

Government of Bihar

**Public Health Engineering Department
(Bihar State Water and Sanitation Mission)
Training cum Research Center PRANJAL**

Plot No. 17, Patliputra Industrial Area, Patliputra, Patna 800 013

Letter No:- Pra/Prakshi/housekeeping-01/2024- **38**

Date:- **29.2.24**

Sub: - Invitation for provide housekeeping services to PRANJAL Office

To

All Prospect Bidders

Dear Madam/Sir(s),

1. Instruction to bidders:

You are invited to submit your quotation for following services:

Housekeeping services of PRANJAL Office, Patna

Item	Brief Description of the Services	Specifications	Place of Delivery
1	Housekeeping services of PRANJAL Office	Housekeeping services of PRANJAL Office by providing full time services of unskilled labour along with office sanitation and cleaning materials for the period of 6 months which is extendable as per the mutual consent of both party up to 24 months from the date of agreement.	PRANJAL Office, Plot No. 17, Patlipura Industrial Area, Patliputra, Patna or a place of work notified by the authority.

2. Important Dates and Times/Bid Document

- 2.1 Last Date & Time for Submission of Bids: 15 March 2024 Before 4:30 PM
2.2 Date & Time of Technical Bid Opening: 15 March 2024 Before 5:30 PM

3. Address for Bid submission:

Director, PRANJAL

4. Qualification criteria

- a) Must have registered under Indian Laws and memorandum of association must contain the mandate of providing skilled and unskilled labour for housekeeping purpose;
b) Having at least one work order to provide services of housekeeping in a government office in the current financial year 2023-24
c) The Agency should furnish GST number and labour license or other related

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certification which suits the service requirement.

- d) The agency must not be blacklisted by any institution and not a member of agency has/have any criminal background.

Proposals of the agencies not meeting the above criteria shall be summarily rejected.

5. Submission of Bids:

- a) Proposals shall be submitted with bids with sealed financial bid in a separate envelop. The bidder should put the financial sealed envelopes in a bigger envelop duly sealed and submit the same by the specified date and time at the specified place. On receipt, the technical proposals shall be opened first
- b) Envelope containing bids must bear on the cover itself, name of Tender, name and full address with phone numbers and e-mail id of the bidder.

6. Price Bid

- a) Agency has to quote Service Charge only.
- b) Wage of labour would be paid on the basis of number day work performed by the unskilled labour provided.
- c) Consumables required would be paid as per actual basis. For the agency would have to submit a requisition of materials required and obtain prior approval of consumables. The payment would be made on presence of actual bill which would not be exceed more than the MRP printed in the product.
- d) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
- e) Applicable Good and Service Tax must be clearly stated. All duties, taxes, freight, insurance, binding, delivery charges and other levies payable under the contract shall be included in the quoted price.
- f) The rates quoted by the bidder shall be fixed for the duration of the supply and shall not be subject to adjustment on any account.
- g) The price quoted will be fixed for one year from the date of signing of contract.
- h) The Prices should be quoted in Indian Rupees only.
- i) Tax will be deducted at source, if applicable.

7. Terms and conditions

- a) Agency would have to provide unskilled labour must have good conduct and experience of housekeeping in an official premises, working environment
- b) Provided manpower would work in office hour and may asked to work beyond office on if and when required basis (for that a written order would be issued and wage payment of additional hours would be claimed).
- c) Proof will be produced by the bidder and get it approved from the authority.

8. Validity of Quotation

Quotation shall remain valid for a period not less than 160 days after the deadline date specified for submission.

9. Liquidated Damages & Penalties

For delays:

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The applicable rate shall be 0.5% per week subject to a maximum of 5 % of the contract price. On further delays contract may be terminated.

For inferior quality:

Inferior quality service, bad conduct by the person provided will not be accepted.

10. Evaluation of Bids

A preliminary evaluation would be undertaken to determine the responsive bids i.e. which

- a) Are properly signed; and
- b) Conform to the qualification criteria and terms and conditions. Bids not meeting the eligibility criteria shall be summarily rejected.

The financial proposal will be opened only to technically qualified proposals.

11. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the PRANJAL, has technical and financial capability to execute the contract.

11.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract.

11.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

12. Performance Security

The successful bidder will be required to furnish the Bank Draft of 5% of total contract value as performance security.

13. Disputes

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996, subject to the following conditions:

In any arbitration proceeding hereunder:

- a) Proceedings shall be held in Patna.
 - b) Hindi or English shall be the official language for all purpose.
- 14.** Payment shall be made monthly of submission of bill by the 21st day of every month with certificate of wages paid to labours and consumable use in housekeeping.
- 15.** We look forward to receiving your quotations and thank you for your interest in this society.

Encl.:

Annexure B- Format for Quotation.

Pranjal

M. J. 29/12/24
Director, PRANJAL

Annexure – A: Format for Rate - Quotation

Description of Service:- Housekeeping services of PRANJAL Office

<i>Sl</i>	<i>Items</i>	<i>Specification</i>	<i>No. of person</i>	<i>Amount</i>
1	Housekeeping services of PRANJAL Office	Housekeeping services of PRANJAL Office by providing full time services of unskilled labour along with office sanitation and cleaning materials for the period of 6 months which is extendable as per the mutual consent of both party up to 24 months from the date of agreement.	5	<i>Minimum Wage as on 01.04.2024 by LRD, GoB</i>
2.	Housekeeping consumable	As per approved list	-	<i>At par of MRP</i>
3	Service Charge			<i>% of wages to paid to supplied manpower and According to Reference letter of Finance dept letter no 2988...Date.23.03.2023</i>

Authorized Signature of Agency with stamp

Date :

Place: