

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno-Campus, Mahalaxmi Vihar, Ghatikia
Bhubaneswar- 751029, Odisha, India
Website: www.outr.ac.in

No. 2678 /OUTR

Date: 22.08.2023

TENDER CALL NOTICE

Sealed tenders are invited under two bid systems from the registered and experienced service providers to provide services of Sweeping and Mopping for a period of two years with effect from the date of award of contract. The detailed information for outsourcing the services for Sweeping and Mopping has been given in the Tender Document, which may be downloaded from our website www.outr.ac.in. The cost of the tender documents of "Rs.1000.00" and an EMD of "Rs 50000.00" (Rupees Fifty thousand only) should be deposited in form of Demand Draft drawn in any Nationalized Bank in favour of Registrar, OUTR, **Bhubaneswar** payable at Bhubaneswar. The last date, time for submission of Tender documents is dated **12/09/2023 up to 4:30 P.M.** and will be opened on the next day **13/09/2023 at 3:00 P.M.** Sealed tender will be received by speed post / Regd. post only. No hand delivery will be accepted. The authority will not be held responsible for any postal delay. Tender received after the schedule date and time will not be entertained.

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

Sd/-
Registrar

**BID DOCUMENT FOR OUTSOURCING OF SWEEPING & MOPPING
SERVICES FOR**

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
(Formerly College of Engineering and Technology, Bhubaneswar)
Techno Campus, Mahalaxmivihar, Ghatikia
Bhubaneswar- 751029, Odisha

Website: www.outr.ac.in

INVITATION FOR BIDS

Odisha University of Technology and Research, Bhubaneswar invites sealed tender under two bid systems i.e. Technical and Financial Bid from authorized agencies/suppliers to provide Sweeping and Mopping Services for a period of two years to **Odisha University of Technology and Research, Mahalaxmivihar, Ghatikia Bhubaneswar-751029** as per the schedule given below. Interested eligible Bidders may download the bid documents for detail information and list of items with technical specifications from **the website www.outr.ac.in**

Particulars about submission of bidding document area follow:

- | | | |
|-----|---|---|
| (a) | Price of bidding document
(non-refundable) | : Rs. 1000/- |
| (b) | Starting date of bid submission | : 22/08/2023 |
| (c) | Pre-bid meeting | : 29/08/2023 at 11:00 AM |
| (d) | Last date and time for submission of bids | : 12/09/2023 up to 4:30 PM |
| (e) | Time and date of opening of technical bids | : 13/09/2023 at 3:00 PM |
| (f) | Place of opening of bid | : Office of the Registrar
Odisha University of Technology
and Research, Techno-Campus,
MahalaxmiVihar, Ghatikia,
Bhubaneswar-751029 |
| (g) | Time and date of opening of financial bid | : Will be communicated
to the technically
successful bidders. |

CONTENTS OF TENDER DOCUMENT

Sl.No.	Description of contents
A.	Scope of work and general instructions for service bidders.
B.	Technical requirements for the sweeping and mopping services by the service provider.
C.	Tender Application – Technical bid.
D.	Tender Application – Financial bid
E.	Terms and Conditions
F.	Chronological order for arrangement of documents
G.	Check List

A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

A-I Scope of the work.

1. The Sweeping and Mopping services shall be provided in academic blocks, laboratory building, administrative office, library, SAC in the University premises and different hostels (both boys & girls) to clean rooms, corridors and toilets of those building and other cleaning works regularly and as and when required.
2. Proper and effective cleaning and sweeping of all floors, corridors, staircases, offices with brooms, mops and non-corrosive liquid cleaner or detergent etc. Mopping and drying the floors should be done at regular intervals during peak use hours.
3. Sweeping and Mopping of class rooms regularly.
4. Cleaning of vertical surfaces, roof of all academic blocks, laboratory building, administrative office, library, classrooms, hostel rooms, etc.
5. Cleaning of toilets and bathrooms including floors, doors, windows, cisterns, washbasins, latrines, urinals and every other item within the toilets and bathrooms at regular intervals.
6. All surfaces must be maintained clean and stain free by regular cleaning and scrubbing using non-metallic soft scrubbers. (i.e. cloth, nylon or microfiber cloth) and non-corrosive detergent or soap.
7. All drains should be cleaned regularly to ensure smooth discharge of waste water.
8. Proper and effective cleaning and sweeping of all road networks along with its peripheral areas with brooms.
9. Proper collection and disposal of garbage's at one prescribed point and transportation to the garbage dumping place.
10. All man-powers for these services must be trained to report any defective taps, valves or any other defect, whereas Maintenance works are to be done by the Institute.
11. Equipment / machineries shall be provided by the bidder regularly and proper record regarding usage to be kept. Deliberate misuse/mishandling shall be the sole responsibility of the service provider.

12. The job to be executed as per the Instruction of the designated authority/faculty/ PIC in charge.
13. Any other Sweeping and Mopping services on need basis as and when informed by the authority concerned.

