

**Bihar Institute of Correctional Administration (BICA)**

Notice No - 05/2022-23

Notice Inviting e-Tender (NIT)

For- "Selection of Agency for Providing Housekeeping and Horticulture services to BIHAR INSTITUTE OF CORRECTIONAL ADMINISTRATION "BICA", Hajipur, Vaishali".

Director, BICA, Hajipur hereby invites, Online Tenders in the prescribed forms on <https://www.eproc.bihar.gov.in/BELTRON> for Providing Housekeeping and Horticulture services to BIHAR INSTITUTE OF CORRECTIONAL ADMINISTRATION "BICA", Hajipur, Vaishali, from the reputed organizations having minimum five years experience in Housekeeping and Horticulture services of Govt. Training Institute / VIP Guest House of central / state Govt. The details of bids are as follows;

Tender Schedule/Programme

| Tender Notice No. | Date/Time : Duration |
|---|---|
| Name of the work | HOUSEKEEPING AND HORTICULTURE SERVICES TO BIHAR INSTITUTE OF CORRECTIONAL ADMINISTRATION "BICA", HAJIPUR, VAISHALI |
| 1. Online Sale/Download date of Tender documents | From 15.10.2022 (From 10:00 AM.) (https://www.eproc.bihar.gov.in/BELTRON) |
| 2. Pre Bid Meeting | 26.10.2022 at 11:00 Hrs In office of The Director, BICA Hajipur |
| 3. Bid Clarification | 28.10.2022 (15:00 Hrs) Should be uploaded through Corrigendum |
| 4. Date/Time for submission/ uploading of offer/Bid | 05.11.2022 Up to (17:00 Hrs) (https://www.eproc.bihar.gov.in/BELTRON) |
| 5. Submission of EMD through online mode only | 05.11.2022 up to 16:00 Hrs |
| 6. Date & time for opening of Technical Bid | 08.11.2022 at 11:00 Hrs In office of The Director, BICA Hajipur online at portal:-(https://www.eproc.bihar.gov.in/BELTRON) |
| 7. Contact person/Nodal Officer for queries | Mrs. Gyanita Gaurav, Deputy Director, BICA, Hajipur Email: director.bica@bihar.gov.in |
| 8. Financial Bid Opening Date and Time | Date to be announced later by competent authority. (https://www.eproc.bihar.gov.in/BELTRON) |

Note -

- Intending Bidders may Participate either Section-A (Housekeeping) or Section-B (Horticulture) or Both.
- Separate EMD, Separate Certificates, testimonials, Affidavits, declaration along with other required documents will be uploaded in respect to each section separately.
- EMD for Housekeeping Rs.70000/- and EMD for Horticulture RS.10,000/- through e-Procurement mode only.
- Right to accept or reject any or all the offers without assigning any reason whatsoever is reserved by the DIRECTOR, BICA, Hajipur, Vaishali
- Tender Document is not transferable.

Deputy Director



**Prisons and Correctional Services,
Home (Prisons) Department, Govt. of Bihar**

Tender Document

For

***Selection of Agency for Providing Housekeeping
and Horticulture services to Bihar Institute of
Correctional Administration (BICA), Hajipur
campus***

Tender No. BICA-05/2022-23

**Bihar Institute of Correctional Administration (BICA)
Hajipur, Vaishali-844102**

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GENERAL INSTRUCTIONS TO SERVICE PROVIDERS

1. Definitions and Abbreviations:

The following definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated below:

Definitions:

- (a) "Contract" means the written agreement entered into between the Director, BICA, Hajipur and the Service Provider, together with all the documents and including all attachments, annexure, bid documents etc. mentioned there in.
- (b) "Tender Inviting Authority" means the Director , Bihar Institute of Correctional Administration, Hajipur.
- (c) "Competent Authority" means the Director, Bihar Institute of Correctional Administration, Hajipur.
- (d) "Contractor" or "Agency" means the successful bidders elected for execution of contract for Housekeeping services after execution of agreement.
- (e) "Day" means calendar day.
- (f) "Institute" means Bihar Institute of Correctional Administration, Hajipur.
- (g) "Earnest Money Deposit" (EMD) means Bid Security submitted by a bidder along with this tender.
- (h) "Services" means the scope of work together with articles, materials, consumables, instruments, machinery, equipment etc. which the service provider is required to deliver in BICA under the contract.
- (i) "Performance Security" means amount deposited by the successful bidder for due performance of the contract placed on him/them. Performance Security may also be interchangeably used as Security Deposit in the document.
- (j) "Tender" means Bid received from a Firm/Service provider/Bidder.
- (k) "Service provider" means an agency/firm registered in India as or under Proprietorship/ Partnership/ Pvt. Limited/ Limited Company participating in the bid.

2. Abbreviations:

- (i) BICA means Bihar Institute of Correctional Administration, Hajipur, Vaishali
- (ii) EMD means Earnest Money Deposit
- (iii) GST means Goods & Services Tax
- (iv) FY means Financial Year
- (v) GCC means General Conditions of Contract
- (vi) GIT means General Instructions to Service providers
- (vii) ITR means Income Tax Return
- (viii) NIT means Notice Inviting Tenders.
- (ix) TIA means Tender Inviting Authority

3. BICA reserves the right to to accept or reject any or all the offers without assigning any reason whatsoever is reserved by the DIRECTOR, BICA, Hajipur, Vaishali



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SECTION-A
(Housekeeping)

1. Scope of Services:

- a) The scope of services shall include all type of cleaning, Scavenging Services and House-Keeping Services in Administrative Building (including class rooms, library, Auditorium, Gym), Hostels, Guest House, Director 's Residence, Officers' Residence, Staff Quarters Type- III and IV, Dispensary , Parking Area, Ground Side, Campus road, drain and Campus Areas and plans designated by BICA from time to time..
- b) All the toilets should be cleaned (thrice daily or more if required) by using Black phenyl as directed by the concerned official by using toilet cleaning machines.
- c) All commodes & pans should be cleaned with toilet cleaning machines & detergents each day and for places where there are septic tanks the same should be washed with liquid cleaner.
- d) Naphthalene balls@4 for each urinal & wash basin should be placed once each week or earlier if required.
- e) Toilets floors & walls (up to tiles) corridors, kitchens, common room, staircase & other common places like lobby etc. should be cleaned by floor cleaning equipment's and mopped every day. They washed by liquid soap to the required level once in a week.
- f) Roof cleaning should be done twice in a week.
- g) The open areas such as roads etc. of the campus both inside & outside should be kept neat & clean by removing jungles, rubbish etc. at all times. The approach roads, connecting main roads etc. should be kept clean on daily basis.
- h) Plants, shrubs etc. on the walls, roof etc. They should be uprooted accordingly as directed by the concerned officer.
- i) The sewer lines, urinal outlets etc. need to be cleaned immediately in the event of any chocking as also once in a quarter
- j) The drains should be cleaned as per requirement. Bleaching powder of approved make should be spread on the surrounding surface of drains twice a month or as directed.
- k) The vats, except PMC garbage bins, should be kept clean on regular basis and the rubbish thus collected should be disposed off by the service provider with their own transport through Local Nagar Parishad at their designated places.
- l) The vacant rooms/area, if any, be cleaned and washed as and when required and instructed.
- m) All toilets & classrooms on the corridors of Administrative Building to be cleaned once before 8:00 AM on all working days.
- n) Dusting of all chairs, tables, benches etc. of the classrooms & offices stobed one once daily on all working days.
- o) Any other urgent job assigned from time to time.

2. Eligibility Criteria

- (a) Service providers should be either registered as a Company under Companies Act 1956/2013 or as a Partnership under Partnership Act, 1932 for providing similar kind of services (Housekeeping Services) or proprietorship firm.
- (b) **The service provider must have the following registrations at the time of bid submission:**
 - i) GST Registration
 - ii) EPF Registration
 - iii) ESI Registration
 - iv) Permanent Account Number (PAN)
 - v) Supporting documents should be annexed along with the technical bid.

(c) The Registered Office or one of the Regional/Branch Offices of the service provider must be located in Bihar/Patna for the last three years.

(d) **Turnover**

The service provider must have achieved minimum average annual turnover of Rs 25 Lakhs from the housekeeping services during the last three completed financial years and should be profit making.

Experience

(e) The service provider should have minimum five years' experience in performing similar nature of work and have successfully completed the same in any Government/Semi-Government/Autonomous educational institutions. In support of this, service provider must submit proof of satisfactory completion of contract amounting Rs. 20 Lakhs in any one of the previous three years. (Work order, Agreement, Performance Certificate showing amount received during the financial year.)

(f) **Black listed/Debarred**

1. The agency or any of its partners/directors should neither be currently blacklisted by any Central Ministry / State Govt. Departments / Public Sector Units / Universities nor should have any litigation enquiry pending and / or initiated by any Department or Court of Law with regard to the works executed by it during the last five financial years. **The quotationer shall furnish an undertaking duly attested by notary on a non-judicial stamp paper of value Rs. 100/- (Rupees Hundred only) as per Annexure F.**
2. Those quotationers who are either blacklisted or debarred or against whom FIR has been lodged or whose contract has been rescinded by any Government /PSU or who have failed to execute the awarded work in past three years will not be allowed to participate in this bid process.

(g) The bidder should have following equipment's (Owner/Lease/Procurement) for cleaning purpose.

| Sl. No. | Items | No. of Machine |
|---------|--|----------------|
| 1. | Floor Cleaning Machine as per requirement for corridors and toilet | 03 Pcs. |
| 2. | Toilet Cleaning Machine Indian & Western Type. | 03 Pcs. |

(h) **Manpower :-**

The tentative manpower requirement is 22. However BICA will lay emphasis on rendering of satisfactory housekeeping services.

3. Bid Validity:

- (a) The offer must remain valid for a period of 60 days after the due date of submission of Tenders.
- (b) In exceptional circumstances, prior to the expiration of the Bid validity, the Tender Inviting Authority may request the Bidders to extend the Bid validity period as deemed fit. The request and the responses thereto shall be made in writing.

A Service provider may not agree to the request without forfeiting its EMD. A Service provider, agreeing to the request will not be required or permitted to modify its Tender.

4. Bid Security/Earnest Money Deposit (EMD):

- (a) The Service provider is required to submit Earnest Money Deposit (EMD) of Rs 70,000/-.
- (b) The EMD should be submitted through e-procurement mode only.
- (c) The earnest money shall be refunded to the unsuccessful service provider through online after finalization of the contract. It shall be refunded to the successful service provider on receipt of the Performance Security Deposit.
- (d) No interest shall be paid on the EMD.

5. Bid Price:

- (a) The tender prices should be in Indian Rupee (Rs).
- (b) The service provider shall quote for all works i.e., mentioned in Scope of Work, failing which the bid shall be considered *Non-Responsive*.
- (c) Service providers should submit all the details of bid prices as per format given in **Annexure-E**.
- (d) All prevailing laws, rules and regulations will have to be followed by the service provider.
- (e) The price will remain fixed and firm during the pendency of the contracts also during extended period (if any)

6. Preparation and Submission of Tender (Only through e-procurement/tendering mode only):

- (a) Tenders are to be submitted as per two bid system, i.e., Technical Bid and Financial Bid.
- (b) All documents/papers should be numbered, signed and sealed by the Service provider on each page before uploading.
- (c) Technical Bid should contain all the documents required as per given format in bid document.
- (d) Financial Bid should contain the Price Schedule duly filled as per format given in **Annexure-E**.

