

**BOARD OF SECONDARY EDUCATION ASSAM  
BAMUNIMAIDAN, GUWAHATI-21**



**BIDDING DOCUMENT**

**For**

**Selection of Vendor for Housekeeping**

**Ref No: SEBA/GEN/HKS/02/2020/86**

**Date of Issue : 06/11/2023**

**Last date of Submission : 28/11/2023 up to 2 P.M.**

# Board of Secondary Education, Assam

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**BOARD OF SECONDARY EDUCATION, ASSAM**  
**GUWAHATI-21**

Ref. No. SEBA/GEN/HKS/02/2020

Dated, 06/11/2023

**PRESS NOTICE INVITING TENDER**

The Secretary, Board of Secondary Education, Assam invites Tender for Housekeeping services. For detail of the work, interested Bidder/Firm/Party may kindly be visit Assam Govt.'s procurement portal <https://sppp.assam.gov.in> or SEBA's website <https://sebaonline.org> or the office of under signed from 10/11/2023 to 20/11/2023 during office hour. The interested Bidders may submit tender responses.

Secretary,  
Board of Secondary Education, Assam  
Guwahati-21

Memo No. SEBA/GEN/HKS/02/2020/86

Date : 06/11/2023

Copy to:

1. C.A.O., SEBA for information and necessary action
2. Sr. SAP, SEBA for information and necessary action

Secretary,  
Board of Secondary Education, Assam  
Guwahati-21



## Board of Secondary Education, Assam

### Invitation of Tender Response

Board of Secondary Education, Assam henceforth referred as SEBA, invites Tender response from registered Firm/Party for Housekeeping services.

Party having experience in similar nature of work are invited. The tender response of Bidder shall be submitted along with the necessary supporting documents and Processing fee of Rs. 1000/- (One Thousand) only (Non-refundable) with EMD fee of Rs. 30,000/- ( Thirty thousand ) only (Refundable) through Demand Draft in favour of Secretary, Board of Secondary Education, Assam payable at Guwahati.

This tender document contains the scope of work, qualifying requirements, terms and condition, forms and procedure for submission of response for interested parties. The party have to submit a detailed proposal for the objectives set forth in this tender document. SEBA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Note: In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam and the same will be Governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-  
Secretary  
Board of Secondary Education, Assam  
Guwahati - 21

# Board of Secondary Education, Assam

## Tender Schedule

Sr. No.	Particulars	Date
1.	Tender Publish	06/11/2023
2.	Tender Document Download	07/11/2023
3.	Start Date of submission of Tender	20/11/2023 (From 1.00 PM)
4.	Last Date of submission of Tender	28/11/2023 (Up to 2.00 PM)
5.	Opening of Tender	30/11/2023

**Tender Procedure:**

- 1) Eligible/Interested Parties will be offered to take part in Tender and details of the Tender will be available in Assam Govt.'s procurement portal <https://sppp.assam.gov.in> or SEBA's website <http://sebaonline.org>
- 2) Bidders have to submit a hardcopy of the tender document (Technical Bid and Financial) to the Secretary, Board of Secondary Education, Assam, Bamunimaidam, Guwahati – 781 021.
- 3) A non-refundable processing fee of Rs. 1000/- (Rupees One Thousand only) and Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty thousand) to be paid through Demand Draft in favour of the Secretary, Board of Secondary Education, Assam.
- 4) Other instructions can be seen in the Tender document. All or any one of the parties may be rejected by competent authority.
- 5) Bidders are requested to visit the portal <https://sppp.assam.gov.in> regularly for any notification/corrigendum till the end of the process.

# Board of Secondary Education, Assam

## **2. General Conditions:**

- I. This Invitation for Bids is restricted to eligible Party having experience in similar nature of work.
- II. Last three years income tax return has to be submitted.
- III. The Party should have minimum 3 years experience in similar nature of work in Govt./Govt. under taking Department/Private Apartments, Hotels and Hospitals. Necessary supporting documents have to be submitted.
- IV. Tender must be accompanied by GST registration certificate, PAN CARD, Trade License and Required registration certificate etc.
- V. Rate quoted should be inclusive of everything or Break up may be given.
- VI. The rates once quoted are final and no change /alteration thereof shall be allowed after submission of the tender on any ground what-so-ever.
- VII. The Party need to submit hard copy of Tenders Response (Technical and Financial) in sealed envelope will be put in by the parties in the sealed/locked tender box placed in front of the Chamber of the undersigned super scribing as "Tender for Selection of Vendor for Housekeeping".
- VIII. Any legal problem will be disposed at the jurisdiction of Guwahati High Court.
- IX. Cost of Bidding**  
The Parties shall have to bear all costs associated with the preparation and submission of its bid and SEBA will in no case be responsible or liable for these costs.
- X. The Party is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of its tender.
- XI. Late Bids :**  
Any Tender response received by SEBA after the deadline for submission of tenders prescribed by the Board, will be rejected and/or returned unopened to the party.
- XII. Contacting the Purchaser :**  
No Party shall contact SEBA on any matter relating to its tender response, from the time of the opening of the tender to the time the Contract is awarded. If the Party wishes to bring additional information to the notice of SEBA, it should do so in writing. Any effort by a Party to influence any official of SEBA in its decisions on selection of party or contract award may result in rejection of the Party's tender.

**XIII. Authorized Signatory:**

The 'Applicant' mentioned in the Tender document shall mean the one who has signed the Tender response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Party shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

**XIV. Signing of Contract**

At the same time as SEBA notifies the successful party that its response has been accepted, the Board of Secondary Education, Assam (SEBA) will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to SEBA. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

**XV. Delays in the Vendor's Performance**

Selected party has to start the work within 7 (Seven) days from the date issue of work order.

