



**Bihar State Road Development Corporation Ltd.**  
**OFFICE OF THE DY. GENERAL MANAGER (TECH.)**  
**PROJECT IMPLEMENTATION UNIT, 6- LANE GANGA BRIDGE**  
**2<sup>nd</sup> Floor, FULA Sadan (In front of Brij Honda), Patna-Bakhtiyarpur Bypass Road,**  
**Paizaba, Ranipur, Patna-8**

**TENDER DOCUMENT**

**For**

**HOUSEKEEPING SERVICES**

Tender Document Cost: 1000/- (One Thousand only)



**BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD.**

(A Government of Bihar Undertaking)

**OFFICE OF THE DY. GENERAL MANAGER (TECH.)**

**PROJECT IMPLEMENTATION UNIT, 6- LANE GANGA BRIDGE**

2<sup>nd</sup> Floor, FULA Sadan (In front of Brij Honda), Patna-Bakhtiyarpur Bypass Road, Paizaba,  
Ranipur, Patna-8

[email-piusixlane.bsrcl@gmail.com](mailto:email-piusixlane.bsrcl@gmail.com), [www.bsrcl.bih.nic.in](http://www.bsrcl.bih.nic.in)

Ref. No. BSRDCL/PIU 6-Lane G.B./141/2018-175

Date : 12.03.2018

**NOTICE INVITING TENDER FOR ENGAGEMENT OF HOUSEKEEPING SERVICES**

**Tender No.: FN.141-2018/17-18/02**

Sealed tender is invited from registered under single stage two envelope Bid systems (as enclosed **Part-I:** Technical Bid and **Part-II-**Financial Bid) with **Annexure-I** (General Rules & Guidelines), **Annexure II** (Agreement) and **Annexure III** (Scope of Work) from Service Provider/ Companies / Proprietary Firms / Partnership Firms having minimum three years of experience of providing housekeeping and facility management services in Govt. Organisation or Reputed Private Sector Companies / Organisation/ Autonomous Bodies with a minimum annual turnover of Rs.5.0 lakh during each of the last three Years for Housekeeping & Facility Management Services, holding license under Contract Labour (Regulation & Abolition) Act. 1970, registered with EPFO, ESIC, having GST registration and Bidder must have successfully carried one completed similar work of value equal to Rs. 5.0Lakhs in any of the last Three Years.

Detailed Tender documents can be obtained from Office of the DGM (Tech), PIU 6-Lane Ganga Bridge against a written request quoting Tender No. accompanied by a crossed demand draft for Rs.1000/- from any scheduled bank drawn in favour of **DGM (Tech) BSRDCL PIU 6-Lane Ganga Bridge** payable at Patna.

1. Sale of tender documents : 14.03.2018
2. Pre-bid meeting : 19.03.2018, 11.00 am at PIU 6-Lane Ganga Bridge Office
3. Last Date of Sale of Tender Documents : 20.03.2018
4. Last date and time for submission of Tenders : 21.03.2018 at 03.00 PM
5. Date and time of Tender opening (Only technical bid): 21.03.2018 at 03.30 PM
6. Cost of Tender document Rs.1000/- to be paid by D.D only in favor of DGM (Tech) BSRDCL PIU 6-Lane Ganga Bridge payable at Patna.
7. Financial Bid: Date and time will be intimated at a later date to the technically successful Tenders.
8. Earnest Money Deposit (EMD) to be submitted along with the Technical Bid: Rs.10,000/-
9. This detailed tender document is available on BSRDCL website: [www.bsrcl.bih.nic.in](http://www.bsrcl.bih.nic.in). If the tender document is downloaded from the website, the cost of the Tender document (Rs.1000/-) must be submitted in the form of a Demand Draft in addition to EMD in separate envelope.

The PIU 6-Lane Ganga Bridge reserves the right to accept / reject/cancel any or all tender without assigning any reason what so ever.

