



BIHAR STATE POWER (HOLDING) COMPANY LIMITED

(A Government of Bihar Undertaking)

REGD OFFICE: VIDYUT BHAWAN, BAILEY ROAD, PATNA

Contact No- 0612-2504487, 7763813954, Fax No- 0612-2504487

TIN VAT No- 10011255025 CIN - U40102BR2012SGC018495

DEPARTMENT OF GENERAL ADMINISTRATION

SHORT TENDER NOTICE

REQUEST FOR PROPOSAL

NIT NO:-15/PR/BSPHCL/2017

Request for Proposals are invited from eligible and experienced Individuals / Agencies / Firms / Companies / State or Central Govt. undertaking who have necessary experience for consultation, conception and execution of the works detailed below-

Sl. No.	Particulars	E.M.D. (Rs.)	Cost of B.O.Q. (Rs.)
1.	Housekeeping & Laundry Services at Bihar Power Training Institute Gaurichak, Patna	50,000.00	2,500.00

Period of Sale of RFP document	Up to 30.05.2017 (up to 13:00 Hrs.) in hard copies
Receipt of RFP	Up to 31.05.2017 (up to 15:00 Hrs.) DD of Rs. 2,500.00 (Rupees two thousand five hundred) only will be deposited as cost of BOQ & for EMD Rs. 50,000.00 (Rs. Fifty Thousand) only DD in favour of "Accounts Officer, BSPHCL, Patna in a separate envelope before last date of opening of Technical & Commercial Part .
Date of opening of Technical & Commercial Part:	31.05.2017 at 16:00 Hrs.
Date of Pre-Bid Meeting	25.05.2017 at 12:30 Hrs.
Date of opening of Price Part:	To be notified after Technical Bid Evaluation

The RFP documents are available at website www.bspchl.bih.nic.in RFP documents must be accompanied with original DD in favour of "Accounts Officer, BSPHCL" Payable at Patna towards the cost of BOQ & DD for EMD failing which the RFP shall be summarily rejected. [Original Demand Draft to be submitted in the office of GM (HR/Adm.), BSPHCL, Vidyut Bhawan, Patna.]

**General Manager (HR/Adm.)
BSPHCL**

BIHAR STATE POWER (HOLDING) COMPANY LIMITED

(A Government of Bihar Undertaking)
Vidyut Bhawan, Bailey Road, Patna-800 021

SHORT TENDER NOTICE

REQUEST FOR PROPOSAL

NIT NO:-15/PR/BSPHCL/2017



RFP NOTICE FOR ANNUAL RATE CONTRACT FOR HOUSEKEEPING & LAUNDRY SERVICES AT BIHAR POWER TRAINING INSTITUTE GAURICHAK, PATNA.

Period of Sale of RFP document	:	Up to 30.05.2017 (up to 13:00 Hrs.)
Receipt of RFP	:	Up to 31.05.2017 (up to 15:00 Hrs.)
Date of opening of Technical & Commercial Part:	:	31.05.2017 at 16:00 Hrs.
Date of Pre-Bid Meeting	:	25.05.2017 at 12:30 Hrs.
Date of opening of Price Part:	:	To be notified after Technical Bid Evaluation

COST OF RFP DOCUMENT : RS. 2,500/-

Offers are invited from eligible and experienced Individual/ Firm/ Agency /Company registered under company act. 2013 or any other previous act in this regard for the works of Housekeeping & Laundry Services at Bihar Power Training Institute Gaurichak, Patna.

The RFP document may be downloaded from www.bsphcl.bih.nic.in

**General Manager (HR/Adm.)
BSPHCL**

1. INTRODUCTION

Bihar State Power (Holding) Company Limited, herein after referred as BSP(H)CL, a Government of Bihar Undertaking, is a successor company of Erstwhile Bihar State Electricity Board, incorporated under company Act, 1956 having the privilege of being the 100% owned state utility in power sector functioning in the State of Bihar. The duties of the Company have been defined in Section 18 of the Electricity Supply Act, 1948. It has been charged with the responsibility of promoting a co-ordinate development of generation, supply and distribution of electricity in the State of Bihar on an efficient and economic basis of management.

Offers are invited from eligible and experienced Individuals / Agencies / Firms /Companies / State or Central Govt. undertaking for the works of Housekeeping & Laundry Services at Bihar Power Training Institute, Gaurichak, Patna.

2. SCOPE OF WORK

BSP(H)CL Patna is running and Institute for imparting training program for employees of BSPHCL and its subsidiary companies and a hostel for trainees at the campus of Bihar Power Training Institute Gaurichak, Patna. Bihar Power Training Institute is situated at Gaurichak, Sipara, Patna. Its campus is about 20800 Sq ft (Twenty thousand Eight hundred Sq ft) with 5600 Sq ft internal (Carpet area) of Building. The building have three floor. Every floor have six toilet, three urinal with five basin. Ground floor is under construction with proposal of one hall, one dining, kitchen with a one VIP room (30 X 20 Sq ft). First hall is 50 X 30 Sq ft and second hall is 30 X 20 Sq ft.

Hostel is situated in old building of transmission sub-division, Gaurichak, Patna in two blocks. In each block have three floors. Total 12 Nos. of quarters have been acquired for this purpose. Every quarter is 2BHK of 633 Sq. ft common area. Total Internal area (carper area) is about 7596 (627X12) Sq ft and common are 882 (441 X 2) Sq ft.

Sealed tenders are invited for Housekeeping and Laundry from a recognized form.

