered office at(address) have successfully executed following projects in the last 3 years.

Sl. No	Name of the client organization	Work Order	Project Value in INR	Brief Scope of Work	Date of Successful Completion	Completion certificate attached

Yours truly,

(Signature of Authorized Signatory)

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Section VI

FINANCIAL PROPOSAL

SCHEDULE -1
PRICE SCHEDULE

Sl. No	Particulars	No of personnel	Rate per moth	Total Amount
Part A: Man Power				
1	Site In Charge/Supervisor	1		
2	Electrician	1		
3	Housekeepers	5		
4	Sub - Total			
Part B: Chemicals and Consumables				
Sl No	Particulars	Minimum Quantity	Rate per month	Amount
1	Floor Cleaning Chemical	3 liter		
2	Toilet bowl cleaner	3 liter		
3	Glass cleaner	10 piece		
4	Air freshener	5 piece		
5	Naphthalene Balls	2 dozen		
6	Toilet Cubes	2 dozen		
7	Hand Soap/Liquid	6 Nos.		
8	Any other consumable			
9	Paste Control (Quarterly)			
	Total = (Part A + Part B)			
	Service Charge of agency			
	Sub – Total			
	Service Tax as applicable			
	Grand Total			

Signature of the Bidder with date and seal

SCHEDULE -II

SCHEDULE OF MINIMUM WAGES PER PERSON PER MONTH

(Bidder to quote as per latest Government Notification)

Sl No	Description	Site In Charge/Supervisor (Semi Skilled)	Electrician (Semi Skilled)	Housekeepers (Unskilled)
1	Minimum Wage			
2	Employers State Insurance (ESI) @ 4.75%			
3	Employers Provident Fund (EPF) @ 13.35%			
4	Bonus @ 8.33%			
5			
6			
8	Total			
9	Cost per Head			

Signature of the Bidder with date and seal