

Govt. of Jharkhand
Sports Authority of Jharkhand
(Department of Tourism, Art-Culture, Sports & Youth Affairs)
Gate No. - 28, Birsa Munda Football Stadium, Morabadi, Ranchi
Email: saiha9@gmail.com

Clarifications and Updates: Tender ID - 104
Supply of Manpower (Gardeners and Cleaners and Security Guards services) in various Stadiums, offices and Residential/ Commercial Complex in Jharkhand under the control of Sports Authority of Jharkhand & Directorate of Sports and Youth Affairs.

Following the queries raised by bidders during the pre-bid meeting convened on **March 21, 2024, at 4:00 PM** and queries received via email, the Request for Proposal (RFP) has undergone the following modifications and updates.

S. No	RFP CLAUSE	UPDATED CLAUSE/ CLARIFICATION
1	<p>Availability of Tender Document: 16.03.2024 to 30.03.2024</p> <p>Last Date and Time for Physical submission of bids/tenders: 30/03/2024 up to 11:00 AM</p> <p>Date and Time for opening of Tender Part – I (Technical Bid): 30.03.2024, 04:00 PM</p>	<p>Availability of Tender Document: 16.03.2024 to 26.04.2024</p> <p>Last Date and Time for Physical submission of bids/tenders: 26/04/2024 up to 11:00 AM</p> <p>Date and Time for opening of Tender Part – I (Technical Bid): 26.04.2024, Time: 04:00 PM</p>
2	<p>NIT (02): 2. Cost of tender fee, Earnest Money Deposit (EMD) shall be deposited along with the tender document in the office of the Executive Director, Sports Authority of Jharkhand, Gate No- 28, Birsa Munda Football Stadium, Morabadi, Ranchi, Jharkhand through Speed Post/registered Post/Courier/By Hand till 11:00 AM on 06.04.2024. Detailed information can be accessed through the tender document.</p>	<p>NIT (02): 2. Cost of tender fee, Earnest Money Deposit (EMD) shall be deposited along with the tender document in the office of the Executive Director, Sports Authority of Jharkhand, Gate No- 28, Birsa Munda Football Stadium, Morabadi, Ranchi, Jharkhand through Speed Post/registered Post/Courier/By Hand till 11:00 AM on 26.04.2024. Detailed information can be accessed through the tender document.</p>

3	<p>5. Eligibility Criteria</p> <p>(A) Bidders should be registered agencies registered under Indian Registration Act 1908 / Indian Partnership Act 1932/ Proprietorship firm registered under shop and establishment 1956, providing similar kind of services (Housekeeping/Gardner and security service) for last 05 (Five) years in Central/state government, Large Educational/ Research Institutions, Universities run by Central Government/ State Government Departments, Public or Private Sector Companies/Undertakings, Autonomous Bodies.</p> <p>(c) The Bidder should be registered for PAN (Income Tax), GST, GSTR-9, ESI and EPF. EPF contribution should be at least of 25 lakhs for consecutive each month in last financial year. (EPF challan will be required for documental proof)</p>	<p>5. Eligibility Criteria</p> <p>(A) Bidders should be registered agencies registered under Indian Registration Act 1908 / Indian Partnership Act 1932/ Proprietorship firm registered under shop and establishment Act 1956, providing similar kind of services (Housekeeping/ Gardner and security service) for last 05 (Five) years in Central/state government, Large Educational/ Research Institutions, Universities run by Central Government/ State Government Departments.</p> <p>(c) The Bidder should be registered for PAN (Income Tax), GST, GSTR-9, ESI and EPF.</p>
4	<p>6. Qualification Criteria:</p> <p>(b) The Bidder should have sufficient employees on its rolls specifically trained for cleaning /gardening and security guard services. A list of the minimum 200 employees, viz., name, age, designation, and experience in the field, EPF and ESI number should be attached with the Technical Bid.</p>	<p>6. Qualification Criteria:</p> <p>(b) The Bidder should have sufficient employees on its rolls specifically trained for cleaning /gardening and security guard services. A list of the minimum 1000 employees, viz., name, age, designation, and experience in the field, EPF and ESI number should be attached with the Technical Bid.</p>
5	<p>7. Documents required in support of eligibility and Qualification:</p> <p>(c) Statement of average annual turnover of latest last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.</p>	<p>7. Documents required in support of eligibility and Qualification:</p> <p>(c) Statement of annual turnover of latest last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.</p> <p>L) Bidders are required to submit a declaration (Affidavit) confirming the absence of any pending cases pertaining to Provident Fund (PF), Employee State Insurance Corporation (ESIC) and Goods and Services Tax (GST).</p>
6	<p>8. Sale of Tender Document:</p> <p>(a) The Tender document can be obtained from the address - Sports Authority of Jharkhand, Gate No- 28, Birsa Munda Football Stadium, Morabadi, Ranchi, Jharkhand- 834008. In such case, the Bidders must submit cost of bid document i.e. a non-refundable fee of Rs. 20,000/- (Rupees twenty Thousand only) in the form of Demand Draft drawn in favor of Tender Inviting Authority payable at Ranchi in hard copy along with its Technical Bid. Tenders found without tender fee shall be rejected.</p>	<p>This part has been removed.</p>