A-II GENERAL INSTRUCTIONS

1. **Odisha University of Technology and Research (OUTR), Techno-Campus, Mahalaxmi Vihar, Ghatikia, Bhubaneswar-751029** (herein after called “**Authority**”) requires the services of reputed, registered, well established and financially sound Service Provider having experience in providing sweeping personnel/ sweeping work (herein after called “**Service Provider**”) to do sweeping and cleaning services on turnkey basis initially for a period of two years w.e.f the date of effectiveness of the agreement on award of contract basis for day to day official work.
2. The contract for above sweeping and cleaning services will be effected from the date of award of contract and execution of agreement thereof. The period of the contract may be further extended provided the requirement of OUTR for these services persists at that time or may be curtailed/ terminated before due date owing to deficiency in service or substandard quality of services by the selected Service Provider or because of change in the requirements of OUTR. The authority, however, reserves right to terminate this initial contract at any time after giving 30days notice to the selected Service Provider
3. **Submission of Bids Documents:** The bids are invited in two bid system
i. e. (i) Technical Bid & (ii) Financial Bid.
The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bid for Providing Sweeping and Mopping Services**” and “**Financial Bid for Providing Sweeping and Mopping Services**”. Both the sealed envelopes should be kept in a third sealed envelope super scribing “**Bids for providing Sweeping and Mopping Services**” addressed to the Registrar, Odisha University of Technology and Research, Bhubaneswar.
The cost of the bid documents of Rs.1000.00 (non-refundable) and an EMD of Rs 50000.00 (Rupees Fifty thousand only) should be submitted in form of Demand Draft drawn in any Nationalised Bank in the favor of the **Registrar, OUTR, Bhubaneswar along with the technical bid**. Bids not accompanied with cost of bid documents and earnest money of the requisite amount or without proper validity will be rejected summarily.
4. The Service Providers are required to enclose photocopies of the following documents duly attested by Gazetted Officers of the State Governments/Central Government along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered under any circumstances.

5. The following documents are to be submitted with the technical bid

1	Application (Technical Bid)
2	Xerox copy of paper advertisement by OUTR, Bhubaneswar
3	EMD of Rs. Rs. 50000 / vide DD No..... Dated.....
4	Tender Document cost Rs. 1000 /vide DD No.....Dated
5	Attested copy of registration of the Company with the relevant Govt. agencies as required.
6	Attested Copy of the Labour License/ Registration under the Contract labor (Regulation &Control) Act,1970
7	Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years i.e 2019-20, 2020-21 & 2021-22.certified by the chartered Accountant
8	Certified copy of the statement of bank account of agency for the last three years i.e 2019-20, 2020-21 & 2021-22.
9	Attested copy of the latest IT return filed by agency; for last three financial years i.e. 2019-20, 2020-21 & 2021-22.
10	Attested copy of the E,P.F. registration letter/ certificate.
11	Attested copy of the E.S.I registration letter/ certificate
12	Attested copy of the PAN / GIR Card.
13	Attested copy of SGST/IGST/CGST registration certificate.
14	The documents in support of the Financial turnover of the agency for last three financial year i.e. 2019-20, 2020-21 & 2021-22(the turn over should have minimum1Crore for each individual year) duly certified by Chartered Accountant
15	The Service Provider should have executed minimum 3 Nos. of such contracts of Sweeping and Mopping Services to Government Department / PSUs in Odisha during the preceding three years period. 2019-20, 2020-21 & 2021-22 engaging minimum 50-60 personnel per contract.
16	Documents showing "Profit Before Tax "&" Profit After Tax "For last 3 years (2019-20, 2020-21 & 2021-22) duly certified by a Chartered Accountant.
17	An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted anywhere.
18	The registered office or one of the branch offices of the service provider should be located within the jurisdiction of the user Office. i.e Bhubaneswar Valid registration certificate duly certified by District labour officer, Bhubaneswar for carrying on business of commercial purpose should be furnished.
19	The terms and conditions in the tender Document duly signed (each page) and the tender document sealed by the authorized signatory of the agency in token of their acceptance.
20	The Service Provider should submit the performance certificate with regards to the executed contracts of sweeping and cleaning services to Government Department / PSUs / in Odisha during the preceding three years period. (i.e., 2019-20, 2020-21 & 2021-22).

Any conditional bids shall not be considered and will be out rightly rejected in very first instance.

6. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting/pasting is permitted in the Financial Bid Form. In such cases, the tender shall be rejected summarily.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
7. The Technical bids would first be taken into consideration by a Committee/authority. The Technical bids shall be opened on the scheduled date and time (as mentioned in tender documents) in presence of the Tenderer/his representatives of the Service Providers, if any, who wish to be present on the spot at that time. Only one authorized person for each bidder shall be allowed to be present at the time of opening the tender subject to submission of authorization letter in the format given in bid document. The bidders should have to come with all machineries mentioned at clause 11e at the time of opening of technical bid.
8. The Financial Bid of those tenderers will be opened whose Technical bids are found to be in order and qualified. The Financial bids shall be opened in presence of the Tenderer/the authorized representatives of the technically qualified Service Providers, if any, who wish to be present on the spot at that time. The date and time of opening of financial bids will be intimated to technical qualified bidders only after evaluation of technical bid. The lowest bidder (L1) in the financial bid would be considered. In case the lowest bidder (L1) is disqualified after selection, for any reason then the second lowest (L2) bidder would be considered by the Tender Committee.
9. The pre-bid meeting is fixed on 29/08/2023 at 11:00A.M. The willing and desirous bidders must attend this meeting for clarifications, if any. After this no further clarification or request any other information will be entertained. The bidder must attend the pre-bid meeting as per above schedule date and time without fail. Otherwise the bid document submitted by the bidder will not be considered.
10. The authority reserves the right to reject any or all tenders without assigning any reason thereof.
11. The Sweeping and Mopping area of various blocks and hostels are given below.