Sd/-

**Dy. General Manager (Tech)**

Bihar State Road Development Corporation Ltd.  
Project Implementation Unit 6-Lane Ganga Bridge  
2<sup>nd</sup> Floor, FULA Sadan (In front of Brij Honda),  
Patna-Bakhtiyarpur Bypass Road, Paizaba, Ranipur,  
Patna-8

Mob.: 9431005728

**Annexure-I  
General Rules & Guidelines**

**Project Implementation Unit 6-Lane Ganga Bridge**

2<sup>nd</sup> Floor, FULA Sadan (In front of Brij Honda), Patna-Bakhtiyarpur Bypass Road,  
Paizaba, Ranipur, Patna-800008

Sealed tenders are invited under two Bid systems (as enclosed Part-I: Technical Bid and Part-II- Financial Bid). with **Annexure-I** (General Rules & Guidelines), **Annexure II** (Agreement) and **Annexure III** (Scope of Work) from Service Provider/Companies / Proprietary Firms / Partnership Firms having minimum three years of experience of providing housekeeping and facility management services in Govt. Organisation or Reputed Private Sector Companies / Organisation/ Autonomous Bodies with a minimum annual turnover of Rs.5.0 lakh during each of the last three Years for Housekeeping & Facility Management Services, holding license under Contract Labour (Regulation & Abolition) Act. 1970, registered with EPFO, ESIC, having GST registration. The general instructions are as under:-

1. Sealed tenders in prescribed form (Part-I, & Part-II) duly filled in shall be received in the office of PIU 6-Lane Ganga Bridge, Patna up to 3.00 PM of 21.03.2018.
2. Pre-bid meeting will held at PIU 6-Lane Ganga Bridge Office at 11.00 am on 19.03.2018
3. Tenders will be opened at 15:30 hrs on 21.03.2018 by PIU 6- Lane Ganga Bridge in the presence of tenders and /or their representative who may like to be present on given date and time.
4. The tenders form must be clearly filled in ink legible or typed. The tender should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there are differences of amount in words and in figures, amount mentioned in words shall be treated correct and final. Alternations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the tenderer himself, or his authorized signatory. The forwarding letter and attested copies of the following documents are required to be submitted along with the tender:
  - a) Details of the Company, whether Proprietorship, Partnership Firm / Public Limited Companies / Society, etc. with Company Profile.
  - b) GST No. with copy of registration.
  - c) EPF Number with copy of EPF registration.
  - d) ESIC Registration No. with copy of ESIC Registration.
  - e) PAN allotted by the Income Tax Department with copy of the latest Income Tax return indicating turnover of the company for financial year (2016-17).
  - f) Annual Turnover of Last Three Financial Years (Pl. furnish Audited Balance Sheet of Last Three Years duly certified by CA.
  - g) Credential from Employer (Indicating Numbers and Types of Housekeeping Personnels Employed) with Supporting Documents
  - h) EMD Rs. 10,000/- by way of A/c payee Demand Draft pledged in the name DGM (Tech) BSRDCL PIU 6-Lane Ganga Bridge payable at Patna/ Bankers Cheque payable at Patna (Refundable till the finalization and award of tender to the successful tender).
5. List of clients with Satisfactory Performance Certificate issued by various organizations where such type of work / jobs are being executed presently and have been performed by the contractor earlier, must be enclosed in support of credibility of the company.
6. The rate quoted shall be inclusive of all taxes and agency charge and in accordance with the provisions of Minimum wages. Act. Contract Labour Act. and other statutory provisions like

Provident Fund Act. ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc. The total number of Housekeeping Personnel's required are 03 (Three) manpower.