7. Opening of Online Tenders:

- (a) Technical Bids shall be opened online on specified date and time in the office of Director BICA.
- (b) The Service providers' representative may attend in Tender opening.
- (c) The date and time of opening of Financial Bid shall be informed to all such Service providers who qualify in technical evaluation. The service provider's representative may choose to attend the opening of Price Tender.
- (d) In the event of any of the above-mentioned date(s) being declared as a holiday, the tender(s) shall be opened on the next working day at the appointed time.

8. Evaluation of Tender:

- (a) The committee constituted by the Competent Authority shall evaluate the Technical Bids with reference to technical requirements and various other criteria mentioned in the Bid Document. Based on the qualifying criteria, service providers who fulfill all the basic requirements as per the technical qualification criteria alone shall be considered as responsive bidders.
- (b) Financial Bids of the responsive bidders will only be opened.
- (c) The Service provider quoting the lowest bid amount for the services defined in the Scope of Work shall ordinarily be considered for award of contract.

- (d) In case more than one price bid quoting the same rates are received, the winning bidder shall be selected by draw of lots.
- (e) The Director, BICA, Hajipur reserves right to amend, relax, postpone or cancel the bid without assigning any reason whatsoever.

9. Performance Security Deposit and Award of Contract:

- (a) On being informed about the acceptance of the Tender and before signing the agreement, the successful Service provider shall deposit, within 15 days from the date of acceptance of tender, performance security amount, equal to **10% of Annual Contract Value** pledged to Tender Inviting Authority valid for 18 months from the date of signing of the agreement in shape of Account Payee Demand Draft issued by any scheduled Bank payable in favour of Director, BICA, Hajipur or A Fixed Deposit Receipt of the said bank duly pledged in his favour.
- (b) The successful Service provider shall execute an agreement (As per format given in **Annexure-F**) on a non-judicial stamp paper of value of 1000/- (stamp duty to be paid by the Service provider) /PWD Form F-2 within 15 days from the date of the intimation by the Tender Inviting Authority informing that his tender has been accepted.
- (c) If the successful Service provider fails to execute the agreement and/or to deposit the required security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his/their tender has been sent, on account of any reason, and is unable to undertake the contract, his/their selection will be cancelled and the EMD deposited with the tender shall stand forfeited.

10. Effectiveness and Duration of Contract

- (a) The contract shall come into effect from the date of signing by both the parties. The contract shall be valid for a period of 12(twelve) months from the date of commencement of services. It may be extended for another One year on same terms and conditions provided that services are found satisfactory.
- (b) However, the BICA may terminate the contract by serving one months' notice in writing without assigning any reason(s) thereof.
- (c) In the event of the institute administration being not satisfied with the services of the contractor due to any proved incident(s) of misdemeanor by the housekeeping personnel or any services lapse, the TIA reserves the right to levy fine, make suitable deductions from their bill and or forfeit the SD of the contractor apart from terminating the contract with one months' notice in writing.


11. Commencement of Services :

The service provider should commence the housekeeping services 15 days of signing of contract or any other date mutually agreed by both the parties. The validity period for the contract shall be considered from the date of commencement of service.


Deputy Director
BICA, Hajipur

GENERAL TERMS & CONDITIONS OF CONTRACT

- 1) The housekeeping personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor. The housekeeping personnel deployed by the contractor should be properly trained, having requisite experience and skills for carrying out a wide variety of housekeeping services using appropriate materials and tools/equipment. They will not claim any right for their regularization in BICA, Hajipur.
- 2) The agency shall ensure the health and safety measures of the employees deputed for the works at its end.
- 3) The agency shall not employ Physically unfit in the age group of 21-45 years..
- 4) In the event of any incident of the physical damage to the equipment or property by any housekeeping staff, the agency shall be liable for immediate payment for the damages, apart from the penalty as the TIA may deem fit to impose upon.
- 5) The contractor shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, Paan-Gutkha, smoking, loitering and shall not engage in any immoral act.
- 6) Any liability arising out of accident or death while on duty shall be borne by the contractor.
- 7) Adequate supervision will be provided to ensure correct & effective performance of the housekeeping services in accordance with the prevailing assignment and instructions agreed upon between the two parties.
- 8) The institute reserves the right to have any housekeeping personnel removed that it deems undesirable or otherwise. The agency shall have the right to change its housekeeping personnel with prior intimation to the TIA.
- 9) The duty hours may be changed be fixed by the institute from time-to-time depending upon the requirements.
- 10) In the event of any housekeeping personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
- 11) The housekeeping personnel deployed by the Contractor shall work under the overall supervision & direction of the official nominated by the TIA for this purpose.
- 12) No other claim on whatever account shall be entertained by the institute. The agency will ensure that workers engaged by him must receive their entitled wages and contributions on time.
- 13) In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the agency shall stand forfeited.
- 14) The agency shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- 15) The agency will ensure to deploy only physically fit personnel for duty.