11 a: Sweeping and mopping areas of Main and Lab Building (without hostels)

Name of Block/ building		No of Toilets	Area (Approx) in Sq mt per unit	Total Toilet Area (Sq mt)	Total Common Area (Including Classrooms, Faculty Rooms, Office, Corridor and Landing) in Sq mt
MAIN BLOCK (A Block)	Ground Floor	4	9.29	37.16	984.77
	1 st Floor	4	9.29	37.16	984.77

	2 nd Floor	4	9.29	37.16	984.77
	3 rd Floor	4	9.29	37.16	984.77
MAIN BLOCK (B Block)	Ground Floor	4	9.29	37.16	984.77
	1 st Floor	4	9.29	37.16	984.77
	2 nd Floor	1	24.15	24.15	984.77
	3 rd Floor	1	24.15	24.15	984.77
MAIN BLOCK (C Block)	Ground Floor	4	9.29	37.16	984.77
	1 st Floor	4	9.29	37.16	984.77
	2 nd Floor	4	9.29	37.16	984.77
	3 rd Floor	4	9.29	37.16	984.77
MAIN BLOCK (D Block)	Ground Floor	4	9.29	37.16	984.77
	1 st Floor	4	9.29	37.16	984.77
	2 nd Floor	1	24.15	24.15	984.77
	3 rd Floor	1	24.15	24.15	984.77
LABORATORY BULDING	Ground Floor (360+360+120+ 120+120)	5	--	100.33	2601.28
	1 st Floor 360+120+120	3	--	55.74	2601.28
	2 nd Floor 360+120+120	3	--	55.74	2601.28
NEW LABORATORY BULDING	Ground Floor	4	36.23	144.92	2935.73
	1 st Floor	4	36.23	144.92	2935.73
	2 nd Floor	4	36.23	144.92	2935.73
	3 rd Floor	4	36.23	144.92	2935.73
	4 th Floor	4	36.23	144.92	2935.73
EXTENDED LABORATORY BULDING	Ground Floor 260+400	2		61.31	2935.73
	1 st Floor 260+400	2		61.31	2935.73

	2nd Floor 260+400	2		61.31	2935.73
SAC/ CANTEEN	Ground Floor	4	9.29	37.16	500
WORKSHOP	Ground Floor	4	11.15	44.59	900
MAIN GATE/ GUEST HOUSE		2	9.29	18.58	1400
			Total	1763.19	49846.08

11b: Sweeping and mopping areas of Hostels

Name of Hostels	Floor Name	No of Toilets	Approx Area (in sqMt) per unit	Total Toilet Area (in sqMt)	Total Common Area (Including, Common Room, Veranda, Lobby, Office, Corridor, Staircase and Landing etc.) in sqMt
KCHR	Ground Floor	5	14.86	74.32	1579.35
	1 st Floor	5	14.86	74.32	1486.44
	2 nd Floor	5	14.86	74.32	1486.44
	3 rd Floor	5	14.86	74.32	1486.44
KHR	Ground Floor	4 (Common) 8 (Office+ PH)	37.16 9.29	148.64 74.32	1858.06
	1 st Floor	2	69.677	139.35	
	2 nd Floor	2	69.677	139.35	
	3 rd Floor	2	69.677	139.35	
	4 th Floor	2	69.677	139.35	
RHR	Ground Floor	3	37.16	111.48	1858.06
	1 st Floor	3	37.16	111.48	232.25
	2 nd Floor	3	37.16	111.48	232.25

	3 rd Floor	3	37.16	111.48	232.25
APJAKHR	Ground Floor	2	55.74	111.48	743.22
	1 st Floor	2	55.74	111.48	371.61
	2 nd Floor	2	55.74	111.48	371.61
	3 rd Floor	2	55.74	111.48	371.61
	4 th Floor	2	55.74	111.48	371.61
BH 4 (Outside CET)	Wing 1	12	2.78	360	1114.83
	Wing 2	12	2.78	360	836.12
			Total	2147.91	17976.73

11 c: Sweeping of total Road and outside Areas in the University campus

Available Road Length (in meters)	Road Width (Approx) (in meters)	Total Road Area (in sq. m)
3600	5	18,000

11 d: Cleaning Schedule and Frequency

INSIDE BUILDINGS

Sl. No.	Activity	Method	Frequency
1	Rooms/Chambers/Labs cleaning	Sweeping and Mopping	Once daily
2	Corridor floor cleaning (after morning)	Dry & Wet moping/Vacuuming if required(fully mechanized)	In two hourly basis
3	Corridor floor cleaning	Scrubbing and drying with Auto Scrubber	Once in a week
4	Staircase Cleaning	Sweeping and Mopping	Once daily
5	Door & door handles cleaning	Wet & Dry wiping	Once daily
6	Drinking water area	Wet & Dry wiping	Once daily
7	Lift door cleaning from outside	Wet & Dry wiping	Once daily
8	Garbage collection and disposal	Manual	Once daily
9	Glass and glass partition cleaning	Wet & Dry wiping	Once daily
10	Fire Extinguishers/hydrants and hose reels cleaning if any	Wet & Dry wiping	Once daily

11	Any type of furniture	Dusting	Once daily
12	Glasses /Nameplates	Wet & Dry wiping	Weekly
13	Telephone/Computers	Dusting/Vacuuming/Cleaning	Weekly
14	Cob webs & doormats	Removal of cob webs and removal of doormats	Weekly
15	Electric Switches	Dry cleaning	Weekly
16	Terrace Cleaning	Wet & Dry Cleaning	Monthly
17	Waste material cleaning	Manual	Daily

Note: All the above operations may be carried out as and when required and on demand.

