

# Request for Proposal (RFP)

Selection of agency for Cleaning Services at  
Adityapur Industrial Area



Jharkhand Industrial Area Development  
Authority (JIADA)

Office of the Managing Director  
Jharkhand Industrial Area Development Authority  
Namkum Industrial Area, Ranchi, Jharkhand 834010

**Notice Inviting Tender**  
**(No: Retender/JIADA/03/2017-18)**

Subject: Selection of agency for Cleaning Services

Jharkhand Industrial Area Development Authority invites proposal for 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 Adityapur Industrial Area, Adityapur Region.

Interested applicants are requested to submit their responses to the RFP 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.

Response to this RFP shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses and the overall eligibility criteria for the parties. The RFP/tender document cost of INR 5,000/- is to be submitted vide crossed demand draft on any Nationalized Bank/ Scheduled Bank in favour of the Jharkhand Industrial Area Development Authority, along with the bid.

Issuer: Managing Director, Jharkhand Industrial Area Development Authority, Namkum Industrial Area, Ranchi, Jharkhand 834010

**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.

Authority, 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.

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

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### Fact Sheet

S No.	Particulars	Details/ Date/ Time
1.	RFP/ Tender Availability	28.03.2018
2.	Last date for receiving queries	04.04.2018
3.	Site visit date	05.04.2018
4.	Date of Pre-Bidding Meeting	06.04.2018 at 12.00 Noon
5.	Response to queries	11.04.2018
6.	Proposal Due Date	17.04.2018
7.	Technical Proposal Opening	18.04.2018 at 1.00 PM
8.	Technical Presentation	18.04.2018 at 3.00 PM
9.	Financial Bid Opening	To be notified
10.	Letter of Award	To be intimated
11.	Work Start Date	To be intimated to Selected Bidder
12.	Cost of Tender (Demand Draft)	INR 5,000 (Rupees Five Thousand Only)
13.	Earnest Money Deposit (EMD) in the form of Demand Draft	15 days from issue of Letter of Award
14.	Website for Tender Documents	www.jiada.co.in
15.	Contact Details	All communications are to be marked to the Office of the Managing Director, Jharkhand Industrial Area Development Authority, Namkum Industrial Area, Ranchi, Jharkhand 834010 E-mail id: jiada.rnc@gmail.com, Phone/Fax:+91-651 2460125

#### 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.

## 1. 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 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 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 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 Adityapur Industrial Area, 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.

## 2. Common Instructions

- 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.

## 3. Eligibility Criteria

The bidder should have experience of providing same/ similar services. Reference List with documentary proof is to be attached.

No.	Criteria	Eligibility Criteria	Documents to be submitted
1.	Firm's in existence	The Bidder/ Firm/ Consortium should be in existence/incorporated for at least 3 years as on 31.03.2017.	Documentary proof of existence/ incorporation to that effect

2.	Turnover	The average annual turnover for the last three financial years (2014-15, 2015-16 & 2016-17) from same/ similar type of works should be of at least Rs. 1 Crore (one 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 handing of feet 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.	Experience	The bidder shall have same/ similar type of experience in cleaning/ waste collection/ transportation/ disposal for last three years of 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 License	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 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.	Certificate issued to be bidder
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 5000/- (Non-Refundable)	Bank Demand Draft of Rs 5000/- (Non-Refundable)
9.	Earnest money Deposit	EMD of Rs. 4 lakhs	EMD document
10.	Consortium	If tenderer desires to form consortium/ JV, copy of MOU shall be provided.	Copy of MOU

### 3.1 Technical Presentation:

The Bidder shall be given power point technical presentation before selection to the Bidding/selection committee. Presentation shall be evaluated following four parameter

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 60 % in the technical Presentation for Qualifying. Hard copy of the presentation shall be part of Service agreement between selected bidder and JIADA.**

### 4. Procedure for Submission of Sealed Bids

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. 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 inclusive 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 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 RFP 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.

### **5. 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.

### **6. 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 of the quarterly basis.

- One thirteenth of the final bid shall be released after the removal of the debris in the common areas along with the roads. The same should be certified by the Regional Director of Adityapur Industrial Area & Director/ Secretary are representatives of the Adityapur Industrial Area.
- 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 12/13 amount of the financial bid amount shall be released in equal instalments at the end of every quarter.

## 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 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

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

This bank guarantee / Performance bond shall be drawn in favour of JIADA and shall be valid for a period upto 45 days after 36 months,

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 bond 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/ performance bond shall be drawn in favour of JIADA and shall be valid for a period up to 45 days after 36 (Thirty six) months from the date of effect the work order. The performance bond shall be given on non-judicial stamp paper of requisite value from an Indian nationalized bank/ scheduled bankers.

## 9. Scope of Work

JIADA proposes to select operator for collection, transportation and disposal of debris & industrial waste piles from common areas and sweeping of roads, drain cleaning, silt removal and disposal at its industrial areas. 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 and Road sweeping by Mechanical Power Sweeping Machine 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 Adityapur Industrial Area. The broad scope of work is as follows

1. **Removal of Debris in the Industrial Area:** It is estimated that 1200 tons of the debris & other waste material is spread across the common area and along with the road of the Adityapur Industrial Area. The bidder has to remove the same as per the established Scope of work. Bidders have to visit the Adityapur Industrial Area 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 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 industrial area (approx. 42.5 Km) 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 has to remove the slit from the drainage and dispersal of the waste management.
4. **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
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 road side, 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 Industrial waste as well as Municipal waste. The Location for Solid Hazardous Industrial waste disposal will be Dugni Village, Near Sini More, Adityapur Industrial Area. Similarly the waste disposal location for liquid Industrial waste will be Adityapur phase 7. The Municipal waste should be properly disposed in the Municipality area of Adityapur.

