

# **JHARKHAND POLICE ACADEMY, HAZARIBAG**

## **TENDER DOCUMENTS**

**FOR PROVIDING**

- 1. HOUSEKEEPING & CLEANING OF MESS NO. 1 AND MAIN OFFICE BUILDING OF JHARKHAND POLICE ACADEMY.**
- 2. CATERING FOR APPROXIMATELY 70 PERSONS.**

**JHARKHAND POLICE ACADEMY,  
HAZARIBAG-825301  
(JHARKHAND)  
PHONE NO. 06546-270395, 06546-270048 (Fax)**

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**JHARKHAND POLICE ACADEMY, HAZARIBAG****Re-Tender****PR 147144(police) 16-17****Bid Ref. No.: 2 /2016-17**

Joint Director, Jharkhand Police Academy, Hazaribag invites sealed Technical & Commercial Bids on behalf of Office of the Director of Jharkhand Police Academy, Hazaribag for **Housekeeping & Catering Services in Jharkhand Police Academy, Hazaribag.**

A complete set of Bid Documents may be purchased by any interested eligible Bidder on the submission of a written application to the Joint Director, Jharkhand Police Academy, Hazaribag upon payment of a non refundable fee of **Rs. 1000/- (Rupees One Thousand only)** in the form of Demand Draft/Cash in favour of Joint Director, JPA, Hazaribag, payable at Hazaribag. The Bid Document may be purchased personally during office hours on all working days after publication of the tender.

Interested and eligible Bidders are required to submit the Technical and Commercial Bids in two separate sealed envelopes. The Technical and Commercial Bids should be accompanied by a bid security as specified in this Bid Document. The Bid Security (In the form of Demand Draft or Bank Guarantee) should be included in the same envelope containing the Technical Bid. The Technical and Commercial Bids along with the Bid Security must be delivered to the Joint Director, Jharkhand Police Academy, Hazaribag on or before **10/11/2016 till 04.00 pm.**

The envelope containing the Technical Bid and the Bid Security will be opened on the specified date & time in the presence of the Bidders or their authorized representatives who choose to attend. In the event of the date specified for bid receipt and opening being declared as a holiday for the Office, the due date for submission and opening of bids will be the following working day at the appointed times.

The summary of various activities with regard to this invitation of bids are listed in the table below:-

Bid Reference No.	<b>2 /2016-17</b>
Price of Tender Document	<b>Rs. 1000/-</b>
Date of commencement of sale of Tender Documents	<b>After Publication of the Tender</b>
Last date and time for purchase of Tender documents	Till 4.00 pm on <b>04/11/2016</b>
Last date & Time for submission of Bids	Till 04.00 pm on <b>10/11/2016</b>
Date & Time of opening of bids	11.00 am on <b>11/11/2016</b>

Note : For details & annexure please log on [www.hazaribag.nic.in](http://www.hazaribag.nic.in) or contact Jharkhand Police Academy, Hazaribag. Joint Director has full power to extend tender date and cancel tender.

Joint Director,  
Jharkhand Police Academy,  
Hazaribag-825031  
(Jharkhand)

**ANNEXURE-2****TERMS AND CONDITIONS**

- (1) **Period of contract:** The contract will be initially for one year and based on the review would be renewable at the end of first year by the Director, Jharkhand Police Academy, Hazaribag. The contract may further be extended for a year on the basis of performance reviewed by the Monitoring committee approved by the Jharkhand Police Academy.
- (2) The contractor is bound to ensure the cleanliness of the entire Mess No. 1 and Academy Main Building, manning of the reception desk etc. as in **Annexure-2.1** and also providing hygienic and quality food & beverages as given in **Annexure-2.4**
- (3) **Manpower Deployment:** The contractor shall provide the minimum number of persons including the Supervisors and Managers as per the **Annexure-2.2**
- (4) The contractor shall furnish to the Joint Director, JPA a list of employees deployed by him indicating name, parentages, age, qualification, residential address and permanent address, specimen signature along with two photographs for each of them, along with Local Police Verification Certificate for each employee.
- (5) The Contractor shall with prior approval of the design and make by Joint Director, JPA, provide uniform (separate uniform for housekeeping catering and reception staff) including shoes, name badge along with the Logo to his employee at his own cost for easy identification & Check and shall be responsible for their proper upkeep, maintenance and turn out.
- (6) Raw material for food shall be provided by the mess committee.
- (7) The manpower Company/Firm/Agency should be registered with appropriate Registration Authority.
- (8) The Company/Firm/Agency should have its own Bank Account.
- (10) The Company/Firm/Agency should be registered with Income Tax and Service Tax department.
- (11) The registered office or one of the Branch office's of the Company/Firm/Agency should be located in Jharkhand.
- (12) The bidders are requested to inspect the Jharkhand Police Academy, Hazaribag-825301 (Jharkhand) and acquaint themselves before submitting the bid.