OUTER AREA OF BUILDINGS

Sl. No.	Activity	Method	Frequency
1	Paved corridors cleaning	Sweeping	2 times a day
2	Outside glass cleaning	Wet & dry wiping	Once in a week
4	Parking area cleaning	Mechanized/ manual sweeping	Once a day
5	Garbage/scrap collection	Manual	Daily
6	Roads	Mechanized/ manual sweeping	Daily
7	Playground	Manual cleaning	Daily

TOILETS

Sl. No.	Activity	Method	Frequency
1	Toilet cleaning with toilet cleaning agents	Sweeping and mopping	Every 2 hours and as & when required
3	Floor cleaning	Scrubbing & drying	Once a day
4	Side wall cleaning	Scrubbing & drying	Once a day
5	Doors & door handle cleaning	Wet & dry wiping	Once a day
6	Wash basin and surrounding area cleaning	Wiping	Two times a day

7	External tap cleaning	Dry wiping	Two times a day
8	Mirror cleaning	Damp wiping	Two times a day
9	Commodes cleaning	Wiping	Every 2 hours
10	Urinals cleaning	Wet/Dry cleaning	On Hourly basis
11	Dustbin clearance & cleaning	Collection and wiping	Every 4 hours
12	Hand drier machine cleaning if any	Wiping	Every 4 hours
13	Exhaust Fan cleaning	Wiping	Weekly
14	Tube light or any other light cleaning	Dry wiping	Weekly
15	Electric Board and Switches cleaning	Dry dusting	Weekly
16	Spray of Air Freshener	Manual	Once daily
17	Hand wash on basins		As per requirement
<p>Proper covered Big Size Dust Bins with garbage bags (disposable bags must be provided and placed at different locations of buildings.</p> <p>In case of non-supply of water to the toilets or breakage of toilets, it should be reported to the Supervisors.</p> <p>The repairing should be done quickly in coordination with Engineering Section of the Institute. The entire morning cleaning of the buildings must be completed before 8.00am every day.</p>			

11 e: Requirement of Major Machineries

S. No.	EQUIPMENTS	QUANTITY
1	Floor Scrubber machine	2
2	Flipper Manual Sweeping machine walk behind Scrubber Drier	5

B. TECHNICAL REQUIREMENTS FOR THE SWEEPING AND MOPPING SERVICE PROVIDER.

1. The Tendering Service Provider should fulfill the following minimum technical criteria.

- a. The Bidder shall necessary be a legally valid entity either in the form of a sole proprietorship, partnership or a private limited company registered under Indian Companies Act. It shall furnish attested copy of documents regarding registration of the Company related to above.
- b. The Service provider should have valid Labour License/ Registration under the Contract labor (Regulation &Control) Act, 1970. Attested Copy of the same should be furnished.
- c. They should have their own Bank Account
The bidder should be a profit making organization in the preceding three financial years. (2019-20, 2020-21 & 2021-22).
Documents showing "Profit Before Tax "&" Profit After Tax "for last 3 years (2019-20, 2020-21 & 2021-22).should be certified by a Chartered Accountant.
Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years duly certified by the chartered Accountant should be furnished.
- d. Certified copy of the statement of bank account of agency for the last three years i.e. 2019-20, 2020-21 & 2021-22).should be furnished.
- e. Attested copy of the latest IT return filed by agency; for last three financial years i.e. (2019-20, 2020-21 & 2021-22).should be furnished.
- f. Attested copy of the E.P.F. registration letter/ certificate should be furnished.
- g. Attested copy of the E.S.I registration letter/ certificate should be furnished.
- h. Attested copy of the PAN / GIR Card should be furnished.
- i. Attested copy of SGST/IGST/CGST registration certificate should be furnished.
- j. The documents in support of the Financial turnover of the agency for last three financial years i.e. 2019-20, 2020-21 & 2021-22.(the turn over should have **minimum 1 crore for each individual year**) duly certified by Chartered Accountant)should be furnished.
- k. The Service Provider should have executed minimum 3 Nos. of such contracts of Sweeping and Mopping services to Government Department/ /PSUs in Odisha during the preceding three years period(2019-20, 2020-21 & 2021-22) engaging minimum 50-60 personnel per contract.
- l. There should be no case (either criminal or litigation) pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider).An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted anywhere, should be furnished with the document.
- m. The registered office or one of the branch offices of the Sweeping and Mopping service provider should be located within the jurisdiction of the user Office. i:e Bhubaneswar. Valid registration certificate duly certified by District labour officer, Bhubaneswar for carrying on business of commercial purpose should be furnished.

