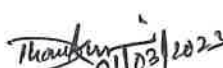
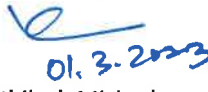


Proceeding of the pre-bid meeting held at 12:30 PM on 01-Mar-2023 for Tender Ref. No.: BVM/2022-23/Proc/02
Dated 20-Feb-2023

Agenda	Pre-Bid Meeting with prospective bidders
Time and Date	12:30 PM on 01-Mar-2023
Venue	Bihar Vikas Mission Office, Rajvanshi Nagar, Patna
Tender Reference	NIT Ref. No.: BVM/2022-23/Proc/02 dated 20-Feb-2023 SELECTION OF AN AGENCY FOR PROVIDING HOUSEKEEPING SERVICES (CLEANING OF OFFICE PREMISES) FOR BVM OFFICES LOCATED IN PATNA
Attendance	As enclosed.

- RFP for "Selection of an agency for providing housekeeping services (cleaning of office Premises) for BVM offices located in Patna" was published vide NIT Ref. No.: BVM/2022-23/Proc/02 dated 20-Feb-2023.
- As per schedule, pre-bid meeting was held at 12:30 PM on 01-Mar-2023 at Bihar Vikas Mission Office, Rajvanshi Nagar, Patna under chairmanship of Chief General Manager, Bihar Vikas Mission.
- Representatives of three agencies – (i) Swacha Bharat, (ii) Ex-Bureau and (iii) R.R. Enterprises participated in the pre-bid meeting.
- Pre-bid queries were received over email from (i) Swacha Bharat, (ii) R.R. Enterprises, (iii) Ravi Maintenance Works and (iv) Jitendra Kumar.
- Representatives of the agencies present in the meeting raised query regarding criteria for selection of L1 agency in case of same lowest rate being offered by multiple agencies. After discussions, it was unanimously decided by that in such cases L1 agency shall be selected through lottery in presence of representative of all the agencies who have offered the same rate. Entire process will be videographed and kept for record for transparency.
- Empanelment of Agencies:** All bidders who are qualified in the technical evaluation shall be empanelled with BVM, subject to condition that they provide their consent to provide services at L1 rate as decided in financial evaluation through this tender.
 - BVM reserves the right to avail services from empanelled vendors at L1 rate, if the selected L1 agency fails to provide services as per BVM's requirement or the services of the selected L1 agency are found unsatisfactory.
- Tender Evaluation committee has reviewed the queries and response to the queries is enclosed with the proceeding. **Accordingly Financial Bid format has been revised and is enclosed with the proceeding. Bidders are requested to submit Financial Bid in revised format only.**

The meeting concluded with a note of thanks to all participants.

 (Kumar Shivam) IT Manager Member	 (Satish Kumar) IT Manager Member	 (Dharam Kumar) Finance Manager Member	 (Ajay Kumar Singh) Internal Audit Manager Member	 (Anant Bibhore) Management Associate Member
 (Anand Prakash) Section Officer - HR (Rec.), Procurement and Legal Member	 (Shashi Shekhar Singh) GM – Finance & Accounts	 (Rajeev Ranjan Sinha) GM – HR (Rec.), Procurement & Legal GM – HR (Management) & IT Member	 (Dhananjay Mishra) Internal Financial Advisor, Cabinet Secretariat Department Member	 (Mithilesh Mishra) Chief General Manager Chairperson

Memo No.: BVM/Proc(Housekeeping Services Tender)-02/2023 - 119 / Patna,
Copy to: All Members of Tender Evaluation Committee – For your information please.

Date: 03.03.2023


03.03.2023

(Mithilesh Mishra)
Chief General Manager

✓

Response to Pre-bid queries received for RFP Ref. No. BVM/2022-23/Proc/02
SELECTION OF AN AGENCY FOR PROVIDING HOUSEKEEPING SERVICES (CLEANING OF OFFICE PREMISES) FOR BVM OFFICES LOCATED IN PATNA

Sl. No.	Name of Agency	Relevant Section of RFP	Pre-Bid Query	BVM Response
1	Swacha Bharat	Point No. 12, Page No. 8	Does it mean that organisation registered under MSME Act shall be exempted from EMD and Performance security?	Organisation registered as MSE (Micro and Small Enterprises) shall be exempted from EMD Submission as per the relevant provisions. However there is no provision of relaxation or exemption with respect to submission of Performance Security.
2	RR Enterprises	Financial Bid	In this tender bid Material rate is include with Manpower Financial bid. Then some agency are quote very low for qualify the tender. So that agency shall not provide quality services. So I request to you will publish quote rate of material aside to Financial bid of Manpower.	Minimum charges for cleaning material shall be Rs 5000/- per month. However bidders are advised to make their own assumptions and calculation of the requirements over & above minimum charges. No Minimum limit has been prescribed for agency charges/service charges in this tender. Bidder are requested to refer section 6 - Submission of financial bid for guidelines. Appropriate changes have been made in the financial bid format, Revised Format for submission of financial bid is enclosed with the response.
3	Ravi Maintenance Works	Financial Bid	Changes in terms and conditions of tender like fixation of rate for cleaning material.	Refer response above at Sl. No. 2
4	Ravi Maintenance Works	Financial Bid	Changes in terms and conditions of tender like inclusion of bonus in rate for workers	It is mentioned under section 6(4) that - "EPFO / ESIC / Any other mandatory requirement are to be deposited with respective departments directly by the agency". Bonus payment, if applicable, is to be paid by agency and same may be considered under administrative cost under agency charges in the financial bid.
5	Jitendra Kumar	Financial Bid	Humbly request to you that in the tender documents of housekeeping services materials rate has include in financial bid of manpower. Some agency are quote low against financial . So I request to you will quote rate of materials in separate sheet .	Refer response above at Sl. No. 2

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11/3/23

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Annexure – I

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

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

Financial Proposal (RFP Ref. No.: BVM/2022-23/Proc/02 dated 20-02-2023) 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)

Sl. No.	Particulars	Type of Manpower Cleaning Person
1	Skill category of Manpower (Unskilled / Semi-Skilled / Skilled)	Unskilled
2	Minimum Wages (per Day) (As fixed / revised by Govt. of Bihar)	
3	Wages for 30 Days	
4	EPF (@13%)	
5	ESI (@3.25%)	
6	Agency Charges Per Manpower Per Month	
7	Rate (Per Manpower Per Month) (3+4+5+6)	
8	No. of Manpower	4
9	Sub-Total Amount (per month) (7*8)	
10	Agency Expense on Cleaning Material (Minimum Charges Rs 5000/- per month)	
Grand Total Amount Per Month (In Figures) (9+10)		
Grand Total Amount Per Month (In Words)		

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.

Sign of Authorise Signatory of Bidder

Seal of the Bidder

Km *Satish* *01/03/23* *Am 2* *St*