

TENDERER'S PROFILE FOR HOUSE KEEPING AT HOSTEL

(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- Fax No :- E-mail ID:-
3.	Details of amount towards paper cost.	Rs. 1,000/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money Deposit	Rs. 50,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Regd. No. (Photocopy must be attached)	
6.	Income Tax acknowledgement receipt should be furnished for last 3 years	
7.	Income Tax Account No. / PAN / GIR No. (Last I.T. Clearance certificate to be attached)	
8.	EPF Registration No. (Photo copy must be attached)	
9.	ESI Registration No. (Photo copy must be attached)	
10.	Labour License No. (Photo copy must be attached)	
11.	Details of credentials of similar nature of work at least for Three Years in Government offices. (Photo copy to be attached).	

DECLARATION

- I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:

Date:

Signature of Authorized person

Full Name:

Seal:

Terms & Conditions for Housekeeping

- 1) The firm should be registered under CGST / SGST Act.
- 2) The tenderers are to deposit **Rs. 1000/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favoring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
- 3) The tenderers are to deposit **Rs. 50,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
- 4) The authorization letters if any to be enclosed in the tender with due attestation.
- 5) The quoted rate must be excluding of GST, which will be made payment separately.
- 6) The contract / rates of the successful bidder for the year 2019-20 may be extendable up-to two years subject to satisfactory performance review by the Director, SIRD&PR at the end of 1st year of contract.
- 7) The Service Provider should ensure regarding payment of the minimum wages with all statutory dues to the workers engaged for the purpose observing the guide lines / executive instructions of the Government.
- 8) The Service Provider should supply the related housekeeping materials as per requirement by procuring the same from SHG Groups / Socially Disabled Groups / Farmers Club etc.
- 9) No conditional / Incomplete tender will be accepted by the authority from the tenderers.
- 10) No advance payment will be made to the party after acceptance of tender or execution of order.
- 11) The services should be made after getting proper requisition order according suitability and requirement in SIRD & PR, Unit-VIII, Bhubaneswar.
- 12) Original documents are to be produced for verification by the members of the committee.
- 13) If any information / document furnished by the tenderers with the tender papers **as asked for** are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
- 14) The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
- 15) The Director, SIRD&PR reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The Director, SIRD&PR is not bound to accept the lowest rates.
- 16) In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
- 17) All pages of the bids are to be signed & stamped by the tenderer.
- 18) Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
- 19) The Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "**HOUSEKEEPING**" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
- 20) The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD & PR, Bhubaneswar in presence of the tenderers or their any authorized representative.

- 21) The tenderers qualified in the technical bids shall be eligible for the financial bid.
- 22) The annual transaction / turnover of the tenderers having not less than 12 Lakhs per annum can participate in the tender.
- 23) Penalty @ Rs. 300/- per day on account of delay in providing services will be levied for non-compliance of assigned work without any reason thereof & the same will be deducted from the monthly bill of the successful bidder.
- 24) For any services / supply, the firm / organization should not be blacklisted by any Government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
- 25) The Interested tenderers may contact Dr. Benudhar Rout of SIRD & PR, Bhubaneswar (Phone No. 7978340936) for detailing of work & any clarification thereof.
- 26) The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to provide services according to the terms and conditions.

SCOPE OF WORK FOR HOUSEKEEPING

1. Receptionist:

The successful bidder shall deploy **Two Receptionist** having minimum qualification and experience in **Hotel Management and Housekeeping**. The deployed persons will attend the Reception counter in the Hostel round the clock and maintain Guest / Hostel Occupant / Rent Register daily under the supervision of the authorized officers of SIRD & PR. The Reception personnel shall ensure the cleaning of rooms, corridor and spaces of the hostel premises for making ready for the occupants.

2. Cleaning Personnel:

- The firm is required to furnish complete proposal for daily cleaning of floors, fans, electrical equipment like ACs, Almirah, TV, Tables, staircases, passages, rooms, open spaces inside the Hostel etc.
- The firm shall ensure cleaning of the 70 Rooms (New Hostel-30 Nos, "A" Block- 15 Nos, "B" Block- 12 Nos., "C" Block- 12 Nos. and Dormitory- 1 No having capacity of 25 Beds) including all equipments, toilets (Attached - 66 Nos. and Common - 2 Nos.), wash basins every day during the morning and afternoon and also immediately after vacation by the occupants.
- The firms shall ensure provision of small kits for use in the Toilets like hand wash soap, odonil etc. at his own cost.
- The firm shall ensure cleaning / washing of Bedsheets, Blankets, Pillow covers, Door and Window screens soon after use by the occupants at his own cost.
- The firm shall ensure provision of all cleaning equipments and sanitation consumables like Grooms, Dust Cleaning Equipment, Phenyl, Mothballs and Room Refresher etc. at his own cost.
- The firm shall ensure deployment of at least **One Supervisor** & **Four Sweepers** for the above purpose.

3. Room Attendant:

The firm shall ensure deployment of **Four persons** to render rooms services and to act as **Attendant OR Room Boy** to the Occupants. The Attendants shall provide the services like –

- Supply of Drinking Water from the Aquaguard point installed in the Hostel premises.
- Supply of Mosquito coil / liquid with machine of reputed brand as and when required in consultation with Hostel Authorities.
- The Attendant shall ensure preparation of clean beds & spreading of the bed sheets and pillows on the cots.
- Any information relating non-functional electrical / sanitary fittings shall be brought to the notice of the Hostel Authorities.