- n. The terms and conditions in the tender document to be duly signed (each page) and the tender document sealed by the authorized signatory of the agency in token of their acceptance.
- o. The service provider would submit the bill in the first week of next month as per work order. This charge must include the amount paid towards depositing EPF, ESI or any other charges as admissible as per Govt. rule, if any.
- p. The institute shall not supply the materials / consumables required for Sweeping, Mopping, but the service provider must provide these materials. The charge per square meter would be charged accordingly (see Financial bid form). In Financial bid, the service provider must quote as per square meter (i) with materials / consumables with machines/equipments including deployed man-power and (ii) without the materials / consumables with machines/equipments including deployed man-power required for cleaning and sweeping services. The consumables to be used for toilets are White Phenyls (Doctor's Brand/equivalent), Black Phenyls (Doctor's Brand/equivalent), Green Nimyle, Toilet Cleaner/diluted Acid, Harpic, Odonil, Bleaching Powder (good quality), Washing Powder/liquid and for corridors and class Rooms/ hostels (Lizol/ equivalent liquid) as per the instruction of the Authorities.
- q. The authority shall not be responsible for payment/deduct of any statutory dues like EPF,ESI etc. for the deployed man-power. The bidder has sole authority and responsibility for payment/deposit of all statutory dues as applicable to the concerned authorities.
- r. The authority shall not be responsible for any accidental health issues of the deployed man-power for these services. The bidder has to take care of all accidental health issues, if any.
- s. The bidder shall maintain/repair the equipments/ machineries engaged for these services. The running cost of these equipments/ machineries shall be borne by the bidder.
- t. The bill must not exclude charges during holidays like Sunday, Govt. holidays or vacation as declared by the institution from time to time. In case it is required for sweeping and cleaning during holidays, then it is required to get permission from authority.

2. Technical requirements for man-power to be deployed by the successful service provider.

The man-power to be provided must have the following qualifications

The personnel to be deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered. They should be provided with uniforms and identity cards by the service provider.

These man-power must have dress code (i.e. at least similar BMC pattern but with different colour), so that they will be identified from others easily, while working among staffs and teachers.

C. APPLICATION – TECHNICAL BID

For Providing Sweeping and Mopping Services to OTR, Bhubaneswar

The Technical Bid shall be accompanied with self-attested photocopies of the following requisite documents failing which the bid shall be rejected out rightly

1. Name of Tendering Service Provider: _____
2. The bidder should have registered / Branch Office located within the jurisdiction of Bhubaneswar. (Valid registration certificate duly certified by District Labour Officer, Bhubaneswar for carrying on business of commercial purpose should be attached as evidence of proof)
3. Tender document Cost **Rs1000/-** (Nonrefundable) and EMD of **Rs. 50,000/- (Rupees Fifty Thousand only)** only in the shape of Bank Draft in favor of the **Registrar, OTR Bhubaneswar**. The EMD amount will be refunded to unsuccessful bidder without interest within one month after finalization of tender.
 - (i) Tender paper Cost of Rs 1000/- : DD No. _____ Date _____ Bank drawn: _____
 - (ii) EMD of Rs 50,000/- : DD No. _____ Date _____ Bank drawn: _____
4. Name of Proprietor / Partner/ Director: _____

5. Full Address of Registered Office: _____

Telephone No.: _____ Fax No. : _____
E-Mail Address: _____
6. Full address of Operating/ Branch Office (if any) : _____

Telephone No.: _____ Fax No. _____
E-Mail Address: _____
7. Name & Telephone no. of Authorized Officer/Person for liaisoning:
8. Financial capacity of the tendering Service Provider for the last 3 Financial Years (Duly certified by licensed Chartered Accountant)

Description	Financial Years		
	2019-20	2020-21	2021-22
Annual Turnover			
Current Asset			
Current Liabilities			
Profit before Tax			
Profit After tax			

9. Give details of the major similar contracts (Government / PSU) handled by the tendering Service Provider during the last 3 years in the following format.

Sr. No.	Name of the client, address, telephone & Fax no.	Sweeping / Cleaning personnel provided	Duration contract From -- To -----	Amount of contract (Rs. Lacs)

10. Additional information, if any (Attach separate sheet, if required):.

DECLARATION

- I, _____ Son/Daughter/Wife of Shri _____ Proprietor / Director/ authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
- 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 and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date
Place

Signature of authorized person
Name:
Seal:

D. APPLICATION – FINANCIAL BID

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

Table – I: Rate for Sweeping and Mopping per month without Material / consumables inclusive of machineries/equipments and deployed man-power				
Sl. No.	Name of Work	Area (in sq. mt.)	Rate per sq. mt. in Rs.	Total Price in Rs.
1.	11 a: Sweeping and mopping areas of Main and Lab Building	Total Common Area: 49,846		
		Total Toilet Area: 1,763		
2.	11 b: Sweeping and mopping areas of Hostels	Total Common Area: 17,976		
		Total Toilet Area: 2,147		
3.	11 c: Sweeping of total Road and outside area in the University campus	Total Road Area: 18,000		
Grand Total in Rupees				
In Words:				

Table – II: Rate for Sweeping and Mopping per month with Material / consumables inclusive of machineries/equipments and deployed man-power				
Sl. No.	Name of Work	Area (in sq. mt.)	Rate per sq. mt. in Rs.	Total Price in Rs.
1.	11 a: Sweeping and mopping areas of Main and Lab Building	Total Common Area: 49,846		
		Total Toilet Area: 1,763		
2.	11 b: Sweeping and mopping areas of Hostels	Total Common Area: 17,976		
		Total Toilet Area: 2,147		
3.	11 c: Sweeping of total Road and outside areas in the University campus	Total Road Area: 18,000		
Grand Total in Rupees				
In Words:				

Note: The bidders shall quote their rates for the service to be provided as “Rate per square meter per month” (in both words and figures), which should include all statutory dues, if any, for the deployed man-power and running cost of the equipments/machineries.