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- 16) The bidder must have their own Supervisory and QRT (Quick Response Team) in nearby cities of place of contract to deal with any emergency requirements.
- 17) Contractor should also provide required Uniforms, Safety Shoes etc. to the workers at his own cost.
- 18) Contractor shall provide minimum three number Rickshaw Vans for garbage collecting & dumping. Agency also to provide sufficient numbers of following items throughout the year:
- i) Bucket,
 - ii) Gum Boot,
 - iii) Glass wiper,
 - iv) Dhamma,
 - v) Stick,
 - vi) Dry Moping,
 - vii) Wet Moping,
 - viii) Wiper etc.
 - ix) Dustbin (Offices, Hostels, Quarters, Auditorium, Classrooms, Canteen, Academic Building & Library) – As per requirement.
 - x) Ladder

19) **Risk Clause:**

- (a) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the TIA or a nominated official.
- (b) The agency and its staff shall ensure Pest/Animal/Rodent free ambience in the premises of the institute and plan, manage, collect and segregate dry and wet garbage in the earmarked area, efficiently transportation and disposed off the garbage in the disposal area. The work should be carried out in an eco-friendly manner and there should not be any environmental hazard.
- (c) The onus shall lie on the Contractor to ensure that the garbage collection/ waste-disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gears including boots, gloves, masks, etc. shall be provided by the Contractor to the housekeeping staff.
- (d) In the event of any unfortunate incident occurring due to non-conformity above, the onus shall lie on the contractor and he shall be liable to recoup the damage/loss and the TIA shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Performance Guarantee (Security Deposit).
- (e) Training to the housekeeping personnel deployed in the institute must be imparted regularly on soft skills and ethics. Ways of working in a reputed national educational institution should be communicated to all contract staff.

20) **Cleaning Services:-**

- (a) Cleaning, Scrubbing and Disinfecting all Bathrooms, Toilets, Wash Basins, Sanitary Fittings, Floors, etc. in the campus on an hourly basis or as may be required. Refilling of premium quality Hand Wash/Sanitizer in all the Wash rooms/Rest Rooms twice a day or as may be required.

- (b) Cleaning, Sweeping, Mopping of Stair Cases, Lobbies, Reception, Pantry, Canteen, Corridors, Door knobs, Stairs handles, Podium, desks with high quality disinfectants twice a day or as may be required.
- (c) Vacuum Cleaning of all carpets and upholstered furniture once in a day or as per requirement/direction.
- (d) Cleaning and Dusting of all Electrical Switch Boards, Light Fixtures, Fans, Air Conditioner Vents, Name Plates, Door Mats, Firefighting Equipment, Computer Systems, Phones, Network Equipments, TVs/Monitors, Photo-Copier Machines, Doors, Windows, Furniture, Window Glasses, Grills, Curtains, etc.
- (e) All Rooms, Lecture Halls and Toilets in the campus shall be cleaned using high grade cleaning liquid/Colin/floor cleaner/disinfectants and kept odour free using premium quality Deodorizer/Room Fresheners at regular intervals.
- (f) Scrubbing/Cleaning of Toilets, Wash Basins, Sanitary Fittings, Glasses, Toilets, Floors, etc. on hourly basis or as per requirement/direction.
- (g) Upkeep and maintenance of the Canteen/Pantry Area including Sink, Khurra, Draining Boards, Platforms, Cabinets and space to operate the necessary equipments such as Refrigerators, Deep Freezers, Microwave Oven, Water Coolers, Water Dispensers, Tea Vending Machines, etc.
- (h) Cleaning of all open areas between the building and boundary including sweeping of Roads, Lawns, Paths, Drains, Closed Drainage Chambers etc. or as per requirement/direction.
- (i) The contractor will make a cleaning program and submit to Officer-In-Charge of housekeeping of the institute for weekly cleaning so that the concerned official/In Charge for the particular area can be informed on the day of cleaning to make the area available
- (j) The Contractor shall maintain a record of all activities done daily/weekly/monthly and make it available for inspection by BICA.
- (k) As per the direction of BICA Administration Agency has to sanitize whole building including VIP Lounge, Auditorium hall, Class rooms, Canteen, Officer's Chamber and Guest House etc.
- (l) This is the responsibility of Agency that Sanitization process should be done by proper method.
- (m) During sanitization Agency will insure the no any computer, printer, CPU or any electronic devices get harmed.
- (n) Before Seminar, Conferences, Workshop, Meetings or public gathering events, The Agency has to sanitize the building as per the direction of BICA Administration.

21) Pest, Rodent and Reptile Control Services :

- (a) The agency shall take effective measures for Pest, Rodent & Reptile Control Services; including fogging, etc. in the area under contract.
- (b) The agency shall use chemicals that are harmless to human being and machine and treated area. The Contractor will be responsible for any damage to human beings/machinery by any chemicals used by him.
- (c) Any damage caused to human beings/machinery/books/stationery due to Rodent, Reptile and Disinfection services in the areas covered under contract shall be made good by the Contractor.
- (d) The Contractor will submit a detailed plan for carrying out the Pest, Rodent and Reptile Control Services for the approval of the TIA. Frequency of the services will be as per the requirement or as decided by the BICA Administration.

22) WASTE MANAGEMENT:

- (a) The agency shall plan, manage, collect, segregate (dry and wet) and treat waste in the earmarked area, efficiently transport and dispose off the waste in the disposal area. The work should be carried out in an eco-friendly manner and there should not any environmental hazard.
- (b) Covered Trolleys should be used for transportation of waste. Before final disposal/treatment, waste should be kept in specified location and in specific liners and containers.
- (c) The Contractor shall collect waste in specified bags from all dustbins and garbage bins located inside the premises and shall dispose the waste at the designated area as directed by the BICA Administration.
- (d) The onus shall lie on the Contractor to ensure that the Waste Management does not adversely affect the surroundings or personnel deputed for the work. Protective gears including boots, gloves, masks, etc. shall be provided by the Contractor to the housekeeping staff.

23) UNDERGROUND & OVERHEAD WATER TANKS :

The Contractor shall clean & disinfect all the Overhead Tanks periodically but in each quarter after emptying the water from the tanks as per instruction of the institute administration.

24) HOUSEKEEPING MONITORING AND CONTROL :

For better management and smooth services, the following monitoring mechanism shall be adopted by the Contractor:

(a) **Toilet's Checklist:**

This is to be affixed on the back of the toilet door. It is to be filled up by Supervisor/Housekeeping staff on hourly basis.

