

226

Selection of an Agency for providing Housekeeping Services (Cleaning of Office Premises) for BVM offices located in Patna

Proceeding of the bid-meeting held at 11:00 AM on 13-10-2023

Agenda	Pre-bid meeting with prospective bidders
Time and Date	11:00 AM on 13-Oct-2023
Venue	Bihar Vikas Mission Office, Rajvanshi Nagar, Patna
Attendance	As per attendance sheet.

- 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/2023-24/Proc/02 dated 05-10-2023.
- As per schedule, pre-bid meeting was held at 11:00 AM on 13-10-2023 at Bihar Vikas Mission Office, Rajvanshi Nagar, Patna under chairmanship of General Manager – HR (Recruitment), Procurement and Legal, Bihar Vikas Mission.
- Representatives of five agencies – (i) Brightbond Security Services Pvt. Ltd., (ii) Ex-Bureau, (iii) Pran Security Services Pvt. Ltd. (iv) Samrat Tracker Services Pvt. Ltd. and (v) Commando Industril Security Force participated in the meeting.
- The representatives of Ex-Bureau submitted their query in the pre-bid meeting. SDS Pvt. Ltd., Patna and Commando Industril Security Force had submitted their queries over email.
- Tender Evaluation Committee reviewed the queries received from prospective bidders. Response to the queries is enclosed with the proceeding. **Accordingly Format for submission of Financial Bid has been revised in light of Bihar Government Notification No.-5/M.W.-40-15/2021 L&R-5360 dated 27-09-2023 and revised format is enclosed with the proceeding. Bidders are requested to submit financial bid proposal in revised format only.**

The meeting concluded with note of thanks to all participants.

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

Memo No. BVM/Proc(Housekeeping Tender)-02/2023-454, Patna

Date: 18.10.2023

Copy to: All Members of the Tender Evaluation Committee – For your information please.


(Rajeev Ranjan Sinha)
GM – HR (Rec), Procurement & Legal

32

Response to pre-bid Queries received for NIT Ref. No. BVM/2023-24/Proc/02 Dated 05-10-2023

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 Tender Document	Pre-Bid Query	BVM Response
1	SDS Pvt. Ltd., Patna	Minimum wages	Minimum wages is not appropriate as per minimum wages, Bihar applicable from Oct-2023.	Minimum wages mentioned in the tender are based on rates prevailing at the time of preparation & publication of tender document. It has been clearly mentioned under clause 4.1 (1) of the agreement that - "It shall be mandatory for the agency to pay their employees minimum wages for unskilled workers at rate of Rs 371/- per day as notified by Bihar Government in their notification No. 5/M.W.-40-15/2021 L&R-1689 dated 31-03-2023. It will be mandatory for the agency to revise minimum wages being paid to their workers in light of any revision in such provisions." The minimum wages for employment of safai karamcharis for unskilled workers has been revised to Rs 378/- per day by Bihar Government vide Notification No.- 5/M.W.-40-15/2021 L&R-5360 dated 27-09-2023. Therefore as per the provisions of the tender document, currently prevailing minimum wages published vide Notification No. 5360 dated 27-09-2023 shall be applicable. Accordingly, Annexure-I (Format for submission of Financial Bid proposal) has been updated and is enclosed with this response.
2	Commando Industril Security Force, hazaribagh	Page No. 8 (S. No. 4.1 (1) Payment of Minimum wages and other Statutory Obligation e.g., EPFO, ESIC etc. Point No. 1)	As the rate has been revised as on 27/09/2023 through Notification No. 5360, 5361. It is kindly requested to do the required amendment in Annexure 1.	Refer response above at Sl. No. 1
3	Ex-bureau, Patna	Material cost for tender	Material cost for tender is not specified. There should be minimum amount specified so that no other agencies shall quote below that justified amount.	Minimum Amount for monthly expenses for cleaning material shall be Rs 5000/- (inclusive of GST). Such bid proposals where amount quoted for monthly expenses for cleaning materials is below specified minimum amount, shall not be considered and will be disqualified. Accordingly, Annexure-I (Format for submission of Financial Bid proposal) has been updated and is enclosed with this response.

Response to pre-bid Queries received for NIT Ref. No. BVM/2023-24/Proc/02 Dated 05-10-2023

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 Tender Document	Pre-Bid Query	BVM Response
4	Ex-bureau, Patna	Minimum wages	Minimum wages w.e.f. 1st Oct'23 should be quoted as tender is floated after 05-10-23.	Refer response above at Sl. No. 1
5	Ex-bureau, Patna	Latest GST return	Requirement of latest GST return should be asked i.e. Sept'23.	With reference to query received regarding latest GST return for NIT Ref. No. BVM/2023-24/Proc/01 Dated 05-10-2023 (Tender for Security Services), bidders are required to submit latest GST return. Document required against eligibility criteria 5(h) - Latest GST return shall be "Self attested copy of GST return filed in Mar'23 or FY23-24 (For the month of Jun'23 / Sep'23)".

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.:		PAN No.:	
Email Id:		GST No.:	

Financial Proposal (RFP Ref. No.: BVM/2023-24/Proc/02 dated 05-Oct-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)

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.

Sl. No.	Particulars	Type of Manpower Cleaning Person
1	Skill category of Manpower (Unskilled / Semi-Skilled / Skilled)	Unskilled
2	Minimum Wages for 30 days (Rs 378 x 30)	=Rs. 11,340/-
3	Amount for EPF @13% (at existing rate)	=Rs. 1474.20/-
4	Amount for ESIC @3.25 (at existing rate)	=Rs. 368.55/-
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 for Manpower (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

dhruv