

Government of Bihar
Bihar Commission for Protection of Child Rights
22/B, Harding Road, Patna

Tender Notice No. 01/2017/ BCPCR, Patna,

Dated: 04.09.2017

REQUEST FOR PROPOSAL
FOR PROVIDING CLEANING SERVICES AT COMMISSION OFFICE

1. **Object:** The Bihar Commission for Protection of Child Rights intends to provide Round the Clock Cleaning Services to Commission's Office at 22-B, Harding Road, Patna as per the requirement.
2. **Quantum of Work:** The Commission Office shall have Cleaning Services as per the term of reference. The initial period of contract would be one year and it shall be renewed every year subject to the consent of both the parties.
3. **General Condition:** (Proof of all below conditions must be attached in the Technical Bid envelop)
 - a. The Concerned Cleaning Agency must be registered under Indian Laws.
 - b. The Cleaning Agency must have an experience of providing such services in Government sector/Banking sector/ PSU's, etc.
 - c. They should be duly registered with the Labour at the Govt. of Bihar level.
 - d. They should have an experience of at least 3 years in the business of running the Cleaning agency.
 - e. They must have an annual turnover of Rs. 5 lakhs.
4. **Term of Reference:**

The Cleaning Agencies are required to provide the following:

 - a. (i) 24 hours Cleaning services all working days of week including about 8000 square feet area of commission office
 - (ii) Cleaning materials would provided by agency as per requirement.
 - (iii) Commission may require 50% female personnel for the purpose.
5. **BIDS:**
 - a. Interest individuals/firms must submit their Bids in two envelopes separately. One envelop should contain Technical Bid and other should contain Financial Bid.
 - b. The Bid must be accompanied with DD of Rs. 5000/- (Rupees Five thousand) (non-refundable) in favour of Bihar Commission for Protection of Child Rights, payable at Patna.
 - c. The Financial Bid of only those firms would be opened who satisfy the Technical requirement as mention in Pars 3 of RFP.
6. **Financial Bid:**
 - a. The Cleaning Agencies shall quote the rates in the table as given below:

Sl. No.	Person	Rate per month (taxes to be shown separately)	Remarks
1.	Sweeper		
2.	Materials (specification required)		

- b. The rate quoted must adhere to the minimum wages prescribed by Labour Resource Department and other Govt. Departments.
 - c. Taxes must be shown separately.
7. Technical Bids: Technical Bid should contain papers and proofs as support of fulfilling the condition of Para 3 along with a Self Declaration the the all provided information are correct and agency has not in Black listed by any Govt./Public Sector units.
 8. Payment Schedule: The payment shall be made to the Cleaning Agency for the month for which Bills has been raised.
 9. Bank Guarantee: The successful Cleaning Agency shall have to submit a Bank Guarantee of 30% of total contract value having validity of 1 year from the date of contract.
 10. Period of Contact: The Period of Contract would be 12 months. Commission shall periodically review the progress of the contract with the Agency. In case Commission does not find the work satisfactory it may terminate the contract at one month's prior notice and forfeit entire/part of the Bank Guarantee along with existing monthly Bill/s. The Successful Agency may also exit the contract at any stage by giving two month's notice.
 11. All disputes shall be subject to Court of Patna.
 12. The Secretary reserves the right to reject any Bid at any stage without assigning reasons thereof.
- 13. Crucial Dates:**
- a. Last date of purchasing Bid document: 4th Oct. 2017
 - b. Date of opening of Technical Bids: 6th Oct. 2017
 - c. Date of opening of Financial Bids: 3rd Working day or as decided by office
14. The Bids (Both Technical & Financial) should be sent to:


**Secretary,
Bihar Commission for Protection of Child Rights
22-B, Harding Road, Patna.**

**S/d-
Secretary
SCPCR,Bihar,
Patna**

Letter No. 375

/date- 04.09.17

Copy forwarded to Miss. Arti, I.T Manager, Social Welfare Department, Bihar to upload on BSCPCR,Bihar Website this Request for Proposal for Providing Cleaning Services at Bihar State Commission for Protection of Child Rights, Patna.


**Secretary
SCPCR,Bihar,
Patna**