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(b) **Management/Housekeeping Service Requirements/Complaints Report :**

This is to be filled up by the management and administrative staff of the Contractor who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the Contractor will be registered at site and should be reported to the officer in-charge from BICA.

(c) **Housekeeping Services Complaint Register :**

This register is to be filled on the basis of information received by the Housekeeping Supervisor from BICA officials through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/e-mail, verbal complaints from BICA etc. and necessary action taken for each of the complaint should be registered.

25) **Obligation of the Contractor:**

- (a) The contractor shall ensure full compliance with labour laws and tax laws of India with regard to this contract and shall be solely responsible for the same.
- (b) The contractor shall submit copies of acknowledgments substantiating filing of returns every year and shall keep the Tender Inviting Authority fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- (c) The contractor shall also comply with all applicable statutory liabilities under the labour laws, etc.

26) **Disputes' Settlement:**

In case of dispute, the decision of Director, BICA will be final and binding upon both the party.

27) **PAYMENT TERMS**

Payment will be made only on submission of following documents:

- a) Check list of various areas covered and signed by authorized staff.
- b) Verification of attendance of the staff present during the month.
- c) Verification of the material procured/utilized duly by any staff authorized by Director.

28) **During vacation period payment will be admissible as per actual area covered.**

29) The agency/contractor staff members would keep their ID Card with them and must show on demand for security check. Social distancing and cleaning measures for fighting COVID 19 as per Government guidelines would be maintained by the deployed staff in the office premises and also while reaching the University from their home and any other guidelines issued by the Government time to time.


Deputy Director
BICA, Hajipur

Annexure-A

Details of Area of operational and Frequency of work is as given here under:-

| Sl. | Area/Building Details | Cleaning Days | Approx Area (in sqft.) | Remarks |
|-----|---|---------------|-----------------------------|---|
| 1 | Administration Block (Ground & 1 st floor) | Daily | 59775 | Including Auditorium, Computer Lab, Class Rooms, Library, Conference Hall, Offices, Faculty Room, Store Room etc. Urinals-24, Washroom-30 (15 Indian, 15 Western) Besins-40 |
| 2 | Hostel (150 Bed) (Ground & 1 st floor) | Daily | 19049 | Urinals-18, Washroom-21 (12 Indian, 9 Western) Besins-27 |
| 3 | Hostel (Double Bed) (Ground & 1 st floor) | Daily | 15560 | Urinals-8, Washroom-9 (5 Indian, 4 Western) Besins-10 |
| 4 | Director Residence (Ground & 1 st floor) | Daily | 2925 | Washroom-5 (2 Indian, 3 Western) Besins-7 |
| 5 | Guest House (Ground & 1 st floor) | Daily | 4658 | Washroom-10 (5 Indian, 5 Western) Besins-11 |
| 6 | Officers Residence (Ground, 1 st & 2 nd floor) | Daily | 7206 | Washroom-12 (6 Indian, 6 Western) Besins-18 |
| 7 | Grade-03 Residence (Ground, 1 st & 2 nd floor) | Daily | 15560 | Washroom -6 (6 Indian) Besins-6 |
| 8 | Grade-04 Residence (Ground, 1 st & 2 nd floor) | Daily | 4134 | Washroom -6 (6 Indian) Besins-12 |
| 9 | Dispensary | Daily | 1000 | Including Toilets and Washrooms |
| 10 | Karpuri Bhawan | Daily | 2000 | Including Toilets and Washrooms |
| 11 | Surroundings Area | Two Days | | |
| 12 | Electrical Room | Weekly | 500 | |
| 13 | Drainage Area (Mon, Wed, Sat) | Three Days | - | |
| 14 | Parking Area | Two Days | - | |
| 15 | Water Tanks | Quarterly | 23000 ltr | Total 23 tanks, each having 1000 ltr capacity. |
| 16 | Pest Control | Monthly | All Buildings in the Campus | |
| 17 | Dusting of entire area including Windows/Window-Panes/Doors/Ledges/Elevation Frames, etc. | Weekly | | |
| 18 | Cleaning of ceilings and high walls, removal of wash/spit stains on walls, cleaning of roof-tops, porches, etc. | Weekly | | |
| 19 | Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material | Weekly | | |

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20/1/22

| | | | | |
|----|--|--------|--|--|
| 20 | Cleaning of all window glasses and grills with detergent/cleaning agents. | Weekly | | |
| 21 | Clean all chrome fittings, glass frames, Hand-wash Dispensers, etc. to a shiny finish. | Weekly | | |

Note :- Payment will be made as per actual area covered.

30) Documents to be Submitted/Maintained on the Award of Contract:-

- (a) Organizational structure and the line of authority
- (b) Housekeeping manual and all SOP (Standard Operating Procedures)
- (c) List of equipments used
- (d) Description for each category of housekeeping
- (e) Maintaining records/details of:
 - (i) Complaint Book
 - (ii) Duty Roster/Deployment Sheet of Housekeeping Staff
 - (iii) Inventory of Stores
 - (iv) Logs and Checklists

Signature of Bidder
Name of Bidder

Deputy Director
BICA, Hajipur

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5/5/22

Annexure-B

List of materials to be supplied to BICA (Filled by Quotationer):

| Sr. No. | Items | Qty. |
|---------|---|------|
| 1. | White Phenyle make | |
| 2. | Naphthalene balls | |
| 3. | Black Phenyle mfd by | |
| 4. | Liquid Soap namely | |
| 5. | Soft Jharu | |
| 6. | Broom Stick | |
| 7. | Bleaching Powder | |
| 8. | Hand Gloves (ISO Certified Company) | |
| 9. | G.I. Wire (Standard Company) | |
| 10. | Pan Brush (ISO Certified Company) | |
| 11. | Mopping Brush (ISO Certified Company) | |
| 12. | Choke Remover (ISO Certified Company) | |
| 13. | Bamboo | |
| 14. | Odonil | |
| 15. | Baytex (Bayer) | |
| 16. | K-Othrine (Bayer) | |
| 17. | King Fog (Bayer) | |
| 18. | Urinal Cubes | |
| 19. | Harpic | |
| 20. | Rickshaw (on permanent basis for disposal of Garbage from campus) | |
| 21. | Floor Tiles Cleaning Materials (a) Lizol (b) Mr. Muscle (iii) Domes (iv) | |
| 22. | Basin and Sink Cleaner (a) Blue Harpic For Toilet (b) Red Harpic | |
| 23. | Hand Wash (a) Dettol/Savlon (b) Lifebuoy | |

