BIHAR VIKAS MISSION

Bihar State Building Construction Corporation Campus,
Hospital Road, Rajbanshi Nagar,
Patna – 800023, Bihar

Ref. No.: BVM/2026-27/Proc/03 **Date: 12-Nov-2026**

NOTICE INVITING TENDERS

FOR

"SELECTION OF AN AGENCY FOR PROVIDING HOUSEKEEPING SERVICES (CLEANING OF OFFICE PREMISES) FOR BVM OFFICES LOCATED IN PATNA"

1. Sealed tenders are invited from reputed and competent firms / companies to provide housekeeping services (cleaning of office premises) for BVM Offices located in Patna.

2. Interested and qualified firms / companies are requested to submit their bid proposals along with requisite documents through **Registered post / Speed Post / Courier** latest by **5:00 pm on 8-Dec-2026 .** The posts are to be addressed to "The Chief General Manager, Bihar Vikas Mission, Bihar State Building Construction Corporation Limited Campus, Hospital Road, Rajbanshi Nagar, Patna – 800023, Bihar.

3. The details and conditions for eligibility of bidders, bid submission and scope of work are mentioned in this tender document. Tender documents can be downloaded from the website of Bihar Vikas Mission https://www.bvm.bihar.gov.in/activeTender.

4. A non-refundable tender document fee of Rs 1,000/- (Rupees One Thousand Only) is to be submitted by the bidder along with the bidding documents in the form of a Bank Draft issued by a Scheduled / Nationalized Bank in India, drawn in favour of BIHAR VIKAS MISSION, payable at Patna.
    a. As per Finance Department, Govt. of Bihar, Notification No. 4053, dated 01-05-2026, Enterprises of state i.e. (i) Micro and Small Enterprises (MSEs) along with all industries situated and operated in Bihar and acknowledged with Udyam Registration and (ii) Start-ups (as defined in Bihar Start-up policy 2022 as amended from time to time) are exempted from submission of Tender Fee.

5. BVM will not be responsible for any delay or transit loss or late delivery of bids to the office of the Chief General Manager. Bids submitted in person or through Email / Fax or submitted in unsealed cover(s) or late bids will not be accepted and such bids will be treated as non-responsive bids.

Digitally signed by
SANJAY KUMAR
Date: 05-11-2026 10:07:56

Chief General Manager, Bihar Vikas Mission

Request for Proposal

For

"SELECTION OF AN AGENCY FOR PROVIDING HOUSEKEEPING SERVICES (CLEANING OF OFFICE PREMISES) FOR BVM OFFICES LOCATED IN PATNA"

RFP No.: BVM/2026-27/Proc/03

Issued on: 12-Nov-2026

Bid issued by:

Bihar Vikas Mission

Bihar State Building Construction Corporation Campus,
Hospital Road, Rajbanshi Nagar,
Patna – 800023, Bihar

Last date for Bid Submission:

5:00 PM on 08-Dec-26

DISCLAIMER

All information contained in this RFP / Tender document is provided in the good interest and faith. This is neither an agreement and nor an offer / invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the preparation of this tender document, interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested bidders are required to make their own enquiries and assumptions wherever required. Intimation of discrepancy, if any, should be given to the office, in writing, immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the tender document is complete in all respects and firms submitting their bids are satisfied that the tender document is complete in all respects.

Neither Bihar Vikas Mission (BVM) nor their employees will have any liability to any prospective respondent interested to apply or any other person for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this tender document, any matter deemed to form part of this tender document, the award of the assignment, the information and any other information supplied by or on behalf of BVM or their employees and bidder or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of tender process is confidential to BVM and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person organization.

BVM reserves the right to reject any or all of the bids submitted in response to this RFP document at any stage without assigning any reasons whatsoever. BVM also reserves the right to withhold or withdraw the process at any stage with intimation to all bidders who have submitted the bid document.