7	<p>10. Bid Security / Earnest Money Deposit (EMD):</p> <p>e. EMD: - If the bidder claims for exemption on EMD and Cost of Bid Document on the basis of being a MSME, the notification issued by Government of Jharkhand regarding this will be applicable.</p>	<p>10. Bid Security / Earnest Money Deposit (EMD):</p> <p>e. EMD: - If the bidder claims for exemption on EMD and Cost of Bid Document on the basis of being a MSME, the notification issued by Government of Jharkhand regarding this will be applicable. MSME agencies registered under Jharkhand government will be considered for exemption of EMD and Bid Document Fee, in that case DIC certificate issued from Deptt of Industry, Jharkhand has to be submitted.</p>
8	<p>14. Evaluation of Tenders:</p> <p>(c) The Bidder quoting the lowest bid amount for the services defined in the Scope of Work shall be considered for award of contract.</p>	<p>14. Evaluation of Tenders:</p> <p>(c) The Selection of Bidder will be based on QCBS (Quality-cum-Cost Based Selection) as mentioned in Annexure L & M.</p>
9	<p>15. Performance Security Deposit and Award of Contract:</p> <p>(a) On being informed about the acceptance of the Tender and before signing the agreement, the successful Bidder shall deposit, within 15 days from the date of acceptance of tender, performance security amount, equal to 10% of the contract value, in the form of unconditional irrevocable Bank Guarantee (as per format given in Annexure-I) pledged to Tender Inviting Authority valid for 26 months from the date of signing of the agreement.</p>	<p>15. Performance Security Deposit and Award of Contract:</p> <p>(a) On being informed about the acceptance of the Tender and before signing the agreement, the successful Bidder shall deposit, within 15 days from the date of acceptance of tender, performance security amount, equal to 05% of the contract value, in the form of unconditional irrevocable Bank Guarantee (as per format given in Annexure-I) pledged to Tender Inviting Authority valid for 36 months from the date of signing of the agreement.</p>
10	Annexures	Refer Page 4-26, for revised Annexures

Annexure-A

SCOPE OF SERVICES

The contractor shall have to provide round-the-clock cleanliness and gardening and security services in the entrusted operational area under the Sports Authority of Jharkhand complexes as mentioned in this tender document.

The agency shall ensure cleanliness of the Students/Trainees, Trainers, Officials, personnel & property of the Sports Authority of Jharkhand.