Signature of Bidder

Name of Bidder

Address:

Mobile Number:

Deputy Director
BICA, Hajipur


2/10/2019

Annexure-C
TECHNICAL BID

(To be submitted through e-procurement mode only in prescribed format only)

| Sr. No. | <u>Description</u> | <u>Remarks</u> |
|---------|---|----------------|
| 1. | Passport size Photograph of the Quotationer/ authorized Signatory holding power of attorney | |
| 2. | Name of the Firm | |
| 3. | Address with contact number, FAX, E-mail of the Firm | |
| 4. | EMD Details | |
| 5. | PAN No (Attach self attested copy of PAN card) | |
| 6. | Address of local office for after sales service in Patna | |
| 7. | Copy of Registration and last three year return copy | |
| 8. | Firm's Bank Account Details with Bank Name, Address and IFSC / RTGS codes | |
| 9. | Copy of Document of Registration/Incorporation. | |
| 10 | Self attested Copy of last three year audited P/L Account and Balance Sheet. | |
| 11 | Annexure II as per para 3 of Eligibility. Attach copy of documents duly attested | |
| 12 | Employees' Provident Fund Registration Letter / Certificate | |
| 13 | ESI Registration Letter / Certificate | |
| 14 | Power of Attorney / Authorisation of the person signing the quotation document | |



Annexure-D

DECLARATION

(To be submitted through e-procurement mode only)

I/We hereby solemnly declare that I/We have never been blacklisted or debarred, our contracts has never been rescinded. There is no FIR or Legal case pending against me/us. The information furnished here in is true and correct to the best of my knowledge and belief. I understand that in the event of any of these information found fully or partially incorrect at any point of time, BICA may be at liberty to take any action against me as it may deem fit. I further testify that before putting my signature herein, I/ We have carefully read and fully understood all the terms and conditions of this tender/document and here by undertake to abide by them. There shall not be any increase in the rates during the Contract Period, except under the provisions contained under the Terms & Conditions.

(Signature of the Bidder with seal)

Name of Bidder : _____

Address: _____

Phone No.(Off): _____


30/9/22


Annexure-E
FINANCIAL BID

(To be submitted through e-procurement mode in prescribed format only)

| SN | Particulars | Unit rate (per sqft) exclusive of all taxes | Applicable taxes | Total Amount inclusive of all taxes |
|--|---|--|---------------------|---|
| 1. | Per Square feet of area per month (Inclusive of all services taken together). | | | |
| 2. | PVC Water Tank (1000 Litres) -23 | | | |
| Total Amount inclusive of Taxes in Words | | | | |

Signature of Bidder
Name of Bidder
Address:
Mobile Number:

Deputy Director
BICA, Hajipur


30/9/22

Annexure-F

FORMAT OF CONTRACT AGREEMENT

(On 1000/- Non-judicial Stamp Paper)

This agreement is made at Hajipur on this.....Day of 2020
between the Director, Bihar Institute of Correctional Administration, Hajipur, acting through Director, Bihar Institute of Correctional Administration, Hajipur, having its campus at Bihar Institute of Correctional Administration, Hajipur, Vaishali-844101 (herein after called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

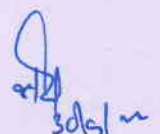
AND

M/s _____, having its registered office
at _____

(Hereinafter called the 'Agency' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part**.

WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Housekeeping Services at its premises at Patna on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc. relating to housekeeping personnel deployed in BICA. The 'BICA Administration' shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at BICA premises. The 'BICA Administration' shall have no liability in this regard.
3. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - a) The Letter of Acceptance issued by the Client.
 - b) The Supplier's Bid including Enclosures, Annexures, etc.
 - c) The General Conditions of the Contract
 - d) The Scope of Work
 - e) The Financial Bid
 - f) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.



4. **Any violation** of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
5. The contract can be terminated by giving three-month notice on either side.
6. In case of non-compliance with the contract, the '**BICA Administration**' reserves its right to:
 - a) Cancel/Revoke the contract;
 - and/or
 - b) Impose penalty up to 10% of the Total Monthly Bill.
7. Security Deposit equal to 10% of the **Annual Contract Value** (refundable without interest after two months of termination of contract) in the form of Pay Order/Demand Draft shall be furnished by the '**Agency**' at the time of signing of the Agreement.
8. The '**Agency**' shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in BICA premises.
9. The housekeeping personnel provided by the '**Agency**' will not claim to become the employees of BICA and there shall be no Employee and Employer relationship between the personnel engaged by the '**Agency**' for deployment in BICA premises.
10. There would be no increase in rates payable to the '**Agency**' during the contract period except reimbursement of the statutory wages revised by the Govt. of Bihar.
11. The '**Agency**' also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
12. Decision of '**BICA Administration**' in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the '**Agency**'.
13. The '**Agency**' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The '**Agency**' shall keep '**BICA Administration**' fully indemnified against liability of tax, interest, penalty etc. of the '**Agency**' in respect thereof, which may arise.