BVM reserves the right to change / modify / amend any or all of the provisions of this RFP document. Such changes would be posted on the website (https://www.bvm.bihar.gov.in/)

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1. REQUEST FOR PROPOSAL (RFP)

1. Bihar Vikas Mission (BVM) invites bid proposals from reputed companies / firms for "Selection of an agency for providing housekeeping services (cleaning of office premises) for BVM offices located in Patna"
2. The Bidder(s) referred to hereafter in this document is defined as the company(ies) / firm(s) that is / are bidding for this RFP.
3. The Agency referred to hereafter in this document is defined as the company / firm that is successfully selected at the completion of the RFP process.
4. BVM expressly stipulates that selection of bidder under this RFP is on the understanding that this RFP contains only the principal provisions for the entire assignment and that any other services which may be required in connection with the successful implementation of the assignment will be deemed to be a part of the assignment. **The Agency i.e. successful bidder will be required to undertake to perform all such tasks, render requisite services as may be required for the successful completion of the entire assignment.**

2. SCHEDULE OF EVENTS

Sl. No.	Events	Date
1.	RFP Issue	**12-Nov-2026**
2.	Last date for submission of pre-bid queries through email.	**5:00 PM on 18-Nov-2026**
3.	Pre-Bid Meeting	**11:00 AM on 19-Nov-2026**
4.	Publication of Minutes of Pre-bid meeting and Response to the queries received	**24-Nov-2026**
5.	**Due Date for Submission of Bid Proposals**	**5:00 PM on 08-Dec-2026**
6.	Bid opening	**11:00 AM on 09-Dec-2026**
7.	Announcement of Technical Evaluation Results	**Will be informed via email to eligible bidders & also published on BVM website**
8.	Opening of Financial Bid (For only those bidders who qualify in the Technical evaluation)	
9.	Announcement of Financial Evaluation Results	

1. Pre-bid meeting shall be held at conference hall, Bihar Vikas Mission, Rajvanshi Nagar, Patna.
2. Pre-Bid Queries submitted through email should be addressed to cgm.mso.bvm@gmail.com.
3. In case of any of the above-mentioned dates is declared a public holiday or non-working day, the event will be held on next working day. Any changes made in the above-mentioned schedule will be published on BVM website https://www.bvm.bihar.gov.in.

3. SCOPE OF WORK

1. Details of office premises for providing Housekeeping Services (cleaning of office premises) for BVM offices located in Patna:

Sl. No.	Details of Office Premises for Housekeeping Services	Number of Persons required for Housekeeping	Classification of Work
1	Ground level + Three Floor Building	4 – Cleaning Workers*	Un-skilled

**Above mentioned requirement is an estimate. Actual number of persons required may vary depending upon actual requirement.*

2. The agency shall be responsible for providing all items and equipments required for providing housekeeping services including but not limited to broom, brush, acid, phenyl, toilet cleaner, disinfectant, bleaching powder, room freshener etc**. Tentative list of items is provided as Annexure – II.** All cleaning material and equipment should be good quality. **Agency will be paid for consumables as per rate quoted by them in the financial bid and there will be no additional payment for consumables and equipments to be used for providing housekeeping services.**
3. Agency shall provide comprehensive cleaning, dusting and mopping of ground level and three floors of the office premises. This shall include all rooms, chambers, corridor, staircases, washrooms, toilets, terrace, water tanks, parking area, garden / flower pots and other adjoining area.
   - Naphthalene balls and odour-repellent odonil shall be placed in urinal / toilet at all times.
4. Details of cleaning work to be provided by the agency are as follows:

Sl. No.	Place	Frequency of Cleaning
i.	Chambers / Rooms	Once Daily
ii.	Table / Tabletop glass / chairs	Once Daily
iii.	Window and Door Glass	Once Daily
iv.	Portico / Parking	Once Daily
v.	Corridor	Twice Daily
vi.	Washroom / Toilet	Twice Daily
vii.	Staircase	Twice Daily
viii.	Garden / Flower Pot watering	Once Daily
ix.	Waterlogging during rainy season	Immediately clear waterlogging in such situation
x.	Dead Rats / water spillage	Immediately in such situation

5. The agency shall ensure that there is no damage to permanent structure / fixtures, fittings, furniture, apparatus, ties, pipes, electrical fittings while providing housekeeping services. If there is any damage to the office property during cleaning by the persons providing housekeeping services, then same has to be compensated by the agency. In case the agency fails to compensate the damages, same will be deducted from the amount payable to the agency.
6. Duty hours for housekeeping person shall be from 8:00 AM to 04:00 PM and all housekeeping person appointed by agency shall remain present in office during duty hours.

7. The initial sweeping and mopping of all the areas shall be completed by 9:30 AM on all working days, failing which a monetary penalty of Rs. 1000/- per day shall be recovered from the agency's bill in respect of each floor. The corridors / staircases will be mopped at least twice a day i.e. by 9:30 AM and 2:30 PM.
8. The toilets will be cleaned at least twice a day i.e. by 9:30 AM and 2:30 PM daily on all working days. The service provider should provide (1 (one) full time) worker for such task, who should be available throughout the day, failing which a penalty @Rs. 1000/- per day on each occasion shall be levied and the same would be deducted from the monthly bill.
9. All housekeeping person shall wear neat dress and maintain hygiene during work hours. The agency shall provide uniform and ID card to all persons free of cost. The agency shall get ID Cards approved by GM – Procurement.
10. The agency shall maintain a supervisor from its own resources who shall monitor the work done by workers.
11. The agency shall maintain record of daily housekeeping / cleaning work done.
12. The agency shall ensure that housekeeping persons dispose waste only at places designated by Municipal Corporation.
13. The agency shall only employ trained adult workers for cleaning work. Deployment of child labour will lead to cancellation of agreement with the agency.
14. The agency shall not employ any person with criminal history.
15. Cleaning of office premises shall be done on each working day. In case office is open on any holiday, the agency shall ensue to provide housekeeping services on that day as well and no extra charges shall be payable for same.
16. The agency may be asked to provide housekeeping services at any time in case of emergency situation.
17. Number of office premises and number of person deployed for providing housekeeping services detailed in Sl. No. 1 above is tentative and may vary as per requirement.

4. TERMS AND CONDITIONS

1. The bidders should have **minimum 4 years of experience** in providing housekeeping services for state / central government offices, semi-government institutions, boards / corporation / bodies under the aegis of state / central government.
2. The Bidder should **have Minimum Annual Turnover of Rs 10 Lakhs** (Rupees Ten Lakhs) for each of the last 3 financial years.
3. As per Finance Department, Govt. of Bihar, Notification No. 4053, dated 01-05-2026, the criteria of minimum annual turnover mentioned above at para 4(2) and experience of the firm mentioned above at para 4(1) shall be relaxed by 50% for Enterprises of State i.e. (i) Micro and Small Enterprises (MSEs) along with all industries situated and operated in Bihar and acknowledged with Udyam Registration and (ii) Start-ups (as defined in Bihar Start-up policy 2022 as amended from time to time) provided that they meet the technical specifications of the goods or services to be supplied.
4. The agency should be registered with Bihar Shops and Establishment Act under the provision of Indian Labour Law.

5. The agency should be registered under GST.
6. The selected agency shall certify name, address and photo of the workers deployed for housekeeping service and submit the same to office. Any change in manpower shall also be notified immediately to the office.
7. The selected agency upon award of work, shall obtain and submit license under Contract Labour (Regulation and Abolition) Act 1970, if applicable.
8. **Bid Validity:** For the purpose of placing the order, the Bids shall remain valid for at least 120 days after the date of bid opening.
9. **Contract Period: The work order / agreement with selected agency (at L1 rate) shall remain valid for a period of 1 year**, which may be extended further at the same rate for a period of 1 year at a time with a maximum continuous engagement upto 3 years; subject to satisfactory performance of the agency.
    a. Any such extension shall not be the right of the agency.
    b. In case of unsatisfactory performance including any violation of terms and conditions mentioned hereof, the contract may be terminated by BVM.
10. The selected agency shall be required to **submit certified report of cleaning work done as per scope of work at the end of every month** before submission of invoice for the month for payment.
11. **Earnest Money Deposit (EMD)** – The bidders shall submit an Earnest Money Deposit (EMD) as part of its Technical Proposal, of amount INR 20,000 only (Rupees Twenty Thousand only) in the form of an Account Payee Demand Draft, Banker's Cheque from any of the Commercial banks, or an unequivocal and unconditional Bank Guarantee drawn in favour of BIHAR VIKAS MISSION, payable at Patna. The EMD / bid security shall remain valid for a period of forty-five (45) days beyond the original or extended validity period of the bid.
    a. Exemption from submission of bid security (EMD) - As per Finance Department, Govt. of Bihar, Notification No. 4053, dated 01-05-2026, Enterprises of state i.e. (i) Micro and Small Enterprises (MSEs) along with all industries situated and operated in Bihar and acknowledged with Udyam Registration and (ii) Start-ups (as defined in Bihar Start-up policy 2022 as amended from time to time) **are exempted from submission of EMD.**
    b. The bid security taken from a bidder shall be forfeited in the following cases, namely,
        i. When the bidder withdraws or modifies its bid after opening of bids;
        ii. When the bidder does not execute the agreement, if any, after placement of supply/work order within the specified period;
        iii. When the bidder does not deposit the performance security within specified period after the supply/work order is placed; and
        iv. If the bidder breaches any provision of code of integrity prescribed for bidders specified in Rule 130A of Bihar Financial Rules.
    a. EMD of the successful agency will be returned, without any interest, upon acceptance of the letter of award and furnishing the requisite Performance Security Deposit.
    b. The Earnest Money Deposit (EMD) furnished by all unsuccessful bidders will be returned, without any interest, at the earliest after expiry of the final bid validity period and latest on or before 30th day after the award of the contract.