(A) Housekeeping

The scope of contract includes following cleaning/ sanitation works at BSP(H)CL:

- (i) Cleaning of All Floors of the building of Training Centre and associated Hostel of BSPHCL.
- (ii) Cleaning of cabins, Halls, Stair case, corridors, Bath rooms, wash basins, urinals at all floors of Training Centre & Hostel of BSPHCL and entire outer premises in campus for one year.
- (iii) Maintenance of toilets including supply of consumables like branded towels, hand dryers, tissue dispenser, hand wash, soaps etc.
- (iv) Collection and disposal of garbage from the aforesaid areas on daily basis.

- (v) Good quality Housekeeping equipments/ materials such as vacuum cleaners, mops, brushes, perfumed phenyl, moth balls, bleaching powder, harpic, collin, duster, acid, broom etc. should be used.
- (vi) Horticultural works in campus/offices/conference halls/common area etc. will have to be provided and maintained.

(B) Laundry :

- (i) Cleaning of All Bed Sheets, Curtain and Pillow Cover/ Towel etc. used at Training Centre & Hostel of BSPHCL.
- (ii) Bed Sheet will be changed in the interval of 3 days. Bed Sheet will also be changed for fresher for training.

3. Description of Work

(A) Description of Works of Housekeeping Services

- (i) Cleaning of surface area of floor with Brooms & wet cloth cleaner, etc.
- (ii) Cleaning of all floors of Training Centre & Hostel (Thrice a day)
- (iii) Cleaning by wet cloth/ phool broom/ acid, bleaching powder etc. of all floors (Ground to Top Floor) of Training Centre & Hostel (Thrice a day).
- (iv) Cleaning wash basins, toilets, bath rooms, urinals, commodes (EWC) of all floors (Ground to Top Floor) of Training Centre & Hostel (Thrice a day) by acid harpic, bleaching powder etc.
- (v) Cleaning of dust of all aluminum portion, full ht, low ht portion, glass doors glass windows/glazed/tiles of all floors (Ground to Top Floor) of Training Centre & Hostel (one time per day) by vacuum cleaner duster Colin.
- (vi) Cleaning of roof of the building of Training Centre and Hostel sewerage line etc. in the premises time to time.
- (vii) Cleaning of tables, almirrah, wardrobe, chairs etc. including all furniture's of all floors (Ground to Top Floor) of Training Centre & Hostel (one time per day).
- (viii) Cleaning of portico. (Thrice a day)
- (ix) Providing horticultural works on all floors and campus area as per directions, maintenance and up-keep of the same. Providing necessary horticultural equipments for the same.

(B) Laundry Services

- (i) Cleaning of all Bed Sheets, Curtain and Pillow Covers/ Towels etc. used at Training Centre and Hostel of BSPHCL. **(Every Sunday)**

4.1 DETAILS OF AREA FOR HOUSEKEEPING WORK

(A) Area details of Hostel (Quarter No- B-1 to B-6 and B-19 to B24 i.e. 02 Block of Transmission Colony at Grid Sub-Station, Gaurichak, Patna.

(i) Area Details of One unit in Sq meter.

Bed Room	-	2 X 3X 3.3	= 19.8 Sq meter.
Dining Hall	-	3 X 4.325	= 12975 Sq meter.
Living Area	-	3.825 X 3.05	= 11.66 Sq meter.
Kitchen	-	1.8 X 2.5 X 1.5	= 6.75 Sq meter.
WC & Bath	-	2 X 1.25 X 1.25	= 3.125 Sq meter.
Balcony	-	1.375 X 1.8	= 3.17 Sq meter.
Gallery	-	1 X 1.25	= 1.25 Sq meter.
Total	-		58.73 Sq meter
Total Area of 12 Nos. Quarter	-		58.73 X 12 = 704.76 Sq meter

(ii) Details of Common Area in Sq meter.

Stair GF	-	2.4 X 5.52	= 13.24 Sq meter
Landing 1	-	2 X 2.4 X 1.075	= 5.16 Sq meter
Landing 2	-	2 X 2.4 X 1.45	= 6.96 Sq meter
Flight Trade	-	<u>4 X 2.75 X 1.425</u>	<u>= 15.67 Sq meter</u>
Total	-		41.03 Sq meter
Total of 02 Block Common Area	-		41.03 X 2 = 82.06 Sq meter

Total area of 12 Nos. Quarter including Common Area (i) + (ii) = 704.76 + 82.06 = 786.82 Sq meter

(B) Area details of Building and Premises of Bihar Power Training Institute at Grid Sub-Station, Gaurichak, Patna.

Existing Building Ground Floor Area	-	1930.28 Sq feet
New Building Ground Floor Area	-	5561.50 Sq feet
New Building 1st floor Area	-	5561.50 Sq feet
New Building 2nd floor Area	-	5561.50 Sq feet
Total Build up Area	-	18614.78 Sq feet

Existing Building Roof Area	-	1930.28 Sq feet
New Building roof Area	-	5561.50 Sq feet
Total Roof Area	-	7491.78 Sq feet

Total Premises Area of Institute - 1498.36 Sq feet (Approx)

4.2 DETAILS OF MATERIAL FOR LAUNDRY WORK

(i) Bedsheet (60X90)	-	48 Nos.
(ii) Blanket (60X90)	-	24 Nos.
(iii) Mattress Cover Cotton (78X36X4)	-	24 Nos.
(iv) Blanket Cover (60 X 90)	-	24 Nos.
(v) Mousquito Net (6½X3")	-	24 Nos.
(vi) Bed Sider (5' X 2')	-	24 Nos.
(vii) Curtain	-	84 Nos.
(viii) Cotton Bed Cover (Single)	-	48 Nos
(ix) Top Sheet Single (Single)	-	48 Nos.

Note:- The above quantity may vary as per actual attendance of candidates.

5. PERIOD OF CONTRACT

The contract of housekeeping and laundry services shall remain valid initially for a period of one year. The one year contract period may be renewed/extended by the Institute subject to satisfactory performance and on mutually agreed terms and conditions for a further period of one/two years or till such time mutually agreed to.