**ANNEXURE 2.1****SCOPE OF WORK****1. Mess No. 1**

**A. Catering** - Catering and housekeeping for about 70 trainees, staff, faculty and visitors.

1. To prepare morning and evening tea and snacks, morning breakfast, lunch, and dinner (Buffet system) for all trainees at mess no 1.
2. To serve all food items in the Dinning hall.
3. All the utensils must be sanitized before use.
4. To collect all used utensils for cleaning.
5. Dinning space and Kitchen must be cleaned and mopped.
6. Raw material for food and gas cylinders shall be provided by the mess committee.

**B. House keeping work**

1. To clean (sweeping and swabbing) all building premises daily and collect wastage in dustbin area.
2. Brooming and mopping all rooms, bathrooms daily (Cleaning items like phenyl/harpic/broom/cleaning cloths etc are provided by Academy).
3. Brooming and Mopping all corridor area/common room/Gym.
- 4 Gardening work of area (1800 Sq. ft. approx)
5. Dusting all Furniture item.
6. Brooming approach road from main gate to mess building daily.
7. Cleaning of all door and window panes.

**2. Main Academy Building**

**A. House keeping work**

1. Brooming of main academy building premises daily.
2. Brooming and mopping of all rooms daily.
3. Brooming and mopping of all corridor area including forensic lab, Library, IED room.
4. Dusting of all books in Library.
5. Washing and cleaning of all toilets daily.
6. Cleaning and dusting of all window and doors glasses.
7. To clean cobwebs in all building roofs, high area like Auditorium/ Cafeteria/ main entrance.

**ANNEXURE 2.2****MAN POWER REQUIREMENT :****The Contractor shall be responsible for:-**

- A. Minimum number of 4 cooks, 2 helpers, 3 serving bearers, 4 gardening staff and 14 cleaning staff to be provided by the contractor. This number can be increased if the need is felt by the contractor.
- a. Making all payment to his employees including wages, leaves etc in accordance with the provisions of relevant labour laws. He will ensure strict observance and compliance of all these laws and other applicable laws as are or may become applicable in future. His responsibility will not be limited to any liability under the Minimum Wages Act, Industrial Disputes Act, Contract Labour (Regulation & Abolition) Act, Employees State Insurance Act, Employee Provident Fund Act, Payment of Gratuity Act, Payment of Bonus Act, Workmen Compensation Act and or/any other statutory obligations including any financial liability or the obligation. He will maintain registers and/or records under the said Acts and the rules framed there under by the Government of Jharkhand and the Academy will have no liability whatsoever in this regards.
- b. The Contractor shall furnish the copies of the appointment letters in respect of all the persons employed by him in connection with performance of his contract and furnish proof by submitting copies of such letters received by his employees. The appointment letters shall make clear that the concerned person is an employee of the contractor only and not of Government of Jharkhand or JPA, where housekeeping services are rendered. The Jharkhand Police Academy will have no obligation or any relation to employment or otherwise whatsoever with him/them. The Contractor will pay salary/allowances, etc to his employees as per rules in force and Government of Jharkhand shall not be responsible for any payment to the employees of the Contractor.
- c. The Contractor shall ensure presence of his employee on every check in and checkout of guests with a checklist of steal able items in order to prevent any theft, damage or misappropriation of the property of JPA or of the property of the guests staying therein.
- d. Unattended belonging of the guests should be reported and handed over to the concerned officials of JPA.

