



## JHARKHAND INDUSTRIAL AREA DEVELOPMENT AUTHORITY

Bokaro Region, Jiada Bhawan, Balidih, B.S.City-14

Email: [mdbiadabokaro@gmail.com](mailto:mdbiadabokaro@gmail.com)

Letter no. **1081**

Date: **18.11.2021**

**Subject: Selection of agency for Cleaning Services in various phases of JIADA, Bokaro region.**

Jharkhand Industrial Area Development Authority invites proposal for collection, Transportation and Disposal of debris & Industrial Waste piles from Common Area/Dustbins, Road Sweeping and cleaning, Shrubs and vegetative clearance, slit, removal from drains and its disposal etc. at different Phases of JIADA Industrial Area, JIADA, Bokaro region.

Interested applicants are requested to submit their responses to the NIT on or before due date. Right to reject any or all tenders without assigning any reason there of is kept reserved by the competent authority.

Issuer: Regional Director, Jharkhand Industrial Area Development authority (JIADA), Bokaro region. JHARKHAND /827014

### **1. List of important dates & details of the Tender:-**

#	Name of work	Description
1	Name of work	Selection of agency for Cleaning Services in various phases of JIADA, Bokaro region.
2	Contract Period	1 year from the allotment Date
3	EOI document can be download at	Jiada.co.in
4	Tender cost	Rs. 1000/- in the form of DD in favor of Jharkhand industrial Area development authority (JIADA), Bokaro region.
5	Earnest Money Deposit (EMD)	Rs. 1,00,000/- in the form of FDR/TD/NAC/Post office deposit duly pledge in favor of Jharkhand Industrial Area Development Authority (JIADA), Bokaro region.

6	Date of Publication of Tender on Website	Start Date : 19.11.2021 Time : 10:00 AM
7	Last date for submission of Hard copy of Tender	End Date : 03.12.2021 Time : 6:00 PM
8	Tender opening date and time	Date : 04.12.2021 Time: 11:00 AM
9	Contact no. for any queries related to EOI	(Assistant Development officer) Con. No. 9304715308
10	Name & address of office inviting tender and Tender submission place	Regional Director Jharkhand Industrial Area Development Authority (JIADA), Bokaro region, BIADA BHAWAN, Balidih, Bokaro Steel City-14. Pin - 827014
11	Email ID of the office inviting tender	All communications are to be marked to the office of the Regional Director, Jharkhand Industrial Area Development Authority (JIADA), Bokaro region. Balidih, Bokaro Steel City-14. Jharkhand Pin – 827014, E-mail id : mdbiadabokaro@gmail.com

**Note:-**

1. Authority reserves the right to change any schedule of bidding process. Please visit authority website mentioned in document regularly for the same.
2. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet.
3. Proposals that are received after the deadline will not be considered in this procurement process.

**2. Introduction/Background Information.**

JIADA, is responsible for the development of industrial areas in the State of Jharkhand. The administrative set up consists of a head Office located at Ranchi and is supported by regional offices at Jharkhand Industrial Area Development Authority (JIADA), Bokaro region. JIADA is responsible for acquisition of land, development of infrastructure facilities like road, drainage, water supply, public utilities, etc. within their jurisdiction. The main objective of JIADA is to promote the industries including small, medium and large scale Industries in order to



ensure inclusive socio-economic growth in the State. Potential entrepreneurs and advise regarding availability of land, procedure for allotment of land, incentives and concessions available to the industry, pollution control and other clearances required and facilities available from other Government Departments/ agencies.

Keeping in view the various initiatives taken by the JIADA and Department of Industries Mines & Geology recently for the development of industrial sector in the State, it has been decided to engage a competent agency to provide Collection, Transportation and Disposal of debris & Industrial Waste piles from Common Area/Dustbins, Road sweeping and cleaning, shrubs and Vegetative clearance, silt removal from drains and its disposal etc. at Jharkhand Industrial Area Development Authority (JIADA), Bokaro region.

Bidders must acquaint themselves with the area of operation before submission of the bid and shall ensure that they are well acquainted with the job sites, environment including topography, logistics and climate, social environment of locality, prevailing rate of minimum wage, and the trend of increase in minimum wages, etc. JIADA Will in no case be responsible or liable for costs associated with the preparation and submission of bids regardless of the outcome.