3/19/20

14. In case of any dispute between the 'Agency' and 'BICA Administration', 'BICA' shall have the right to decide. However, all matters of jurisdiction shall be at the local courts. This Agreement will take effect from _____ . The period of contract will be valid for one year and it may be further extended subject to the satisfactory performance by the service provider.

IN WITNESS WHERE OF both the parties here to have caused their respective common seals to be hereunto affixed/(or have hereunto set their respective hands and seals) the day and year mentioned above in the presence of the witness:

| | |
|--|--|
| For and on behalf of the 'Agency' | For and on behalf of the 'BICA' |
| Signature of the Authorized Official | Signature of the Authorized Official |
| Name of the Official | Name of the Official |
| Stamp/Seal of the 'Agency' | |
| SIGNED, SEALED AND DELIVERED | |
| By the said (Name) | By the said _____ (Name) |
| on behalf of the 'Agency' in presence of | on behalf of the 'BICA' in presence of |
| Witness | Witness |
| Name | Name |
| Address | Address |

[Handwritten signature]
5/9/20

SECTION-B
(Gardening and Horticulture)

E-TENDER NOTICE FOR HORTICULTURE SERVICES INSIDE BICA, Hajipur CAMPUS.

Bihar Institute of Correctional Administration, Hajipur, Vaishali invites the quotations through online E-tendering System from the reputed Indian service providers for Horticulture Services inside BICA, Hajipur campus.

Support

Any Suggestions / Clarifications / query related to tender terms & conditions of the quotations and services and work mentioned in tender document may be put forth in the pre-bid meeting.

Scope of work

- (a) Day to day watering for all plants / garden /lawns.
- (b) Weeding out of grass & other unwanted bushes at regular intervals in the campus.
- (c) Day to day cleaning such as removal of debris, Stones, Foliage leaves, broken branches etc.
- (d) Pruning to be done as and when required by authorized personnel of BICA.
- (e) Well decomposed farm yard manure application for all vegetation bimonthly.
- (f) Replacement of dead/damaged plants, attending the patch works in the lawn.
- (g) Regular Seeding, cutting, budding, for expansion of nursery/ garden coverage areas be carried out in the BICA campus. Ensuring the nursery development of seasonal flowers and giving wider coverage.

Eligibility Criteria :

Quotationer having under mentioned documents shall be eligible for participating in this bid. List of documents are as mentioned below:

1. Scan of duly signed & stamped scan of document in which Name of the Firm, Address with contact number, FAX, E-mail of the Firm and Firm's Bank Account Details with Bank Name & Address and IFSC / RTGS codes be mentioned.
2. Scan of PAN card (in name of Proprietor in case of Proprietorship Firm) ESI, Registration Certificate, EPF registration certificate and GST certificate.
3. Scan of Affidavit as per **Annexure-I**
4. Scan of updated valid registration certificates of registered under Indian Companies Act 1956 / Partnership Act or Proprietorship / Registered with MSME for Providing Security Service.
5. The agency must have at-least onework order for development and maintenance of landscape areaof Rs. Five lakh or above during any of the last three years in Government / Autonomous organizations / Academic Institutions or Public Sector Undertakings. Copy of **work orders along with satisfactory performance certificate from competent authority should be uploaded by Quotationer.**
6. Scan of details of Security Personnel with the service provider.
7. Scan of the receipt of depository through NEFT / RTGS for EMD.
8. Scan of the receipt of depository through NEFT / RTGS for Cost of Document.
9. Scan of IT return of last three financial years/Financial Statement.
10. Scan of document in support that firm / company is three years in field of providing horticulture services.
11. Scan of document in support that firm / company have an experience of maintaining rare & exotic plants and grass lawn area.

Terms & Conditions

1. **Quotationer can quote for the work mentioned in 'Scope of Work'**
2. Tender document shall not be acceptable through post, courier or any offline mode. Interested bidders are advised to submit the bid only through our e-Tendering portal.
3. All the day to day work assigned by the Competent Authority of BICA should be completed within the stipulated time frame with staff prescribed by the firm.
4. Scanned documents as mentioned in Eligibility criteria is mandatory. Bidder should upload all the scan of Genuine documents otherwise their technical bid shall be declared nonresponsive.
5. **Original document of Affidavit as per Annexure-I should be submitted by bidder during opening of Technical Bid.**
6. Quotationer or their authorized representative shall remain present during the Pre-Bid meeting and at the time of opening of Technical Bid and bidders whose technical quotation is declared responsive shall remain present at the time of opening of Financial Bid.
7. The price will be remain firm and fixed during the pendency of contract. It will not vary on any account what so ever.
8. Incomplete bid and bid without genuine documents are liable for rejection. No responsibility will be taken for any type of technical glitch while online submission of bid
9. **Agreement & Performance Security**
 - a) Successful bidder shall enter into the agreement on PWD F-2 or on **Rs. 1,000.00 (Rupees One Thousand) non judicial stamp paper** within **fifteen working days** from the **date of Letter of Acceptance**.
 - b) Initial Performance security shall be **5% (Five Percent)** of the total agreement value. EMD of successful service provider shall be adjusted in amount of performance security. Successful bidder can deposit amount of performance security after deducting amount of EMD in form of **NEFT / RTGS/ DD / Fixed Deposit pledged in favour of Director, BICA valid for a period of 60 days beyond the contract liability period of one year (i.e 14 month from the date of agreement)** for performance security at the time of agreement.
 - c) Performance Security may be refundable after **60 days of successful completion of contract period i.e., One Year**.
10. Work shall be done strictly as per scope of work and direction of competent authority of BICA, Hajipur.
11. Any Suggestions/Clarifications may be put forth in the pre bid meeting.
12. Rate should be quoted in Indian Rupees only. 100% payment will be made against proof of deployment of 90 man days in a month including the attendance of one supervisor. As per requirement Statutory deductions shall be made as per rules.
13. All labour bye laws & regulations are to be followed by the contractor.
14. Normally first lowest responsive quotationer will be considered for awarded of work. The cost will include the amount of all taxes etc.
15. The contract initially will be for a period of one year from the date of award notified by BICA, Hajipur. However, it can be extended on the same terms & conditions subject to satisfactory work of the contractor for another six months/one year or till the execution of new contract, whichever is earlier. It may come to end any time provided the services are not up to mark. The termination will precede 30 days advance notice to the service provider.
16. The service provider will be responsible for observance of labour and other laws/Acts/rules at his own cost.