DECLARATION BY THE TENDERER

This is to certify that I/We before signing this “FINANCIAL BID” as per the tender have read and fully understood the same. Further, I/We hereby certify that the information furnished in “FINANCIAL BID” of the tender is full and correct to the best of my/our knowledge.

Date
Place

Signature of authorized person
Name:
Address
Seal:

E. TERMS & CONDITIONS

I. GENERAL

1. The financial bids will be opened for only those bidders whose technical bids are found to be complete in all respects as per tender documents.
2. The service providers are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.
3. Rates / Quotations should be submitted and signed by the authorized representative of the tendered service provider with its current business address.
4. The service provider should not indulge in employing child labour.
5. The service provider shall be fully responsible for theft, burglary, fire or mischievous deeds, if any by his staff. Any loss due to any of above reasons shall be compensated by the service provider in full.
6. The service provider will ensure that no persons deployed by it indulges in Smoking, drinking alcohol, consumption of any intoxicants, chewing pan, tobacco etc. or unnecessarily loitering in the premises without work.
7. The Agreement shall commence from date of award of contract and shall continue for a period of two years, unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
8. The payment shall be made on conclusion of the calendar month only on the basis of work order and presentation of bills.
9. TDS, if applicable shall be deducted from all payments made to the service provider as per rules and regulations in force and in accordance with the income tax Act prevailing from time to time. Statutory norms such as Service Tax etc shall be applicable as per Government of India norms.
10. In case of rates of more than one bidder is lowest and the same, then lottery will be drawn among these bidders and the winner will be selected.
11. The Agreement shall automatically expire on completion of two years from the date of effectiveness of agreement, unless extended further by the mutual consent of the Service Provider and the Authority. The Agreement maybe extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period limited to one year mutually agreed upon by the Service Provider and the Authority.

12. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
13. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
14. The Authority reserves the right to terminate the Agreement during initial period also after giving 30days' notice to the Service Provider.
15. The service provider deployed shall be required to work as per scheduled time to be assigned to him by the officer and may also be required to work beyond the scheduled time period, if be required for which he/she would not be paid any extra remuneration. In case, services are not performed as per orders of the authority, then proportionate deduction from the bill will be made.
16. The selected tenderer shall submit the list of the name of the deployed man-power with their identity proof and uniforms before their deployment at OUTR, Bhubaneswar. The machine/equipments should be labeled properly and a list of those to be submitted before entering to the premises. The Service Provider should ensure that the persons engaged should not have any criminal record.
17. There is no master and servant relationship between employees of the service provider and OUTR and further the engaged persons of the service provider shall have no claim. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Authority OUTR, Bhubaneswar shall, in no way, be responsible for settlement of such issues whatsoever.
18. The Service Provider shall nominate one representative out of the personnel deployed for liasoning between agency and University Authority. Also the M.D. or any midlevel official of agency shall have to visit the OUTR as and when required in connection with the services.
19. The entire financial liability in respect of sweeping personnel deployed in OUTR, Bhubaneswar shall be that of the Service Provider and OUTR will in no way liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate of daily wages approved by the Govt. of Odisha along with EPF/ESI and other statutory dues applicable.
20. For all intents and purposes, the Sweeping Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of sweeping personnel so deployed. The persons deployed by the Sweeping Service Provider shall not have any claim whatsoever like employer and employee relationship against the Authority, OUTR, Bhubaneswar.
21. If any damage or loss to office property is caused on account of negligence / misconduct of the service provider or his personnel, the same shall be the sole responsibility of the service provider and the amount of such loss or damage as determined by office shall be recovered

from the service provider. The service provider shall be responsible for any commissions and omissions of the persons deployed by them.

22. OTR, Bhubaneswar shall not be responsible for any financial loss or any injury to any person deployed by the selected bidder in the course of their performing the functions/duties, OTR shall not pay any compensation in this regard.
23. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
24. The persons deployed should be polite, cordial and efficient while performing the assigned work and their actions should promote good will and enhance the image of the university. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
25. The service provider should submit the credibility/experience certificate issued from the Concerned, Government Departments/ PSU in Odisha required under whom work has been performed at least for 3 years, concerning sweeping / cleaning Service.
26. The successful bidder shall pay all statutory contribution under the provisions of the various labour laws and other laws in force and applicable during operation of the contract. The successful bidder may arrange the accommodation for deployed persons by own arrangement.
27. The Service provider shall furnish the records / document / original vouchers / challans in respect of statutory deposits in respect of the personnel to the officer concerned of the institute as and when required, failing which the management has every right to terminate the contract with one-month notice to the effect.
28. The successful bidder will sign the MOU with University Authority who has the right to add any addition to the above terms & conditions as may be considered proper at the time of execution of the agreement.
29. The service provider shall employ a supervisor for monitoring of its manpower, material etc., who would be responsible for all the activities of cleaning and sweeping. It must be ensured that any specific sanitation task assigned by OTR or any officer authorized by the Administration is carried out diligently and well in time.