### **3. Common Instructions.**

- i. At any time prior to the deadline of submission of bids, JIADA may for any reason, whether at its own initiative or in response to a clarification requested by a bidder or for other reason, modify the tender document by an amendment. The amendments will be notified through portal to all bidders who have downloaded the tender Document and will be binding on them.
- ii. In order to offer bidders reasonable time in which to take the amendment in consideration in preparing their bids, JIADA may, at its discretion, extend the deadline for the submission of bids.
- iii. In exceptional circumstances, JIADA may solicit the bidder's consent to an extension of the period of validity of bid. The request and the response thereto shall be made by e-mail.
- iv. After opening of bids, to assist in the examination, evaluation and comparison of bids, JIADA may, the response shall be in writing through letter/email.
- v. JIADA reserves the right of annulment of tender without assigning any reasons whatsoever.
- vi. Bidder submitting is bid should not be under liquidation, court receivership or similar proceedings.

- vii. Bids from of Joint Venture/consortium will be permitted.
- viii. Non-compliance with any of the above conditions will result in disqualification form the process of bidding for this project.

#### 4. Eligibility Criteria.

The bidder should have experience of providing same/similar services.

Reference List with documentary proof is to be attached.

#	Criteria	eligibility	Documents to be submitted
1	Firm's existence	The Bidder/Firm/Consortium should be in existence/incorporated for at least 5years as on 31.03.2021	Documentary proof of existence/incorporation to that effect needs to be enclosed.
2	Turnover	The average annual turnover for the last three financial years (2018-19,2019-2020 & 2020-21) should be of at least Rs. 20 Lakhs as per the audited financial Statements.	A certificate from chartered Accountant and copy of audited financial statement is to be furnished by the bidder.
3	Technical Capacity	Experience in handling, cleaning machines/equipment for the scope of work-minimum 3(Three) motor Vehicles/Equipment-either owned or leased.	Documents in support of ownership or rent agreement to be provided.
4	Experience	The bidder shall have experience in cleaning/waste collection/transportation/disposal for last three years at least.	Respective work orders signed by the bidder along with a summary (format provided in annexure)
5	Blacklisting / Debarring	The Bidder should not have been blacklisted/debarred by any government Agency or Department of the State or Central Government, including any Public Sector Organization or by any local/civic bodies or Municipality.	Cover letter (format provided in annexure)
6	EPF/ESI and Labour Licence	A copy of registration of EPF/ESI and Labour License of the bidder/firm should be submitted at the time of filing of submission. In case, the bidder is	Cover letter (format provided in annexure)



		not registered then an undertaking needs to be furnished, that it will submit an undertaking for obtaining registration with EPF/ESI and labour license before the release of the first payment.	
7	Income Tax, GST	Registration under GST/PAN	Copy of GST registration and a copy of PAN
8	Tender Cost	Bank Demand Draft of Rs. 1,000.00 (Non-Refundable)	Bank Demand Draft of Rs. 1,000.00 (Non-Refundable)
9	Earnest money Deposit	EMD of Rs. 1,00,000.00 Lakhs (Rupees one Lakh)	EMD Document

## 5. Procedure for Submission of Sealed Bids.

Offer of the tenderer must be completed in all respects and shall be submitted together with requisite information and appendices within the due date. Tenders should be complete and free from any ambiguity or changes. The tender should be neatly filled up and signed in all pages of Tender Documents by the authorized signatory of the organization. Offers should be submitted on A4 paper.

The bidders bid and any connotation or accompanying documentation shall be in English language. The bidder shall sign the proposal, station the name of the entity to whom the work Order is to be awarded. Each page of the Tender Document shall be duly signed and sealed by an authorized officer from the Bidder's organization. Bidders shall indicate their full address and telegraphic/phone/fax/e-mail address in the bid document. Bidder will submit the Bid package in its entirety and no alterations will be made to the documents or the wording. The bid package will be signed by a duly authorized. Telegraphic/email/Tele fax offers, whether received directly by JIADA or otherwise shall not be considered.

