

SHORT TENDER CALL NOTICE
Office of the Police Commissionerate, Bhubaneswar-Cuttack, Bhubaneswar.
Tender call Notice No. 10 /18
Tender Document No. I

1. Sealed tenders are invited from the eligible Service Provider/firms for providing the service of cleaning and sweeping of various Buildings under Commissionerate Police, BBSR-CTC, Bhubaneswar.
The details of the buildings, their areas etc. are in a list separately enclosed as Annexure-A2
2. This tender is available on the Web site of the Odisha Police i.e. www.bhubaneswarcuttackpolice.gov.in, www.odishapolice.gov.in and in Govt. of Odisha Web site i.e. www.odisha.gov.in.
3. The Tender Document may be obtained.
 - (a) On payment of Rs.500/- (Rupees Five Hundred) only between 10 AM to 5 PM on each working day from the office of the undersigned at the address given below.
 - (b) By sending a self stamped (Rs.80/-) envelope of size not less than 35 cm x 25 cm along with a Demand Draft A/c payee of Rs.500/- (Rupees Five Hundred) only payable at S.B.I. Treasury Branch, Bhubaneswar drawn in favour of DDO-I, Police Commissionerate, BBSR-CTC, BBSR.
 - (c) By downloading from Odisha Police website i.e. www.bhubaneswarcuttackpolice.gov.in, www.odishapolice.gov.in and Govt. of Odisha website i.e. www.odisha.gov.in.
4. The Tender documents shall be submitted in the office of the undersigned duly signed by the authorized signatory on each page and duly authenticated with seal in token of having read, understood and accepted the terms and condition of the contract. However in case of downloaded tender documents, a A./C payee Demand Draft of Rs.500/- (Rupees Five Hundred) only payable at S.B.I. Treasury Branch, Bhubaneswar drawn in favour of DDO-I, Police Commissionerate, BBSR-CTC, Bhubaneswar towards cost of Tender Document shall be enclosed. Bids submitted otherwise than in the manner prescribed in the Tender Document shall be rejected.
5. Tender calling authority has the right to accept or reject the Tender(s) without assigning any reason thereof.
6. This tender shall remain valid for 1 year from the date of execution of agreement with successful bidder for any of the listed items by the purchase committee or till the next tender floated by the indenter for same item whichever is earlier.
7. Date of Issue of Tender documents on dtd. **26.01.2018 at 10.00AM.**
8. Last date of Issue of Tender document on dtd. **15.02.2018 up to 5.00 PM.**
9. Last date for receipt of sealed Tender on **dtd. 16.02.2018 up to 5.00 PM.**
10. Date for opening of sealed Tenders / Technical Bids on dtd. **17.02.2018 at 11.30 AM** in the Office of **Dy. Commissioner of Police (Hdgrs.), Bhubaneswar-Cuttack, Bidyut Marg, Bhubaneswar-751001, Tel No.-0674-2530035 / Fax No. 0674-253001.**
11. The concerned bidders are required to depute their representatives to remain present during opening of the received Tenders / Technical Bids on **17.02.2018 at 11.30 AM** in the Office of the **Dy. Commissioner of Police (Hdgrs.), Bhubaneswar-Cuttack, Bidyut Marg, Bhubaneswar-751001, Tel No.-0674-2530035 / Fax No. 0674-253001.**

12. The Tenders received after the stipulated date and time will not be taken into consideration and liable for rejection.
13. All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent Court at Bhubaneswar only.
14. It is to certify that this tender document **contains 25 pages**.

**Dy. Commissioner of Police (Hdqs.),
Bhubaneswar-Cuttack
(Tender Calling Authority)**

Scope of work

Commissionerate Police desires to outsource cleaning and sweeping services for Commissionerate Police Headquarters Building located at Bidyut Marg , Bhubaneswar. The details regarding Floor areas of the buildings and outside areas is also indicated in the **Annexure A2**. The bidders may bid keeping into consideration the eligibility criteria and their capability to undertake the work.

The contract will be valid for 1 (One) year from the date of execution of agreement.

The successful bidder will have to undertake general sweeping, cleaning, mopping, dusting and maintenance of all floors, corridors and staircases. Similarly toilets and bath rooms shall be cleaned. Floor, doors, windows, wash basins, mirrors and other items in the toilets should be cleaned and maintained.

Frequency of cleaning, minimum manpower to be engaged and materials to be utilized is indicated in **Annexure-A3**. Requirement of cleaning material and equipments is indicated in **Annexure-A4**

Intensive cleaning of the floor, toilet and bath rooms shall be undertaken every Sunday.

