NOTICE INVITING TENDER
FOR PROVIDING SWEEPING/CLEANING/SANITATION AND HOUSEKEEPING SERVICES

Sealed tenders are invited from reputed, experienced and eligible service providers/contractors who have been providing sweeping/cleaning/sanitation and housekeeping services in Government Departments/reputed educational Institutes like universities/IITs/NITs etc during last three years including the current year (2016-17, 2015-16, 2014-15 and 2013-14) for providing above service at the ATI Premises located in the Institute of Textile Technology Building in Choudwar Cuttack -754025 Odisha as per details given in Annexure-'A' for a period of one year from the date of agreement/contract further extendable up to two subject to satisfactory performance/terms and conditions.

2. The Tender Documents in this regard comprises of:

(i) SCOPE OF WORK - ANNEXURE 'A';
(ii) GENERAL TERMS AND CONDITIONS - ANNEXURE 'B';
(iii) PRE-QUALIFICATION REQUIREMENTS FOR AWARD OF CONTRACT (TECHNICAL BID)- ANNEXURE 'C';
(iv) PROFORMA FOR QUOTING THE RATES (FINANCIAL BID) – ANNEXURE-D.

These are enclosed with this notice. The tenderer while submitting the tender will ensure to submit above tender documents as under:-

(i) SCOPE OF WORK- ANNEXURE - 'A';
(ii) GENERAL TERMS AND CONDITIONS - ANNEXURE - 'B';
(iii) PRE QUALIFICATION REQUIREMENTS FOR AWARD OF CONTRACT (TECHNICAL BID) - ANNEXURE - 'C';

IN A SEPARATE ENVELOPE DULY MARKED AS "ENVELOPE CONTAINING ANNEXURE - 'A', 'B' & 'C' AS PRE QUALIFICATION REQUIREMENTS (TECHNICAL BID)".
Note: Annexures 'A', 'B' & 'C' must be duly filled in for having accepted the scope of work, general terms and conditions and pre-qualification requirements. Every page should be signed & stamped.

(iv) PROFORMA FOR QUOTING THE RATES (FINANCIAL BID) - ANNEXURE- 'D'.

IN A SEPARATE ENVELOPE DULY MARKED AS "ENVELOPE CONTAINING ANNEXURE - 'D' AS QUOTATION RATES (FINANCIAL BID)". Every page should be signed & stamped.

3. The interested service providers are required to submit above two envelopes in a third sealed cover bearing the words "TENDER FOR PROVIDING SWEEPING/CLEANING/SANITATION AND HOUSEKEEPING SERVICES" which should reach Office of the Director, Advanced Training Institute, Odisha, Institute of Textile Technology Building, Choudwar, Cuttack-754 025 by Regd. A.D/Speed Postor in person on or before 22nd August 2016 by 1100 hrs. The Envelope containing ANNEXUREs 'A', 'B' & 'C' will be opened at 11.30 hrs on the same day.

P.T.O
4. **Pre-Bid Meeting**: All prospective bidders who are interested may visit the Institute on any working day between 3 - 5 PM to familiarise with the requirement of the Institute. There would be a pre-bid meeting to be held in the Institute Premises at **11.30 AM to 12.30 PM on 17-8-2016** to provide required clarification if any on the tender conditions after which they may submit their final bid.

5. All the eligible bidders may be required to make a presentation on the same day by 1430 hrs about their capability for execution of their cleaning work. Financial Bid in respect of the short listed tenders may be opened on the same day or later date as per exigencies of the tender evaluation process and time, date and venue would be intimated to all qualified bidders. However the final award of work would be subject to verification of original documents with regard to legibility criteria and other credentials.

6. Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty-Five Thousand) only, per applicant/bidder in the form of Demand Draft/ Banker’s Cheque of a scheduled commercial Bank drawn in favour of “Drawing and Disbursing Officer, ATI” and payable at Cuttack. This should be submitted as part of Technical Bid. Bids without EMD will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the tender process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details/documents furnished/submitted during the tender process are found to be incorrect or false. No interest shall be paid on the EMD.

7. A complete set of tender documents can be obtained free of cost from this office between 10:00 hrs to 17:00 hrs. Further, these can also be accessed at department website: www.msde.gov.in or at https://eprocure.gov.in. This office would not be responsible for any delay or loss of tender documents sent through mail or otherwise.

8. This office reserves the right to reject all/part or any of the quotations without assigning any reason thereof. No correspondence in this regard will be entertained. The tender forms shall be rejected if it is not complete in any aspect. Rates/quotations duly filled in will be received up to the date and time mentioned above and quotations received thereafter shall not be entertained.