30/9/20

17. PAYMENT TERMS: The payment will be made against the attendance of deployment of gardening personnel. The price will be fixed and firm during the pendency of the contract and is not subject to any variation on any account.

FORE-CLOSURE OF CONTRACT:

- a. The BICA/Officer shall be entitled to fore-close the contract, at any time, should, in the
18. The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges).
19. Any damage or loss caused by contractor's persons to the Institute/Campus in whatever form would be recovered from the contractor.
20. The contractor shall not engage any such subcontractor or transfer the contract to any other person in any manner.
21. The agency shall provide able and healthy persons within the age group of 21 to 55 years for gardening staff
22. The BICA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The BICA does not recognize any employee employer relationship with any of the workers of the contractor.
23. The Contractor shall have the following equipment's, implements, accessories at their disposal available at site during the entire maintenance period.

| | | | |
|-------|--------------|-------|-----------------------------|
| i. | Pick axe | ix. | Wheel barrow |
| ii. | Spade | x. | House pipe |
| iii. | Crow bar | xi. | Adjustable water spray guns |
| iv. | Gudli | xii. | Hard brooms |
| v. | Cane baskets | xiii. | Rain Coats |
| vi. | Iron pan | xiv. | Secateurs & Ladders |
| vii. | Khurpis | xv. | Garden Shears |
| viii. | Water cans | xvi. | Sprayer-9L capacity |

24. Other Terms & Condition:

- a) The work should be for 8hrs per day. A penalty shall be imposed in case of lack of sufficient staff as stipulated above.
- b) The agency should maintain a Mobile telephone and the number be made available to all concerned.

25. Payment Terms

- a) The service charge will remain firm and fixed during the pendency of contract.
- b) Monthly payment will be admissible during pendency of contract after submission of satisfactory verification report by competent authority / authorities of BICA after admissible statutory deductions.
- c) Bidder must ensure that all deployed staff by Firm/Company etc. are covered by EPF and deposited EPF statement must be submitted with monthly bill.


Deputy Director
BICA, Hajipur

Annexure-I

Declaration by Quotationer on a non-judicial stamp paper of value Rs. 100/-

I / we declare

that my / our company namely.....
has not been black listed by any Government / Non-Government Organisation nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law with regards to the works executed by our company since incorporation. No FIR has been lodged against us.

That all the terms & conditions, scope of work & eligibility criteria of NIQ No.-...../ Group B dated are acceptable to me / us.

That the documents annexed along-with the quotation are genuine and not tampered by me / us while copying.

If my / our declaration above found fake or forged then:

- a) my quotation document shall be rejected
- b) Letter of Intent / Purchase Order / Agreement, if issued, shall be cancelled and
- c) FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

Date


30/9/20

Annexure-II
TECHNICAL BID

(To be submitted through e-procurement mode only in prescribed format only)

| Sr. No. | Description | Remarks |
|---------|---|---------|
| 1. | Passport size Photograph of the Quotationer/ authorized Signatory holding power of attorney | |
| 2. | Name of the Firm | |
| 3. | Address with contact number, FAX, E-mail of the Firm | |
| 4. | EMD Details | |
| 5. | PAN No (Attach self attested copy of PAN card) | |
| 6. | Address of local office for after sales service in Patna | |
| 7. | Copy of Registration and last three year return copy | |
| 8. | Firm's Bank Account Details with Bank Name, Address and IFSC / RTGS codes | |
| 9. | Copy of Document of Registration/Incorporation. | |
| 10 | Self attested Copy of last three year audited P/L Account and Balance Sheet. | |
| 11 | Annexure II as per para 3 of Eligibility. Attach copy of documents duly attested | |
| 12 | Employees' Provident Fund Registration Letter / Certificate | |
| 13 | ESI Registration Letter / Certificate | |
| 14 | Power of Attorney / Authorisation of the person signing the quotation document | |

[Handwritten Signature]
30/1/22

Annexure-III

DECLARATION

(To be submitted through e-procurement mode only)

I/We hereby solemnly declare that I/We have never been blacklisted or debarred, our contracts has never been rescinded. There is no FIR or Legal case pending against me/us. The information furnished here in is true and correct to the best of my knowledge and belief. I understand that in the event of any of these information found fully or partially incorrect at any point of time, BICA may be at liberty to take any action against me as it may deem fit. I further testify that before putting my signature herein, I/We have carefully read and fully understood all the terms and conditions of this tender/document and here by undertake to abide by them. There shall not be any increase in the rates during the Contract Period, except under the provisions contained under the Terms & Conditions.

(Signature of the Bidder with seal)

Name of Bidder : _____

Address: _____

Phone No.(Off): _____



Annexure-IV
FINANCIAL BID

(To be submitted through e-procurement mode in prescribed format only)

| SN | Particulars | Unit rate (per sqft) exclusive of all taxes | Applicable taxes | Total Amount inclusive of all taxes |
|---|---|--|---------------------|---|
| 1. | Per Square feet of area per month (Inclusive of all services taken together). | | | |
| Total Amount inclusive of Taxes in Words | | | | |

Signature of Bidder
Name of Bidder
Address:
Mobile Number:

Deputy Director
BICA, Hajipur


2/14
30/9/20