- e. The Contractor, (as when called upon by the Chief Administrative Officer) will make himself available.
- f. Washing/Dry cleaning, ironing of the Bed Sheets, Bed Spreads, Pillow Covers, Towels and Curtains etc. which are the property of JPA - will be the responsibility of the Contractor. The agreed amount payable to the Contractor is inclusive of this item and no separate payment will be considered.
- g. Man power supplier for Housekeeping and catering will not bear the expenditure of cooking, which will be looked into by the concerned mess committee. Adequate numbers of staff in terms of cooks, helpers, bearers etc. The deep freezer, water cooler, ROs, refrigerator and other furniture, fixtures, fitting and equipment will be provided by the JPA in the Kitchen and dining room. It will be handed over to the contractor on as in where is basis and the contractor will be allowed to use them. The following area shall be made available to the contractor for cooking and catering:-

Kitchen (Non AC)	Ground Floor
Dining room (AC)	Ground Floor

- h. Alcohol and or any toxic thing in any form is strictly prohibited. No staff/employee should be seen on the premises after consuming alcohol, drugs or any mood altering substance. A fine of Rs. 5000/- (five thousand) would be levied on the Contractor for every such instance and the concerned person would be removed from employment and denied future entry into the JPA.
- i. The Contractor shall mobilise adequate and skilled staff during the visit of VVIPs in such manner that other services at the JPA including guest services keep running smoothly. Any items handed over to the contractor by the JPA shall be accounted for and the Contractor would be responsible for safe handling over of these to the JPA at any point of time and whenever the Contract becomes terminable. The items shall be handed over either to a responsible Officer of the JPA or to the successor Contractor, as decided by the Chief Administrative Officer.
- j. Frequent changes of workers should be avoided.
- k. The change of supervisor staff should be informed at least 3 days in advance to the concerned officials at the JPA.
- l. Supervisor shall report to the Manager about the cleanliness etc on a daily basis.
- L. The contractor shall also abide by the provision of the child labour (prohibition and regulation) Act 1986.

**ANNEXURE 3****Instructions to the Bidders****1. Cost of Bidding**

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Tendering Authority in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

**2. Bidding Document**

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

**3. Preparation of Bids****a. Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Tendering Authority shall be in **English only**.

**b. Bid Currency**

Prices shall be quoted in Indian Rupees only.

**4. Documents Establishing Bidder's Eligibility and Qualification.**

- a. Bidder should attach all documentary proof for the eligibility criteria mentioned in the Term & Condition.

**6. Earnest Money Deposit**

- a. The Bidder shall furnish, as part of its bid, an Earnest Money Deposit (EMD) in the form of a DD/BG in favor Joint Director, JPA, Hazaribag payable at Hazaribag for an amount of Rs. 50000/- (Fifty thousand Only).

**7. Period of Validity of Bids**

- a. Bids shall be valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected by the tendering authority as non-responsive.



- b. In exceptional circumstances, the Tendering Authority may solicit the Bidders consent to an extension of the period of validity .The request and response thereto shall be made in writing.
- c. Bid evaluation will be passed on the bid prices without taking into consideration the above changes.

## 8. Contents of Envelopes

- a. It will be a two envelope bid comprising of technical bid and commercial bid.
- b. **First envelope** shall be marked as Envelope No. 1 Technical Envelope and shall contain:
  - Demand Draft for Earnest Money Deposit (EMD)
  - The documents establishing Bidder's eligibility, qualifications and conformity mentioned Tender Document.
  - Technical Bid Offer including all technical & contractual compliance.
- c. **Second envelope** shall be marked as envelope No.2 "Commercial Envelope" which will contain only price.
- d. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A Written power-of-attorney accompanying the bid should support the latter authorization. The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature.
- e. Any interlineations, erasures or overwriting shall be valid only if they are signed by the person(s) signing the bid. The bid will be summarily rejected if all the documents mentioned are not enclosed in technical bid.