By tendering an offer to provide the services, Bidder accepts the terms of this Invitation to Tender in its totality. Agreed terms shall be included in the Binding work order. Bidders shall submit the bid based on the terms and conditions laid down in the tender document without any exception/deviation. If bidder wishes to take the exception/deviation then bidder shall indicate the same explicitly, including financial ramifications, if any arising out of it (i.e., including its impact on the price and consequent financial impact). Valid for a period of six months from the date of opening of tender.

The Tenderers must submit their bids in two parts in separate sealed covers prominently super scribing as Part I "Technical Bid" and Part II "Financial Quote" and also indicating on each of the covers the Tender Name & Tender due Date. Both these covers should be inside one single cover mentioning Tender title, tender Number, Tender due Date and Name of the bidder.

### **Part I: eligibility Envelope**

This cover should contain all the documents as desired in the section on eligibility criteria of the NIT. Financial quote should not be mentioned here.

### **Part II: Financial Quote**

Financial Quote is to be submitted in a separate sealed envelope as per the format provided. Quote should be clearly written in figures and also in words. In case of difference between figures and words, the prices, which will be most favorable to the JIADA, will be taken for consideration as NIT quote and the same will be binding on the bidder. Offers must be quoted by considering prevailing minimum wages notification of Department of Labour, Government of Jharkhand, ESI, PF, bonus and all other financial facility to be provided.

## **6. Evaluation and comparison of Bids**

Proposal received will be evaluated for eligibility. To assist in the evaluation of bids JIADA may, at its discretion, ask a bidder for clarifications. The request for clarifications and the response shall be in writing. Bid containing qualifying expressions such as 'subject to minimum acceptance', 'subject to immediate acceptance', 'subject to prior commitment' etc. Will be disqualified. If it found that the information submitted is misleading false or if it is found that certain information is hidden, then the contractor will be disqualified during any stage of tender process & even after opening of tender. If offer is disclosed in any other place than Financial Quote, tender submission will be summarily rejected.

Financial bid of only eligible bidders will be opened. Lowest bidder will be announced as the successful bidder.

JIADA reserves the right to accept or reject any or all tenders without assigning any reason thereof and it not bound to award work to the lowest Bidder.

## **7. Penalty/Termination**

Any non-performance/ indiscipline/ violation of contractual obligation either through complaints or otherwise would be taken up by the authority and it would have the right to call for written explanation and impose financial penalty according to nature/extent of violation, if required.



If the occurrence of the same is repeated twice, then JIADA shall have the right to terminate the contract & invoke and forfeit the performance Bank Guarantee and furthermore charge additional financial penalty according to nature/extent of violation, if required.

Upon termination, JIADA has the right to assign this work to any other company at any stage of execution and the selected bidder shall not have any objection to the said assignment of this work order.

Jharkhand High Court, Ranchi Jurisdiction shall have jurisdiction for any dispute concerning the work order.

## **8. Earnest Money Deposit/Performance security**

Bidder shall be required to furnish with their bids and Earnest Money Deposit (EMD) in the form of a Demand Draft in favour of "Jharkhand Industrial Area Development authority" Bokaro region.

This bank guarantee/ Performance bond shall be drawn in favour of JIADA and shall be valid for a period up to 45 days after 12 months,

## **9. Scope of work**

JIADA proposes to select operator for collection, transportation and disposal of debris & industrial waste piles from common areas/ dustbins, sweeping of roads, drain cleaning, silt removal and its disposal. The areas, nature of service and scope of service to be covered would include collection, Transportation and Disposal of debris & Industrial waste, piles from Common Area/Dustbins, Road sweeping and cleaning, shrubs and vegetative clearance, slit, removal from drains and its disposal.

The bidder should maintain the cleanliness of the main areas which falls under JIADA & Industrial Units located in Bokaro Industrial Area. The Bidder can bid for one or more phases through this bid document. The broad scope of work is as follows

- **Removal of Debris in the industrial Area:** It is estimated that Debris & other waste material is spread across the common area and along the roads of the Bokaro industrial Area, Bokaro region. The bidder has to remove the Debris as per the established scope of work. Bidders have to visit the Bokaro region and estimate the amount of debris for the purpose of arriving at the financial quote. NO additional amount will be paid above the minimum estimated amount of debris. The estimated time for disposal of debris/including process of industrial waste is 30 days. Bidder is also supposed to undertake proper disposal of the waste. Industrial waste, if any in the debris is to be suitable processed before

disposal. Debris of Industrial unit shall only be taken after processing of Industry waste.