DESIRED QUALIFICATION DUTIES AND RESPONSIBILITIES OF CLEANERS& GARDENERS:

1. The Agency will be responsible for overall arrangement of cleanliness and hygiene, gardening, seasonal and perineal plants and landscape of the operational area of Sports Authority of Jharkhand premises entrusted/ covered in the contract.
2. Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Nodal Officer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the cleaners and gardener personnel.
4. Deployment of Cleaner/Gardner will be as per the instructions of the authorities of the Sports Authority of Jharkhand from time to time and the agency will be responsible for their optimum utilization.
5. Gardener should be ensured that flower plants, flower pots, trees and grassy lawns should be maintained and are not damaged either by the staff or by the outsiders or by stray cattle.
6. The cleaner and gardener on duty shall not leave the premises until his reliever reports for duty.
7. Any other duties/responsibilities assigned by the Sports Authority of Jharkhand administration may be incorporated in the agreement. The same shall also be binding on the contractor.
8. In The parade ceremony shall be net clean the premises on the occasions of National Festivals (26th January & 15th August) by the agency through the cleaning staff, and on the visit of any Govt. Dignitaries like Governor, Ministers, Defense Chiefs, Eminent personalities, Noble Laureates etc. Salute ceremony (Guard of Honor) shall be organized on behalf of agency (if required).

Scope of Work for Security Guard

1. All security guards should be well dressed, matriculate and should have been trained on security issues. Supervisor should be retired army officer and NCO rank.
2. All keys except stores shall be handed over to security agency after due inspection, register containing the equipment's and Fixture, Furniture etc. shall be prepared during joint inspection and signed by the competent authority of SAJHA and authorized person of agency.
3. Maintain all the persons/vehicles in/out register during day & night time.
4. Personnel working in the various offices to be established shall be allowed to enter by showing identity cards of their respective offices.
5. Age of all the security guards should not cross 50 Years. vi. All the security guard should be well dressed and shall have qualified security course or minimum 2 years' experience.
6. Directions issued by Departmental Secretary/Director/Executive Director, SAJHA from time to time shall be complied.
7. Office facilities can be allowed only after instructions from SAJHA or his authorized representatives.
8. Any special permission or direction from the Secretary/Director/Executive Director, SAJHA shall have to comply.
9. During any residential facility program the concerned organization shall be held responsible for any theft, defacing or any other vandalism caused. The agency shall have to report about the loss of property to SAJHA or his representative within 24 hours of the end of program.
10. The agency shall have to ensure safety of all equipment's inside the stadium which includes Civil, Electrical PHE and any other sports equipment.
11. Only one gate shall open for entrance into the Stadium in normal days. Only during special occasions other gate shall be opened. Whenever additional gates are opened, additional security should be provided.
12. Only swimming card holders shall be allowed to their respective time to enter in Birsa Munda Swimming pool, for specific purposes and sports event main gate & other gates will be open with the prior permission issued by the SAJHA
13. Maintaining safety & security shall be full responsibility of the agency.
14. All the security persons shall carry photo identity cards to be provided by the agency.
15. The agency has to provide uniforms, torch, shoes, lathi, as per requirement.
16. The agency has to ensure, the electric light points switch ON everyday 6 PM and OFF 6 AM.
17. The agency has to take care of the room/stadium keys and maintain inventory records for all incoming and outgoing items.
18. The agency has to ensure proper handover-takeover of each security personnel.
19. The Number of Security Personnel can be increase and decrease as per requirements.

Annexure-B1**Resource Requirement and Penalty**

S. No	Description	Minimum Number required (Mandatory)	Penalty charges per day in case of non-availability of equipment/ tools (in Rs.)
01.	Mobile phone for cleaners and gardeners	For at least 20% of cleaners and gardeners' staff on duty	1000/-
02.	Saree/Shirt & Trousers, Cap Shoes, Belt, Name Tag, each cleaner and gardeners' staff	For all cleaners and gardeners	1000/- (per day/ per employee)
03.	Woolen jacket or sweaters (for winter season)	For all cleaners and gardeners' staff	1000/- (per day/ per employee)
04.	All Gardening tools	For all Gardener staff	1000/-
05.	All inputs, pesticides, manures, fertilizer, plants, seeds, etc.	For Gardening staff	1000/-
06.	All cleaning tools, safety tools, and equipment's	For all cleaners staff	1000/-
07.	All cleaning chemicals and inputs	For all cleaners staff	1000/-

The number of items given above is to be maintained at site hence the necessary stand by arrangement of equipment, materials shall be the contractor's responsibility. Any shortage in the above if observed at site the necessary penalties will be imposed.