However, the BSP(H)L reserves the right to terminate the contract of housekeeping and laundry at any time by giving a short notice of 15 days. The decision of BSP(H)CL shall final and binding.

6. ELIGIBILITY OF PROPOSER

The RFP invitation is open to Individuals, Firms, Agencies and Companies as specified in clause 6.2 below. The Individuals, Firms, Agencies and Companies banned by the BSPHCL or its subsidiaries or any State Government or Central Government cannot participate in bidding process.

A Proposer shall not have a conflict of interest. Any Proposer shall be found to have conflict of interest with one or more parties in this bidding process, if:

- a) They have a controlling partner in common,
- b) They receive or have received any direct or indirect subsidy from any of them: or
- c) They have a relationship with each other, directly or through common third parties, that puts them in position to have access to information about or influence on the bid of another Proposer, or influence the decisions of the BSPHCL regarding this bidding process: or
- d) A Proposer submits more than one bid in the bidding process, either individually [including bid submitted as agent/authorised representative on behalf of one permitted as per the provision of Qualification requirement for Proposers] or as partner in a joint venture, except for alternative offers permitted under Invitation to Bid. This results in disqualification of all such bids.
- e) A Proposer or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the services / works that are subject of the bid.

6.1 Mandatory Eligibility criteria:

Only Proposers satisfying the following minimum qualification criteria are eligible to apply:

6.2 Incorporation:

The proposer should be Individual/ Firm/ Agency /Company registered under company act. 2013 or any other previous act in this regard. The business of the proposer should be covered under the service tax and sales tax. Duly attested copies of certificates should be furnished with the technical bid.

6.3 Financial viability:

- a) The Proposer should be financially strong to undertake this kind of work, **which is the subject matter of this bid and should have an Annual turnover of at least Rs. 10 Lakhs [Rupees Ten Lakhs] during any year in the preceding three financial years.**
- b) The Proposer should furnish last three years audited balance sheets or certificate obtained from a Chartered Accountant to verify their turnover.

6.4 Experience:

The bidder must be in a business of Housekeeping & Laundry in reputed firms/institute/hotels/guest house having at least 02 years of experience in Housekeeping & Laundry preferably in the state of Bihar.

6.5 COST OF BIDDING

The Proposer shall bear all costs and expenses associated with preparation and submission of its bid including post-bid discussions, technical and other presentations if any etc, and BSPHCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6.6 AMENDMENT TO BIDDING DOCUMENT

At any time prior to the deadline for bid submission, the BSPHCL may, for any reason, whether on its own or in response to a clarification requested by a prospective Proposer, modify the Bidding Document by issuing amendment (s).

The amendment will be notified on the website, local news paper and it will be assumed that the information contained therein will have to be taken into account by the Proposer in its bid. The

BSPHCL will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise.

In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their bids, the BSPHCL may, at its discretion, extend the deadline for Bid Submission, in such cases, the BSPHCL shall notify on the website, local news paper of the extended deadline.

All amendments, clarifications, etc, shall be binding on the Proposers and will be given due consideration by the Proposers while they submit their bids and invariably enclose such documents as a part of the bid.

6.7 DOCUMENTS COMPRISING THE BID

This bidding is based on RFP system. Techno- Commercial Part (First bid) and Price Part (Second bid) shall be submitted by Proposer on or before the schedule date and time. These shall be opened on notified date and time.

6.8 TECHNO COMMERCIAL PART:

- a) Bid Form duly completed and signed by the Proposer, together with all Attachments
- b) Technical Data Sheets, if any, duly completed by the Proposer.

Alternative bids shall not be accepted,

Each Proposer shall submit with its Techno - Commercial Part the following Attachments:

Attachment 1: Cost of RFP Documents and Bid Security (EMD): Bids should be submitted along with photo copies of non-refundable Demand Draft failing which the RFP shall be summarily rejected. The Demand Draft should be in favour of Accounts Officer, BSPHCL payable at Patna., must be issued by (i) a Public Sector Bank or (ii) a Scheduled Commercial Bank; Demand Draft towards Cost of RFP Document & EMD must be submitted in original to GM (HR/Adm), Bihar State Power (Holding) Co. Ltd., Vidyut Bhawan, Patna., upto 15:00 hrs of 31/05/2017, failing which the RFP will be summarily rejected.

Attachment 2: Power of Attorney: A power of attorney, duly notarized, indicating that the person(s) signing the bid has (ve) the authority to sign the bid and thus the bid is binding upon the Proposer during full period of its validity,

Attachment 3: Proposer's Eligibility and Qualifications: The documentary evidence of the Proposer's eligibility/qualifications to perform the contract, if its bid is accepted, shall need to be established to the BSPHCL satisfaction that the Proposer has the financial, technical, production, procurement, transportation and other capabilities necessary to perform the contract, and, in particular, meets the experience and other criteria outlined in the Eligibility/Qualification Requirement for the Proposers and shall also include the complete annual reports together with Audited statement of accounts of the company for last three years of its own (separate) immediately preceding the date of submission of bid. In case of joint ventures annual reports shall be submitted for all the members of the J.V.

[**Note I:** In the event the Proposer is not able to furnish the above information of its own (i.e., separate), being a subsidiary company and its accounts are being consolidated with its Group/Holding/Parent company, the Proposer should submit the audited balance sheet, income statement, other information pertaining to it only (not of its Group/Holding/Parent company) duly certified by any one of the authority [(i) Statutory Auditor of the Proposer/(ii) Company Secretary of the Proposer a (iii) A certified Public Accountant] certifying that such information/documents are based on the audited accounts as the case may be.