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 once a week.
- 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 is 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. Subletting 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 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.
- xii. Selected Bidder's personnel are required to carry their Identity Card issued by the selected bidder all the time.
  - xiii. 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.
  - xiv. JIADA is not liable to provide any kind of Medical or Travelling Facilities to bidder's personnel.
  - xv. 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.
  - xvi. On commencement of work, selected bidder shall provide the list of personnel along with their curriculum vitae 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.
  - xvii. 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.
  - xviii. 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.
  - xix. 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 categorised as Unskilled/semi-skilled/ skilled as per Circular of Labour Commissioner, Govt. of Jharkhand.
  - xx. The deployment of manpower should periodically be interchanged. The manpower deployed of must have requisite qualification, experience & Statutory Certificates as required.
  - xxi. It is to be ensured that no child labour is deployed.
  - xxii. The deployment of manpower will be reviewed by JIADA at any time without giving any notice.
  - xxiii. In case of any dispute, decision of the Managing Director, JIADA shall be final and binding.
  - xxiv. Selected bidder shall maintain strict discipline and good order among their respective employees and shall abide by and confirm to all instructions by JIADA.
  - xxv. 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 workers should be done by 7th of every month.
  - xxvi. Selected bidder will engage a supervisor to plan and implement the work envisaged.
  - xxvii. 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.
  - xxviii. 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.
  - xxix. Successful bidder will maintain weekly record of work done and present Quarterly report to JIADA.
  - xxx. 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.
  - xxxi. 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.
  - xxxii. 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 period of 36 (Thirty six months) months only.

**a) Annexure: Cover Letter**

Date

To,  
Managing Director  
Jharkhand Industrial Area Development Authority  
Namkum Industrial Area  
Ranchi, Jharkhand

**Subject: Selection of agency for Cleaning Services**

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

Dear Sir,

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 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.

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)**

**b) Annexure: Cover Letter (Financial)**

**(On Applicant's letter head)**

Date

To,  
Managing Director  
Jharkhand Industrial Area Development Authority  
Namkum Industrial Area  
Ranchi, Jharkhand

**Subject: Selection of agency for Cleaning Services**

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

Dear Sir,

I/We, ..... herewith enclose the Financial Proposal for selection of my/our firm under above reference.

	<b>Total fee for three years including one time debris removal Excluding taxes</b>
In numbers	
In words	

I/We agree that this offer shall remain valid for initiating the work with in a period of 120 days from the Proposal Due Date or such further period as may be mutually agreed upon.

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

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.

**c) Annexure: Annual Turnover data for the last 3 financial years:**

Sl. No.	Year	Annual Turnover (in Rs./-)		Documentary Evidence Pg. No.
		In Figures	In Words	
1	2014-15			
2	2015-16			
3	2016-17			

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

**d) 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 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)

**e) Annexure: Details of Past Experience**

<b>Sr. No.</b>	<b>Description of work</b>	<b>Location of the work</b>	<b>Client details (Name, contact nos., officer-in-charge)</b>	<b>Date of Commissioning</b>	<b>Documentary evidence - Page No.</b>

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

(Signature of Bidder & seal)

**f) Annexure: Proforma of performance bank guarantee**

This deed of guarantee executed on this ..... Day of ..... At ..... by .....(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 having their office at Namkum, Industrial Area, Ranchi, Jharkhand, India. (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 Govt. of Jharkhand 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 THERE FORE THIS DEED WITNESSETH AS FOLLOW:**

- 1.0 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.
- 2.0 The Guarantor shall without demur, pay to JIADA sums not exceeding in aggregate Rs. .... (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.
- 3.0 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.
- 4.0 This Guarantee shall be irrevocable and shall remain in full force up to ..... (date), which is 45 (forty five) days after 36 (Thirty Six ) months from the date of effect of the work order.
- 5.0 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.
- 6.0 Notwithstanding what is stated above, the liability of the guaranteeing bank will not exceed Rs. .... (Rupees ..... only) and any claim in respect of the above has to be made at the bank on or before .....
- 7.0 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 WHEROF 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.

**g) Annexure: Format for weekly recording of activity**

Daily recording of activity

Road Section No.	Name of employee cleaning road/ drain	Date	Time	Reviewing unit name	Name of Person from Unit's approving the work done	Phone No. of Person from Unit	Signature

(\*Road sectors of 100 m each – on a map will be identified at the start of project. Same will be prominently displayed.)

(\*Report of all weeks of a quarter will form Quarterly report)

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

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

**h) Annexure: Format for reporting improper dumping of industrial waste**

Record of improper dumping of industrial waste				
Sector	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.....

.....

Signature of JIADA Official

Name  
Designation  
Signature

**i) Annexure: Format for registering complaints and redressal**

Registering complaints and redressal								
Road No/sector	Name of unit reporting	Name & Designation of employee of unit reporting the complaint	Date of reporting	Phone No.	Photographs shared on WhatsApp (yes/ no)	Date/ time of redressal	Verification by complainant	Signature of complainant

**j) Annexure: 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 Ranchi on ..... day of .....2018 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, Namkum Industrial Area, Ranchi, Jharkhand 834010 (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 Rs. .... exclusive of service tax as mentioned in their financial proposal and would be paid as per the provisions of this agreement

SIGNED, SEALED AND DELIVERED