12. **Performance Security Deposit** - The selected agency (i.e. L1 bidder in financial evaluation) before award of work, shall provide a Performance Security totalling to 10% of value of contract i.e. **10% * Rate per worker per month x Estimated number of workers required (4) x 12 Months.**
    a. Performance Security will be payable by the Agency in advance at the time of acceptance of letter of award in the form of an Account Payee Demand Draft drawn in favour of BIHAR VIKAS MISSION, payable at Patna.
    b. Relaxation in submission of bid security (EMD) - As per Finance Department, Govt. of Bihar, Notification No. 4053, dated 01-05-2026, Enterprises of state i.e. (i) Micro and Small Enterprises (MSEs) along with all industries situated and operated in Bihar and acknowledged with Udyam Registration and (ii) Start-ups (as defined in Bihar Start-up policy 2022 as amended from time to time) will have to **deposit 50% of the Performance Security** amount as detailed above. However, if they fail to supply after receiving purchase order / work order, without any appropriate reason, action will be taken against them as per the extant provisions of Bihar Finance Rules.
    c. Performance Security deposit furnished shall remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
    d. The Performance Security will be returned after a period of sixty days beyond the date of completion of successful discharge of services and completion of contractual obligations of the Agency.

4.1 Payment of Minimum Wages and other Statutory obligation e.g. EPFO, ESIC etc.

1. It shall be mandatory for the agency to pay their employees minimum wages for unskilled workers at rate notified by Labour Resources and Migrant Workers Welfare Department, Bihar Government Notification No. 5/M.W.-40-16/2021 L&R-46 dated 01-04-2026. **It will be mandatory for the agency to revise minimum wages being paid to their workers in light of any revision in such provisions. Wages and taxes will be revised, if it is changed from the concerned Government Department or authority but agency commission percentage shall remain fixed.**
2. The selected agency shall get the deployed workers registered with EPFO office and ESIC office and documentary evidence for same to BVM office.
3. The selected agency shall ensure to submit EPFO contributions and ESIC contributions with respective departments for workers deployed by them and submit the report to BVM office every three month. In this regard, **if the agency is found to be acting against the interests of the workers then the agency may be debarred from participating in any future bids and appropriate steps shall be taken to blacklist the agency.**

4.2 Payment Terms and Penalty Clauses

1. **Billing will be done on monthly basis and bills are to be submitted in by 5th working day of succeeding month without fail.**
    a. Any consequences arising out of late submission of bills shall be sole responsibility of the Agency and BVM shall be at liberty to take appropriate action in such situation.

b. The agency shall also ensure that there is no delay in payment of wages to manpower on account of late submission of bills by the Agency or any reason whatsoever.
c. No interest is payable on the billed amount under any circumstances.

2. **The agency shall be paid on actual number of workers deployed in cleaning services and on actual number of days for which the service has been provided during the month.** The agency shall be paid expenses for cleaning materials and equipments as per the amount quoted by them in the financial bid. The Agency shall deposit the cleaning material in BVM office along with GST invoice of the materials supplied every month.
3. BVM will pay taxes at prevailing rates.
4. **Penalty -** In case housekeeping services are not provided on any day, an amount of 1.25 times the proportionate rate for the day shall be deducted from the amount payable to the agency for that month.