II. Legal

1. The persons deployed shall be, during the course of their work by privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

2. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to persons deployed by it in OUTR, Bhubaneswar to their respective bank account, and adduce such evidence to the Authority on demand. OUTR, Bhubaneswar shall have no liability in this regard.
3. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it or for any accident caused to them and the OUTR, Bhubaneswar shall not be liable to bear any expense in this regard. The Agency shall make payment of wages of a month to sweeping personnel engaged by it by first working day of the succeeding month irrespective of any delay in settlement of its bill by the OUTR, Bhubaneswar for whatever reason. The Agency shall also be responsible for the insurance of its personnel.

In case, the Service Provider agency fails to comply with any liability under appropriate law, and as a result thereof, OUTR, Bhubaneswar is put to any loss/obligation, monetary or otherwise, the authority of OUTR, Bhubaneswar will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the sweeping Service Provider, to the extent of the loss or obligation in monetary terms.

4. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to OUTR, Bhubaneswar to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Authority.
5. The Service provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of OUTR, Bhubaneswar or any other officer concerned or any other authority under Law.
6. The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax and GST Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by OUTR, Bhubaneswar.
7. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. OUTR, Bhubaneswar will have no liabilities towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to OUTR, Bhubaneswar by the persons and machineries/equipments deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

III. FINANCIAL

1. The Technical Bid should be accompanied with the price of the bid documents of Rs.1000/- (non-refundable) and an EMD of Rs 50000/- (Rupees Fifty thousand only) refundable without interest, in the form of Demand Draft drawn in any Nationalized Bank in favour of the **OUTR, Bhubaneswar**, payable at Bhubaneswar, failing which the tender shall be rejected out rightly.

2. The Earnest Money Deposit in respect of the agencies, which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer if the agency fails to execute the sweeping & cleaning services against the initial requirement within 30 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.**
3. The successful tenderer has to submit the following within a week of award of contract and start the services within 15 days of the award failing which, the order will be stand cancelled and EMD/Security deposit shall be forfeited and the work will be awarded to the next lower party.
4. Following documents should be submitted by the work awardee within a week from date of award of contract.
 - i) The Performance Security deposit is amounting to one month dues in the form of bank Guarantee from any Nationalized Bank in favour of the Registrar, OTR, Bhubaneswar covering the period of contract within seven days from the date of signing the agreement. In case the contract is further extended beyond the initial period, the bank Guarantee will be accordingly renewed by the successful tenderer. The amount of performance security deposit may be revised by the authority taking into account of contractual obligation of the service provider.

This is only to ensure the performance and satisfactory services of the bidder. This amount shall be adjusted as indemnities, if the contractor engaged fails/refuses to provide services as per specifications/requirements of organization at any time during the tenure of the contract. After satisfactory completion of the contract, this security deposit shall be returned to the service provider.
 - ii) The service provider should submit three signed copy of contract in the prescribed form obtainable from the office within two weeks from the date of issue of the award of the contract.
5. In case of breach of any terms and conditions attached to this agreement, the above Performance Security Deposit of Service Provider shall be liable to be forfeited besides annulment of the Agreement. If any loss damage is caused to organization by the persons deployed the same shall be recovered from the unpaid bills of service Provider or adjusted from the performance Security deposit.
6. Price Escalation:- No request or claim for price escalation on any ground shall be entertained during tenure of the contract. However, enhancement of minimum rates of wages, if notified by the State Govt. during the contract period, may be considered.
7. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

8. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the Registrar, OTR, Bhubaneswar for his decision and the same shall be binding on all parties.
9. In case of any disputes shall be under the jurisdiction of the court at Bhubaneswar.
10. The successful bidder will enter into an agreement with the Registrar, OTR, Bhubaneswar for providing sweeping and cleaning services as per requirement of the Registrar, OTR, Bhubaneswar on the above terms and conditions.
11. .Background of service provider:

a. Schedule of Employees/staff

Annexure

Sl. No.	Grade/type of staff	No. of Regular staff	No. of casual/ Contractual staff	Remarks

Date:
Place:

Signature of the Tenderer

b. Schedule of equipment

Annexure

Sl.No.	Particulars	Nos.

Date:
Place:

Signature of the Tenderer

c. Schedule of other assets

Annexure

Sl. No.	Particulars	Nos.

Date:
Place:

Signature of the Tenderer

d. Schedule of Services provided in past

Sl. No.	Name & address of the organization to which you provided similar services	Value of work	Duration

Date:
Place:

Signature of the Tenderer

F. CHRONOLOGICAL ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID.

Please Note: (All the pages are to be numbered)

All the documents should be indexed with proper Page No. because it is difficult to trace out the particular document for which authority will not be held responsible.