- **Cleaning of Roads:** The bidder has to carry out the mechanical & manual cleaning of the industrial area in various phases on weekly basis. Bidder has to measure the actual area of the road length in various phases before the submission of the bid and include it in the bidder's response/financial quote.
- **Cleaning of the Drainage:** Drainage system is developed in the Industrial Area. The bidder has to remove the silt from the drainage and disposal of the waste silt has to be done. Bidder has to measure the actual area of the drainage length in various phases before the submission of the bid and include it in the bidder's response/financial quote.
- **Removal of shrubs and vegetative growth** – The bidder has to periodically remove the vegetative growth & other waste to maintain the cleaning of the Industrial Area.
- **Vigilance on Cleanliness** – The bidder has to maintain the vigilance of the cleanliness. If any industrial units dispose waste in the common area or along the road side, bidder has to inform the authority.
- **Civil Repair** – If any civil repair & requirement on the road & drainage, bidder has to inform the authority.

#### Notes:-

- i. The assets will be checked by the selected bidder before handing over for starting the work. JIADA will provide roads/drains in working condition.
- ii. Cleaning will be done properly whenever required.
- iii. Selected bidder shall submit SOP (standard of procedure) which will be finalized in consideration with JIADA.
- iv. Selected bidder shall set up a flexible station at the industrial area for JIADA/users of parks to connect, in case any need arises. Same may be used for storage of cleaning equipment/ consumables/resting place.
- v. An emergency kit to be kept at station. It should always be replenished to keep it in useful/ working condition.



- vi. Selected bidder shall obtain all necessary statutory approvals required to fulfil their obligations under this project. JIADA shall not be liable for any liability arising out of violation of any statutory compliance.
- vii. Selected bidder will ensure high quality standards. Sub-letting of work is not allowed.
- viii. Selected bidder will be responsible for safety of its personnel. As working area is an industrial area, industrial safety norms will have to be followed.
- ix. Duly verified personnel will be DEPLOYED and informed to JIADA in the beginning and when there is any replacement. Selected bidder will be responsible for good conduct of the personnel deployed JIADA may seek replacement, if not satisfied with work/conduct of a given personnel.
- x. Selected Bidder is responsible to get all Antecedent Checks conducted for the personnel employed Detailed Bio Data of all personnel deployed with JIADA should be submitted for records which will be also given to the police department for verification. Only Indian nationals are to be deployed.
- xi. Selected bidder will be responsible to provide uniforms and requisits tools, safety equipment and consumables for proper delivery of scope of work. Approval of JIADA is to be attained for the same.
- xii. JIADA is not liable to provide any kind of accommodation and food facilities to bidder's personnel. No personnel will stay in the industrial area beyond notified hours/agreed with JIADA in writing.
- xiii. JIADA is not liable to provide any kind of Medical or Travelling Facilities to bidder's personnel.
- xiv. Selected Bidder shall ensure that all its personnel deployed shall get minimum wages as per the minimum wages notification of Department of Labor, Employment & Training, Govt. of Jharkhand.
- xv. On commencement of work, selected bidder shall provide the list of personnel along with their passport size photographs with full address to JIADA Selected bidder shall ensure that its 'site In charge' of the Industrial Area shall be responsible person with proper experience for at least two years. The maximum and minimum age limit is 60 years and 18 years respectively.
- xvi. Selected bidder shall ensure that its personnel will keep record of work done and also inform to JIADA about all nuisances and unsavoury activities observed.
- xvii. Selected bidder shall provide all manpower, supervision, material and equipment necessary to perform and complete the services in all aspects. The Service provider shall comply with the Agency's Employee Safety