Note: No extra payment shall be paid to the contractor towards providing above. He/she has to manage above items within the quoted in price bid/Service Charges.

The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

S. No	Description of Irregularities	Penalty Amount
01.	If the required workers are less than the minimum required.	@ Rs. 1000/- perworker /Day
02.	Staff not in Uniform/ without I-Card.	@ Rs. 1000/- perworker /Day
03.	Misbehavior by the Contract Manpower withSports Academy students/ Coaches/ Visitors etc.	@ Rs. 1000/- perincident
04.	Recurring of irregularities given at S. No. 2,4 to 7	Double the penaltiesamount mentioned inSr. No. 2, 4 to 7

Note: In case the agency fails to provide any of equipment tools, tackles continuously for a period of 15 (fifteen) days, Tender Inviting Authority/ designated Nodal Officer has the right to purchase the non-available equipment/tools or tackles on the market rates and deduct the cost of same from the contractors' bill in addition to the imposition of applicable penalties.

Annexure-B2
Resource Requirement and Penalty

S. No.	Description	Minimum Number required (Mandatory)	Penalty charges per Day in case of non-availability of equipment/tools (in Rs.)
01.	Gun with at least one gate keeping staff	02 With 01 gate keeping staff	An armed guard found without arm will be supposed to be absent and penalty will be levied to the contractor as given in clause 30(a).
02.	Search light (with the range of 100 mts for nightsurveillance)	For at least 20%of security staff on duty	1000/-
03.	Rain coats	For all gate keeping staff	1000/-
04.	Umbrellas	For all gate keeping staff	1000/-
05.	Mobile phone for Security Supervisors	For at least 20%of security staff on duty	1000/-
06.	Hand held torch	For all Security Staff	1000/-
07.	Shirt & Trousers, Cap Shoes, Belt, Name Tag,each Security Staff posted	For all Security Staff	1000/- (per day/ per guard)
08.	Woolen jacket (for winter season)	For all Security Staff	1000/- (per day/ per guard)
09.	Battons or Rules	For all Security Staff	1000/-
10.	Whistles	For all guards	1000/-

The number of items given above is to be maintained at site hence the necessary stand by arrangement of equipment, materials shall be the contractor's responsibility. Any shortage in the above if observed at site the necessary penalties will be imposed.

Note: No extra payment shall be paid to the contractor towards providing above. He/she has to manage above items within the quoted Management Fee/Service Charges.

The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

Sl. No.	Description of Irregularities	Penalty Amount
01.	If the required workers are less than the minimum required.	@ Rs. 1000/- per worker /Day
02.	Staff not in Uniform/ without I-Card.	@ Rs. 1000/- per worker /Day
03.	Misbehavior by the Contract Manpower with Sports Academy students/ Coaches/ Visitors etc.	@ Rs. 1000/- per incident
04.	Recurring of irregularities given at Sr. No. 1 to 3	Double the penalties amount mentioned in Sr. No. 1 to 3

Note: In case the agency fails to provide any of equipment tools, tackles continuously for a period of 15 (fifteen) days, Tender Inviting Authority/ designated Nodal Officer has the right to purchase the non-available equipment/tools or tackles on the market rates and deduct the cost of same from the contractors' bill in addition to the imposition of applicable penalties

Annexure-C

TECHNICAL TENDER FORM

Date__

Ref. Your Tender Document No.____dated

To,

We, the undersigned have examined the above-mentioned Tender document. We now offer to deploy required Manpower to perform duties as mentioned in Scope of Work at Annexure- A and at the rates as mentioned in our financial bid.

If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.

We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation) Duly authorised to sign tender for and on behalf of
_____(Name of Bidder)

N.B : The above tender form, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

Annexure-D

(to be printed on letterhead of Bidder)

Declaration

I, son/daughter of Shri... , proprietor/director/partner/authorized signatory of M/s, am competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person (Name, designation and seal)

Date:

Place:

N.B: The above declaration, duly signed and sealed by the authorised signatory of the agency, should be enclosed with Technical Tender.