5. ELIGIBILITY CRITERIA and LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHINCAL BID

1. Relevant documents in support of the Eligibility Criteria should be submitted as part of Technical Bid Proposal documents failing which the proposal shall not be considered and will be rejected.
2. The Technical bid proposals will be opened first, in the presence of Bidder's or their representatives who wish to attend the bid opening on date and time as mentioned in schedule of events.
3. ***Enterprises of state*** - As per Finance Department, Govt. of Bihar, Notification No. 4053, dated 01-05-2026, Enterprises of state are:-
    a. exempted from submission of Tender Document Fee, Earnest Money Deposit/Bid Security and
    b. criteria of annual turnover or age and experience of the firm shall be relaxed by 50% provided they meet the technical specifications of the goods/services to be supplied.
4. Firm claiming the exemption and /or relaxation for Enterprises of state should submit the relevant and valid documents in their support of their i.e.
    a. Micro and Small Enterprises (MSEs) along with all industries situated and operated in Bihar and acknowledged with Udyam Registration –**UDYAM registration certificate.**
    b. Start-ups (as defined in Bihar Start-up policy 2022 as amended from time to time) – **Start-up registration certificate from Government of Bihar.**
5. Technical Evaluation requirements and documents required in support are listed below. The bidders shall submit the following documents, arranged in sequence as listed below:

Sl. No.	Criteria	Document Required
a.	**Tender Document Fee** *Enterprises of State* are exempted from submission of Tender Document Fee subject to submission of relevant document as detailed above under para 5(4)*	Rs 1000/-in form of a Bank Draft issued by a Scheduled / Nationalized Bank in India, drawn in favour of BIHAR VIKAS MISSION, payable at Patna.

b.	**Earnest money Deposit** *Enterprises of State* are exempted from submission of EMD subject to submission of relevant document as detailed above under para 5(4)*	Rs 20,000/- (Rupees Twenty thousand) in the form of an Account Payee Demand Draft, Banker's Cheque from any of the Commercial banks, or an unequivocal and unconditional Bank Guarantee drawn in favour of BIHAR VIKAS MISSION, payable at Patna.
c.	PAN Card	Self-attested copy
d.	GST Registration	Self-attested copy
e.	Declaration of not blacklisted / debarred by any government organisation.	Notarised affidavit regarding not blacklisted / debarred by the Central government / any state government / semi-government organization.
f.	Registration under Bihar Shops and Establishment Act as per Indian Labour Laws.	Self-attested copy of registration under Bihar Shops and Establishment Act as per Indian Labour Laws.
g.	EPFO registration	Self-attested copy
h.	ESIC registration	Self-attested copy
i.	Latest GST Return	Self-attested copy of GST return filed in FY 26-27 (For the month/Quarter of Apr-26/Jun-26/Sep-26)
j.	**Minimum Annual Turnover of Rs 10 lakhs (Rupees Ten Lakhs)** for each of last three declared financial years i.e. FY 23-24, FY 24-25 and FY 25-26) *For Enterprises of State* (subject to submission of relevant documents as detailed above under para 5(4)) -* ***Minimum Annual Turnover of Rs 5 Lakhs.***	Copy of Audited Financial statements from duly qualified CA (Balance Sheet / Profit and Loss Statement / Income and Expenditure sheet) for last three financial years (i.e. FY 23-24, FY 24-25 and FY 25-26)
k.	Income tax return for last 3 assessment year i.e. AY 24-25, AY 25-26 and AY 26-27. (FY 23-24, FY 24-25 and FY 25-26)	Self-Attested copy of Income tax return for each of last 3 assessment years i.e. AY 24-25, AY 25-26 and AY 26-27. (FY 23-24, FY 24-25 and FY 25-26)
l.	Minimum 4 years of experience in providing housekeeping services for state / central government offices, semi-government institutions, boards / corporation / bodies under the aegis of state / central government. ***Minimum 2 years of such experience for Enterprises of State* (subject to submission of relevant documents as detailed above under para 5(4))***	Copy of Work Order / Agreement duly supported with **Letter of Satisfactory Performance / Work completion certificate.**
m.	Acceptance of terms and conditions by bidder.	All pages of the tender document signed and stamped by the bidder.

6. SUBMISSION OF FINANCIAL BID

1. Financial bids are to be submitted as per format provided in Annexure – I.
2. **The bidder with the lowest quoted Grand Total Amount shall be selected as L1 firm to provide required services.**
3. Bidders are requested to submit their rates in financial bid taking due consideration of all expenses including wages being paid to cleaning workers, expenses on cleaning material and equipment, contingency expenses, administrative expenses including payment for supervisor, EPFO, ESIC contribution and any other necessary expenses.
4. **If the agency being L1 bidder does not provide the requisite services, then the EMD / Performance security submitted by the agency shall be forfeited and the agency shall be debarred from participating in any future bids and appropriate steps shall be taken to blacklist the agency.**
5. The agency may refer to the following example for calculation (*indicative calculation only. Bidders are requested to make their own enquiries and assumptions, wherever required*)

