

**SPORTS AUTHORITY OF JHARKHAND, MEGA SPORTS COMPLEX, HOTWAR, RANCHI**

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**REQUEST FOR PROPOSAL ( RFP)**

**Cleaning & Plumbing works**

Sealed Proposals (RFP) are invited for Cleaning & Plumbing works at Birsa Munda Football Stadium, Morabadi & NGOC office, Silli Football Stadium, Khelgaon Residential Area, (Flats/Duplex), Sajha Office, for three years from the date of award of contract. The detailed terms and conditions & tentative required cleaning personnel and supervisor have been laid down in the Proposal Documents.

S. N.	Place	Cleaning personals				Supervisor
		Cleaner	Plumber	Swiper	Total	
1	Birsa Munda Football Stadium, Morabadi	10	02	02	14	01
2	Silli, Football Stadium	03	-	-	03	-
3	NGOC Office, Morabadi	01	-	-	01	-
4	Sajha Office, Hotwar	02	-	-	02	-
5	Khelgaon, Duplex	03	01	01	05	-
6	Khelgaon, Flats, Sector -III Block -I & II	03	-	-	03	-
7	Khelgaon, Flats Sector -I Block -III & IV	04	01	01	06	-

1. Name of the advertiser : Executive Director, Sports Authority of Jharkhand.
2. Date & Time of sale of RFP Document : 03-16 December 2016
3. Last date, time and place of Receipt of Proposals (RFP) : 23-12-2016 till 3.00 PM Sports Authority of Jharkhand, Mega Sports Complex, Hotwar, Ranchi
4. Date, time and place of opening of (RFP) : 26.12.2016 at 1.00 PM of the Office of “Director” Sports and Youth Affairs, Govt. of Jharkhand, MDI Building, Project Bhawan, Dhurwa, Ranchi
5. Cost of (RFP) : The Agency shall have to deposit Rs. 5000/- as bank draft drawn in favour of "Sports Authority of Jharkhand" in any Nationalized /Scheduled Bank as cost of (RFP) this shall be Non refundable.

**Eligibility Criteria:-**

- i. Interested Agencies, who have sufficient experience in the field of Upkeep/Sanitation in Stadium can, submit their proposal in favour of “Sports Authority of Jharkhand”. The RFP document can also be downloaded from SAJHA Web site ([www.Sajha.in](http://www.Sajha.in) or [www.jharkhand.gov.in/Tourism, Art Culture, Sports & Youth Affairs/Tender](http://www.jharkhand.gov.in/Tourism, Art Culture, Sports & Youth Affairs/Tender) ). A demand Draft of Rs. 5,000/- to be submitted separately along with the downloaded RFP documents. This shall be Non-refundable.
- ii. Bidder must have a registered company / NGO / Society and should have experience in sanitation and plumbing work in any Municipal Authority / Govt. / Semi Govt. body at least for 3 years. (Please attach relevant copies of work orders/agreement copies/ performance certificate issued by the organization).
- iii. The bidder should have turnover of Rs. 50.00 (Fifty) Lakhs in preceding three years. The turnover shall be considered in the business of sanitation and plumbing work only and turn over will be considered of the original company, not any joint venture or Consortium.
- iv. Bidder shall have to deposit EMD of Rs. 1.00 Lac as Bank Draft drawn in favour of “Sports Authority of Jharkhand” in any Nationalized/Scheduled Banks.
- v. The bidder must have an established office/branch office at Ranchi.
- vi. The bidder must have labour licenses, service tax, PAN number registrations & necessary permission regarding sanitation services.
- vii. The Bidder should have sufficient number of Dustbins, Rickshaw Trolley, Garbage Container, wheel barrow, Garbage Stand Post, Steam Cleaner (For Glass Cleaning) etc with purchase bills.
- viii. The agency must have up to date service Tax, EPF, ESIC and PAN Registration.

**Sports Authority of Jharkhand (SAJHA)**  
**Request For Proposal (RFP) For Cleaning And Plumbing Work**

Executive Director, Sports Authority of Jharkhand invites request for proposals for cleaning and plumbing work at Birsu Munda Football Stadium, Morabadi & NGOC office, Silli Football Stadium, Khelgaon Residential Area, (Flats/Duplex), Sajha Office. For three years from the date of award of contract.

**Scope of Work**

1. The proposal for cleaning (Upkeep) of above stadia and premises should be inclusive of cleaning material consumables items and durables as well as mechanise.
2. The Bidder has to do all the plumbing works in all specified area as per requirements the bidder may not be allowed to outsource the plumbing work and the overall responsibility of maintenance of plumbing work lies with bidder.
3. The bidder should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
4. Bidder should have adequate number of Dustbins to provide all concerned area.
5. A cleaning chart must be updated on daily basis and displayed each toilet as per proposed cleaning staff.
6. The agency will provide uniforms of all cleaners and Spectacles, gloves, nose masks, caps, shoes, safety belt etc. to be provided as per demand of the job.
7. The decision of the Executive Director/ Manager/Caretaker of SAJHA or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the Contract.
8. In any events and emergency, the Contractor shall provide onsite all necessary work related to cleaning/ plumbing or any other job assigned during event (round the clock).
9. One cleaning & sanitation supervisor deployed by agency.