Vertical surfaces and ceilings of all the rooms, staircases, corridors, bathrooms, toilets etc. shall be cleaned properly once in a fortnight.

The bidder will undertake special cleaning during festive occasions such as Republic Day, Independence Day, Odisha Police Formation Day etc. However such occasions may not exceed 5 in a year.

The bidder will undertake cleaning, brooming and garbage collection of outside area (other than building) on daily basis to keep the area hygienic and tidy.

ANNEXURE-A2

Cleaning and Sweeping service is required for following Buildings.

1. New DCP Office Building, Cuttack				
Name of the Building	Floor Area in Sqr Meter	No of Toilets	No of Bathrooms	Outside Area in Sqr Meter
1	2	3	4	5
New DCP Office, Cuttack	1868	16		3375

The prospective bidders are advised to visit the above mentioned police buildings before submitting bid to get the clear understanding of the work to be undertaken

ANNEXURE-A3**FREQUENCY OF CLEANING AND REQUIREMENT OF MANPOWER**

Package No	Frequency of Cleaning	Minimum Manpower to be engaged for each cleaning and sweeping session		Standby Manpower Requirement
		Supervisor	Cleaning personnel	
	1 st cleaning : Before 10 am 2 nd cleaning : Between 2.30 pm-3.30 pm	1	5	1 (Between 10 am to 10 pm)

ANNEXURE-A4**REQUIREMENT OF CLEANING MATERIAL****(I)**

Sl.No.	Frequency of cleaning	Scale of cleaning material (monthly basis)
1	Twice a Day	I. Floor Cleaner : 1.5 lts/100 sq. mtr of FLOOR AREA II. Phenyl : 6 lits/toilet III. Toilet Cleaning Liquid :- 1 ltr/toilet IV. Air Freshener :- 1 no/Toilet V. Naphthalene Balls :- 100 gram/toilet VI. Bleaching Powder :- 1.5 kg/100 Sq. mtrs of OUTSIDE AREA

(II)**MINIMUM REQUIREMENT OF CLEANING EQUIPMENT**

Sl.No.	Equipment
1	Mop (Wet & Dry)
2	Wiper
3	Cloth Duster
4	Nariyal Jhdu
5	Phool Jhadu
6	Toilet Brush
7	Basin Brush
8	Wringer Trolley
9	Bucket for cleaner
10	Mug for cleaner

Tender Call Notice No.
Tender Document No. II

GENERAL CONDITIONS OF THE CONTRACT

1. **Eligibility Criteria for the bidder :**
 - (i) **Legally Valid Entity:** The Bidder shall necessarily be a legally valid entity either in the form of a sole proprietorship, partnership or a Public/ Private Limited Company/firm registered under the Companies Act, 1956. A proof for supporting documents regarding legal validity of the bidder shall be submitted.
 - (ii) The bidder should have successfully carried out similar work i.e. House Keeping work in any Government Offices, PSUs, Corporate Institutions, reputed organizations worth at least Rs 6 Lakhs during last 5 years ending last day of month previous to the one in which tenders are invited. Completion Certificates from the clients should be submitted. The bidder without working experience as above will not be considered.
 - (iii) **Financial Capacity :** The bidders should have minimum average turnover of Rupees 5 lakhs during the last three financial year ending 31st March, 2017.
 - (iv) **Registration:** The Bidder should be registered with Income Tax, GST and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation (as applicable). Relevant proof in support shall be submitted.
 - (v) The bidder should not have been blacklisted by any Government Organisation or PSU.
 - (vi) The bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government Organization or PSU.
2. The tenders (also called bids), not submitted in prescribed format or in the prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
3. All the information as called for in the tender document should be submitted truly clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
4. All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.
5. There shall be no over-writing in the tender document and other papers submitted. All the additions, alterations, deletions and cuttings should be initialled with rubber stamp (or seal) by the same person, who signs the tender document failing so, the tender may be rejected.
6. All the rates and amounts shall be quoted in Indian Rupees(IR) and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this tender document. However the firm located outside the country may quote its price in the Currency of the country to which he belongs but the same shall be converted to INR at the exchange rate prevailing on the date of opening of Tender and the same will be binding on both parties.
7. The rates quoted shall be valid for a period of 1 (one) year from the date of signing of the agreement.
8. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.