Sl. No.	List of Documents	Remark (Whether submitted) Y or N	Page No
1	Application (Technical Bid)		
2.	Xerox copy of paper advertisement by OUTR, Bhubaneswar		
3	EMD of Rs.50,000 /vide DD No..... dated.....		
4	Tender Document cost Rs. 1000 /vide DD No..... dated		
5	Attested copy of registration of the Company with the relevant Govt. agencies as required.		
6	Attested Copy of the Labour License/ Registration under the Contract labor (Regulation &Control) Act,1970		
7	Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years i.e. 2019-20, 2020-21 & 2021-22.Certified by the chartered Accountant		
8	Certified copy of the statement of bank account of agency for the last three years i.e. 2019-20, 2020-21 & 2021-22.		
9	Attested copy of the latest IT return filed by agency; for last three financial years i.e. 2019-20, 2020-21 & 2021-22.		
10	Attested copy of the E,P.F. registration letter/ certificate.		
11	Attested copy of the E.S.I registration letter/ certificate		
12	Attested copy of the PAN / GIR Card.		
13	Attested copy of SGST/IGST/CGST registration certificate;		
14	The documents in support of the Financial turnover of the agency for last three financial year i.e. 2019-20, 2020-21 & 2021-22. (the turn over should have minimum1 crore for each individual year) duly certified by Chartered Accountant		
15	The Service Provider should have executed minimum 3 No.s of such contracts of sweeping and cleaning services to Government Department / PSUs / in Odisha during the preceding three years period. (i.e., 2019-20, 2020-21 & 2021-22.) engaging minimum 50-60 personnel per contract.		
16	Documents showing "Profit Before Tax "& Profit After Tax " For last 3 years (i.e., 2019-20, 2020-21 & 2021-22) duly certified by a Chartered Accountant.		

17	An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted any where		
18	The registered office or one of the branch offices of the service provider should be located within the jurisdiction of the user Office. I: e Bhubaneswar Valid registration certificate duly certified by District labour officer, Bhubaneswar for carrying on business of commercial purpose should be furnished.		
19	The terms and conditions in the tender Document duly signed (each page) and the tender document sealed by the authorized signatory of the agency in token of their acceptance		
20	The Service Provider should submit the performance certificate with regards to the executed contracts of sweeping and cleaning services to Government Department / PSUs / in Odisha during the preceding three years period. (i.e., 2019-20, 2020-21 & 2021-22).		
21	Bank Details for return of EMD in case of not qualifying for tendering process Name of the Firm Name of Bank: IFSC code:		

Date
Place

Signature of Bidder /authorized person
Name:
Address
Seal:

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFULLY AGENCY BEFORE DEPLOYMENT OF SWEEPER

1. Full details list of Sweepers shortlisted by agency. i.e. date of birth, material status, address, educational qualification etc.
2. Bio-data of all persons,
3. Any other document considered relevant.

G. CHECK LIST

NAME OF THE TENDERER:

(For Supply of Sweeping /cleaning personnel in OTR Bhubaneswar)

Sl. No.	List of Documents	Document Attached (Y) / Not attached(N)	For the office user only
1	Application (Technical Bid)		
2	Xerox copy of paper advertisement by OTR, Bhubaneswar		
3	EMD of Rs.50, 000/ vide DD No..... dated.....		
4	Tender Document cost Rs. 1000 /vide DD No..... dated.....		
5	Attested copy of registration of the Company with the relevant Govt. agencies as required.		
6	Attested Copy of the Labour License/ Registration under the Contract labor (Regulation &Control) Act,1970		
7	Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years (i.e., 2019-20, 2020-21 & 2021-22) certified by the chartered Accountant		
8	Certified copy of the statement of bank account of agency for the last three years (i.e., 2019-20, 2020-21 & 2021-22)		
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11	Attested copy of the E.S.I registration letter/ certificate		
12	Attested copy of the PAN / GIR Card.		
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14	The documents in support of the Financial turnover of the agency for last three financial years(i.e., 2019-20, 2020-21 & 2021-22) (the turn over should have minimum1 crore for each individual year)duly certified by Chartered Accountant		
15	The Service Provider should have executed minimum 3 No.s of such contracts of sweeping and cleaning services to Government Department / PSUs in Odisha during the preceding three years period. (i.e., 2019-20, 2020-21 & 2021-22) engaging minimum 50-60 personnel per contract.		
16	Documents showing "Profit Before Tax "& " Profit After Tax" For last 3 years (i.e., 2019-20, 2020-21 & 2021-22)duly certified by a Chartered Accountant		
17	An affidavit to the effect that no criminal case is pending		

	with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted anywhere		
18	The registered office or one of the branch offices of the service provider should be located within the jurisdiction of the user Office i.e. Bhubaneswar. Valid registration certificate duly certified by District labour officer, Bhubaneswar for carrying on business of commercial purpose should be furnished.		
19	The terms and conditions in the tender Document duly signed (each page) and the tender document sealed by the authorized signatory of the agency in token of their acceptance		
20	The Service Provider should submit the performance certificate with regards to the executed contracts of sweeping and cleaning services to Government Department / PSUs / in Odisha during the preceding three years period. (i.e., 2019-20, 2020-21 & 2021-22).		
21	Bank Details for return of EMD in case of not qualifying for tendering process Name of the Firm Name of Bank: IFSC code:		

Date
Place

Signature of Bidder /authorized person
Name:
Address
Seal: