



JHARKHAND INDUSTRIAL AREA DEVELOPMENT AUTHORITY

PREPARING THE GROUND FOR ACCELERATED INDUSTRIALISATION

Vikas Bhawan, Adityapur Kandra Main Road, Adityapur,
Seraikela-Kharsawan, Jharkhand-831013

CORRIGENDUM II

RFP for Selection of Agency for cleaning Services at Different Phases of Industrial Area Under, Jiada, Adityapur Region, Vide its PR NO.- 344201 Industries (24-25) _D 14.01.2025

Jharkhand Industrial Area Development Authority, Adityapur Region by way of this corrigendum is making the following modifications of dates to the tender document for the assignment.

S. No.	Particulars	Existing Date	Modified Date
1	RFP/Tender Availability	15.01.2025	24.01.2025
2	Last date for receiving queries	20.01.2025	30.01.2025
3	Site Visit Date	21.01.2025-23.01.2025	31.01.2025- 03.02.2025
4	Date and time of Pre-Bidding Meeting	25.01.2025 12:00 pm	04.02.2025 12:00 pm
5	Response to queries	27.01.2025	06.02.2025
6	Proposal Due Date & Time	29.01.2025 12:00 pm	08.02.2025 12:00 pm
7	Technical Proposal opening	29.01.2025 03:00 pm	15.02.2025
8	Technical Presentation	30.01.2025 12:00 pm	18.02.2025
9	Financial Bid Opening	01.02.2025 03:00 pm	22.02.2025 03:00 pm

Sd/-
**Regional Deputy Director
JIADA, Adityapur Region**



Request for Proposal (RFP)

Selection of agency for Cleaning Services
At
Different Phases of Industrial Area
under
JIADA Adityapur region

Office of the Regional Director
Jharkhand Industrial Area Development Authority
Adityapur Region-Adityapur
Jharkhand-831013

Email ID: aiada1972@gmail.com

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by JIADA hereinafter referred to as Authority, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of proposal. This RFP document does not purport to contain all the information each Bidder may require.

This RFP document may not be appropriate for all persons, and it is not possible for the Authority, their employees or advisors to consider the business/ investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

JIADA, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

JIADA may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

1. Fact Sheet

S. No.	Particulars	Details
1	RFP/Tender Availability	24.01.2025
2	Last date for receiving queries	30.01.2025
3	Site Visit Date	31.01.2025- 03.02.2025
4	Date and time of Pre-Bidding Meeting	04.02.2025 12:00 pm
5	Response to queries	06.02.2025
6	Proposal Due Date & Time	07.02.2025 12:00 pm
7	Technical Proposal opening	15.02.2025
8	Technical Presentation	18.02.2025
9	Financial Bid Opening	22.02.2025 03:00 pm
10	Cost of Tender (DD- In favour of Jharkhand Industrial Area Development Authority, Payable at Adityapur)	Rs. 10000+18% GST i.e 11800.00 (Rupees Eleven Thousand Eight Hundred)
11	Earnest Money Deposit (EMD) in the form of Demand Draft	Rs. 1000000.00(Rupees Ten Lakh) to be submitted with the Tender.
12	Website for downloading Tender Documents	https://www.jiada.co.in/tenders.php . https://jharkhandtenders.gov.in/
13	Name and Address of Office inviting Tender	Office of the Regional Director Jharkhand Industrial Area Development Authority, Adityapur Region-Adityapur, Jharkhand-831013, Website: www.jiada.co.in , Email: aiada1972@gmail.com

Note:

- JIADA reserves the right to change any schedule of bidding process. Please visit JIADA website mentioned in document regularly for any update regarding the same.
- JIADA reserves the right to terminate the bid process at any time without assigning any reason.
- Proposals must be received not later than time, and date as mentioned above. Proposals that are received after the last date and time will not be entertained.

2. 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 Adityapur, Bokaro, Ranchi and Dumka. 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 are advised 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 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 and Road sweeping by Mechanical Power Sweeping Machine and cleaning, Shrubs and Vegetative clearance, Slit, removal from drains and its disposal from competent agencies at Industrial Areas of Adityapur 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 Instruction

- a) At any time prior to the deadline for 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 any 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.
- b) 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.
- c) 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.
- d) After opening of bids, to assist in the examination, evaluation and comparison of bids, JIADA may, at its discretion, ask the bidder for a clarification on its bid. The request for such clarification and the response shall be in writing through letter / email.
- e) JIADA reserves the right of annulment of tender without assigning any reasons whatsoever.

- f) Bidder submitting his bid should not be under liquidation, court receivership or similar proceedings.
- g) Bids from of Joint Venture/ Consortium will be permitted.
- h) Non-compliance with any of the above conditions will result in disqualification from 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 for determining the eligibility of the Bidder:

S. No.	Criteria	Eligibility Criteria	Documents to be Submitted
1	Firms' in existence	The Bidder/ Firm/ Consortium should be in existence/ incorporated for at least 10 years as on 31.03.2024.	Documentary proof of existence/ incorporation to that effect
2	Turnover	The average annual turnover for the last three financial years (2021-22, 2022-23 & 2023-24) from same/ similar type of works should be of at least INR 5 Crore (Five Crore) as per audited Balance sheet.	A certificate from Chartered Accountant is to be furnished by the bidder (format provided in annexure)
3	Technical Capacity	Experience in handling of fleet for mechanized cleaning machines for the scope of work - minimum 5 (five) mechanical cleaning machines / Equipment – either owned or leased.	Furnish project-specific list of equipment (as per format at Annexure)
4	Manpower	The Bidder should have at least 100 numbers of Manpower employed on its Payroll.	EPF & ESIC Challan for the latest Month to be enclosed
5	Experience	The bidder shall have same/ similar type of experience in cleaning/ waste collection/ transportation/ disposal for three years of at least.	Respective Work orders signed by the bidder along with a summary (Format provided in annexure)
6	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 and which exists on the Proposal Due Date.	Cover letter (format provided in annexure)

7	EPF/ESI and Labor License	A copy of registration of EPF/ESI and Labor License of the bidder/ firm should be submitted at the time of filing of submission..	Certificate issued to be bidder
8	Income Tax, GST	Registration under GST/PAN	Copy of GST registration and a copy of PAN
9	Tender Cost	Bank Demand Draft of INR 10,000/- (Non-Refundable)	Bank Demand Draft of Rs 11800/- (Non-Refundable)
10	Earnest Money Deposit	EMD of INR 10.00 Lakhs	EMD Document
11	Consortium	If tenderer desires to form consortium/ JV, copy of MOU shall be provided.	Copy of MOU

4.1 Technical Presentation

The Bidder shall provide power point technical presentation before the Bidding/selection committee. Presentation shall be evaluated on the following four parameters:

1. Understanding of Scope of Work & Methodology – 25 Marks
2. Previous Experience in Similar Project – 25 Marks
3. Machinery and Equipment for Cleaning – 25 Marks
4. Draft Standard Operating Procedure - 25 Marks

Note: - Bidder has to score minimum 70 % in the technical Presentation for Qualifying. Hard copy of the presentation shall be part of Service agreement between selected bidder and JIADA.

5. Procedure of Submission of Sealed Bid

Offer of the tenderer must be complete 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 annotation or accompanying documentation shall be in English language. The bidder shall sign the proposal, stating 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 therein. The bid package will be signed by a duly authorized person. 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). Price quoted shall be firm and **exclusive** of all taxes, duties, & levies - if any applicable and should be kept 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 "Eligibility" and Part II "Financial Quote" and also indicating on each of the covers the Tender Number & 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 RFP. 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 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 RFP quote and the same will be binding on the bidder. Offers must be quoted by considering prevailing minimum wages notification of Department of Labor, Government of Jharkhand, ESI, PF, bonus and all other financial facility to be provided.