- Handbook, and personal protective Equipment, Confined space Entry and Hazard communication Programs or any other requirement necessary for this purpose.
- xviii. Man power should be quoted based on above requirement considering weekly off/holidays/leave of the personnel as per standard norms. The workers will be categorized as Unskilled/semi-skilled/ skilled as per Circular of Labour Commissioner, Govt. of Jharkhand.
  - xix. The deployment of manpower should periodically be interchanged. The manpower deployed must have requisite qualification, experience & Statutory Certificates as required.
  - xx. It is to be ensured the no child labour is deployed.
  - xxi. The deployment of manpower will be reviewed by JIADA at any time without giving any notice.
  - xxii. In case of any dispute, decision of the Regional Director, JIADA Shall be final and binding.
  - xxiii. Selected bidder shall maintain strict discipline and good order among their respective employees and shall abide by and confirm to all instructions by JIADA.
  - xxiv. Selected bidder shall be solely responsible throughout the tenure of this contract to provide all requirements of its personnel including medical attention, vacation, increment, bonus and time off allowance and any other benefits which may be due to such employees under law and otherwise. JIADA shall have no responsibility or liability whatsoever in this regards. Wages disbursement by the selected bidder to its works should be done by 7<sup>th</sup> of every month.
  - xxv. Selected bidder will engage a supervisor to plan and implement the work envisaged.
  - xxvi. Selected bidder shall set up a phone helpline with Whatsapp/similar feature for service delivery as well as registering/addressing complaints. Control room shall work 365 days 12 × 7. Requests/complaints received shall be addressed within 24 hrs.
  - xxvii. Industrial units are supposed to ensure proper disposal of industrial waste and debris, if any. Employees of selected bidder any industrial units. Selected bidder has to ensure that same is reported to JIADA as soon as it is noticed in writing.
  - xxviii. Successful bidder will maintain weekly record of work done and present Quarterly report to JIADA.



- xxix. No subletting/outsourcing of work will be allowed. If at any stage it is found that portion or whole of work is has been sub-letted/outsourced, JIADA shall have the right to terminate the contract with immediate effect and forfeit the performance Security.
- xxx. Selected bidder shall provide all manpower, supervision, material and equipment necessary to perform and complete the services in all aspects. The service provider shall comply with the Agency's Employee safety handbook, and personal protective Equipment, confined space entry and hazard communication programs.
- xxxi. Selected bidder shall not be entitled to be paid or reimbursed by the Authority for any services or any other Labour, Supervision, material that is in excess of the Scope of work. Any extra services furnished by the selected bidder shall be provided when asked for and the remuneration in respect of the same shall be mutually agreeable to both the parties.

#### **10. Duration of Contract**

The contract will be for a initial period of 12 (Twelve) months which may be extended depending upon the authority & satisfactory performance of the bidder.

## **Format for submission of proposals**

**1. Name of the organization:**

**2. Year of Establishment:**

**[Attach documentary Proof]**

**3. PAN No:**

**[Copy of Pan Card needs to be attached.]**

**4. GST No:**

**[Copy of GST registration to be attached.]**

**5. Annexure: annual Turnover data for the last 3 financial years:**

#	Year	Annual Turnover (In Rs./-)		Documentary Evidence Pg. no.
1				
2				
3				

The annual turnover figures quoted by the bidder must be signed and duly certified by the CA.

**6. Annexure: Technical capacity format:**

**Details of equipment**

**A) Details of equipment for Collection, Transportation and Disposal of debris & Industrial waste**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**B) Details of equipment for Cleaning and slit removal from drains and its disposal**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(\*attach documents in support)

**7. Annexure: Details of Past experience**

Sl.no.	Description of work	Location of the work	Client details (Name, contact nos., officer-in-charge)	Date of commissioning	Documentary evidence-page no.

Each of the entry would have to be supported with documentary evidence in the form of copy of Work Order containing detailed Scope of Work and respective Completion certificate/Commission certificate.



### 8. Annexure: Tender cost:

Region	Approx no. of workers required	Total Charge for the above work (Workers, equipments, taxes etc. included)	
		In Figures	In words
B.I.A. Phase 1, 2, 3 & 4	11		
Giridih Ind. Area	2		
Sindri Ind. Area	2		
Kandra Ind. Area	5		

(Separate rate can be quoted for each phase.)

**Note:** The Financial Proposal is to be submitted strictly as per forms given in the NIT. In case of difference in amount quoted in figures & words, amount quoted in word will be taken.

- Any firm filling the tender cost has to take local area into consideration.
- Lowest bidder will be selected Phase wise. Hence different bidder can be selected for different phases based on the Lowest Price quoted.

  
Regional Director  
JIADA, Bokaro Region