**Technical Qualification**

- i. Bidder must have registered company / NGO / Society and should have experience in sanitation and plumbing work in any Municipal Authority / Govt. / semi Govt. Body at least for 5 years. (Please attach relevant copies of work orders/agreement copies/ performance certificate issued by the organization).
- ii. The Bidder should have sufficient number of Dustbins, Rickshaw Trolley, Garbage Container, Wheel borrow, Garbage Stand Post etc with purchase bills.
- iii. The bidder should have turnover of Rs. 50.00 (Fifty) Lakhs in preceding three years. The turnover shall be considered in the business of sanitation and plumbing work only and turn over will be considered of the original company not any joint venture or Consortium.
- iv. Bidder shall have to deposit EMD of Rs. 1.00 Lac as Bank Draft drawn in favour of "Sports Authority of Jharkhand" in any Nationalized/Scheduled Banks.
- v. The bidder must have established office/branch office at Ranchi.
- vi. The bidder must have labour licenses, service tax, PAN number registrations & necessary permission regarding sanitation services.
- vii. The Executive Director (SAJHA) reserve the right to reject or accept the RFP/any rate quotation in part or full and relax any provision without assigning any reason thereof.
- viii. All the above shall have to be submitted along with technical bid in Annexure-I.
- ix. SAJHA reserves the right to modify this RFP at any time during the process without stating any reason or incurring any liability.
- x. At any time prior to the deadline for submission of RFP, Authority may modify the tender in response to clarification by issuance of agenda.

**Financial Bid**

Please refer Annexure-II

**Bid Process**

- I. The bid shall be given in two bid system. Technical bid & financial bid shall be submitted in separate sealed envelopes. Both the bids shall be kept in separate sealed envelope.
- II. Financial offer shall be composite & only one price offer shall be quote per month.
- III. Financial Bids shall be opened only of technically qualified bidders.

### **Other Conditions**

- I. The bidder shall have all responsibility regarding necessary labour Acts, Minimum wages rule and all other Laws.
- II. Security Deposit of 10 percent of annual bid value shall have to be deposited as Bank Draft or Bank Guarantee valid for one year from the date of agreement. For the next year the Bank Guarantee shall have to be renewed by the bidder before expiry of due dates.
- III. The successful bidder shall have to enter into an agreement with Executive Director, SAJHA and only after that work order shall be issued. The bidder has to follow the current Jharkhand state minimum wage rules.
- IV. The bidders have adequate number of employed & trained cleaning and plumbing personnel as well as competency so as to establish their credibility in managing such huge complexes.
- V. The agreement period shall be for three years.
- VI. The bidder should sign and stamp each page of this R.F.P. document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. The tender document should be submitted in proper bound form. Unsigned and unbound R.F.P. documents are liable to be rejected.
- VII. Bidder shall not sub-let or sub-contract any part of this contract/job without the written consent of the SAJHA. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting equipment by the workers of the Contractor this shall to be rectified by the Contractor at his own risk and cost. SAJHA shall not take any responsibility of damages caused by the contractor organization in any manner.
- VIII. Maintaining safety & security of all workers shall be the sole responsibility of the agency.
- IX. All the employee of agency shall carry photo identity cards and proper uniform to be provided by the agency at all time during the working hours on duty.
- X. The contractor will keep the bio-data, recent photographs of each personnel and other such credentials as per good industry practice.
- XI. The contractor shall also be solely responsible for the payment of their wages and/or dues to his employees. At any point in time the employees of the agency cannot be considered as employees of SAJHA or state government.
- XII. All liabilities arising out of violation of local laws and/or central laws shall be the responsibility of the agency. The contractor shall furnish a detailed fortnightly duty chart of his employees and keep informed the SAJHA of any change in the list from time to time. The duty chart for the fortnight should give the specific names of employees and the respective duties they are required to attend to. A copy of the duty chart shall be displayed by him on the Notice Board also.
- XIII. The contractor and the persons employed by him shall not indulge to outsiders any information about the equipment(s) installed in the stadium / indulge information about the employees of SAJHA as well as the activities of the SAJHA. The contractor will also have the responsibility to safeguard the stadium /moveable and immovable properly, besides protecting the environment.
- XIV. The contractor shall make payment of wages etc., to the persons so deployed by him by 10th of every month through bank account of the employees.
- XV. The contractor will pay rates and wages and observe hours of work and conditions of employment as per existing rules under Minimum Wages Act. It shall be his responsibility to ensure that he pays his workmen wages which are not lower than the minimum wages as prescribed from time to time by the government.
- XVI. The contractor or his nominee shall ensure his/its presence at a short notice when required by the SAJHA.
- XVII. The contractor will be responsible for settlement of his own cost of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
- XVIII. The agency will certify of damages pre/post event at stadium/allocate place. In case any damages found agency shall inform in writing to SAJHA within 24 Hrs time.