6. Evaluation and Comparison of Bids

Proposals 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 is 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 is not bound to award work to the lowest Bidder.

7. Payment Terms

Payment shall be made within 21 days from the date of receipt of invoice in triplicate along with following supporting documents:

- Payment will be made on the quarterly basis.
- One Twelfth of the final payment as raised through invoice shall be released after the removal of the debris in the common areas along with the roads. The same should be certified by the concerned **Phase Incharge** & approved by the

Regional Deputy Director JIADA, Adityapur region.

- Log sheet/ reports will be maintained on daily basis and should be duly certified by JIADA's representative on monthly basis.
- Proof of wages disbursement sheet to the personnel for respective month.
- Proof of deposition of statutory dues e.g., PF, ESI etc. to the appropriate authority.
- Remaining 11/12 amount of the financial bid amount shall be released at the end of every quarter.

8. 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 the occurrence of the same is repeated twice, then JIADA shall have the right to terminate the contract & invoke and forfeit the Performance 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.

9. Earnest Money Deposit and Performance Security

Bidders shall be required to furnish with their bids an Earnest Money Deposit (EMD) in the form of a Demand Draft in favor of "Jharkhand Industrial Area Development Authority" payable at Adityapur.

The successful bidder may be requested to extend the validity of the bid for a further period of 06 (six) months until a formal Work Order is executed and/or performance Security is submitted by the bidder to JIADA. The EMD shall be submitted with the bid itself. Bids not accompanied by EMD as above shall be rejected. EMD of unsuccessful bidders will be returned within 30 days of award of contract to the successful bidder.

Successful Bidders shall furnish to JIADA within 15 days of issue of letter of award a Performance Security in the form of Bank Guarantee from an Indian nationalized bank/scheduled bank for a sum equivalent to 1 (One) month billing value as per the Performa provided with the RFP document. This Bank guarantee shall be drawn in favour of JIADA and shall be valid for a period up to 45 days **after 12 (twelve) months** from the date of effect the work order. The performance security shall be given on non-judicial stamp paper of requisite value from an Indian nationalized bank/ scheduled bankers.

10. Scope of Work

The bidder should maintain the cleanliness of the main areas which falls under all phases of Adityapur Industrial Area. (1st Phase, 2nd Phase, 3rd Phase and Near 3rd Phase, 4th Phase, 5th Phase, 6th Phase, 7th Phase, Near 7th Phase, Industrial Estate, Near Industrial Estate, Medium Sector, Large Sector) The broad scope of work is as follows:

1. **Removal of Debris in the Industrial Area:** The bidder has to remove the debris from all above phases of Adityapur Industrial Area and estimate the quantity of debris for the purpose of arriving at the financial quote. No additional amount will be paid above the minimum estimated quantity 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 suitably processed before disposal. Debris of Industrial unit shall only be taken after processing of Industry waste.
2. **Mechanical cleaning of Roads:** The bidder has to carry out the mechanical cleaning of the all above phases of Adityapur Industrial Area on weekly basis. Bidder has to measure the actual area of the road length before the submission of the bid and include it in the bidder's response/ financial quote.
3. **Cleaning of the Drainage:** Drainage system is developed in the Industrial Area. The bidder Should remove the slit from the drainage and dispersal of the waste management on weekly basis.
4. **Removal of shrubs and vegetative growth** – The bidder should periodically remove the vegetative growth & other waste to maintain the cleaning of all above phases of Adityapur Industrial Area.
5. **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 roadside, bidder has to inform the authority.
6. **Civil Repair-** If any civil repair & requirement on the road & drainage, bidder has to inform the authority.
7. **Waste Disposal** – The bidder has to ensure proper disposal of waste at appropriate place which should be in line with the local authorities which include municipal corporation or any other authority as decided by the government. .

