

TENDERER's PROFILE
SWEEPING, CLEANING & SANITATION
(To be filled in & returned with the documents)

| | | |
|-----|--|---|
| 1. | Name of Proprietor / Partner / Director. (In Capital letters) | |
| 2. | Details of name of the firm & address (Registered Office & 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. | Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached) | |
| 6. | GST Registration No. (Photo copy must be attached) | |
| 7. | EPF Registration No. (Photo copy must be attached) | |
| 8. | ESI Registration No. (Photo copy must be attached) | |
| 9. | Labour License No. (Photo copy must be attached) | |
| 10. | Details of credentials of similar nature of work at least for three years at least in three 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 & execute these tender documents.
- I have carefully read & understood all the terms & conditions of the tender & undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic & to the best of my knowledge & 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 & CONDITION
SWEEPING, CLEANING & SANITATION

- 1) The Agencies / Tenderers should be registered under CGST/OGST Act.
- 2) The Agencies / Tenderers are to deposit **Rs. 1,000/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
- 3) The Agencies / 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 amount must be excluding the 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 undersigned at the end of 1st year of contract.
- 7) The Agencies / Tenderers 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 Agencies / Tenderers should supply toiletries / sanitary utilities such as Liquid soap, naphthalene balls, Air freshener, Phenyl etc. as per consumption in the toilets by procuring the same from SHG Groups / Socially Disabled Groups / Farmers Club.
- 9) No conditional 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 Agencies / Tenderers shall submit sample of the branded cleaning materials before the purchase committee at the time of opening of financial bid. The sample of the cleaning materials of the successful bidder shall be kept in the office for future reference.
- 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 & time will not be entertained / considered at any cost.
- 15) The Director, SIRD & PR, Bhubaneswar reserves the full right to accept in full OR part or reject any OR all the tenders without assigning any reason thereof. The undersigned / committee 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) Selection of the cleaning items will be finalized based on the samples whenever is necessary.
- 19) The Agencies / Tenderers should furnish complete proposals for daily cleaning of floors, staircases, passage, rooms, carpet area, Toilets, Basins etc. of the Administrative, SPRC & Library Building along with cleaning of internal road including colony roads in SIRD & PR Campus. Details of rooms and toilets are as follows:
 - A. Conference Hall – 8 Nos.
 - B. Toilets – 18 Nos.
 - C. Rooms – 25 Nos.
- 20) The Service Providers shall ensure cleaning of all rooms including toilets in Administrative, Library & SPRC Building & adjoining roads, pavements, footpaths daily by 8:30 AM OR any other time as per the requirement to be informed by SIRD & PR. The Toilets & basins need to be cleaned 3 times viz 8:30 AM, 1:30 PM & 3:30 PM daily. The dustproof of the window, door & staircase are to be cleaned regularly.
- 21) It shall be the responsibility of firm to segregate and dispose the garbage at least once in a day. Garbage are in a larger quantity beyond the capacity of dustbin / garbage drum are to be disposed once in a week at their own cost. Further the firm shall clean the sewerage line of the SIRD & PR campus once in a week.

- 22) The Agencies / Tenderers shall provide the toiletries / sanitary utilities such as Liquid soap, naphthalene balls, Air freshener, Phenyl etc. as per consumption in the toilets.
- 23) The Agencies / Tenderers shall arrange the trolley etc. for carriage of materials like garbage & minor building rubbish etc. to be disposed off beyond the premises area.
- 24) The Service Providers should visit the proposed area in any working day between office hour before quoting the amount for the above purpose.
- 25) The Service Providers shall at his own cost comply with the provision of labour laws, rules and orders and notification as of Central & State Government as applicable from time to time & will be liable for any deviation of such laws.
- 26) SIRD & PR can terminate the outsourcing agencies by giving a minimum of one month notice in advance which may be due to unsatisfactory service, infringement of terms and conditions & other reasons to be mentioned thereof.
- 27) The entire campus should be clean & hygienic environment which are required to be maintained by the firm.
- 28) The work & services of the Service Providers will be reviewed by the authority as & when required & suggestion for improvements will be communicated for compliance.
- 29) The Building roof / wall are to be protected / cleaned regularly.
- 30) 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.
- 31) The Service Providers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "**SWEeping, CLEANING & SANITATION**" 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.
- 32) The technical bid & the financial bid shall be opened on the scheduled date & time in the office of the Director, SIRD & PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
- 33) The tenderers qualified in the technical bids shall be eligible for the financial bid.
- 34) 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.
- 35) 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.
- 36) The Interested tenderers may contact Sri Santosh Kumar Patra of SIRD&PR, Bhubaneswar (Phone No. 9437423709) for any clarification thereof.
- 37) The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the firm fails to provide services according to the terms & conditions.

DIRECTOR

FINANCIAL BID

SWEEPING, CLEANING & SANITATION

| Sl. No. | Description | Amount to be quoted. (Per Month) |
|--------------------|---|-------------------------------------|
| 1. | Manpower to be engaged for Sweeping, Cleaning & Sanitation. (Including all statutory dues according to the norm of Government). 8 (Eight) Nos of Sweeper are to be deployed for Administrative, Library & SPRC Building. | |
| 2. | Cleaning Materials = Total Rate to be quoted including GST. Cleaning materials of the following quantities are required to be supplied Per Month. 1) Phenyl (Best quality) = 30 Bottles. 2) Naphthalene (Best quality) = 1 Kg. 3) Liquid soap(Best quality) = 30 Bottles (100 ml) 4) Room freshener (Best quality) = 10 Bottles 5) Floor cleaning liquid (Best quality) = 20 Bottles 6) Hill Brooms (Best quality) = As per requirement. 7) Oddnil = 30 Pkts. 8) Acid for cleaning of Toilets, Floors etc. = 10 Ltrs. | |
| 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 SWEEPING, CLEANING & SANITATION

| 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) | Total amount for cleaning material 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 |
| Unskilled - 8 Nos. | | | | | | | | |

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