[**Note II** Similarly, if the Proposer happens to be a Group/Holding/ Parent company, the Proposer should submit the above documents/information of its own (i.e., exclusive of its subsidiaries) duly certified by any one of the authority mentioned in Note I above certifying that these information/documents are based on audited accounts, as the case may be.]

Unless otherwise bids submitted by a joint venture of two or more firms as partners, if allowed as per stipulated Qualification Requirements, shall comply with the following requirements:

The bid shall include all the information required as described above for each joint venture partner.

- (i) The bid shall be signed so as to be legally binding on all partners.
- (ii) One of the partners responsible for performing a key component of the contract shall be designated as leader (here in after known as the Lead); this authorization shall be evidenced by submitting with the bid a power of attorney signed by legally authorized signatories .
- (iii)The leader shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture, and the entire execution of the contract, including payment, shall be done exclusively with the leader, provided otherwise requested by the joint venture and agreed between the BSPHCL and the leader in exceptional circumstances.
- (iv)All partners of the joint venture shall be jointly and severally responsible and liable for the execution of the contract as per terms and conditions of contract.
- (v) A copy of the agreement entered into by the joint venture partners shall be submitted with the bid as per Prescribed format including interalia delineating roles, responsibilities and obligations of each partners in the contract, notwithstanding the joint and several responsibility and liability.
- (vi)The joint venture agreement should indicate precisely the responsibility of all members of JV in for every stage including and not limited to Housekeeping & Laundry Services.
- (vii) All members of JV shall actively participate in execution of the contract. The constitution of JV shall not be varied/modified subsequently without prior written approval of the BSPHCL; and
- (viii) In order for a joint venture to qualify, each of its partners or combination of partners must meet the minimum criteria listed in the qualifying criteria as enumerated in the eligibility criteria, technical and financial para 1-3 of the document and general terms & conditions of the contract.
- (ix)A firm can be a partner in only one joint venture; bids submitted by joint ventures or consortia including the same firm as partner will be summarily rejected.

Attachment 4: Eligibility Requirement- Documentary evidence establishing that the facilities offered by the Proposer are eligible and confirm to the requirements of the Bidding Documents.

For this the Proposers have to submit the photo copy of following documents:

1. Certificate of incorporation of Firm/Company
2. Audited Balance Sheet/ certificate of CA in support of Annual Turnover
3. Certificate of registration of VAT and Service Tax.

Attachment 5: Work Completion Schedule.

Attachment 6: Guarantee Declaration-To be submitted with Techno-commercial bid as well as Price Bid in the format enclosed as annexure – (A).

Attachment 7: Additional Information:

- i. Detailed information on any litigation or arbitration arising out of contracts completed or under execution by it over the last three years. A consistent history of awards involving litigation against the Proposer or any partner of JV may result in rejection of Bid.
- ii. Document supporting the claim of State / Central Govt. /PSU Work experience.
- iii. Any other information which the Proposer intends to furnish.

Attachment 9: Declaration for tax exemptions, reductions, allowances or benefits if any.

7. BID PRICES

- (a) Proposers shall quote for the entire facilities on a “single responsibility” basis such that the total bid price covers all the Contractor’s obligations mentioned in or to be reasonably inferred from

the Scope of work as mentioned in Bidding Documents i.e. in respect of Housekeeping & Laundry Services at Bihar Power Training Institute Gaurichak, Patna.

- (b) Proposers are required to quote the price for the commercial, contractual and technical obligations outlined in the Bidding Documents. No deviations are allowed while quoting the price bid.

It shall be the responsibility of the Proposers to pay all statutory taxes, duties and levies to the relevant authorities as required during execution of this contract.

- a. The Proposer shall include the Sales Tax/VAT on Works Contract, Turnover Tax or any other similar taxes under the Sales Tax/VAT Act for services to be performed, as applicable in their quoted bid price and BSPHCL would not bear any liability on this account.
- b. Proposer shall include all mandatory Tax and surcharge/cess etc. on it as applicable in their quoted bid price and BSPHCL would not bear any liability whatsoever on this account.

8. BID CURRENCIES

Prices shall be quoted in Indian Rupees Only.

9. EARNEST MONEY DEPOSIT (EMD)

- 9.1 The Proposer shall furnish, as part of its bid, a sum of Rs. 50,000/- only (Rupees Fifty thousand only) as EMD in shape of DD in favour of Accounts officer, BSPHCL, payable at Patna.

The EMD shall be in the form of Demand Draft from

- i. A Public Sector Bank located in India; or
- ii. A Scheduled Bank

Bid security (EMD) shall remain valid for a period of one year beyond the original bid validity period.

Any bid not accompanied by an acceptable bid security shall be rejected considered non-responsive and shall be summarily rejected. The bid security of a joint venture must be in the name of all the partners in the joint venture submitting the bid.

The bid securities of unsuccessful Proposers will be returned as promptly as possible, but not later than twenty-eight (28) days after the execution of agreement.

The successful Proposer shall be required to keep its bid security valid for a sufficient period till the performance security(ies) pursuant to this bid are furnished to BSPHCL satisfaction. The bid security of the successful Proposer will be returned when the Proposer has signed the Contract Agreement, and has furnished the required performance security.

9.2 The bid security (EMD) may be forfeited

- a. If the Proposer withdraws its bid during the period of bid validity specified by the Proposer in the Bid Form; or
- b. If, as per the requirement of Qualification Requirements the Proposer is required to submit a Deed of Joint Undertaking and he fails to submit the same, duly attested by Notary Public of the place(s) of the respective executants(s), next day from the date of intimation of post – bid discussion; or
- c. In the case of a successful Proposer, if the Proposer fails within the specified time limit
- i. To sign the Contract Agreement, in accordance with GCC
- ii. To furnish the required performance security(ies),

9.3 NO INTEREST SHALL BE PAYABLE BY THE BSPHCL ON THE ABOVE BID SECURITY. PERIOD OF VALIDITY OF BID

Bids shall remain valid for the period of 15 days after the date of opening of Techno - Commercial Part.