9. For the Companies and Corporations making the bids, the tender document shall be signed by the Managing Director. If it is otherwise, the authority to sign the tender paper on behalf of the Company/ Corporation shall be enclosed. In case of partnership Firm, it shall be signed by the active Partner. In case of a proprietary Firm, the tender document shall be signed by the Proprietor.
10. "Legal Status" of a bidder shall mean either proprietorship or partnership or private/ public limited company or otherwise (to be specified), as the case may be.
11. All the documents and papers submitted with the bid should be in English and shall be authenticated under the seal and signature of the bidder unless specified otherwise in the tender document.
12. Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. All such bids except one received first will be cancelled at the discretion of the authority calling the bids.
13. The bidder may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
14. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder.
15. No firm/Company without valid GST Registration number and PAN shall be eligible for submitting bids. Firms blacklisted shall also not be eligible for participating in the bid.
16. Copies of Valid Registration Certificates issued by competent Authorities under GST Acts and Copy of PAN shall be enclosed to the Tender document. In no case other certificates issued by authorities in lieu of such certificates shall be accepted.
17. Copies of income Tax return, Audited Balance Sheets, P/L a/c and Trading a/c of, previous year along with copies of Annual VAT, Service Tax and CST returns of previous year need also be enclosed to the Tender document.
19. At the time of opening of Tender/Financial bid the bidder will have to satisfy the competent authority that he is not only authorised as per his Registration Certificates to deal in the tendered item but he has also a running business in such items and he has the ability to provide the services in prescribed time limit.
20. The bidders of Odisha will have to submit VAT Clearance Certificate in prescribed form VAT clearance in form 612 with validity up to 31.03.18 obtained from competent authority and the bidders from outside the state shall submit an undertaking in the form of an affidavit (in enclosed format) stating that they had no business in Odisha and have no liability under the Odisha VAT Act, at the time of submission of Tender.
21. The bid security (EMD) shall either be in the form of Demand Draft/ FDR / Banker's Cheque of a Scheduled Bank payable at Cuttack or by pledging of NSC/FDR/Postal Savings Pass Book, all in favour of DDO-I, Police Commissionerate, BBSR-CTC, Bhubaneswar. EMD shall be returned immediately after the rejection of a bid. The DD/FDR/ Banker's Cheque etc. shall be returned in original with or without reverse endorsement as required for the refund. EMD of

the successful bidder shall be retained till the services are successfully delivered as per order or adjusted against "Performance Security" (defined on condition No. 4 of Special Conditions of the Contract) as per conditions of performance security agreement.

22. This tender document has prescribed a two-bid format for submitting the offers. It contains the "Technical" (Tender document No.V) and "Financial" (Tender document No.VI) bid formats. Both the bids shall be submitted in separate sealed covers identified as "Technical" or "Financial" bid after detaching their formats from this tender document. Both the sealed covers, the remaining part of this tender document including General Conditions of the Contract (Tender Document No.II), Special Conditions of Contract (Tender Document No.III), General Bid (Tender Document No.IV) and all Annexure A series, B, C and all other papers/ documents should be put inside a bigger sealed cover and shall be delivered as per conditions published in the tender call notice. All the sealed cover shall have boldly written with the name of service provider/bidder, the tender call notice number and the last date for submission.
23. No document as required and mentioned in the General/ Special conditions of contract shall be enclosed to the technical bid/ Financial bid documents unless otherwise specifically mentioned there in. All required documents shall be enclosed to the General bid proforma duly authenticated and serially numbered and page marked.
24. The tenders or the bids can be sent by Regd. with AD post or courier as well. However, the authorities shall not be responsible for the postal and other delays in receipt of bids.
25. If the last date for receipt of the tender/bid turns out to be a holiday, it will automatically be extended to next working day.
26. The tender calling authority shall make arrangements in his office for issuing a written acknowledgement, under proper seal and signature, of the filled in tenders, provided those are submitted on or before the due date. The acknowledgement shall be issued even if the Tenders are dropped in a sealed box. The acknowledgement receipt shall mention, among others, the tender call notice number.
27. A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought, if any may be provided by them.
28. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.
29. The Tenders/bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
30. The "Technical" bids shall be opened and scrutinized by the Technical Committee, only in respect of the bidders who have been found to fulfil all the prescribed criteria and conditions of this tender document.
31. The bidder shall have to fill up each column of the Technical Bid Format [Tender Document No. V] given in the tender document.