A	Minimum Wages for 30 days (Rs 436 x 30)	=Rs. 13,080/-*
B	Amount for EPF @13% (at existing rate)	=Rs. 1700.40/-**
C	Amount for ESIC @3.25% (at existing rate)	=Rs. 425.10/-**
D	**Agency Charges as %age of total of Monthly Wage + EPF + ESIC** (Including Administrative Cost of Agency, Profit Margin etc.; except expense on cleaning material) ***Minimum 3.85% and Maximum 7.00%***	***For example @3.85%*** , Agency charges would be: 3.85% * Rs 15,205.50 *(Rs.13,080 + Rs.1700.40 + Rs.425.10)* = Rs. 585.41
E	**Amount Per Manpower Per Month (A+B+C+D)**	**= Rs. 15,790.91**
F	No. of Manpower	4
G	Total Amount for Manpower per month (E * F)	=Rs. ……..
H	**GST on Total Amount (GST Rate * G)**	=Rs. ……..
I	Monthly Expense for Cleaning Material (inclusive of GST) ***Minimum Amount Rs 5000/- per month*** ***Refer Annexure-II for list of items***	=Rs. ……..
J	**Grand Total Amount Per Month (G + H + I)**	**=Rs. ……..**

* Minimum wages are revised from time to time. Payments to cleaning workers are to be made accordingly.

** EPF / ESIC / Any other mandatory requirement are to be deposited with respective departments directly by the agency.

6. In light of the guidelines notified by Finance Department, Govt. of Bihar vide letter no. एम०-4-06/2023-2988/वि० dated 23-03-2023 for availing services of outsourced manpower, following shall be applicable:
    a. Services charges for availing manpower through outsourcing shall be capped at minimum 3.85% (3% profit and 0.85% transaction charges) and maximum 7.00% (including transaction charges). **Financial Bids with agency service charges lower than the above mentioned minimum rate or higher than the above mentioned maximum**

rate shall not be considered. Amount mentioned as services charges shall be considered only till two digits after decimal point.

b. If rates quoted for service charges by more than one bidder in the financial bid are found to be same, then tender shall be finalized through lottery and videography of entire process of lottery shall be done.

c. Payment of minimum wages as declared by Labour Resources and Migrant Workers Welfare Department, Govt. of Bihar and other statutory payments to outsourced manpower is mandatory and shall not be the criteria for evaluating financial bids.

d. It shall be essential for the selected service provider agency to comply with the provisions of minimum wages as notified by Labour Resources and Migrant Workers Welfare Department, Govt. of Bihar for payment of wages to manpower deployed by the agency. Wages shall be paid to manpower in Aadhar linked Bank Account through RTGS. This payment shall be done within three working days of payment being released to the service provider agency by BVM.

e. The outsourcing agency i.e. service provider agency should submit proof of payment to its employees / manpower along with invoice for next month failing which next month invoice shall not be processed. Also, the service provider agency would be required to submit a report along with documentary proof for all statutory deductions / payments (e.g. EPF, ESI contribution) every three months.

7. INSTRUCTION FOR BIDDERS

1. Bid proposals in response to the RFP shall be submitted under 'Two Cover System'
    a. Technical Proposal
    b. Financial Proposal
2. Both the proposals shall be submitted in separate covers, properly sealed and the covers should be clearly labelled as:
    a. Technical Proposal for BVM/2026-27/Proc/03 for "Selection of an Agency for providing Housekeeping Services (cleaning of office premises) for BVM offices located in Patna"
    b. Financial Proposal for BVM/2026-27/Proc/03 for "Selection of an Agency for providing Housekeeping Services (cleaning of office premises) for BVM offices located in Patna"
    c. The Technical Proposal and the Financial Proposal should be put together and sealed in on single envelope clearly marked as **Tender for "Selection of an Agency for providing Housekeeping Services (cleaning of office premises) for BVM offices located in Patna"**
3. BVM will not be responsible for any delay or transit loss or late delivery of bids to the office of CGM. **Late bids i.e. bids submitted after the deadline for submission prescribed by BVM will not be considered for evaluation**.
4. All evaluation will be carried out by BVM. BVM may constitute an evaluation committee to evaluate the bids. Evaluation conducted by the committee shall be final and binding on all the bidders.
5. BVM evaluation committee will first evaluate the technical bid proposals submitted by the bidder for ascertaining their eligibility based on the eligibility criteria *(Refer Sec 5).* **Relevant**

documents in support of eligibility criteria must be enclosed along with Technical Bid documents failing which the bid will be liable to be rejected.