In case required the BSPHCL may ask Proposers for extension of the bid validity period. The request and responses thereto shall be made in writing or by e-mail. In case of none-response of Proposer EMD as deposited in RFP has been forfeited.

10. BID OPENING

- 10.1 The bid documents received by the time of Bid acceptance shall be opened in the presence of representative of Proposers who choose to be present.
- 10.2 RFPs which have been submitted late or which are not accompanied by requisite cost of RFP document and EMD shall not be opened.

11. **EVALUATION OF RFP (TECHNICAL PART & PRICE PART)**

- (i) The bidder must be in a business of Housekeeping & Laundry in reputed firms/institute/hotels/guest house having at least 02 years of experience in Housekeeping & Laundry preferably in the state of Bihar.
- (ii) The bidder should have all the necessary registrations of the Government under the Shops and Establishment Act, PF/ESI, Service Tax, VAT, etc, whatever is applicable.
- (iii) The bidder should give full details of at least one establishment/Housekeeping & Laundry where the bidder has Housekeeping & Laundry contract for the visit of Housekeeping & Laundry committee members preferably in the state of Bihar.
- (iv) The technical bid should be accompanied with Demand Draft Rs. 50,000/-[Rupees Fifty Thousand only] issued by any Nationalized Bank of India or scheduled bank in favour of “Account Officer, BSP(H)CL” as an Earnest Money Deposit[Refundable]. EMD of successful tenderer shall be converted into Performance Security Deposit. Remaining amount of Performance Security Deposit will be deposited by the contractor before start of work.
- (v) The bidder should be an Income Tax payee. Copies of Income Tax Return, Balance Sheet, Profit & Loss Account for the last two years to be enclosed.
- (v) From among the bidders short listed after the evaluation of the Technical Bids, the Lowest one Bid will be decided at the time of finalization of tender on the basis of rates given in the Financial Bid.

Price part enclosed with RFP document as Annexure- (B) to be filled by the Proposer.

12. **CLARIFICATION DURING BID EVALUATIONS**

During bid evaluation process, the BSPHCL may, at its discretion, ask the Proposer (s) for any clarification on the bids submitted. In case of erroneous/non submission of documents, the BSPHCL may give Proposers not more than 3 working days written notice to rectify mistakes/furnish more documents as required. If the Proposers fail to comply with the above the bid shall be liable for rejection. As part of clarification no change in the price or substance of the bid shall be sought, offered or permitted.

13. **PRELIMINARY EXAMINATION OF BIDS**

The BSPHCL will examine bids received to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

Prior to the detailed evaluation, the BSPHCL will determine whether each bid is complete and is responsive to RFP conditions. No deviation, conditionality or reservation is permitted and in case the same is there the bid shall be considered non-responsive. A responsive bid is one that conforms to all the terms, conditions and specifications of the Bidding Documents without deviations, objections, conditionality or reservations. A deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality or performance of the contract; (ii) that limits in any substantial way, inconsistent with the Bidding Documents, the BSPHCL’s rights or the successful Proposer’s obligations under the contract; or (iii) whose rectification would unfairly affect the competitive position of other Proposers who are presenting substantially responsive bids.

If a bid is found non-responsive during evaluation, it will be rejected by the BSPHCL and may not subsequently be made responsive by the Proposer by correction of the non-conformity. The BSPHCL determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. BSPHCL determination of non-responsiveness of the Bid shall be final and the Proposer hereby repudiates all his claims what so ever in this regard.

14. QUALIFICATION

The BSPHCL will ascertain to its satisfaction whether Proposers with responsive bids are qualified, as per the Qualification Requirement to satisfactorily perform the contract. The BSPHCL shall be the sole judge in this regard and the BSPHCL interpretation of the Qualification Requirement shall be final and binding.

15. BSPHCL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The BSPHCL reserves the right to accept or reject any bid, and to annul the bidding process at any stage and reject one or all bids at any time prior to award of contract, without thereby incurring any liability to the affected Proposer or Proposers or any obligation to inform the affected Proposer or Proposers of the grounds for the BSPHCL's action.

16. NOTIFICATION OF AWARD

Prior to the expiration of the period of bid validity, the BSPHCL will notify the successful Proposer in writing, regarding acceptance of its Bid. The notification of award will constitute concluded contract.

The BSPHCL shall intimate the results to the Proposer through e-mail or letter.

The BSPHCL shall promptly respond in writing to any unsuccessful Proposer who, after notification of award in accordance with above, requests in writing the grounds on which its bid was not selected.

Upon the successful Proposer's furnishing of the security deposit, the BSPHCL will promptly return the bid security..

17. SIGNING THE CONTRACT AGREEMENT

At the same time as the BSPHCL notifies the successful Proposer that its bid has been accepted, the BSPHCL in consultation with the Proposer will prepare the Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.

The Contract Agreement shall be prepared next date of the Notification of Award and the successful Proposer and the BSPHCL shall sign and date the Contract Agreement immediately thereafter.

18. SECURITY DEPOSIT.

- (i) Within 7 days of issue of the Letter of Intent from BSP(H)CL, the successful Bidder shall furnish to BSP(H)CL, a Contract Performance Guarantee for a value of 5% of Contract Value in the form of Demand Draft in favour of "Account Officer, BSP(H)CL".
- (ii) BSP(H)CL will deduct 5% of the total contract value towards security deposit. This will be deducted from the verified running bill. The amount deducted against the security deposit from the running bills shall be released after successful completion of the Contract period.
- (iii) No interest shall be payable by BSP(H)CL on the above bid security.