Notes:

- I. Selected bidder shall submit SOP (standard of procedure) which will be finalized in consideration with JIADA.
- II. Selected bidder shall set up a flexible station at the industrial area for JIADA/ users of Adityapur Industrial Area to connect, in case any need arises. Same may be used for storage of cleaning equipment/ consumables/ resting place.
- III. An emergency kit is to be kept at station. It should always be replenished to keep it in useful/ working condition.

- IV. 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.
- V. Selected bidder will ensure high quality standards. Subletting of work is not allowed.
- VI. 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.
- VII. 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.
- VIII. 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.
- IX. Selected bidder will be responsible to provide uniforms and requisite tools, safety equipment and consumables for proper delivery of scope of work. Approval of JIADA to be attained on the design of uniform. All equipment, safety instruments, Boots / Gumboots, Waterproof, Torch with battery, whistle etc as per rules laid down by the Govt. will be provided by the selected bidder to its staff deployed. The uniform shall clearly identify the employee of the Service Provider. The uniforms should be neat, clean, well pressed and should present professional look. No Cargo Dress or Standard Uniform of Army / Navy / Air Force / Commando etc. would be permitted.
- X. Selected Bidder's personnel are required to carry their Identity Card issued by the selected bidder all the time.
- XI. 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.
- XII. JIADA is not liable to provide any kind of Medical or Travelling Facilities to bidder's personnel.
- XIII. 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. The Authority shall in no manner be responsible for any default by the Bidder.
- XIV. On commencement of work, selected bidder shall provide the list of personnel along with their personal/professional details and 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.
- XV. Selected bidder shall ensure that its personnel will keep record of work done

and also inform to JIADA about all nuisances and unsavory activities observed.

- XVI. 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 as necessary for this purpose.
- XVII. Manpower 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 Labor Commissioner, Govt. of Jharkhand.
- XVIII. The deployment of manpower should periodically be interchanged. The manpower deployed of must have requisite qualification, experience & Statutory Certificates as required.
- XIX. It is to be ensured that no child labor is deployed.
- XX. The deployment of manpower will be reviewed by JIADA at any time without giving any notice.
- XXI. In case of any dispute, decision of the Managing Director, JIADA shall be final and binding.
- XXII. Selected bidder shall maintain strict discipline and good order among their respective employees and shall abide by and confirm to all instructions by JIADA.
- XXIII. 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 regard. Wages disbursement by the selected bidder to its workers should be done by 7th of every month.
- XXIV. Selected bidder will engage a supervisor to plan and implement the work envisaged.
- XXV. 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 x 7. Requests/ complaints received shall be addressed within 24 hrs.
- XXVI. Industrial units are supposed to ensure proper disposal of industrial waste and debris, if any. Employees of selected bidder are likely to come across any such dumping still happening or silt being passed into drains by any industrial units. Selected bidder has to ensure that same is reported to JIADA as soon as it is noticed in writing.
- XXVII. Successful bidder will maintain weekly record of work done and present Quarterly report to JIADA.
- XXVIII. No subletting/outsourcing of work will be allowed. If at any stage it is found that a portion or whole of work is has been subletted/ outsourced, JIADA shall have

the right to terminate the contract with immediate effect and forfeit the Performance Security.

XXIX. 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.

XXX. Selected bidder shall not be entitled to be paid or reimbursed by the Authority for any services or any other Labor, 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.

11. Duration of Contract

The contract will be for a period of 12 (Twelve) months only however, based on the performance, it may be extended further for 24 (twenty-four) months.

12. Annexure

12.1 Cover Letter

Date:

Regional Director
Jharkhand Industrial Area Development Authority,
Adityapur Region

Subject: Selection of agency for Cleaning Services

Reference: RFP Ref no.:.....

With reference to your RFP cited above, I/we, having examined all relevant documents and understood their contents, hereby submit our proposal. The proposal is unconditional and unqualified.

All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals. This statement is made for the express purpose of this bid.

I/We acknowledge JIADA's right to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

I/ We certify that we have not 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 and the said blacklisting if any does not subsist on the Proposal Due date.

I/ We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

I/We declare that I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority.

