

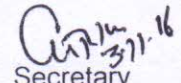
Bihar Industrial Area Development Authority

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800 004
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www.biadabihar.in, Email : biada@rediffmail.com

EXPRESSION OF INTEREST FOR EMPANELMENT OF AGENCY FOR PROVIDING HOUSEKEEPING & MANPOWER SERVICES

Sealed tenders are invited from reputed agencies under "Two-bid" system-Technical Bid (unpriced) and Financial Bid (priced) to provide services for **House Keeping and Manpower Services** for office conduct on contract basis at BIADA, 1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna.

Detailed information of the Tender Document can be downloaded from the BIADA website www.biadabihar.in. The bidder has to submit non-refundable tender processing fee of 1000/- (Rupees One Thousand only) through a demand draft in favour of BIADA payable at Patna along with the Technical Bid. Tender Document complete in all respects in a sealed envelope to be dropped in Tender Box by **3:00 p.m. on 01.12.2016**. Tenders will be opened on the same day at **4:00 p.m.** at Conference Hall, BIADA, 1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna. The tenders received late/tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The BIADA reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the BIADA before rendering its services.


Secretary

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EXPRESSION OF INTEREST FOR EMPANELMENT OF AGENCY FOR PROVIDING HOUSEKEEPING & MANPOWER SERVICES

I. NOTICE

Sealed tenders are invited from reputed agencies under "Two-bid" system-Technical Bid (unpriced) and Financial Bid (priced) to provide services for House Keeping and Manpower Services for office conduct on contract basis to the Bihar Industrial Area Development Authority hereinafter called BIADA.

Detailed information of the Tender Document can be downloaded from the BIADA website www.biadabihar.in. The bidder has to submit non-refundable tender processing fee of 1000/- (Rupees One Thousand only) through a demand draft in favour of BIADA payable at Patna along with the Technical Bid. Tender Document complete in all respects in a sealed envelope to be dropped in Tender Box by **3:00 p.m. on 01.12.2016**. Tenders will be opened on the same day at **4:00 p.m.** at Conference Hall, BIADA, Patna. The tenders received late/tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The BIADA reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the BIADA before rendering its services.

II. ELIGIBILITY CRITERIA

Technical bid envelope should contain the following:-

1. The Bidder must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for providing House Keeping & Manpower Services.
2. The Bidder shall have experience of providing House Keeping and Manpower Services for at least 5 years ending March, 2016.
3. Financial Turnover during the last 3 years ending 31st March 2016 should be at least Rs.10 lacs per year.
4. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Bidder). An undertaking in this regard to be provided.
5. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
(i) Company Registration (ii) EPF Registration (iii) ESI Registration
(iv) Service Tax Registration (v) License issued by the Dept. of Labour, Govt. of Bihar.

Note : Proof in support must be enclosed for above eligibility criteria.

III. PROCEDURE

1. Tender Bids should be placed in a properly sealed envelope addressed to **The Secretary, Bihar Industrial Area Development Authority, 1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna-800004.**

Technical bid along with Tender processing Fee be **put up in a separate envelope** and the Financial Bid should be **put in separate sealed another envelope**, clearly indicating "TECHNICAL BID" and "FINANCIAL BID" with the details of the Bidder. Both sealed Technical & Financial Bid's envelopes should be **put in one envelope and must be superscribed "Tender for Housekeeping & Manpower Services"** with the name, address & phone nos. of the Bidder. The

tender must be dropped in Tender Box of BIADA on the date & up to the time mentioned in the tender notice and the tenders will be opened in Conference Hall, BIADA on same day at the time specified for the same in the presence of all Bidders or their authorized representatives.

2. The Bidder shall acquaint himself fully with BIADA premises conditions and the working environment before quoting the rates. He is advised to do a complete survey at his own of the promises before offering rates. No compensation on account of any difficulties will be entertained at a later date after award of works.
3. That the technical bid shall be opened first and only the eligible bidders selected by Tender Committee shall participate in the financial bid which shall be opened on the date further fixed by the Tender Committee.
4. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
5. **An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory** as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
6. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.
7. In case two or more agencies are found to have quoted the same rates, the Tender Committee shall recommend about the Bidder to which the offer shall be granted based on the NEGOTIATIONS to become lowest rate bidder. The decision of the Managing Director BIADA shall be final.
8. Any changes w.r.t. this tender will be notified through website www.biadabihar.in only.
9. BIADA reserves the right to accept or reject any or all the tenders without assigning any reason.

IV. TERMS AND CONDITIONS

1. The bidder must provide information about his Agency as per **Annexure-I** i.e., Technical Bid.
2. BIADA may require Office Attendants, Drivers, Sweepers, ITI Trained Electrician, Amins, Duftari, Plumber, Electrician, Supervisor, etc. This manpower is to be provided as per requirement for eight hours a day and seven days a week.
3. The number of persons required may vary from time to time and it may vary as per needs. BIADA reserves the right to reduce or increase the manpower, if considered necessary. In either case the contract amount payable to the Agency shall stand modified under the Contract on pro-rata basis.
4. **The Annexure-II is the Financial Bid in which Total Amount and Service Charges to be quoted for Housekeeping (Cleaning) works and Service Charges is to be quoted only for the supply of manpower.**
5. On acceptance of the tender, the Bidder shall deposit Performance Security in the form of Bank Guarantee/Demand Draft of Rs. 1,00,000/- (One Lakhs) only to BIADA, Patna within 7 days of the award of the contract which will be refundable without interest after completion of the contract.
6. The staff employed by the agency will always keep identity cards with them for verification while working.
7. Provide summer and winter uniforms, identity card and safety items to his employees, as required under the law at his own cost. All personnel of the Agency will wear the uniforms in clean condition while on duty. BIADA shall not pay any extra charges to the Agency against these items. Uniform for various categories of workers to be provided by the Agency shall be decided in consultation with BIADA.
8. **In case of Housekeeping all the required machines/equipments/cloth/materials to be provided by the agency at his own cost used for cleaning, sweeping, dusting, drainage cleaning etc. Agency should ensure clean, dry & hygienic environment at BIADA work places, cabins, cuboids, furniture, fixtures, walls, roof, glasses, entrance, staircases, toilets,**