Annexure-E

(to be printed on letterhead of Bidder)

Details of 1000 staff available with the Agency

Sl. No.	Name	ESI No.	EPF No.	Experience in providing Cleaning/gardening and security services (Years)

The above format may be used to provide employee details. Use extra sheet, if required. Please enlist minimum 1000 personnel detail.

Note_ If any of the details found incorrect the agency must be blacklisted by SAJHA.

Signature of Bidder

Name and designation of signatory with seal Date:

Place:

N.B: The above details, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender.

Annexure-F

(to be printed on letterhead of Bidder)

PROFORMA FOR THE PERFORMANCE STATEMENT

(of latest last 06 years including year 2023):

Sl. No.	Name and address of client; Name, designation and contact no./e-mail id. of the officer concerned	Contract details including total manpower deployed	Value of Contract (Rs.)	Duration of the contract (From - To)	Client satisfactory certificate enclosed (Yes/No)
	Additional information, if any				

Signature of Bidder

Name and designation of signatory with seal Date:

Place:

N.B: The above details, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

Annexure – G1

(to be printed on letterhead of Bidder)

FINANCIAL BID FOR CLEANING AND GARDENING SERVICES RATE SCHEDULE/ PRICE BID

(PER WORKER PER DAY IN Rs.)

(As per the Latest Schedule Rate of Labour and employment Department, Govt of Jharkhand)

Sl. No.	Particulars/Heads	Cleaner (Unskilled)	Gardeners (Unskilled)
01	No. Of personnel required (Approximately) Numbers variable	105	20
02.	Basic*		
03.	VDA*		
04.	Total A		
05.	Bonus on A @8.33%		
06.	Total B (A+ Bonus)		
07.	ESI @3.25%on A		
08.	EPF@13%on A		
09.	Total C		
10.	SERVICE Charges on C		
11.	Total D		
12.	GST @ 18% of D as applicable		
13.	Grand Total		

(*Note: - A means BASIC+VDA, B means Basic + VDA + Bonus, C means Sum of Sl no=2 to 8, D means C+ Service charge)

1. The above rates must be quoted as per the latest rate notified by Department Of Labour & Employment, Govt. of Jharkhand. It is subject to revision as per the latest notification/order of department of Labour & Employment, Govt. of Jharkhand.
2. The bidder needs to mention the percentage (%) of service Charges in INR up to 2 decimal points. Service/ administrative charges should be in accordance with the notification issued by Govt. Of India from time to time in this regard and Ministry of finance, Department of expenditure, PP Division's OM No F.6/1/2023-PPD dated 06.01.2023.
3. The Bidders should quote all expenditure on providing material / inputs / resources/ managerial/ by all means to get the work done through the Cleaning and Gardening Manpower agency.
4. Only Printed/Typed bid will be considered. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid, if found, bid shall liable to be rejected.
5. Non-realistic/vague quotation may lead to disqualification.
6. The Amount quoted above shall be in complete and in round figure, no fraction shall be entertained.

Annexure –G2

(to be printed on letterhead of Bidder) FINANCIAL BID FOR SECURITY SERVICES RATE SCHEDULE/ PRICE BID (PERWORKER PER DAY IN Rs.)

(As per the Latest Schedule Rate of Labour and employment Department, Govt of Jharkhand)

Sl. No.	Particulars/Heads	Security supervisor (Skilled)	Security Guard (With Arms) (Skilled)	Security Guard (Without Arms) (Semi-Skilled)
01	No. Of personnel required (Approximately) Numbers are variable	05	02	251
02.	Basic*			
03.	VDA*			
04.	Total A			
05.	Bonus on A @8.33%			
06.	Total B (A+Bonus)			
07.	ESI @3.25%on A			
08.	EPF@13%on A			
09.	Total C			
10.	SERVICE Charges on C			
11	Total D			
12	GST @ 18% of D as applicable			
13.	Grand Total			