I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to take such task.

I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/ employees.

I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the JIADA [and/

or the Government] in connection with the selection of bidder in respect of the above-mentioned Project.

The Bid Security of INR/- (Indian Rupees only) in the form of a Demand Draft is attached, in accordance with the RFP document. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the work is not awarded to me/us or our proposal is not opened or rejected.

In the event of my/our firm/ consortium being selected, I/we agree to enter into an Agreement in accordance with the form in the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.

The Financial Proposal is being submitted in a separate cover. Our proposal read with the Financial Quote shall constitute the whole proposal which shall be binding on us.

I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

Name: Designation:

(Company Seal)

12.2 Cover Letter (Financial)

Date:

Regional Director
Jharkhand Industrial Area Development Authority,
Adityapur Region

Subject: Selection of agency for Cleaning Services

Reference: RFP Ref no.:.....

Dear Sir,

We.....(Name of the Bidder) hereby submit our Financial Proposal in response to notice inviting tender dateand tender document no.....and confirm that:

	Total Fee for One year Excluding taxes
In Number	
In Words	

We agree that this offer shall remain valid for initiating the work within a period of 180 days from the Proposal Due Date or such further period as may be mutually agreed upon.

We agree to pay the minimum wages as prescribed by Government of Jharkhand, throughout the contract period.

The Rate should be quoted in Rupees only and any rate quoted in paise will result in rejection of Proposal.

Yours faithfully,

Name: Designation:

(Company Seal)

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP. TDS deductions will be as per provisions of the IT Act. Whenever the contractor is not required to be registered under GST Act, the declaration to this effect will have to be obtained from the contractor evidencing or justifying with reasons.

12.3 Annual Turnover data for last three Financial Year

S. No.	Financial Year	Annual Turnover (In INR)		Documentary Evidence Page No.
		In Figures	In Words	
1	2024-25			
2	2023-24			
3	2022-23			

The annual turnover figures quoted by the bidder must be signed and duly certified by the Chartered Accountant with Unique Document Identification Number.

12.4 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 Road sweeping by Mechanical Power Sweeping Machine

1.
2.
3.

C. Details of equipment for Cleaning and Slit removal from drains and its disposal

1.
2.
3.

(*attach documents in support)

(Signature of Bidder & seal)

12.5 Details of Past Experience

S. No.	Description of work	Location of work	Client details (Name, Contact no., Officer-in-charge)	Date of Completion/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/Performance certificate.

(Signature of Bidder & seal)

12.6 Performance Bank Guarantee (Issued by the bank)

This deed of guarantee executed on this Day of atby(Name of the bank) having its Head / Registered Office at Hereinafter referred to as "The Guarantor" which expression shall unless it is repugnant to the subject or context thereof include successor and assigns.

In favor of Jharkhand Industrial Area Development Authority, Adityapur Region having their office at Vikas Bhawan, Jiada Building, Adityapur (hereinafter referred "JIADA" which express shall unless repugnant to the context thereof, include its successors and assigns)

WHEREAS

- A. By a Contract Agreement dated To be entered into between Jharkhand Industrial Area Development Authority (JIADA) and M/s, a company incorporated under the Companies Act, 1956 having its registered office at hereinafter called "the Company" has been granted the contract for operation & maintenance of the **Adityapur Industrial Area**.
- B. In term of the Contract Agreement, the Company is required to furnish to JIADA an unconditional and irrevocable Bank Guarantee for an amount equivalent to one month billing value.
- C. At the request of the Company, the Guarantor has agreed to provide guarantee for due and punctual performance/ discharge by the Company of its obligations under the Agreement.

