

GOVERNMENT OF ODISHA
INFORMATION AND PUBLIC RELATIONS DEPARTMENT

TENDER CALL NOTICE

No. RR-01/17 379 /IPR, Bhubaneswar Dt. 11.01.2017

Sealed Tenders are invited from the local intending Farms/ Agencies having sufficient experience to undertake cleaning and sanitation work of Jayadev Bhawan, Unit-V, Bhubaneswar, including its premises of 1,15,104 Sq.ft. and 27,710 Sq.ft. of Floor area Ground floor. And 1st floor with 8 (Eight) Urinals along with Stair cases. The Farm/ Agency should have been registered under Service Tax, Employees Provident Fund organization (EPF) and Employees State Insurance Corporation (ESI). The intending Farm/ Agency shall have to submit the Tender as per the Tender Paper which is available in the Govt. website i.e. www.odisha.gov.in. The bidder should quote the rate for all items and strictly obey the **Minimum Wages Act, prevailing in the State of Odisha**.

The selected Farm/ Agency will have to sign an agreement with Authorities of Information and Public Relations Department, if found suitable, by the Selection Committee. The terms and conditions have been mentioned in the Tender Paper. All the payments will be made as per the Finance Department guidelines.

The Tender Paper should be submitted along with E.M.D. of Rs. 10,000/- (Rupees Ten Thousand) only in shape of Demand Draft (DD), drawn in favour of "Drawing and Disbursing Officer (DDO), Inf. & P. R. Department, Unit-V, Bhubaneswar". The EMD of unsuccessful bidders will be returned after finalisation of the Tender process and the EMD of successful bidder will be kept in Government Account, as caution money, which will be returned after expiry of the contract period, subject to satisfactory performance. Otherwise, the same will be forfeited. The Bidder will also have to submit the following documents along with Tender paper.

01. Up-to-date Income Tax Clearance Certificate.
02. Service Tax registration Certificate.
03. Registration Certificate under EPF.
04. Registration Certificate under ESI.
05. Experience Certificate, if any.

The last date of receipt of the tender paper is by 3.30 PM on 27.01.17 and the same will be opened in presence of the bidders/ their authorised representatives at 4.00 PM on the same date, in the Conference Hall of Inf. & P.R. Department in presence of the tenderness or their authorized representatives.

The authority reserves the right to accept or reject any or the entire process without assigning any reason thereof.

DIRECTOR, I & PR Deptt.

Memo No. 380 /IPR, Bhubaneswar Dt. 11.01.2017

Copy forwarded to Deputy Secretary to Govt. (Advt.), Inf. & P.R. Departments for information and necessary action. He is requested to publish the Tender Call Notice in Two leading Odia dailies by 12.01.17.

Deputy Director-cum-Secretary to Govt.

Memo No. 381 /IPR, Bhubaneswar Dt. 11.01.2017

Copy forwarded to P.S. to Commissioner-cum-Secretary, I & PR Deptt./P.S. to Director, Inf. & P.R. Department for favour of information of Commissioner-cum-Secretary/ Director.

Deputy Director-cum-Secretary to Govt.

Memo No. 382 /IPR, Bhubaneswar Dt. 11.01.2017

Copy forwarded to I.O. Jayadev Bhawan/ A.F.A-cum-under Secretary to Govt./G.F.(2 copies) for information and necessary action.

Deputy Director-cum-Secretary to Govt.

**TENDER PAPER FOR SELECTION OF FIRMS/ AGENCIES FOR CLEANING AND SANITATION
WORK OF JAYADEV BHAWAN, UNIT-V, BHUBANESWAR.**

Sl. No.	Name of the Work	Rate in Rs.
1	Engagement of 5 (Five) Nos. of Sweeper Personnel per day for 8 (Eight) Hours. Rate should be tendered per month.	
2	Engagement of 1 (One) No. of Supervisor per day for 8 (Eight) Hours. Rate should be tendered per month.	