19. FRAUD AND CORRUPTION

It is the BSPHCL's policy that requires the Proposers and their subcontractors under the contracts to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the BSPHCL:

- (a) defines, for the purpose of this provision, the terms set forth below as follows:
- (b) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (c) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (d) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (e) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (f) "obstructive practice" is

- (i) Deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a BSPHCL's investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;
- or**
- (ii) acts intended to materially impede the exercise of the BSPHCL's inspection and audit rights.
- (g) will reject a proposal for award if it determines that the Proposer recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
 - (h) will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a contract; and
 - (i) will have the right to require that the provision be included in Bidding Documents and in contracts, requiring Proposers, suppliers, and contractors and their sub-contractors to permit the BSPHCL to inspect their accounts and records and other documents relating to bid submission and contract performance and to have them audited by auditors appointed by the BSPHCL.

20. PENALTY

- (i) The BSP(H)CL reserves the right to impose a penalty [to be decided by the BSP(H)CL authorities] on the contractor for any serious lapses in maintaining the quality and the services wilfully or otherwise by the contractor or his staff or for any adulteration.
- (ii) If the BSP(H)CL is not satisfied with services provided or behaviour of the contractor or his/her employees, the contractor will be served notice to improve or rectify the defect[s], failing which BSP(H)CL will be at liberty to take an appropriate necessary steps as deemed fit.
- (iii) Notwithstanding any other court or courts having jurisdiction to decide the question[s] forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract [including any arbitration in terms thereof] shall lie only in the court of competent civil jurisdiction in this behalf at Patna and only the said courts shall have jurisdiction to entertain and try such action[s] and/ or proceedings to the exclusion of all the other courts.
- (iv) The services and materials may be checked by BSP(H)CL's representative/ Committee at any time and if sub-standard/unauthorized material is found, it will be treated as breach of contract and the BSP(H)CL can review the contract. Contractor shall have to abide by the decision of BSP(H)CL Patna.
- (v) In the event of unsatisfactory service rendered by the contractor, the contract may be cancelled by the BSP(H)CL. A monetary fine as penalty of Rs. 5,000/- per day for defaults as per scope of work in any particular day will be imposed during the period of contract. This penalty so imposed may be partially waived if the services are improved subsequently but a monetary fine of Rs. 1000/- per day will remain imposed for such defaults and this will have to be paid by the contractor within a week on receipt of communication from BSP(H)CL failing which this fine will be adjusted against the monthly bill/security deposit.

- (vi) BSP(H)CL reserves the right to cancel the contract at its sole discretion and without assigning any reason.
- (vii) Contractor must ensure daily removal of garbage from the premises to allotted area. However, the garbage before disposing off may be checked by security personnel.

21. PAYMENT TERMS

The payment will be made by Accounts Officer, BSPHCL, Patna. The bill will be submitted to OSD(HR/Admin) & verified by the Assistant Executive Engineer, Grid Sub-Station, Gaurichak, Patna & countersigned by the OSD(HR/Admin).

22. GUIDELINES FOR SUBMISSION OF TENDER

The bids are to be submitted in two parts-

- (i) Sealed Technical Bid, along with a Demand Draft of Rs. 50,000/- [Rupees Fifty thousand], drawn in favour of "Account Officer, BSP(H)CL" payable at Patna, towards Earnest Money Deposit [EMD] in one sealed envelope super-scribed "Technical Bid For Housekeeping & Laundry Services at Bihar Power Training Institute, Gaurichak, BSP(H)CL, Patna". Tender documents received without EMD will be summarily rejected;
- (ii) Sealed Financial Bid placed in a separate envelope super-scribed with: "Financial Bid For Housekeeping & Laundry Services at Bihar Power Training Institute, Gaurichak, BSP(H)CL, Patna".
- (iii) The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed together in a bigger envelope super-scribed with "Bid For Providing Housekeeping & Laundry Services at Bihar Power Training Institute, Gaurichak, BSP(H)CL, Patna". This bigger envelope, bearing the name & complete postal address of the bidder, should be addressed to the GM (HR & Adm.), Bihar State Power (Holding) Company Limited, Vidyut Bhawan, Bailey Road, Patna – 800 021 (Bihar), India and dropped in the Tender Box on or before 03:00 p.m. on 31/05/2017. Tenders received after due date & time shall not be accepted.

23. TERMINATION OF THE CONTRACT

- (i) The contract may be terminated by BSP(H)CL after giving 15 days notice or the Contractor also may terminate the contract after giving three month notice to the BSP(H)CL. However, BSP(H)CL reserves the right to terminate the contract without giving any notice in case the contractor commits breach of any of the terms of the contract. BSP(H)CL decision in such a situation shall be final and shall be accepted by the contractor without any objection or resistance.
- (ii) On termination of the contract, the contractor will hand over all the equipments/articles, etc. supplied by BSPHCL, in good working condition, to BSP(H)CL.

24. STATUTORY OBLIGATIONS OF THE TENDERER [CONTRACTOR]

- (i) The contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing Housekeeping & Laundry Services.
- (ii) The employees of the contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- (iii) The contractor will, prior to the commencement of the operation of contract, make available to BSP(H)CL the particulars of all the employees who will be deployed at the BSP(H)CL's

premises for running the Housekeeping & Laundry Services. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees. They must wear proper uniform and valid ID cards issued by the contractor after taking approval from the BSP(H)CL Patna.