6. The evaluation committee will evaluate the responses to the RFP and all supporting documents / documentary evidence. **Non-submission of requisite supporting documents / documentary evidences would lead to rejection of the proposal.**
7. During evaluation stage, BVM, at its discretion, may ask the bidder for clarification in respect of bid submitted. The bidder should respond within timelines provided, failing which their bid proposal may be rejected. The queries and the response to received queries will be in writing, and no change in the substance of the bid will be sought, offered, or permitted.
8. BVM reserves the absolute right to reject the offer if it is not in accordance with its requirements and no further correspondence whatsoever will be entertained in the matter. Any technical proposal submitted cannot be withdrawn / modified after the last date for submission of the bids.
9. The decision of the BVM evaluation committee in the evaluation of responses to the RFP will be final.
10. Based on the technical evaluation, Financial Proposals of only those bidders will be opened, which are qualified in Technical evaluation.
11. Letter of award shall be issued to the lowest bidder (L1) in financial proposal evaluation whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the RFP.
12. **The agency shall communicate its acceptance of award in writing to BVM within 7 days of issue of letter of award.**

Annexure – I

Format for Submission of Financial Bid Proposal **(To be submitted on the letterhead of the Agency)**

Name of the Firm / Agency:			
Registered Address:			
Local Address, if any:			
Contact No.:		**PAN No.:**	
Email Id:		**GST No.:**	

Financial Proposal (RFP Ref. No.: BVM/2026-27/Proc/03 dated 12-Nov-2026) for "Selection of an Agency for providing Housekeeping Services (cleaning of office premises) for BVM offices located in Patna"

Dear Sir,

We, the undersigned, offer to provide above services in accordance with your RFP. Our Financial proposal is given below:

Rate for providing Housekeeping Services (cleaning of office premises)

Our financial proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal.

			Type of Manpower
Sl. No.	**Particulars**		**Cleaning Person**
1	Skill category of Manpower (Unskilled / Semi-Skilled / Skilled)		Unskilled
2	Minimum Wages for 30 days (Rs 436 x 30) (As notified by Labour Resources and Migrant Workers Welfare Department, Govt. of Bihar)		=Rs. 13,080/-
3	Amount for EPF @13% (at existing rate)		=Rs. 1700.40/-
4	Amount for ESIC @3.25 (at existing rate)		=Rs. 425.10/-
5	**Agency Charges as %age of total of (Monthly Wage + EPF + ESIC)** (Including Administrative Cost of Agency, Profit Margin etc.; except expense on cleaning material) ***Minimum 3.85% and Maximum 7.00%***	In % (of Minimum wages for 30 days + ESIC + EPF)	
		In Rs.	= Rs. ……
6	Amount Per Manpower Per Month (2+3+4+5)		=Rs. ……..
7	No. of Manpower		4
8	Total Amount for Manpower per month (6*7)		=Rs. ……..
9	**GST on Total Amount (GST Rate * 8)**		= Rs. ……..
10	**Monthly Expense for Cleaning Material (inclusive of GST)** (Minimum Amount Rs 5000/- per month) *Refer Annexure-II for list of items*		=Rs. ……..
11	**Grand Total Amount Per Month (8+9+10)**		**=Rs. ……..**

Sign of Authorise Signatory of Bidder

Seal of the Bidder

Annexure – II

Indicative list of items to be used for providing cleaning & housekeeping services

Sl. No.	Items
1	Phenyl
2	Disinfectant Toilet Cleaner Liquid
3	Glass and Surface Cleaner Liquid Spray
4	Bathroom Freshener
5	Mosquito Repellent Spray
6	Room Freshener
7	Dishwasher bar
8	Detergent Powder
9	Scrubber
10	Naphthalene Balls
11	Duster big
12	Duster Small
13	Hand wash liquid soap
14	Hand wash Soap bar
15	Cleaner Liquid Acid
16	Dry Mop
17	Wet Mop
18	Soft Broom
19	Hard Broom with Stick
20	Hand Gloves
21	Bleaching Powder
22	Sanitization Sprayer
23	Any other item / equipment essential for cleaning and housekeeping services