MATERIALS

Sl. No.	Name of the Item	Requirement per Month	Amount in Rs.
1	Scented Phenyle	02 Ltrs per month	
2	White Phenyle	30 Ltrs per month	
3	Black Phenyle	03 Ltrs per month	
4	Liquid Soap	03 Ltrs per month	
5	Room Freshner	01 Ltr per month	
6	Odonil	10 Pkts per month	
7	Bleaching Powder	02 Kgs per month	
8	Soap (for VIP)	04 Nos per month	
9	Detergent Powder	10 Kgs per month	
10	Jute	02Kgs per month	
11	Acid (For Bath Room)	02 Ltrs per month	
12	Phoola Jhadu	04 Nos per month	
13	Khadiaka Jhadu	02 Nos per month	
14	Napthalena Balls	04 Kgs per month	
15	MOP	02 Nos per month	
16	Sword (for grass cleaning)	01 No per month	
17	Wiper	01 No per month	
18	Duster Cloth	02 Nos per month	
19	Cleaning Brush	01 No per month	
20	Waste Carrying Bin	01 No per month	
21	Total Material Cost		

Grand Total in words:-(Rupees)

All the rate should be inclusive of all Taxes.

Documents

01. Service Tax Registration No.
(Copy to be attached)

02. EPF Registration No.
(Copy to be attached)

03. ESI Registration No.
(Copy to be attached)

04. EMD of Rs. 10,000/-
DD. No. _____ Dt. _____
Name of the Bank:- _____
Branch:- _____

05. Experience Certificate, if any,
(i) _____ (ii) _____

Term & Conditions as on the overleaf.

Director, I & PR Deptt.

Seal and Signature of the Bidder

Term & Conditions

1. All rooms, Halls, Verandahs, Conference Hall, Preview Theatre, VIP Rooms, Library, Toilets, Baths, Urinals, wash basins, Mirrors, Mosaic Floors, Glaze tile floors shall be cleaned twice daily, once in the morning & once in the afternoon.
2. If required a special cleaning of Common Toilets, common Bathroom, and common urinals, wash basins will be done at the time of visit of VIPs & VVIPs taking into account of hygienic sanitation.
3. All doors, windows, glasses of windows & doors shall be cleaned with the quality liquid thrice in a week.
4. All garbage's shall be removed from the Jayadev Bhawan premises every day to the places earmarked by the Municipality.
5. The cleaning materials like Bleaching Powder, Liquid Cleaner, Acid, and Phenyl of high standard should be used.
6. During Spl. occasions & important programmers 1 to 2 safaiwalas from leave reserve shall be engaged till the end of the programme.
7. Before leaving the premises of Jayadev Bhawan after completion of work the supervisor must inform the Officer in charge to avoid any kind of communication gap for any such urgent work.
8. Any Verbal or written instruction given by Officer in charge regarding better cleaning & sanitation shall be carried out.
9. For storing of cleaning materials space will be provided by the Department. The firm will present the materials to be used before Officer in charge for inspection.
10. The work will be awarded for one year from date of agreement.
11. The firm will not entrust the work to any other party.
12. Any negligence or lapse to perform the work on the part of the firm, if reported by the Officer in charge a penalty of Rs.1000/- per day/ part thereof will be imposed.
13. Payment of provident fund and ESI contribution of the employees will be paid by the firm timely and payment scheduled should be furnished with the bill.
14. The firm will be responsible for payment of salaries & other benefits to its employees engaged and the Department will not be responsible if the firm violates any clause of labour laws.
15. The firm will submit a list containing the name, permanent address of the workers engaged in sanitation work for future reference.
16. If any damage caused to the building or Govt. property including fitting glasses, Fixtures etc. during the process of cleaning, the firm will bear the replacement cost.
17. After completion of the work for one month the firm will submit bill latest by 7th of the succeeding month. After receipt of bill, the same will be placed for sanction along with performance report of Officer in charge. The officer in charge will take in to account the attendance of the labourer engaged and qty. of materials used at the time of preparing report.
18. The labourer should behave politely with the employees of the Department. If any complain is received from any Officer/ Sections, the payment of the firm may be withheld.
19. If any threat is given by any outsider to the employees of the firm, the firm will ask for police protection.
20. In case of any dispute arising out of the violation of terms & conditions of the agreement the case has to be filed in the appropriate forum under territorial limits of the Bhubaneswar Municipal Corporation.

Director, I & P.R. Deptt.

Signature with Seal of the bidder