9. This office also reserves the right to postpone and/or extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reasons thereof.

\[Signature\]

(G. Giri)

Dy. Director of Training/HOO

For Director
WORK REQUIREMENTS AND SCOPE OF WORK

WORK REQUIREMENT:

Cleaning/sweeping/sanitation & Housekeeping activities etc. of the office premises located as given below (on per sq.ft.Rate basis):

The prime objective of cleaning and housekeeping services is to maintain the entire office premises in a very neat and clean condition so as to ensure a hygienic and congenial work environment. The broad details of work (Part- I) are enumerated as follows:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Type of Area</th>
<th>Approximate Area in Square feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Rooms and Stores</td>
<td>1250</td>
</tr>
<tr>
<td>2</td>
<td>Library</td>
<td>260</td>
</tr>
<tr>
<td>3</td>
<td>Class Room</td>
<td>670</td>
</tr>
<tr>
<td>4</td>
<td>Workshop</td>
<td>4230</td>
</tr>
<tr>
<td>5</td>
<td>Toilet Blocks ( 5 toilets, 9 urinals and 6 wash basins in three locations)</td>
<td>540</td>
</tr>
<tr>
<td>6</td>
<td>Garage and Cycle Shed</td>
<td>600</td>
</tr>
<tr>
<td>7</td>
<td>Veranda</td>
<td>1240</td>
</tr>
<tr>
<td></td>
<td><strong>Total covered Area (1 to 7)</strong></td>
<td><strong>8790</strong></td>
</tr>
<tr>
<td>8</td>
<td>Vacant Space between two buildings</td>
<td>6350</td>
</tr>
<tr>
<td>9</td>
<td>Approach Road</td>
<td>5490</td>
</tr>
<tr>
<td></td>
<td><strong>Total Open Area (8 to 9)</strong></td>
<td><strong>11840</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total Area (1to 9)</strong></td>
<td><strong>20630</strong></td>
</tr>
</tbody>
</table>

*Note: The floor area may increase or decrease during the tenure of the contract.*
It includes:

(ii) Thorough Cleaning of toilets, wash basins and other fittings four times a day and whenever required. Cleaning of all sanitary fittings, tiles, mirrors. Water tank must be cleaned on fortnightly basis with bleaching powder;

(ii) Cleaning/ sweeping and mopping of floor with cloth soaked in water and disinfectant for all the rooms before 9:30 a.m. on each working day;

(iii) Cleaning/sweeping and mopping of adjoining areas such as corridors, staircase and common area once with disinfectant in the morning and with plain water in the afternoon;

(iv) Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipment, almirahs, filing cabinets, windowpanes computer, printers and other office gadgets and equipment;

(v) Collecting waste paper, unwanted material and its disposal at indicated locations;

(vi) Furniture like tables, chairs, visitor's chairs, sofas, almirahs etc. and all the electronic gadgets like computers, telephones, fax machines, photocopier machines etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions in the entire office should be cleaned daily;

(vii) Removal of cob-webs in the corridors, rooms, chambers and toilets;

(viii) Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater;

(ix) Care should be taken that the gadgets are not tampered with during the cleaning operation;

(x) Shifting of furniture & other articles whenever required and any other such miscellaneous work.

(xi) Cleaning of outside open area, removal of grass, waste and garbage and proper maintenance of outside open area in a very neat and clean condition.

2. Cleaning material and other required articles (standard quality products – ISI mark or equivalent) will have to be provided by the service provider. The Value and cost for the purpose along with details of monthly requirement may be shown in a separate sheet. Service cost for the total area and material cost taken together shall determine the L1 vendor. Material cost shall be calculated with reference to quantity and MRP of various cleaning products to be used by the service provider.

3. The tenderers are invited to quote their rate only on per square feet per month basis for covered and open are separately and not based on the number of persons to be deployed or per person basis.

DECLARATION BY THE TENDERER

This is to certify that I/We before signing this ANNEXURE- ‘A’ of the tender containing the ‘Work Requirements and Scope of Work’ as per the tender have read and fully understood the same and undertake myself/ ourselves to abide by them.

(Signature of the Tenderer with date)

Name
Seal
Address
GENERAL TERMS AND CONDITIONS:-

1. This contract shall be valid for one year from the date of agreement/contract extendable for two years subject to satisfactory performance.

2. The successful bidder shall submit a Bank guarantee towards performance of contract of Rs.25000/- (Rupees Twenty Five Thousand) only as a security deposit in the name of the Director, ATI within three weeks of the issue of Letter of Intent.

3. In case the services of the contractor/service provider are not found to be satisfactory or in case of any default by the contractor/service provider, this office shall without prejudice to any other right/remedy, which shall have accrued or shall accrue thereafter, terminate the contract in whole or part, by giving 15 days’ notice in writing to the contractor/service provider. Also, the Bank guarantee towards performance of contract of Rupees Twenty Five Thousand will be forfeited.