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOW:

1. The Guarantor hereby guarantees the due and punctual performance by the Company of all its responsibilities and obligations under the Agreement during the contract period.
2. The Guarantor shall without demur, pay to JIADA sums not exceeding in aggregate INR (Rupees only) within five (5) days of receipt of a written demand from JIADA stating that the Company has failed to comply with and fulfil its performance obligations under the Agreement. The Guarantor shall have no obligation to go in to veracity of any demand so made by JIADA and shall pay the amount specified in the demand of JIADA notwithstanding any direction to the contrary given or any dispute whatsoever raised by the Company or any other person.
3. In order to give effect to this Guarantee, JIADA shall be entitled to treat the Guarantor as the principal debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents or by extension of time for performance granted by the Company or postponement / non exercise / delayed exercise of any of its rights by JIADA or any indulgence shown by

JIADA to the Company and the Guarantor shall not be relieved from its obligations under this Guarantee on account of any such variation, extension, postponement, non-exercise, delayed exercise of any of its rights by JIADA or any indulgence shown by JIADA, provided nothing contained herein shall enhance the Guarantor's obligation hereunder.

4. This Guarantee shall be irrevocable and shall remain in full force up to (date), which is 45 (forty five) days after **12 (Twelve) months** from the date of effect of the work order.
5. This Guarantee shall not be affected by any change in the constitution or winding up of the Company / the Guarantor or any absorption, merger or amalgamation of the Company / the Guarantor with any other person.
6. Notwithstanding what is stated above, the liability of the guaranteeing bank will not exceed INR (Rupees only) and any claim in respect of the above has to be made at the bank on or before
7. The Guarantor has power to issue this guarantee and discharge the obligations contemplated herein and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under

IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS HEREUNTO ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED AND DELIVERED BY Bank by the hand of Shri its and authorized official.

12.7 Contract / Agreement

THIS SERVICE PROVIDER AGREEMENT (hereinafter referred as the “Agreement” which term will include the recitals, annexure and schedules to this agreement) made at Adityapur, Seraikela-Kharsawan on day of2025 and entered into:

BY AND BETWEEN

....., a company incorporated under the Act, xxxx year and having registered office at (hereinafter referred to as the “.....”, which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns), of the ONE PART.

AND

Jharkhand Industrial Area Development Authority, Adityapur Region, Vikas Bhawan, Jiada Building, Adityapur-831013 hereafter referred to as the “Client / JIADA / Authority/ Department, which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns), of the OTHER PART.

..... and Client shall also hereafter be jointly referred as the Parties and severally as the “Party”

NOW IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS”

1. The agreement is being entered into by the Parties in accordance with terms and conditions for the agreement, as mentioned in the following documents:
 - a) Request for Proposal (RFP) for Appointment of Collection, Transportation and Disposal of debris & Industrial Waste piles from Common Area and Road sweeping by Mechanical Power Sweeping Machine and cleaning, Shrubs and Vegetative clearance, Slit, removal from drains and its disposal (Annexure - 1)
 - b) Financial Proposal submitted by(Annexure-2)
 - c) Letter of Appointment No..... dated(Annexure-3)
 - d) Letter of Acceptance submitted by(Annexure-4)
 - e) Hard copy of technical presentation by the bidder before the selection committee (Annexure- 5)

All the provisions mentioned in this agreement, will be paid as professional fee of INR exclusive of Goods & Service tax as mentioned in their financial proposal and would be paid as per the provisions of this agreement.

SIGNED, SEALED AND DELIVERED

12.8 Weekly Recording of Activity

Road Number	Name of employee cleaning road/drain	Date and Time	Reviewing Unit Name	Name of Person from the Unit approving the work done	Contact Details of the Person	Signature

(*Report of all weeks of a month will form monthly report)

(Supervisor's Name, signature and phone no.)

A monthly report needs to be submitted toand approval of JIADA needs to be attained.

12.9 Format for reporting improper dumping of industrial waste

Record of improper dumping of industrial waste				
Sector/Zone	Name of unit doing improper dumping	Name of employee cleaning road/drain	Date of identifying improper dumping	Details of dumping

(*Penalty as per schedule will be imposed by JIADA official on the unit and information.)

(Signature of Bidder & seal)

For office use only

Date of Visit of JIADA officer

Remarks.....