(*Note: - A means BASIC + VDA, B means Basic + VDA + Bonus, C means Sum of SI No = 2 to 8, D means C+ Service charge)

1. The above rates must be quoted as per the latest rate notified by Department Of Labour & Employment, Govt. of Jharkhand. It is subject to revision as per the latest notification/order of department of Labour & Employment, Govt. of Jharkhand.
2. The bidder needs to mention the % of service Charges in INR up to 2 decimal points.
3. Service/ administrative charges should be in accordance with the notification issued by Govt. Of India from time to time in this regard and Ministry of finance, Department of expenditure, PP Division's OM No F.6/1/2023-PPD dated 06.01.2023
4. The Bidders should quote all expenditure on providing material / inputs / resources / managerial / supervisory / administrative services by all means to get the work done through the Security Agency.
5. Only Printed/Typed bid will be considered.
6. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid, if found bid shall liable to be rejected.
7. Non-realistic/vague quotation may lead to disqualification.
8. The Amount quoted above shall be in complete and in round figure, no fraction shall be entertained.

Terms and Conditions:

1. The minimum wage rates of manpower are as per applicable government Rules (of the entrusted Sports Authority of Jharkhand facilities and shall vary according to the amendments/increments enforceable by State Govt. from time to time. (The cost of the contract shall be valid for initial contract period and during this period no price escalation, other than minimum wages revision, shall be entertained by the Buyer.)

If the bidder pays wages (of the required manpower) less than the prevailing Labour Rates, the contract shall be cancelled summarily.

2. The agency will have to provide two sets of uniform per year including I Cards, Shoes, Cap, Belts to all the workers & gum boots, rain coat (to whom required as per work allocation) of good quality and shall be approved by the Tender Inviting Authority. The dress includes full trousers, & shirt with full sleeves
3. If GST is applicable & charged in the invoice and TDS (Tax Deducted at Source) is applicable, the same shall be deducted as per governing rules time to time.
4. The contractor has to ensure payment to its staff not less than current minimum wages rates (bidder may pay higher rates) applicable as per the government rules to the workers deployed having Minimum experience of 03 years and should not be above 60 years.
5. The contractor will have to make payment through e-transfer after opening of individual bank account for the workers deployed and also forward the copy of the monthly bank statements of the concerned workers to TIA/Nodal officer. Further, the copy of ESI cards, EPF No. issued to the workers should also be submitted to the TIA/Nodal officer.
6. Quoted Price bid amount shall be inclusive of all taxes.

I/we also declare that, I/we will abide by all the rules and regulation of the tender document and applicable government rules, if awarded the Tender. I/we are also aware that the Tender Inviting Authority reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

NOTE: Actual payment may vary as per service rendered and mentioned in log sheet.

Signature of Authorized Person

Date :

Full Name:

Place :

Company's Seal:

Annexure-H

BANK GUARANTEE FORM FOR EMD

In consideration of the Executive Director, Sports Authority of Jharkhand (hereinafter called the “Tender Inviting Authority” or “Client”) has floated tender no (hereinafter called “Said tender”), for annual contract of Cleaning and gardening services as per terms and conditions mentioned in the above tender, M/s -----(hereinafter called “Bidder”) has decided to participate in above tender process and agreed to production of an irrevocable bank guarantee for Rs.__(Rupees__only) as an Earnest Money Deposit (EMD) towards compliance of its obligations in accordance with the terms and conditions in the said tender.

We _____(hereafter referred to as the “Bank”) hereby undertake following:

1. We undertake to pay to the Client any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said tender, and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said tender have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & conditions of the said tender have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee.
3. We further agree with the Client that the Client shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said tender or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said Bidder(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Bidder(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said Bidder(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder(s).
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to unless extended on demand by the Client. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs.____(Rupees____only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Annexure-I

Proforma of Performance Bank Guarantee

In consideration of the SPORTS AUTHORITY OF JHARKHAND, _____ (hereinafter called the “Client”) having offered to accept the terms and conditions of the proposed agreement (hereinafter called the “said Agreement”) between SPORTS AUTHORITY OF JHARKHAND and M/s. _____ (hereinafter called the “said Contractor”) for the work of Cleaning and gardening Services having agreed to production of an irrevocable bank guarantee for Rs. _____ (Rupees _____ only) as a cleaning and gardening / guarantee from the contractor for compliance of its obligations in accordance with the terms and conditions in the said agreement.