4. The Service provider is required to give one month prior notice in writing to this office before withdrawing such contract furnishing detailed reasons for such withdrawal.

5. The contractor/service provider must comply with the rates/quotations, specifications and all terms and conditions of the contract. No deviation, whatsoever, in the terms and conditions of the contract shall be entertained/allowed. At no point of time however, the above services can be hiked during the tenure of the contract and no request would be entertained for that purpose.

6. In case the contract is terminated before completion of a month, the amount payable to service provider will be calculated on prorate basis.

7. Service provider shall ensure that the persons deployed by him always wear proper uniform with a badge showing the name of the firm, while on duty.

8. The contractor/service provider shall ensure proper cleaning and maintenance of other housekeeping activities on all working days and also on Saturdays/Sundays/Holidays as per the need.

9. The contractor/service provider will quote fixed rate per square feet per month and the payment will be made on that basis subject to deductions/penalties, if any.

10. The service provider should submit documentary proof of current working or of having worked during the F.Y. 2013-14 to 2016-17 in atleast three (03) Central/State Govt. Departments and/or Central PSUs/State PSUs including reputed university level educational Institutes and will form part of the Technical Bid. Work Order / satisfactory Work completion certificates have to be submitted from the clients have to be submitted.

11. The service provider should have valid (as on date) Service Tax Registration Certificate, EPF license, ESI license & PAN card. The self-attested copies of the same are required to be produced in the bid document and will form part of the Technical Bid.
12. Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Ten Thousand only), payable at Cuttack, should be submitted as part of Technical Bid. Bids without EMD will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the tender process. However, the EMD shall before forfeited in case of successful bidder withdraws or the details/documents furnished submitted during the tender process are found to be incorrect or false. No interest shall be paid on the EMD. This will form part of the Technical Bid.

13. The tenderer should quote his service charges in Rs. per day per person in such way that gross service charge in Rs. per billing month should be more than the amount to be income tax to be recovered from total payment from such monthly bill which is aggregate of Wages (Fixed), EPF (Fixed), ESI (Fixed), Service Charge (As quoted) and Service Tax (As applicable). It may be noted that the rate of Income Tax will be computed at 2% of the total payment i.e. at the highest applicable rates irrespective of the status of the tenderer as an individual contractor/firm/trust.

14. Notes pertaining to rounding of figures are to be strictly followed. Failure to do so will make the financial bids liable for rejection. 50 paise or more would be rounded to next higher rupee and amount below 50 paise would be ignored.

15. Service Tax as applicable will be borne by the Institute.

16. Service provider shall be solely responsible for payment of PF and ESI etc. On demand, the service provider will be required to produce the necessary evidences in respect of discharge of above statutory liabilities.

17. Service provider shall be solely responsible for payment of wages/salaries and other benefits and allowances to contract workers employed by him that might become applicable (as per the Minimum Wages Act prescribed by the Central Labour Commissioner as amended from time to time). This office shall have no liability whatsoever in this regard and the service provider shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc. The service provider shall ensure compliance with all labour laws/other laws applicable. He shall pay at least the minimum wages to the contract worker(s) deployed for work in this office in accordance with applicable rules and regulations issued by the Central Government and/or any other Authority/Govt./Body. Any instance of violation of labour laws/other laws will render the contract void and would attract for feature of Bank guarantee furnished towards the performance of the contract.

18. Insurance cover protecting the agency against all claims applicable under Workmen’s Compensation Act, 1948, shall be taken by the Service provider. The Service provider shall arrange necessary Insurance coverage for any persons deployed by him even for a short duration. This office shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the Service provider.

19. Service provider or authorized representative of the Service provider will make himself available as and when required by the Institute.
20. Service provider shall be directly responsible for any/all disputes arising between him and his personnel and keep the office in demnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

21. Anymis-declaration/ misstatement with respect to any of the conditions prescribed above would render the contract null and void and would result in forfeiture of Bank Guarantee furnished by the successful bidder besides other legal consequences.

22. The Director ATI (Odisha) reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reasons thereof.

23. All the rates must be written both in figures and in words. Correction, if any, are to be made by crossing out, initialing, dating and rewriting. Incase of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.

24. Service providers/Contractors should satisfy themselves before submission of rate/quotationsto the Deputy/Assistant Commissioner that they meet the qualifying criteria and capability as laid down in the Annexure.

25. The service provider/Contractor shall in no case lease/transfer/sublet/appoint care taker for services.

26. No other person except authorized representative of the service provider/contractor shall be allowed to enter the OFFICE premises.