- (iv) The contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Govt. of Bihar and full fill all other statutory obligations, such as, Provident Fund, ESI, Service Tax, Workman's Compensation Act/Fatal Accident Act, Personal Injuries, and other laws whichever is applicable.
- (v) The contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
- (vi) Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child below the age of 14 (fourteen) years .
- (vii) In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the BSP(H)CL by any individual, agency or government authority due to acts of the Contractor, the contractor shall be liable to make good/compensate such claims or damages to the BSP(H)CL. As a result of the acts of the contractor, if the BSP(H)CL is required to pay any damages to any individual , agency or government authority, the contractor would be required to reimburse such amount to the BSP(H)CL or the BSP(H)CL reserves the right to recover such amount from the payment[s] due to the contractor while settling his/her bills or from the amount of security deposit of the contractor lying with the BSP(H)CL.
- (viii) The contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around institute, corridors of hostel/campus and surrounding etc.
- (ix) The contractor shall provide sufficient sets of uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
- (x) The contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to BSP(H)CL's moveable or immovable property due to the conduct of the contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by BSP(H)CL. The decision of the BSP(H)CL designated officer in this regard shall be final and binding on the contractor.
- (xi) The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
- (xii) The contractor shall be vicarious liable for their employees.
- (xiii) The contractor shall keep the institute and its surrounding areas clean and up to date sanitation every day after the services are over. BSP(H)CL management will have 24 hours access to inspect the premises at any time for ensuring the cleanliness and hygienic institute's premises.
- (xiv) The BSP(H)CL reserves the right to appoint officers/officials to inspect the quality of material and services. Any defect[s] pointed out by such officers/officials during their visit shall be properly attended by the contractor and then contractor shall rectify them immediately.

25. OTHER OBLIGATIONS OF THE CONTRACTOR

- (i) The contractor will use only branded material.
- (ii) All work shall be carried out with due regard to the convenience of BSP(H)CL. The orders of the concerned authority shall be strictly observed.

- (iii) In case of BSP(H)CL requirement the contractor shall deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays.
- (iv) The contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of the institute.
- (v) Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the BSP(H)CL are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the Contractor, failing which the same will be got done by BSP(H)CL at the contractor's risk and cost. In this regard, the decision of the designated officer of BSP(H)CL shall be final and binding on the contractor.
- (vi) All work shall be carried out with due regard to the convenience of BSP(H)CL. The orders of the concerned authority shall be strictly observed.
- (vii) In case of BSP(H)CL requirement the contractor shall deploy adequate manpower for work.
- (viii) Storing and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication by any employees of Contractor are strictly prohibited in the training Institute's campus. Any breach of such restrictions by any employees of Contractor will attract deterrent action against the contractor as per statutory norms, including termination of contract.
- (ix) The workers employed by the Contractor shall be directly under the supervision, control and employment of the contractor and they shall have no connection what-so-ever with BSP(H)CL. BSP(H)CL shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against BSP(H)CL for employment or regularization of their services by virtue of being employed by the Contractor, against any temporary or permanent posts in BSP(H)CL.
- (x) The contractor shall ensure that a representative of contractor is available for proper administration and supervision at the works to the entire satisfaction of the institute.
- (xi) The contractor will bring his own tools and equipments etc., in sufficient quantity as needed to maintain the housekeeping and laundry services.
- (xii) BSP(H)CL shall not provide any consumable or non-consumable items for the purposes of housekeeping and laundry services.

26. Pre-Bid Meeting

- (i) Pre-bid meeting will be held in the chamber of GM (HR & Adm.), BSPHCL, Vidyut Bhawan, Bailey Road, Patna on 25/05/2017 at 12:30 PM regarding clarification and doubt.
- (ii) Any clarifications related to tender documents pertaining to the work may be obtained from GM (HR & Adm.), Bihar State Power (Holding) Co. Ltd., during working hours between 03 PM to 05 PM.

27. GENERAL TERMS & CONDITIONS

- (i) Please read the terms & conditions carefully before filling up the document. Incomplete tender documents will be rejected.
- (ii) The tender documents may be obtained from GM (HR & Adm.), Bihar State Power (Holding) Company Limited, Vidyut Bhawan, Bailey Road, Patna-800021 Office during office hours from 10:00 am to 05:00 p.m. upto 30/05/2017 by handing over of Demand Draft of Rs. 2500/- (non-refundable) issued by any Nationalized Bank of India or scheduled bank in favour of "Account Officer, BSP(H)CL" payable at Patna.
- (iii) The tenderer must write the name & complete postal address of the bidding firm on the reverse side of the demand draft/s.

- (iv) All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms & conditions of this tender.
 - (v) BSP(H)CL reserves the right to obtain feedback from the previous/present clients of the tenderer and also depute its team/s to inspect the site/s at present contract/s for on-the-spot first hand information regarding the quality of services provided by the tenderer. Decision of BSP(H)CL with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team/s deputed for the purpose. The decision of the BSP(H)CL in this regard will be final and binding on all bidders.
 - (vi) Tender shall be submitted in BSP(H)CL official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall submit more than one tender form.
 - (vii) Tenders received without prescribed Earnest Money Deposit [EMD] of Rs. 50,000/- [Rupees Fifty thousand only] shall be rejected.
 - (viii) The services to be rendered by the contractor must not be altered by the bidder.
 - (ix) No paper shall be detached from the tender document.
 - (x) The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the tender is liable to be rejected.
 - (xi) The financial bids submitted by all bidders should be valid at least for a minimum period of six months from the date of opening of technical bids.
 - (xii) Person signing the bid or other documents connected with tender must clearly write his/her name and specify the capacity in which signing.
 - (xiii) The BSP(H)CL reserves the right to accept or reject any or all the tender without assigning any reason. The tenderer shall not have any right to communicate in this regard.
 - (xiv) Before submitting the filled-in tender documents to the BSP(H)CL, the bidders may seek clarification/s, if any, in person by visiting the institute during working hours with prior appointment.
 - (xv) The BSP(H)CL reserves the right to drop/modify change any condition of the tender before opening of the technical bids in the presence of tenderers.
 - (xvi) The selected bidder will have to enter into an agreement with the BSP(H)CL.
 - (xvii) Canvassing in any form will make the tender liable to rejection.
28. The rates quoted for above items shall remain firm during the entire period of contract.
29. The Bihar Public Works Contract Dispute Arbitration Tribunal, Patna alone shall have an exclusive jurisdiction to decide any differences/dispute/claim for and against BSPHCL/Proposers arising out of or in respect of this RFP/contract agreement/work of award.
30. The RFP which is not submitted in the enclosed Company's prescribed Performa shall be rejected.
31. The Company reserves the right to change any condition or to cancel the RFP in whole or part of the awarded contract without assigning any reason.