## 9. Submission of Bids

### Sealing and Marking of Bids

- i. The Bidders shall seal the envelope No.1 Technical envelope and envelope No.2 Commercial envelope in separate inner envelopes, duly marking the envelopes as "envelope No.1, Technical Envelope" and "envelope No.2 Commercial Envelope". He shall then place these two

envelopes in an outer envelope. Both the inner envelopes and the outer envelope should be addressed to:-

**Joint Director, JPA, Hazaribag.**

- ii. The inner and outer envelopes shall bear the words:

**“Invitation for Bids for Housekeeping & Catering Services in  
Jharkhand Police Academy”**

- iii Both the inner envelopes shall indicate the name and address of the Bidder.
- iv. If the outer envelope is not sealed and marked, the Tendering Authority will assume no responsibility for the Bid’s misplacement or premature opening.
- v. Telex, cable or facsimile bids will be rejected.

#### **10. Bid Opening and Evaluation of Bids**

- a. After opening of the technical bids, those bidders, who are technically eligible (i.e. who satisfy the eligibility criteria) and have submitted all the documents mentioned in the tender documents, the financial bids of the technically qualified bidders will be opened.
- b. The Bidder or their authorized representative who wish to be present shall sign an attendance.
- c. The Bidder’s name, bid modifications or withdrawals, bid prices and presence or the absence of requisite bid security and such other details as, the Tendering Authority at his discretion, may consider appropriate, will be announced at the time of opening. No bid shall be rejected at the openings except for the late bids, which shall be returned unopened to the Bidders.
- d. Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.
- e. Bids will be opened in the presence of Tender Committee as well as Bidders or their representatives who choose to attend on the specified date and time.
- j. The Tendering authority reserves the right to disallow the opening of bid of any of the bidders without assigning any reason.

**11. Clarification of Bids**

During evaluation of bids, Tendering Authority may at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

Any effort by a Bidder to influence the Tendering Authority in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his bid security.

**12. Award of Work**

The finalization of the tenders will be done by a tendering committee.

- a. The Tendering Authority will award the work to the Successful bidder whose bid has been determined as the lowest evaluated bid provided further that the bidder is technically eligible.
- b. The Tendering Authority's may vary scope of contract at the time of award.

**13. Tendering Authority's Right to Accept / Reject Any or All Bids**

The Tendering Authority reserves the right to accept or reject any bid, or to annul the bidding process and reject all bids at any time prior to the award of Contracts, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tendering Authority's action.

**14. Performance Guarantee**

Within 15 days after receipt of notification of award of work from the office of Joint Director, JPA, Hazaribag, the successful Bidder shall furnish performance Bank Guarantee bond to the Joint Director, JPA, Hazaribag which shall be equal to 5 percent of the value of the contract and shall be in the form of a Performance Bank Guarantee valid up-to 12 months from the date of award of work.

**15. Corrupt or Fraudulent Practices.**

The Tendering Authority requires that the Bidders/suppliers/contractors under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Tendering Authority:

- a. Defines for the purposes of this provision, the terms set forth as follows:

- i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and
  - ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the Tendering Authority, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Tendering Authority of the benefits of the free and open competition;
- b. The tendering Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
  - a. The tendering Authority will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
  - b. The past performance of the Bidder will be crosschecked if necessary. If the facts are proven to be dubious, the Bidders tender will be ineligible for further processing.

**16. Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Tendering Authority’s interpretation of the clauses shall be final and binding on all parties.

**17. Decision Taken**

The decision taken by the Tender Committee in the process of Tender evaluation will be final and binding.

**ANNEXURE-4****SPECIAL CONDITIONS OF CONTRACT****PENALTY CONDITION :-**

- (1) For inferior quality or incorrect execution of work, the In-charge of work will be empowered to deduct from bills 5% amount of work order in addition to excess payment made to rectify/reconstruct or replace any defective work. No payment will be made for such execution.
- (2) If the work is not performed by any or all manpower on any day/days in a month, deduction shall be made proportionately (per day basis) from the bills of the contractor and a penalty @ Rs. 250/- per working day will be imposed.
- (3) **Payment terms** :- Payments will be released only on satisfactory acceptance of the service for each task. There is no provision of advance payment. Payment will be made on monthly basis.
- (4) Rates will be quoted for one month in Indian Rupees and should include all taxes and other expenses. This should be submitted on their letter pad.

Joint Director,  
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Hazaribag-825031  
(Jharkhand)