27. With in the premises of OFFICE, the service provider/contractor’s personnel shall not perform any private work other than their normal duties.

28. The service provider shall report to the Officer-in-charge regarding day to day up-keeping and cleaning.

29. TERMS OF PAYMENT:

i. The Service Provider/contractor will submit the monthly bill for reimbursement induplicate enclosing the certificates, which shall be got duly certified by the officer incharge and the same shall be paid there of after making recovery, if any.

ii. The Service Provider/contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to its personnel deputed under services contract and furnish necessary proof whenever required.

iii. Payment to Service Provider/Contractor shall be made under account payee cheques/ bank transfer on presentation of the bill. Tax payable shall be deducted at source as per the rates notified by Income Tax Department.

iv. Monthly bill shall be paid after every month of services rendered if found in order. In case of any complaint to full fillment of any obligations under the contractor unsatisfactory work, the Director, ATI (Odisha) reserves the right to deduct any penalties/deductions from the monthly bill of the contractor/service provider.
30. PENALTIES:

i. The Service Provider/Contractor will attract a penalty double the pro-rata basis, in case the persons fails to carry out the house keeping services due to his absence or any other reasons. In otherwords, incase of non carrying of duties, a penalty double than per day charge on pro-rata basis will be deducted from the monthly bill.

ii. In the even to f failure in maintaining the housekeeping services on any day up to the desired standard, in part or full the Service Provider/Contractor is liable to be penalized @Rs.150/- (Rupees One Hundred Fifty) only per day & the same shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Director will be final and binding on the Service Provider/Contractor and shall not be subject to any dispute or arbitration.

iii. The Service Provider/Contractor would ensure that peace and order is maintained in the premises.

We agree to the above terms and conditions.

Signature with date

Name of the firm with Seal
Note: Any violation of the terms and conditions in submitting the TECHNICALBID will lead to rejection of the same.

<table>
<thead>
<tr>
<th>Name of the Tenderer/Organization/Agency with phone No., E-mail &amp; Name and Telephone No./Mobile No. of Proprietor(s)/Director(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
</tr>
<tr>
<td>(ii)</td>
</tr>
<tr>
<td>(iii)</td>
</tr>
</tbody>
</table>

Name and complete address of (Three) Central/State Govt. Departments and/or Central PSUs/State PSUs/ University level educational Institutes, along with documentary proof of current working in the said organizations by the bidder or of having worked during the F.Y. 2013-14 to 2016-17

Please provide a list of equipment to be used for all types of cleaning as may be required for the Institute

Attach self-attested copies of:

(i) Service Tax Registration Certificate.
(ii) E Pf license valid as on date.
(iii) ES license valid as on date.
(iv) PAN card.

Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Ten Thousand) only, per applicant/ bidder in the form of Demand Draft/ Banker’s Cheque of scheduled commercial Bank drawn in favour of “The DDO ATI” payable at Cuttack. Should be submitted as part of Technical Bid.
ANNEXURE-'D'

FINANCIAL BID

Note: - Any violation of the terms and conditions in submitting the FINANCIAL BID will lead to rejection of the same.

1. Name of the Firm/Company:

2. Address (with Telephone No. & Fax No. Mobile and Email):

3. Name and Address of the proprietor/partners/Directors(with Mobile No.):

Format For Financial Bid

<table>
<thead>
<tr>
<th>Rate Per Square feet per month (Inclusive of Material Cost) for covered Area</th>
<th>(In INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break up of the material cost per month (please provide details of material used with reference to their MRP as of August 2016 including quantity)</td>
<td></td>
</tr>
<tr>
<td>Total Cost for covered Area</td>
<td></td>
</tr>
<tr>
<td>Rate Per Square feet per month for open area.</td>
<td></td>
</tr>
<tr>
<td>Total Cost for open area</td>
<td></td>
</tr>
<tr>
<td>Total Cost per month (covered + uncovered)</td>
<td></td>
</tr>
<tr>
<td>Service Tax</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
</tr>
</tbody>
</table>

The bidders shall quote their rates for the service to be provided as “Rate per square feet per month” (in both words and figures) as indicated above which should include deduction towards EPF and ESI etc and the same would not be payable over and above the rates thus quoted.

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DECLARATION BY THE TENDERER

This is to certify that I/We before signing the Annexure- "C" of the tender as "TECHNICAL BID" as per the tender have read and fully understood the same. Further, I/We hereby certify that the information furnished above the Annexure- "C" as "TECHNICAL BID" of the tender is complete and correct to the best of my/our knowledge.

(Signature of the Tenderer with date)

Name ________________________________

Seal _________________________________

Address _______________________________