- XIX. The Executive Director/SAJHA reserves the right to terminate the contract with thirty (30) days prior notice stating the cause of termination notice. However the executive Director/SAJHA may withdraw the termination notice after satisfactory compliance by the contractor within 30 days.
- XX. The Executive Director/SAJHA reserves the right to deduct damages to the property or facilities caused due to the negligence of the contractor or any personal working on behalf of the contractor during the period of services subject to a maximum of 20% of the agreement value for the entire period of contract after serving proper prior notice to the contractor giving thirty (30) days time to comply or rectify the default. The Executive Directors/SAJHA reserves also the right to withdraw the notice after satisfactory compliance of the contractor. For avoidance of doubt the agreement value for the entire period of the contract shall be the amount quoted by the contractor in its financial proposal (per month rate) multiplied by thirty six (36) or total extended period of contract, if any.
- XXI. The Executive Director/SAJHA further reserve the right to deduct the penalty charge for unsatisfactory performance of the agency during services within a period specified in such notice served for unsatisfactory performance. The Executive Director/SAJHA shall deduct penalty to be calculated and paid for each day of delay until the unsatisfactory performance is rectified at the rate of 1% of the cost of such repair/replacement.
- XXII. The executive Director/SAJHA will have the right to appoint any other agency to rectify or complete any unsatisfactory/incomplete work performed by the contractor and recover such amount paid to such agencies from the performance security and fees due to the contractor.
- XXIII. The contractor shall provide weekly off/holidays to his workmen as per prevalent laws but it will be his responsibility to ensure uninterrupted services on all days. The contractor is advised to keep sufficient personal so as to adjust and rotate the services of the personals.
- XXIV. The decision of the Executive Director/ Manager/Caretaker of SAJHA or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the Contractor.
- XXV. In any events and emergency, the Contractor shall provide onsite all necessary work related to cleaning and plumbing or any other job assigned during event (round the clock).
- XXVI. The Contractor shall provide cleaners, supervisors as per demand of the job.
- XXVII. Apart above scope of work, a detail list of Articles & equipments, Frequency, daily require man power, chemicals and consumable list shall have to be maintained in separate register.
- XXVIII. The successful bidder must provide EPF & ESIC code within a month from the date of award of contract.

#### **Payment Condition**

- I. Payment shall be made on the monthly basis & no advance shall be paid. (INCLUSIVE of EPF, ESIC, Service Tax, Service charge or any other charges, taxes, duties etc.)
- II. The agency shall be responsible for payment of EPF, ESIC, Service tax & other dues of their employees. SAJHA will not be liable for any dues of his personnel.
- III. The expenditure for replacement of plumbing items will be borne by SAJHA. However items using up to 10,000/- may be purchased & replaced by contractor with the prior consent from SAJHA Authority. However items required to be purchased and replaced more than Rs. 10,000/- it requires prior approval of Sajha.

#### **Penal Provisions**

- I. In case of fire hazard it shall be the responsibility of the bidder to inform instantly to the concerned authorities. The bidder shall have to train their personnel regarding switching on the existing fire hazard system of the stadia.
- II. In case of electrical short circuits the bidder shall have to inform the appropriate stadium authorities.
- III. The Executive Director/SAJHA reserves the right to terminate the contract without any prior notice.
- IV. The Executive Director/SAJHA reserves the right to deduct the penalty charge of unsatisfactory performance of the bidder during services after proper notice.
- V. In case of any legal dispute the matter shall be decided as per appropriate courts at Ranchi.

**Executive Director  
Sports Authority of Jharkhand**



**Annexure-II**  
**(To be kept duly signed in envelop -2 Financial Bid)**

**FINANCIAL BID**

**Bidder is required to forward the following documents:-**

1. Name of the registered firm/agency :
2. Address of the firm/agency :  
(With Tel. no. Fax & E-mail)
3. Name & Address of the Proprietor :  
Partners/ Director (With mobile no.)
4. Contact Person (S) (With mobile no.) :

<b>Particulars</b>	<b>Total lump sum amount for per month (Rs.)</b>
Amount in lump sum has to be quoted per month including cleaner/ plumber, consumable cleaning material and equipments for Birsa Munda Football Stadium, Morabadi & NGOC office, Silli Football Stadium, Khelgaon Residential Area, (Flats/Duplex), Sajha Office. <i>This rate is inclusive of all costs and expenses and taken including basic wages EPF, ESI, Service tax and Service charge etc.</i>	Rs. .... ..... (in words) ..... ..... .....

Date : \_\_\_\_\_

(Signature of Authorized Signatory with date)

Place : \_\_\_\_\_

Name of the Firm/Agency and stamp