4. Electrician:

- The firm shall ensure deployment of **One Electrician** to take-up repair and maintenance of electrical installations of administrative building, hostel, SPRC and Library Building at SIRD&PR, Bhubaneswar.

5. Plumber:

- The firm shall ensure deployment of **One Plumber** to operate pump house and regular ensuring of water supply including maintenance of sanitary fittings in the administrative building, hostel, SPRC & Library Building at SIRD&PR, Bhubaneswar.

Eligibility and Responsibilities of the Manpower

Sl. No.	Position	Experience	Key Responsibilities
1.	Electrician	Minimum 3 years of experience in the field of Electrification in Govt. Offices	To take-up repair & maintenance of the electrical installations of Administrative, Hostel & Library Building at SIRD & PR, Bhubaneswar.
2.	Plumber	Minimum 3 years of experience in the field of Plumber work in Govt. Offices.	To operate Pump House & regular ensuring of Water Supply including maintenance of sanitary fittings in the premises of SIRD & PR, Bhubaneswar.

Conditionalities for the firm:

- I. The firm shall ensure provision of uniform dress separately to the house keeping and cleaning staff along with identity badge / card.
- II. The firm shall ensure deployment of cleaning & room service personnel with good conduct & behavior.
- III. Any theft, loss OR damage of articles like Bucket, Bed sheet, Pillow cover, Cup & Plates, Glasses, Electrical & Sanitary fittings shall be borne by the firm.
- IV. The firm shall ensure compliance of labour laws, rules & orders of Central and State Government as applicable to this contract from time to time & will be liable for any deviation of such laws.
- V. The firm may visit SIRD & PR Hostel in any working day between office hours to have thorough impression before submission of proposal.

SIRD & PR will provide the following articles facilitating smooth management of Cleaning & Room Services.

- a) Two rooms for use of the firm i.e. one for storing the consumables, bed sheets etc. and another for rest of the deployed house keeping staffs.
- b) Bucket, Mug, Glass, Water jug, Cup Plate, Bed Sheets & Pillow covers for the rooms as per requirement. The room service staffs will collect the required articles from the Hostel Manager and maintain its account at his own. Any theft, loss or damage to the articles shall immediately be brought to the notice of the Hostel Manager.
- c) The work & services of the firm will be reviewed periodically by SIRD & PR authorities as & when required & suggestions for improvement will be communicated to the firm for necessary compliance.
- d) SIRD & PR reserves all right to terminate the agreement by giving minimum one month notice in advance due to unsatisfactory services, infringement of terms and conditions and other reasons noticed during the period of services.

DIRECTOR

N.B:- Interested parties may visit SIRD & PR Hostel and appraise themselves of the duties / tasks. The bid should have both technical & financial offer.

FINANCIAL BID
HOUSE KEEPING OF HOSTEL

Sl. No.	Description	Amount to be quoted. (Per Month)
1.	<u>Reception</u> Two Receptionists having minimum qualification & experience in Hotel Management & Housekeeping are to be deployed.	
2.	<u>Cleaning</u> Four Sweepers are to be deployed.	
3.	<u>Supervision</u> One Supervisor is to be deployed for supervising the assignment.	
4.	<u>Room Services</u> Four Attendants / Room Boys are to be deployed for rendering the Room services.	
5.	<u>Cleaning Materials</u> Cleaning materials such as Phenyl, Naphthalene, Liquid soap, Room freshener, Floor cleaning liquid, Hill Brooms and other cleaning related items are to be supplied.	
6.	<u>Laundry Services</u> Washing & ironing of Bed sheets, Pillow Covers, Towels, Blankets, Door & Window Screens, Door Mats etc. are to be attended.	
	Grand Total	

N.B.: Details must be furnished in the Annexure prescribed for the purpose (Attached).

Signature of the bidder with office seal

ANNEXURE

FINANCIAL BID HOUSEKEEPING OF HOSTEL

Category of manpower to be engaged:	Amount of wages applicable for the category of manpower Per Month.	Charges towards statutory dues against the wages of person.		Total amount of wages per month. (2+3+4)	Service charges	Total amount (Col. 5+6)	Amount of materials cost Per Month including GST.	Grand Total (Col. 7+8)
		Amount of EPF as per Govt. norm Per Month against Col. No. 2	Amount of ESI as per Govt. norm Per Month against Col. No. 2					
1	2	3	4	5	6	7	8	9
Receptionist (Skilled) - 2 Nos.								
Supervisor (Skilled) - 1 No.								
Plumber (Skilled) - 1 No.								
Electrician (Skilled) - 1 No.								
Room Attendant (Unskilled) - 4 Nos.								
Sweeper (Unskilled) - 4 Nos.								

Grand Total

Note:-

- 1. Total amount as mentioned in column-5 should be inclusive of Wages, EPF & ESI.**
- 2. GST will be separately made payment as applicable from time to time against column-7.**

Signature of the bidder with office seal