7. Every paper of the tender should be signed by the Tenderer with seal of Agency / Firm.

The following information must be accompanied with the envelope:-

- a) Tender for Housekeeping services \_\_\_\_\_
  - b) Name of the firm \_\_\_\_\_
  - c) Last date of the tender \_\_\_\_\_
  - d) Forwarding letter indicating clearly the list of enclosures as given in para 3 above.
8. The tenderer shall take care that the rates be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
9. The agency shall have to deposit Rs.10,000/- as Earnest money deposit (EMD) in the form of DD in favour of DGM (Tech) BSRDCL PIU 6-Lane Ganga Bridge. No cash shall be accepted. The amount of EMD shall not bear any interest. EMD will be refunded to the un-successful tenderer after award of the work to the successful tender.
10. The successful tender shall have to deposit 5%(five percent) of Accepted Contract Amount as security deposit in the form of Bank Draft / Bank Guarantee of a Nationalized Bank in favour of DGM (Tech) BSRDCL PIU 6-Lane Ganga Bridge payable at Patna within 21 days after the offer letter is received by the successful bidder / Agency otherwise the letter of award will be treated as cancelled. The amount of security deposit will not bear any interest what so ever.
11. The PIU 6-Lane Ganga Bridge shall pay after the statutory deductions to the contractor at the prevalent rates of such sum as income tax as per the instructions issued by Govt. of India from time to time.
12. The GST as imposed by the Govt. or as levied from time to time shall be inclusive of the quoted rate.
13. Term and conditions given in Annexure-II as agreement will govern the entire Housekeeping operations, which the successful tender shall have to abide by during the period of contract.
14. The PIU 6-Lane Ganga Bridge reserves the right to have a panel made out of the tenders submitted and incase the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job however the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the Housekeeping services the EMD submitted by him shall be forfeited and will also be black listed.
15. The PIU 6-Lane Ganga Bridge reserves the right to accept/ cancel / reject full or any part of the tender which tenderer do no fulfill the condition stipulated in the matter.
16. Tender once submitted, it will be/would be presumed to have understood and accepted all the terms and conditions given in Annexure I & II No inquiry verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
17. Any act on the part of the tender to influence anybody in the PIU is liable for rejection of his tender.

18. Rate quoted in tender must be unconditional. An alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected.
19. Tenders not conforming to these requirements shall be rejected out rightly and no correspondence thereof shall be entertained what so ever.
20. PIU 6-Lane Ganga Bridge reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the PIU in awarding that contract. Interest of PIU will be paramount and in this regard, the decision of the PIU shall be final and binding.
21. The selected party (agency) shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed each month and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.
22. Contract will be valid for a period of two years, which may be extended for further period upto a maximum of two years on satisfactory performance report as per terms given Annexure-II (Agreement).
23. Every Personnel shall carry verification certificate from Police Station.
24. Marking System  
Technical Score  
The Proposed Marking System for evaluation of Technical Bids would be as follows:

	Evaluation Criteria	Maximum Marks
A	Organization Related (60 Marks)	
	A1 Year of In/Operation of the Bidder <b>(15 marks)</b>	
	(1) Less than 1 years	0
	(2) 1 year – less than 3 years	5
	(3) 3 years – less than 5 years	7
	(4) 5 years – 7 years	10
	(5) More than 7 years	15
	A2 Organization Status <b>(10 marks)</b>	
	(1) Proprietary firm/Partnership firm	3
	(2) Private Ltd Company	6
	(3) Public limited Company	10
	A3 Financial Status of the Company <b>(35 marks)</b>	35
	Average annual turnover during last 3 years starting 2014-15. Turnover should be strictly for Housekeeping Services only and shall not include turnover from other services.	
	(1) Rs 0 Lakhs to less than Rs 1.0 Lakhs	0
	(2) Rs 1.0 Lakhs to less than Rs 3.0 Lakhs	15
	(3) Rs 3.0 Lakhs. to Rs.5.0 Lakh	25
	(4) Rs 5.0 Lakhs to Rs 7.0 Lakhs	30
	(5) Rs 7.0 Lakhs to Rs 10.0 Lakhs	35
B	Nature of experience in Housekeeping service at least one client in that segment with annual billing more than Rs 5 Lakh in any of the last 3 years <b>(15 marks)*</b>	
	(1) Experience only in Private Sector	7
	(2) Experience only in MNC's	7
	(3) Experience only in Public Sector	10

	(4) Experience in any two of (1),(2) and (3) above	12
	(5) Experience in all the above	15
C	<b>Approach &amp; Methodology (25 marks)</b> Approach & Methodology, Organization Chart, Monitoring with complete justification of how the services will be provided efficiently.	25

25. Financial Bid shall be opened of only those bidders who shall score minimum 70 marks in the technical evaluation.

**Sd/-**

**Dy. General Manager (Tech)**

Bihar State Road Development Corporation Ltd.  
Project Implementation Unit 6-Lane Ganga Bridge  
2<sup>nd</sup> Floor, FULA Sadan (In front of Brij Honda),  
Patna-Bakhtiyarpur Bypass Road, Paizaba, Ranipur, Patna-8  
Mob.: 9431005728

