

OFFICE OF THE MEMBER SECRETARY
BIHAR STATE LEGAL SERVICES AUTHORITY

Short Tender Notice No. 06/2024, Dated 03/07/2024

Sealed quotations are invited from the interested parties for providing four (04) Sweepers and one (01) Gardener to Bihar State Legal Services Authority (BSLSA), Patna. Quotations, along with other documents, as indicated in annexure to the notice, may be submitted in a sealed envelope addressed to the Member Secretary, Bihar State Legal Services Authority, Patna only during office hours, up to 5:30 PM on or before the 31.07.2024 at the office of Bihar State Legal Services Authority.

Last Date and Time of Receipt of Bids	On or before 31.07.2024 till 5:30 PM (if Holiday, then next working day)
Place of submission of Bids	Bihar State Legal Services Authority, Budh Marg, Patna.
Date/Time/Place of Opening of Bids	02.08.2024 at 1:30 PM, Bihar State Legal Services Authority, Budh Marg, Patna.

03/07/2024.

Member Secretary

Bihar State Legal Services Authority (BSLSA)

ANNEXURE-I

CONDITIONS FOR TENDER

1. The financial bid shall contain four (04) Sweeper and one (01) Gardener and cleaning rates inclusive of all taxes, for per square feet/per manpower/lump sum, and also total chargeable amount per month, with minimum number of workers to be engaged, in sealed enclosure.
2. The technical bid shall contain a separate document containing details of services offered and terms and conditions on which the same is being offered, with all technical details, as indicated in this document.
3. All the bidders shall attach a copy of Registration/Incorporator/equivalent Certificate, Aadhar, PAN and GST Registration certificate along with declaration of experience and their income tax returns of the last three financial years.
4. Every bidder must deposit a demand draft drawn on a Nationalized Bank/Scheduled Bank for Rs.25000/- only in favour of the Member Secretary, BSLSA, Patna as earnest money deposit.
5. Validity of bid will be 60 days from the date of opening of the bid.
6. On acceptance of tender, it will be obligatory to deposit Security Money @ 5% of the amount of the approved tender, in the shape of N.S.C. or 3 years/5 years P.O. Time Deposit or, fixed deposit into any Nationalized bank, duly pledged to the Member Secretary, BSLSA, Patna.
7. Earnest money of the unsuccessful Bidder will be refunded on request by Bidder after intimation of rejection tender or on expiry of the validity period whichever is earlier.
8. Power of attorney of authorized signatory and Constitution of firm shall have to be produced by Contractor on demand.
9. Letters issued through registered post shall be deemed to have been served to the bidder.
10. Notice inviting Tender and conditions for tender shall form part of Agreement.
11. Payment will be made subject to availability of fund for the job.
12. Contractor shall furnish the detailed weekly program of works of the project and methodology & equipment to be used on the project and get approval from the Authority within 5 days of execution of agreement and communicate the proportional progress of works with respect to the program during execution of works.
13. No any material or machineries will be supplied by the Bihar State Legal Services Authority (BSLSA).
14. Materials to be used in works shall be approved in advance in writing by the BSLSA.

15. No equipment or personnel will be removed from site without permission of the BSLSA.
16. The Contractor shall arrange for contingent medical aid for workers at his own cost and comply with all labour rules for the time being in force.
17. The Contractor shall be responsible for any damage or loss to State Authority's property due to negligence of his workers or staff and the damages shall be made good at his own cost.
18. The Contractor shall be held responsible for any accident occurring due to negligence at work and loss against such accident shall be borne by the contractor.

GENERAL INSTRUCTIONS FOR TENDERERS

1. Sweeper and Gardener services are to be provided for BSLSA including chambers, staircases, corridors, toilets, terrace, campus etc.
2. Bidders must include a statement showing the numbers of personnel of various streams in their technical bid.
3. Bidders should include sufficient details of mechanical equipment used in cleaning and should also have the experience of mechanized cleaning which must be included in their technical bid.
4. Sweeper and Gardener work will be done on all days of the week.
5. All the common toilets must be in the control of Sweeper and staff. The door will be locked. Lock will be opened from 9:00 A.M. to 7:00 P.M. and regular cleaning shall be done after every 30 min interval. The housekeeping staff shall be responsible for the safety of fittings and other articles in the washrooms and will be charged/fined, penalised and cost will be met by the contractor.
6. The bidder should have registration with statutory authorities such as ESI, PF, Labour welfare Department, etc. and the copies of certificates of registration should be enclosed with the tender.
7. The Firm/Organization should have a minimum of Two years of experience in providing Sweeper and Gardener services like cleaning, mopping, etc. in a modern hi-tech environment involving equipments like computers, servers, audio-visual projection systems, etc. and flooring like carpets vinyl, granite marble, etc.
8. Please note that Technical bid would be opened first to analyse the capabilities of the bidders. The price bid of only those bidders who are found suitable as per the Technical bid would be considered. The BSLSA reserves the right to reject any tender without assigning any reason whatsoever.

9. The Tender papers and all enclosures (on every page) must be signed separately by each partner of the firm or by a person holding a power of attorney authorizing him/her to do so. Such power of attorney should be produced along with the tender and it must also disclose that the firm is registered under the Indian Partnership Act.
10. The bidder must obtain at his/her own responsibility any expenses all the information necessary including risks, contingencies and other information to enable him to make a proper tender.
11. She/he may examine the specification, conditions and so on in respect of the site of work situated in BSLSA and acquaint with the local conditions, means of access to site, availability of raw material there, the process of disposing of garbage and all other matters pertaining thereto before submitting the tender.
12. Omission /neglect or failure on the part of the bidder to obtain requisite information on any matter affecting his tender would not relieve the bidder from any liability in respect of the contract. The bidder who wants to understand the technicalities and the type of service that need to be provided may approach the Registrar, BSLSA on all working days from Monday to Saturday between 10:30 A.M. to 5.30 P.M.)
13. The BSLSA does not bind itself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason thereto.
14. The BSLSA further reserves the right to delete or reduce any item or section of the bills of quantities without assigning any reason whatsoever thereof and no claim will be entertained in this regard.
15. The bidder whose tender is accepted has to execute an agreement with the BSLSA but his liability under the contract shall commence from the date of the written order. The contract either in full or in part shall not be sublet or assigned to by the bidder.
16. The BSLSA reserves the right to award the entire work in full or distributed area of work to any of the bidders at its discretion.
17. This financial bid must clearly indicate the rates quoted in figures and in words, and all documents must be duly signed by the authorized signatory with the official seal.

EVALUATION CRITERIA

The Proposed evaluation system for evaluation of technical bids would be as follows:-

1. The Bidder should have executed at least one similar work in the last two years.
2. The Bidder should have the availability of key equipments as mentioned in scope of work. The bidder should however, undertake their own studies and furnish with their bid a detailed Sweeper and Gardener planning, approach and methodology to allow the Employer to review their proposal.

3. The bidder should have the availability for this work of personnels with adequate experience, which shall be mentioned in the bid.
4. Each technically evaluated bid on the above criteria would be assessed after evaluation of information and supporting documents submitted by each bidder. All bidders who have submitted information and documentation as per the tender documents and have fulfilled eligibility criteria as above would be considered technically eligible.

SCOPE OF SWEEPER AND GARDENER WORK

A. GENERAL SWEEPER AND GARDENER WORK:-

1. The offices open at 10:30 AM and the service provider is expected to complete cleaning, dusting, mopping etc. in each room before 9:00 AM.
2. Cleaning and maintenance of the area includes dusting, brooming, mopping of all rooms in all the buildings, corridors, staircases, lifts, toilets, machine rooms by using good cleaning agents.
3. The Main entrance lobby and staircase has to be cleaned at least once in two hours or as and where required.
4. Toilets in all the floors including toilets in chambers are to be cleaned thoroughly with disinfectants in the morning and at regular intervals of 2 hours.
5. Entire terrace area to be cleaned weekly and to be monitored in respect to stagnation of water, blockage of drain inlet/outlets etc.
6. Complete and thorough cleaning of VIP areas like Chambers of Executive Chairman, Meeting Hall, Chamber of the Member Secretary and other officers, office area, Conference Hall need to be taken up early in the morning.
7. Removal of litters, papers, and garbage in all floors in all the buildings daily.
8. Vacuum cleaning of carpet floor on daily basis & spot cleaning on regular basis.
9. Dusting of furniture and fixtures first with dry cloth and then with Colin or other cleaning agent.
10. Cleaning of wash basins, sanitary fittings and toilet floors with dry and wet mops.
11. Cleaning of Doors and windows etc.
12. Dry and wet dusting of Glass showcases with glass cleaner.
13. Brasso polishing on brass fixtures.
14. Cleaning of Glass pans, removal of scrub from outside once in a month.
15. Cleaning and maintenance of in house plants.

16. Disposal of garbage to a place duly designated for this by Patna Municipal Corporation.

17. Control of Rats by ratkill poisoning, Mosquitoes by Spraying/fogging is required to be done on regular basis at least once in every month.

18. Cleaning of sludge from manholes and sewerage system after every 15 days.

B. SCOPE OF HORTICULTURE SERVICES:-

1. Maintenance, manuring, seeding, and Beautification.

2. Watering the plants and flower pots.

3. Maintenance of decorative of garden.

4. Improvement of ambiance/greenery in the campus.

C. SCOPE OF TECHNICAL SERVICES:-

1. Agency shall deploy qualified operators to run the audio visual equipment installed inside the buildings like projector, PA system. Plasma TV etc initial training and skill transfer shall be provided by BCD.

2. Agency shall deploy Plumber, carpenter, and electrician to attend day to day plumbing carpentry and electrical requirements.

D. SUPERVISOR AND EXECUTIVES:-

1. Supervision by educated, experienced and qualified supervisors'

2. Executives will be overall responsible for smooth functioning of all facilities in all the buildings which includes Housekeeping, front desk, technical and parking management. He will have experience of working in such an environment.

G. Sweeper and Gardener: -Frequency of cleaning of major items.

S. No.	Work Details	Frequency of Cleaning
(1.)	ROOMS	
a.	Cleaning of Doors	Once in a day
b.	Dusting of Window	Once in a week
c.	Cleaning of window	Once in a day
d.	Dusting of Furniture and other articles	Once in a day
e.	Wet Mopping of floor	Once in a day
f.	Dry mopping of floor	Once in a day
g.	Emptying of Dustbin	Once in a day
h.	Vacuum cleaning of Carpet and sofa	Once in a day
i.	cleaning of carpet	As required

j.	Cleaning of Doormat	Once in a day
k.	Cleaning of sofa by dry shampooing	As required
l.	Cleaning electrical switches	Once in a day
m.	Spot cleaning of walls	As required
(2.)	Toilets	
a.	Cleaning Doors, windows, walls, floors, doormat, fittings. washbasin, minors and trash removal	Once in a day
b.	Scrubbing of Urinal, sinks, WC & W/B	Twice a Day
c.	Changing Urinal, cubes and Odonil cubes	As required
(3.)	Stairs	
a.	Wet Mopping	Twice in a Day
b.	Dry Mopping	Four times in a Day
c.	Dusting of Verticals	Once a Day
(4.)	Corridors	
a.	Wet Mopping	Twice a Day
b.	Dry Mopping	Four times a Day
c.	Deep cleaning	Once a Day
(5.)	Main Entrance and Lobby	
a.	Wet Mopping	Every 2 hours in a day
b.	Dry Mopping	As required
c.	Dusting of Verticals	Once in a day
d.	Deep cleaning	Once a Week
(6.)	Gardener	
a.	Watering the plants & pots	Time to time.
b.	Maintenance and decoration of garden/Lawn.	Time to time.
c.	Proper and timely manuring, seeding,	
d.	Pouring and beautification of garden/lawn improvement of ambience/greening in campus.	

GENERAL CONDITIONS GOVERNING TENDER:-

1. The rates shall not be subject to any variation in price during the period of contract, except in case of taxes.
2. The contractor shall devote his full attention to the assigned work and discharge his/her obligations under the arrangements most diligently and honestly.
3. The contractor shall at all times, during the continuance of the agreement, obey and observe all directions and instructions given by BLSA and its authorized officials.
4. The contractor has to bring his own staffs who are skilled and good workers. BLSA under any circumstances will not provide any manpower support.
5. The supervisor(s) appointed by the contractor should be available throughout the day at the premises to supervise and guide his men.

7.

6. Contractor should make arrangements for leave reserves and holidays and deploy sufficient workers on rotation.

7. A registered medical practitioner should carry out the medical check-up of the staff every year. Any staff failing the medical checkup should be removed immediately.

8. Three pairs of uniforms per year shall be provided by the contractor to all his staff at his own cost. It has to be maintained clean all the time and every worker is to be provided with name badges. Strict personal hygiene has to be observed.

9. The contractor or his employees shall not use the premises allotted to him/her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to the officers and employees.

10. All the payments have to be as per the prevailing minimum wages stipulated from time to time (covering benefits such as ESI, PF etc.)

11. All the rules related to the Labour Law and applicable Acts should be strictly followed and in case any dispute BSLSA will not be a party.

12. The bidder has to satisfy the BSLSA showing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable under the Statutory Act are being paid to his staff before the first week of the month taking care about the paid leaves etc. as required under the Contract Labour Regulation Act and Minimum Wages Act as notified by the Government from time to time.

13. The cleaning materials etc. used for work should be as per the brand names/others approved by BSLSA.

14. Garbage collected has to be dumped in the area and the place specified by the Municipal Corporation. The responsibility of disposal of garbage would be entirely borne by the Contractor.

15. The contractor who is awarded the work, needs to submit the bills for the services rendered once in a month to the BSLSA which will scrutinize the bills before processing the payments.

16. In case of any irregularity in service quality not up to the expectations, complaints received from in house etc., the service-provider would be penalized. The penalty would be decided by the BSLSA and will be directly deducted from the bill claimed by the Contractor and the BSSA's decision shall be final in this regard. The BSLSA will monitor from time to time whether the rules, terms and conditions are being followed, and in case of lapses deviations, violations, etc. suitable action shall be taken against the Firm/Organization.

17. Income-tax and security deposit will be deducted at source from every bill by the BSLSA at the rate notified by the Government.

8.

18. Any accidents including death caused to the contractor or workers during course of execution of work or elsewhere will be addressed and taken care of by the contractor. The BSLSA in no way shall be responsible for the same.

19. The contract may be terminated at one month's notice by the BSLSA, if any one of the stipulated conditions agreed upon by the contractor are not met to the satisfaction of the BSLSA. The arrangement shall stand terminated on the expiry of contract period or earlier by giving six months notice to the BSLSA by the contractor during the currency of the agreement.

20. The contractor shall be deemed for all legal and contractual purposes, as the employer of his staff and such staff will not have any claim for employment in BSLSA now or at a future date. The number of such persons employed will be determined by the parties to this contract, by exchange of letters from time to time. But in any case the contractor shall have to engage the services of a sufficient number of persons as stipulated by the BSLSA.

21. The competent courts in Patna (Bihar) alone shall have jurisdiction in respect of any matters pertaining to the tender/contract.


03/07/2024.
Member Secretary

Bihar State Legal Services Authority