We _____ (hereafter referred to as the “Bank”) hereby undertake following:

1. We undertake to pay to the Client any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee.
3. We further agree with the Client that the Client shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to unless extended on demand by the Client Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. (Rupees _____ only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

Dated the day of for

**Format of Contract Agreement
(On Rs. 100/- Non-judicial Stamp Paper, see ITB Clause 15)**

THIS AGREEMENT made the day of _____, 2024 Between _____ (hereinafter "the Client") of the one part and M/s _____ (hereinafter called "the Contractor") of the other part:

WHEREAS the Client is desirous that certain services viz. Supply of Manpower in the tender reference no. _____ Dated _____ and has accepted a bid by the Contractor for the performance services for the sum of Rs. _____/- (Rupees _____ only) (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - 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. Any other document listed in the supplier's bid and replies to queries, clarifications issued by the TIA, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.
3. In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Contractor are as under.

Sl. No.	Brief Description of Services	Contract Duration	Total Contract value on existing Labour Laws and wages	GST	Total value inclusive of GST
01.	Manpower (Cleaner And Gardener and security guard) supply in various Stadium offices and Residential/Commercial Complexes in Jharkhand under the control of Sports Authority of Jharkhand	36 (Thirty-Six) months from the date of commencement of work			

Cost of consumables used during performance of services shall be borne by the Contractor within the rate quoted.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said____(For the Client)

In the presence of.....

Signature

Name

Address

Witness 1.

2.

Signed, Sealed and Delivered by the

Said____(For the Contractor) In the presence of

Signature

Name

Address

Witness 1.

2.

Annexure-K2

APPROXIMATE MANPOWER

S. No	Manpower description	Qualifications & experience	Nos.
01.	Gardener	Matriculate (10th pass) Having Minimum experience of 03 years as Gardener. Age should not be above 60 years.	20
02.	Cleaners	Literate Having good knowledge and training of cleanliness and hygiene.	105

It is the responsibility of contractor to provide minimum no. of manpower as per the schedule. All the Cleaning and gardening staff posted by the contractor shall be verified of their police records and other information prior to posting at operational area facilities. Contractor shall not place any cleaning and gardening staff in the facilities where the relatives of that particular cleaning and gardening staff are working. The Number of manpower may be increased or decreased based on the requirement.

Annexure-K2

APPROXIMATE MANPOWER REQUIREMENT

S.No.	Manpower description	Tentative Requirement
01.	Supervisor	05
02.	Security Personnel (with Arms)	02
03.	Security Personnel (without Arms)	251

It is the responsibility of contractor to provide minimum no. of manpower as per the schedule. All the Security staff posted by the contractor shall be verified of their police records and other information prior to posting at operational area facilities. Contractor shall not place any security staff in the facilities where the relatives of that particular security staff are working. The Number of manpower may be increased or decreased based on therequirement.

Annexure-L**EVALUATION & SELECTION CRITERIA****Format for Eligibility Determination****(to be filled and signed by the Tender committee, in separate sheet for each bidder)**

The tender submitted by the bidders will be evaluated and finalized on the basis of the following criteria:

1. ELIGIBILITY CRITERIA:

- a. The tender will be evaluated for only such bidders who have qualified the ELIGIBILITY CRITERIA.
- b. Each bidder has to qualify the Eligibility Criteria process as per the following Performa:
- c. NAME OF THE BIDDER.....

S. No.	Particulars	YES/NO
1.	Tender Papers are properly sealed and super scribed as "Tender for Cleaning and gardening and security Services at SAJHA".	
2.	Tender submitted or received within the closing date and time	
3.	Tender Fee attached	
4.	EMD attached	
5.	The Technical Bid separately sealed in envelope (inside the submitted main envelop), super-scribing as "Technical Bid"	
6.	All the document attached with the technical bid should be arranged as per requirement and covered with a list of content referring the page numbers clearly mentioned, failing which the bid will be treated as ineligible.	
7.	All documents/papers should be numbered, signed and sealed by the Bidder on each page.	
8.	Duly filled and signed ANNEXURE – C in original	
9.	Duly filled and signed ANNEXURE – D in original	

2. YES/NO in above format shall be decided and written by the Tender Committee.
3. 'NO' in any criteria mentioned above shall be treated as the disqualification of the bidder and shall not be considered for the further evaluation process.
4. ELIGIBILITY CRITERIA OF THE BIDDER FOUND QUALIFIED/DISQUALIFIED

Signatures of the members of the TC.

TECHNICAL MARKS ALLOTMENT

Turnover in similar Service (housekeeping/ Gardner and security guard together) in last 3 consecutive financial years ending 31.03.2023	5 Marks for Rs 10 crore and additional 2 Marks each for addition of 02 crores each time. Maximum Marks:15
Years of providing similar type of services during last 5 years in any state/central govt institution. The bidder is required to possess a registered office located in Jharkhand, which has been operational for a minimum of five (05) years.	3 Marks for each 1-year Maximum Marks:15
Number of manpower supplied against a single contract for similar services (housekeeping and gardener and security services together) in any state/central govt institution facility in Jharkhand.	2.5 Marks for 50 manpower and additional 2.5 Marks for addition of every 50 manpower. Maximum Marks:15
<p>The Applicant must demonstrate experience of successfully completed minimum.</p> <p>2 assignments from housekeeping, each assignment must have a fee of at least 1 crore. 2 assignments from Security services, each assignment must have a fee of at least 3 crores. in any central/state govt institution facility in Jharkhand.</p> <p>Note- Experience of completing 1 year will be counted as experience, if the work is still ongoing, if it is below one year than it will not be counted as 1 year experience.</p> <p>Completion Certificate issued by the authority must be submitted.</p>	<p>5 marks for each 2 assignment and additional 5 marks for each 1 assignment Maximum marks:20</p>
<p>Residential Preference Agency applying from Jharkhand will be preferred. (Registration certificate/GST registration/ Telephonic Bill /Trade license etc.) Agency Must have a registered office in Jharkhand since last 05 years.</p>	<p>Head office in Jharkhand - 15 marks</p> <p>Registered/Branch Office in Jharkhand- 10 marks</p> <p>Head office/Branch office not Connected to Jharkhand -5 marks Maximum marks:15</p>
Overall Presentation about working methodology of our agency/company	Maximum Marks:20
TOTAL MARKS IN TECHNICAL PART	100

The minimum qualifying threshold for technical evaluation is set at 70 marks. Any agency or bidder scoring below this threshold will be disqualified from participating in the financial bid opening process under the QCBS system.

Evaluation Criteria of bids and Award Criteria:

For the purpose of evaluation, the Authority, shall evaluate the Application(s) of the bidders under this Project on Quality cum Cost Based Selection Criteria ("QCBS Criteria") on a 100- mark scale where:

1. The weightage for Technical Proposal shall be of 70 percent ("Technical Score") and the weightage for Financial Proposal will be of 30 percent ("Financial Score").
2. Total combined score shall be calculated as follows:

$$\text{Total Combined Score} = (70\% \times \text{Technical Score}) + (30\% \times \text{Financial Score})$$

The bidder with highest Total Combined Score shall be considered to be declared as the selected bidder ("Selected Applicant") ("H1").

- I. In the event that two (2) or more Selected bidder have the same Total Combined Score for the Project, that bidder shall be identified as the Selected bidder which has the higher Technical Score among the bidders in the tie.
- II. Further, in the event of further Tie among the bidders, the Selected bidder which has higher Financial Score shall be identified as Selected Applicant(s) (H1)

**Sd/-
Deputy Director**