ANNEXURE-II

**(TO BE EXECUTED ON RS.1000/-NON-JUDICIAL STAMP PAPER)**

**AGREEMENT**

This agreement made this day of \_\_\_\_\_month \_\_\_\_year between M/s \_\_\_\_\_(herein after referred to as Contractor, which expression shall where the context so requires include their legal heirs, successors and his legal assigns, executors or Administration) and Office of the DGM (Tech), PIU 6-Lane Ganga Bridge., an Undertaking of Govt. of Bihar represented by Dy. General Manager (herein after referred to as the 'PIU' which expression shall, unless it is repugnant to context include its successors and assigns).

WHEREAS the Contractor is engaged in providing Manpower through its own properly trained personnel and WHEREAS the PIU is desirous of availing the services.

NOW WHEREAS the PIU 6-Lane Ganga Bridge and the Contractor had negotiations in this behalf through open tender bid.

NOW, it is hereby agreed between the PIU and the Contractor to provide Manpower on the terms and conditions herein after mentioned.

1. Contractor shall during the continuance of this agreement provide Manpower through as many persons as per the requirement of the PIU from time to time. The requirement of the PIU for numbers of person may vary according to needs of the PIU, which shall be intimated by the PIU from time to time to the contractor by the concerned officer of the PIU.
2. That the contractor shall provide housekeeping personal including as per the requirement of PIU civilian trained personnel of total strength, these number of housekeeping staff may increase or decrease depending on the requirement of the PIU 6-Lane Ganga Bridge from time to time, which will be communicated to the Contractor by the concerned officer of the PIU 6-Lane Ganga Bridge.
3. Contractor shall immediately supply with Bio-Data, photographs and police verification record of all the persons posted within a period of 15 days from the effective operation of this agreement and also submit the photocopy of discharge certificate from their previous department.
4. Contractor will provide E.S.I and E.P.F facility to its entire staff posted in PIU i.e manpower on behalf of the PIU under this agreement.
5. The personnel shall be properly dressed while on duty and remain alert during the duty hours. The contractor will provide the said uniform.
6. The PIU will not provide any medical facility and residential accommodation to the Housekeeping personnel of the contractor.
7. Contractor and its manpower shall take all necessary action as may be directed by the PIU, to prevent theft, pilferage, burglary, loss or damage of any of the property (movable or immovable) with in the premises of the PIU 6-Lane Ganga Bridge.
8. The deployed manpower will not indulge in any criminal activities, mal-practices of undesirable activities etc. In such cases, they will be dealt with under the provision of law and Contractor will be fully responsible for their conduct.

9. Contractor shall continue to be responsible for manpower and any other person employed by it, in respect of the terms and conditions of their services, payments, attendance, medical care, disciplinary matter etc. who shall remain fully under the administrative, financial control and supervision of the Contractor except that the PIU 6-Lane Ganga Bridge shall be the sole arbitrator in respect of nature of the duties to be entrusted to and the manner of performance of their duties for the purpose of this agreement.
10. The manpower shall be at no time, be treated as the employees of the PIU and shall also have no claim to be regularized in the services of the PIU. But the agency will not change the manpower without prior permission of the concerned officer of the PIU 6-Lane Ganga Bridge.
11. Contractor shall have to change over or replace staff as and when required by the PIU whether or not such manpower are found guilty of any misconduct. It shall not be necessary for the PIU to assign any reason to the Contractor of the manpower concerned or any other person in respect of any such change and replacement required by the concerned officer of the PIU.
12. In consideration of the obligations undertaken by the contractor under this agreement, the PIU shall pay agency charges on the basis of the number of such staff actually deployed by Contractor for the effective operation of this agreement on the rates quoted by the Contractor in their Tender.
  1. Office Boy
  2. Housekeeping/Pantry Attendant
  3. Sweeper
13. The contractor shall submit his bill along with documents herein above guidelines as per para 4 of this agreement to the PIU within first week of every month which shall be cleared within 20 working days but Contractor will distribute the Salary to manpowre by 10th every month, even if there is some delay in processing the bill files at the PIU 6-Lane Ganga Bridge level due to any reason.
14. Agency to furnish the security deposit @ 5% of Accepted Contract amount in the form of Bank Draft or Bank Guarantee of a Nationalized bank of equal amount in favour of name DGM (Tech) BSRDCL PIU 6-Lane Ganga Bridge payable at Patna which will be released after six months of expiry of the contract. Bank guarantee should be valid for six months after the expiration of the contract.
15. PIU will have full right to impose suitable penalties in case of guards found short of authorized strength, or guards getting involved in undesirable activities. In case of guards found involved in undesirable activities such guards will be marked as absent and will immediately be sent back to Contractor and Contractor shall give its replacement. The concerned officer of PIU may also suspend such manpower for suitable duration as deemed fit depending on his default involvement in indiscipline activities.
16. The personnel deployed by the contractor shall perform their duties under the supervision of the PIU officials deputed for this purpose.
17. The number of duty hours should be as per the provisions in the labour laws.
18. In case of any dispute arising out of to this agreement the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which only courts at Patna will have the jurisdiction to adjudicate upon the matter.



19. The PIU reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period or decline to accept the award due to some reason the next agency will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time span for this will be the remaining period of the first awardees of the contract. In case the successful bidder decline to accept the award or to provide the Housekeeping services the EMD submitted by him shall be forfeited and may also be black listed.
20. The agreement will be valid for a period of two years from \_\_\_\_\_ to \_\_\_\_\_.
21. This agreement may be extended for a maximum period of two years on year-to-year basis subject to satisfactory performance report and also by mutual consent, the agreement can also be terminated by either side upon giving one month's notice in advance in writing.
22. In the event of failure of Housekeeping services on the part of the Contractor, the agreement shall be terminated without giving any notice whatsoever, PIU 6-Lane Ganga Bridge shall not be responsible for any payment thereafter.
23. The decision of the PIU 6-Lane Ganga Bridge as to what constitutes failure of Housekeeping services shall be final and binding on the contractor and shall not be questioned by him in any manner.

IN WITNESS WHEREON, the parties hereto, have set their hands and seal, this day hereinabove referred to-

SIGNED AND DELIVERED by the

Client  
PIU 6-Lane Ganga Bridge  
through the hands of its authorised  
signatory  
Dy. General Manager (Tech)

(Contractor)

In the presence of

Witness (1)

In the presence of

Witness (2)

**ANNEXURE-III**

**SCOPE OF WORK**

The service provider shall have to provide Services in the Office of Dy. General Manager (Tech) PIU 6-Lane Ganga Bridge, 2<sup>nd</sup> Floor, FULA Sadan (In front of Brij Honda), Patna-Bakhtiyarpur Bypass Road, Paizaba, Ranipur, Patna-8 office of Bihar State Road Development Corporation Ltd.

**DUTIES AND RESPONSIBILITIES**

1. The Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
2. Deployment of manpower will be as per the instructions of the authorities of the PIU from time to time and the Housekeeping agency will be responsible for their optimum utilization.
3. All the staff should wear uniform during service time. The uniform should be neat and tidy. The dress have to be got approved from the management.
4. The agency should ensure the Health and safety measures of the employees. The Contractor must employ adult and skilled labour only. The agency shall be fully responsible for the conduct of his staff.
5. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by PIU besides annulment of the contract.
6. Ensure cleaning work is completed by 9.00 AM everyday. The manpower duty arrangement shall be made so as the housekeeping staff is during working hours. The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area.
7. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract including all staircases, cabins, lobbies, Conference rooms, office rooms, and other areas as covered in the contract. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collecting refuse at designated site on daily basis.
8. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all window glasses and grills. Cleaning and dusting of window panes/ Venetian blinds. Spraying Room Fresheners in all rooms on a daily basis at regular intervals.
9. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
10. The Pantry Attendants would provide Stock Management and Controlling of pantry consumables-water and other consumables. Provide services during meetings and conferences (as per requirement and instruction of FM coordinators). To take proper care of crockery/cutlery. To maintain hygiene levels of the pantry services. To follow the instructions of the client. Round the clock supply of drinking water as per instruction of the client. Functioning of the pantry equipment on round the clock basis. Consumables shall be provided by BSRDCL.
11. The office Boy/attendant would provide services in the office as per requirement.
12. The Pantry and Housekeeping items will be provided by PIU 6-Lane Ganga Bridge.

**PART-I : TECHNICAL BID  
FORWARDING LETTER**

To,

**Dy. General Manager (Tech)**

Bihar State Road Development Corporation Ltd.  
Project Implementation Unit 6-Lane Ganga Bridge  
2<sup>nd</sup> Floor, FULA Sadan (In front of Brij Honda),  
Patna-Bakhtiyarpur Bypass Road, Paizaba, Ranipur, Patna-8

**Sub:- TENDER for 'Engagement of Housekeeping Services for Project Implementation Unit 6-Lane Ganga Bridge, Patna**

Sir,

1. I/We ..... have read the conditions of TENDER/tender attached hereto and hereby I agree to abide by the laid down conditions. I/we also agree to keep this offer open for a period of **120 days** from the date of Technical Bids opening and in default thereof, I/We will be liable for forfeiture of my/our '**Earnest Money**'. I/We offer to do the work as set out in the Bid Document. I/We also agree to abide by the Terms of Reference (TOR) and to carry out the work according to conditions as laid down by the BSRDCL for the execution of the subject work.
2. A sum of **Rs.10,000/- (Ten Thousand only)** is paid towards Earnest Money Deposit. The value of the earnest money shall stand forfeited without prejudice to any other rights or remedies if:
  - (i) I/We do not start execute the contract agreement within **30 days** from the date of issue of the LOA by DGM (Tech.), PIU, 6-Lane Ganga Bridge.OR
  - (ii) I/We do not commence the work within **7 days** after signing of the contract to that effect.
3. Until a formal agreement is prepared and executed acceptance of this tender shall constitute a binding contract between Ourselves and PIU, 6-Lane Ganga Bridge subject to the modification, as may be mutually agreed and indicated in the LOA or my/our offer for the work.

Signature of Tenderer/ Bidder  
Bidders/Tenderer's Address

Tel: (STD Code).....

Fax: (STD Code).....

Mobile:

E-mail:

**PART-I-TECHNICAL BID  
(Quotation Tender Form)**

(Cost of tender document of Rs. 1000/- to be paid in the form of D.D in favour of DGM  
(Tech) BSRDCL PIU 6-Lane Ganga Bridge)

**INFORMATION OF TENDERER FOR PROVIDING MANPOWER SERVICE**

1.	Brief Bio data with check list of the	
2	Name, Address with Telephone Number of the Authorised Signatory of the Firm/agency	
3	Name, Designation, Address and Telephone Number, Fax, email of the Firm/agency	
4	Please specify as to whether Tenderer is sole proprietor/ Partnership firm.	
5	PAN number & income tax return of financial year 2016-17	
6	GST Regd. No	
7	Provident Fund Account Number	
8	ESI Registration Number	
9	Licence Number under Contract Labour (R&A) act	
10	Details of earnest money deposited	
	a. Amount Rs	
	b. Rs. In Words	
11	Bank Draft/Pay order	
12	Date of issue of BD/PO	
13	Details of experience in the relevant field. (with full details of the organization where such services was performed along with copies of the satisfactory report	
14	Any other information :	
15	Declaration by the Contractor/Firm/Agency :	

This is certify that I / we have read and fully understood all the terms and conditions herein and undertake myself / ourselves abide by them.

Dated:

(Signature of Tenderer  
with Seal)

Name:

Designation:

Address:

Phone (O):

Fax (O):

Email:

**PART II-FINANCIAL BID**

**FINANCIAL PROPOSAL SUBMISSION FORM**

Ref. No.

Place/ Date.....

To,

**Dy. General Manager (Tech)**

Bihar State Road Development Corporation Ltd.

Project Implementation Unit 6-Lane Ganga Bridge

2<sup>nd</sup> Floor, FULA Sadan (In front of Brij Honda),

Patna-Bakhtiyarpur Bypass Road, Paizaba, Ranipur, Patna-8

Dear Sir:

We, the undersigned, offer to provide the housekeeping services for [Insert title of assignment] in accordance with your TENDER dated [Insert date] and our Technical Proposal. Our attached Financial Proposal is for the sum of **[insert amounts in words and figures]** which is price for housekeeping services for twenty-four (24) months.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations up to expiration of the validity period of the Proposal i.e. before the date indicated in tender.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or any fraudulent action to influence the decision for award of work. We further undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely (Prevention of Corruption Act, 1988). We understand you are not bound to accept any Proposal you receive.