General Manager (HR/Adm.)
BSPHCL

GUARANTEE DECLARATION FORM

Name of the Proposer:.....

NIT NO:-15/PR/BSPHCL/2017

Sir,

I / We, the undersigned do hereby declare & confirm that, the works to be executed by us will be as per the RFP & requirement of the BSPHCL. If any deviation regarding quality work or any other work are found, I / We will take full liability & compensate the Company.

Place:

Date:

Yours faithfully,

Signature of the Proposer with Seal

TECHNICAL & COMMERCIAL PART TO BE FILLED BY THE PROPOSER

Name of Proposer :-.....

NIT NO- 15/PR/BSPHCL/2017

Annexure-I

BIHAR STATE POWER (HOLDING) COMPANY LIMITED		
CHECKLIST		
Proposer should fill in the cells shown below.		
NAME OF PROPOSER		
Place		
Date		
Name		
Designation		
Address		
Phone Number		
Mobile		
Sl. No.	Name of Document	Details
1	RFP Document Fee (Send Original DD)/Submit Original Money Receipt if bid document purchased from the office of BSPHCL	Amount Rs. DD No- Dated- Name of Bank-..... Branch-..... <p align="center">OR</p> Money Receipt No..... (in case of Bid document purchased from the office of BSPHCL) Date Amount Rs.....
2	Details of Earnest Money Deposit (Send Original DD)	Amount Rs. DD No- Dated- Name of Bank-..... Branch-.....
3	Registration of firm / agency / company (Attach Copy)	Reg. No-..... Reg. Date-..... Issuing Department-.....
4	Annual Financial Turnover for Financial years. (Attach Copy of Audited PL Account & Balance Sheet)	FY- 2015-16 :-
		FY- 2014-15 :-
		FY- 2013-14 :-

5.	Shop and Establishment Certificate. (Attach Copy)	
6.	Experience Certificate along with (Attach Copy)	
7.	Maximum Contract amount for one work of similar nature completed during years. (Attach Copy)	
8.	VAT registration certificate and up to date clearance (Attach Copy)	
9.	Copy of VAT registration certificate along with TIN No. (Attach Copy)	
10.	ISO Certificate No. of Agency (Attach Copy)	
11.	PAN and Income Tax Return of previous financial Year (Attach Copy)	
12.	Experience in execution of similar works of minimum three years (Attach Copy of earlier work order and its completion certificate)	
13.	Government / Public Sector Undertaking / Government Companies experience certificate in similar nature. (Attach Copy)	
14.	Necessary undertakings submitted (Attach copy of Annexure –A etc.)	
15.	Number of works completed in stipulated time during last five years (Attach copy of completion certificate in stipulated time)	
16.	Whether agreed to take prior permission for sale of eatable items other than market packed items and breakfast.	
17.	Enter Number of Unskilled labour and supervisor to provide	Minimum No. of Unskilled Labour :- 7 (Seven)
		Minimum No. of Supervisor :- 2 (Two)
18.	Whether even blacklisted, if yes then give details and present status.	

Dated: _____

Name of Firm: _____

Place: _____

Official Seal : _____

Full Name : _____

Signature : _____

PRICE PART TO BE FILLED BY THE PROPOSER

Name of the Proposer:.....

NIT NO:-15/PR/BSPHCL/2017

Sl. No.	Description of work	Unit	Qty	Rate Per month (In Rs.)	Service Tax	Total Amount including All taxes per Month (In Rs.)
Housekeeping work at Hostel & Institute, Gaurichak, Patna as per Scope of work						
1	Hostel Building Build up Area	Sq meter	786.82	Rs.	Rs.	Rs.
	Institute Building Build up Area	Sq feet	18614.78			
Sweeping of entire outer premises including surrounding Road & Roof Area of BSPHCL Training Centre, Gaurichak, Patna (Twice a day)						
2.	Institute Building Premises Area	Sq feet	1498.36	Rs.	Rs.	Rs.
	Institute Building Roof Area	Sq feet	7491.78			
Laundry work at Hostel & Institute, Gaurichak, Patna as per Scope of work						
3.	Bed sheet (60X90)	Per Unit		Rs.	Rs.	Rs.
	Blanket (60X90)	Per Unit				
	Mattress Cover Cotton (78X36X4)	Per Unit				
	Blanket Cover (60 X 90)	Per Unit				
	Mosquito Net (6½X3")	Per Unit				
	Bed Sider (5' X 2')	Per Unit				
	Curtain	Per Unit				
	Cotton Bed Cover (Single)	Per Unit				
Top Sheet Single (Single)	Per Unit					
Total Amount Per Month (1 + 2 + 3) =						Rs.
Total Amount for 12 Months (i.e. Per Month X 12)						Rs.

Dated: _____

Name of Firm: _____

Place: _____

Official Seal : _____

Full Name : _____

Signature : _____