**3. Prices and Taxes:**

- a. Rate quoted by the Bidder will be valid for 1 year from the date issue of work order.
- b. Any Taxes may be borne by the party if applicable.

**While the above procedures lay down the overall guidelines, Board of Secondary Education, Assam (SEBA) reserves the right to select the Bidder based on other parameters at its discretion.**

**4. Cancellation of Contract:**

In case of any breach of any terms and conditions by the successful Party Board of Secondary Education, Assam (SEBA) reserves the right to cancel the agreement by giving 7 days notice to the party.

**5. Termination for Default**

SEBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the party, terminate the Contract in whole or part at risk & cost of defaulting vendor :

- a. If the Vendor fails to provide a satisfactory service within the period(s) specified in the Contract, or within any extension thereof granted by the SEBA, OR
- b. If the Vendor fails to perform any other obligation(s) under the Contract, OR
- c. If the Vendor, in the judgment of the SEBA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.



**For the purpose of this Clause:**

**"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

**6. Penalty Clause :**

A penalty @2% per day of the total cost shall be deducted for non use of adequate cleaning materials and personnel.

**7. Selection of Party.**

1. The interested parties may carry out a study on the required service and may see the existing cleaning work.
2. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the SEBA.
3. In the event of any dispute or differences in connection with the Tender the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

***\*\* The Contract will be offered initially for One Year but on satisfactory services it may be extended for another two Years.***

# Board of Secondary Education, Assam (SEBA)

## A. Introduction:

### **About Board of Secondary Education, Assam (SEBA)**

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962.

SEBA intends to complete the following :

## **B. SCOPE OF WORK :**

### **1. Cleaning of 3 (Three) office Building (All floors) and Office Campus including all types cleaning equipments and cleaning agents**

<b>Sl No.</b>	<b>Detail of the Cleaning Services</b>
<b>1.</b>	<b>Main Building :</b> Main office building is with a capacity of Ground + 3 storied. Selected Bidder has clean all floors of the building including Toilets / Lavatories.
<b>2.</b>	<b>Assam Type Godown :</b> Selected Bidder has clean the floor of the Assam type house regularly.
<b>3.</b>	<b>New Building :</b> It is two storied newly constructed Building. Selected Bidder has clean the both floors of the building including Toilets / Lavatories.
<b>4.</b>	<b>Campus :</b> Selected Bidder has to engage cleaning workers to keep the campus clean including drain / parking area and all open area.

### **2. Minimum 8 nos. of cleaning workers including one supervisor has to be engaged. The toilets have to be cleaned minimum twice a day. The floor including Staircase has to be moped once a day.**

**Form-A**

**Eligibility Criteria and supporting documents required for Submission of Tender Response:**

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	The Party shall be a single entity, registered as a Company, Firm or Society under District / State Level Govt. Authority of Assam.	Self-attested copies of Registration Certification from ROC/ Any other as applicable	
2.	Trade License from the Municipal Authority.	Self-attested Copy of renewed Trade License to be submitted along with Tender document.	
3.	The Party has to submit Income Tax Return for last two years	Self-attested Copies of IT Return.	
4.	Copies of Documents / work orders and letter of completion from customers for work of Similar nature.	Self-attested Copies of the work order of any Govt./Semi Govt. or Govt. under taking or Private Apartments, Hotels and Hospitals.	
5.	Processing fee of Rs. 1000/- (One thousand) <b>[non-refundable]</b>	Mode of Payment : <b>DD</b>	
6.	EMD of Rs. 30,000/- (Thirty thousand) <b>[Refundable]</b>	Mode of Payment : <b>DD</b>	
7.	GST Registration No.	Self-attested Copies of GST Registration certificate to be submitted.	
8.	PAN No.	Self-attested Copies PAN Card to be submitted.	
9.	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
10.	Form B	Tender Letter Performa	
11.	Form C	Details of experience	
12.	Letter of Authorization	Authorizing signatory	

**FORM B**  
**Tender Letter Performa**

To,

The Secretary,  
Board of Secondary Education, Assam,  
Guwahati - 781021

Sub : Tender Response For Selection of Vendor for Housekeeping

Sir,

The undersigned have read and examined in detail the Tender documents pertaining to your assignment do hereby expresses the interest to do the work as specified in the scope of work in Tender document and agreed to all terms and conditions as specified in the scope of work in Tender document.

<b>Sl. No</b>	<b>Description</b>	<b>Response</b>
1.	Name of the Party	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our Proposal is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Witness by – Signature:

Name:

Address

Date:

Place

## FORM-C

### Details of Experience of similar nature of work :

SR.No.	Name of the Client	Date of start and Completion of work		Assigned Building Area	Cost of the Assignment
1.					
2.					
3.					

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

## FORM-D

DECLARATION BY PARTY TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs. 100.00/-

I/WE,..... owner of

..... representing

.....,

hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of SEBA, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/tender shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the Board to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the Board shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner  
/Chief Executive)

Name :

Date :

Place :

## Commercial BID format

(Only for reference, to be submitted in Company's Letter Hrad )

Sr. No.	Description	Rate per Cleaning Staff/Per Month
1.	❖ Minimum 8 (Eight) nos. Cleaning Staff including one supervisor to be engaged. <b>[Rate should include cost of all Cleaning equipments and Agents (Harpic/Domex/Lisol/Phenol/Acids/Bleaching Powder etc.)]</b>	

***(Cost submitted by the Bidder should be inclusive of all above mentioned Cleaning Item and GST and other Taxes).***

(Seal and Signature of Proprietor/Partner  
/Chief Executive)

Name :

Date :

Place :

\*\*\*\_\*\*\*\_\*\*\*