We remain,

Yours Sincerely,

Authorized Signature [In full and initials]:\_\_\_\_\_

Name and Title of Signatory:

Name of Firm:

Address:

Tel: (STD Code).....

Fax: (STD Code).....

Mobile:

E-mail:

**PART II-FINANCIAL BID****(Quotation Tender Form)**

To be filled in properly, legibly and submit in a separate sealed envelope marked as financial bid. Bidders are advised to quote rate as per the minimum wages and admissible allowance inclusive of all types of taxes. The PIU 6-Lane Ganga Bridge may ask for clarification of rates in case of confusion.

Quotation /Rates

*(The rate quoted should be inclusive of all taxes and agency charge and in accordance with the provisions of Minimum wages Act. Contract Labour Act. and other statutory provisions like Provident Fund Act. ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc.)*

Detailed bifurcation of each description item as under shall be submitted with this financial bid.

S.No.	Category of Manpower	Unit (Nos.)	Rate(Per Month in INR)		Total	
			(in Fig.)	(in Words)	(in Fig.)	(in Words)
1	Office Boy	01				
2	Housekeeping/ Pantry Attendant	01				
3	Sweeper	01				
<b>Total Amount / Month</b>						
<b>GST @</b>						
<b>Grand Total Amount for Providing Services for 2 years (24 months)</b>						

2. Name and Designation of the Authorized Signatory.
3. Telephone Nos. of the office/ Mobile No./Fax No./E-mail
4. Declaration by the Contractor

It is to certify that I/we before filling & signing this PART-II tender document have read and fully understood in the Annexure-I (General Guidelines, Annexure-II (Agreement and terms & condition) of the contract and undertake myself/ourselves to abide by them.

Date:

Place:

Signature of the Tenderer with

seal  
Name  
Designation  
Address  
Phone No. office  
Mobile No.  
E-mail address  
Fax No.

**DECLARATION**

1. I, \_\_\_\_\_ Son/ Daughter of \_\_\_\_\_ Proprietor/ Partner/ Director/ Authorised Signatory of \_\_\_\_\_ and competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
5. We are not black-listed by any Central/State Government/Public Sector Undertaking in India

Date:

Place:

Sig. of tenderer with seal

Full Name:

Company's Seal:

**N.B.:** The above declaration, duly signed and sealed by the authorized signatory of the Company, should be enclosed with Technical tender.

**FORM OF PERFORMANCE SECURITY  
(PERFORMAMANCE BANK GUARANTEE)**

To

**Dy. General Manager (Tech)**

Bihar State Road Development Corporation Ltd.  
Project Implementation Unit 6-Lane Ganga Bridge  
2<sup>nd</sup> Floor, FULA Sadan (In front of Brij Honda),  
Patna-Bakhtiyarpur Bypass Road, Paizaba, Ranipur, Patna-8

WHEREAS \_\_\_\_\_

[Name and address of Consultants] (Hereinafter called "the Consultants") has undertaken, in 1 pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to provides the services on terms and conditions set forth in this Contract \_\_\_\_\_ [Name of contract and brief description of works] (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated that the Consultants shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security.

AND WHEREAS we have agreed to give the Consultants such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Consultants up to a total of) \_\_\_\_\_ [amount of Guarantee] \_\_\_\_\_ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultants before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Consultants shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the consultants or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_. Unless a claim or a demand in writing is made upon us on or before \_\_\_\_\_ all our liability under this guarantee shall cease.

This guarantee shall be valid until 6 months beyond the expiry of contract.

Signature and Seal of the Guarantor \_\_\_\_\_

In presence of

Name and Designation \_\_\_\_\_ 1.

\_\_\_\_\_

(Name, Signature & Occupation)

Name of the Bank \_\_\_\_\_

Address \_\_\_\_\_ 2.

\_\_\_\_\_

(Name & Occupation)

Date \_\_\_\_\_