32. "Financial bids" shall be opened only of those bidders/service providers , where the service provider/bidder have fulfilled the prescribed technical specifications. All financial documents like Registration Certificate issued under GST, and IT Acts, VAT clearance Certificate, IT and ST returns, Audited Balance sheet, Trading a/c and P/L a/c shall be verified before the opening of financial bids.
33. All the prices quoted shall be F.O.R. destination Bhubaneswar/Cuttack as applicable which means that prices shall include the cost of delivery at destination if nothing otherwise is mentioned in the Special condition of contract.
34. The Purchase Committee shall discuss and deliberate on the past performance, experience, capability, financial strength etc. of the bidders/service providers as recommended by the Technical Committee, besides the rates quoted by them and select the L-I bid in most transparent manner, taking into consideration the relevant provisions of OGFR and Circulars and notifications issued by the Government of Odisha from time to time, so as to ensure that the Services are delivered in most prudent and economical manner, without compromising the prescribed quality, from the eligible bidders. (L1 shall be taken into consideration at the time of selection of successful bidder). In the event of L1 value is tied between two or more bidders, negotiation will be made between the bidders and the bidder with lowest negotiated price shall be selected as successful bidder.
35. Financial negotiations with firms other than the lowest bidder shall not be held without obtaining the prior approval of Government.
36. The authorities are not bound to accept the lowest financial bid and may cancel the tender at any time without assigning any reason thereof.
- 38, All the transit risk shall be the responsibility of the bidder/service provider
39. The supplier shall give a "Performance Warrantee" for a minimum period as mentioned at Sl.4 in the Special Conditions of Contract. The "Performance Security" may be forfeited partly or fully for failure to fulfil the terms and conditions of the agreement to provide service etc/obligations. (Performance Security has been defined on condition No. 4 of Special Conditions of the Contract.)
40. All the clarifications sought from the bidders/ service provider on technical bid or otherwise shall be promptly submitted in a transparent and unambiguous manner.
41. Terms & Conditions of the tender documents can't be negotiated for variation without obtaining prior approval of Govt.
42. Entire tender document, duly filled in, shall be treated as part of the contract agreement for providing services etc. in case of the successful bidders and shall be submitted in original.
43. All the disputes shall be subjected to the jurisdiction of civil Courts situated at Cuttack.

**Dy. Commissioner of Police (Hdqrs.),
Bhubaneswar-Cuttack
(Tender Calling Authority)**

Seal and Signature of the Bidder

SPECIAL CONDITIONS OF THE CONTRACT

Tender Call Notice No.
Tender Document No. III

1. The Special Conditions given here shall prevail over the *General Conditions*.
2. **Bid Security (E.M.D.):** The tender document shall accompany with an Earnest Money Deposit (EMD) of Rs 20,000 without which the tender shall be rejected. The Earnest Money Deposit should be made available in favour of DDO-I, Police Commissionerate, BBSR-CTC, Bhubaneswar in the form of DD/FDR/Banker's Cheque / NSC / Postal Savings Pass Book in a separate envelop along with the sealed covers of "Technical" and "Financial" bid. The EMD may be forfeited (a) if a bidder withdraws its bid during the period of bid validity (b) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender document.
3. The bidder shall submit a list of names, complete addresses, Telephone/FAX numbers of the customers to whom, the cleaning and sweeping services were provided during last 5 years in the Technical Bid.
4. **Performance Security:** The successful bidder shall have to enter into an agreement with the Tender Calling Authority for successful delivery of services. In this regard the bidder has to furnish the security deposit to be called "Performance Security" at the rate of 10 % of the total amount of the order excluding all taxes in the form of NSC / Post Office Savings Bank A/c / FDR/Bank guarantee from any nationalised bank duly pledged in favour of Tender Calling Authority valid for the agreement period.
5. The bidder after award of contract, shall mobilize its resources for execution of the work as per terms of contract.
6. The agency shall discharge its responsibility strictly adhering to the scope and shall ensure cleanliness as per frequency indicated in the contract.
7. The agency while discharging, its aforesaid responsibility of extending its service shall carry out the instructions of Dy. Commissioner of Police(Hdqrs.), Bhubaneswar-Cuttack, Bhubaneswar or authorised officer from time to time.
8. The agency, its representative/employees shall report to the concerned authorities for carrying out of its services as per scope of contract.
9. The agency shall deploy required manpower and resource to execute the job. Such cleaning is to be immediately ensured by the agency in case of emergencies.
10. The list of minimum requirement of materials and chemicals are provided in Annexure- A4.

11. The Commissionerate Police shall provide storage space for the agency at a suitable place inside the campus area. The agency shall ensure that all the cleaning tools/equipments alongwith required consumables etc. are kept at the appropriate place, specified for the purpose, as provided by department.
12. Offices equipped with valuable assets should be cleaned with utmost care.
- 13.(A)The agency will maintain a register in respect of cleaning and maintenance. The daily cleaning and maintenance work executed shall be recorded in the register. The entries in the register will be signed by the authorized supervisor of the service provider/contractor and authorized officer from Commissionerate Police. The agency shall maintain cleaning register indicating consumable materials brought in and consumables issued for each cleaning session. It will also include man-power deployed and cleaning work executed for each cleaning session. Each entry of the register will be signed both by the supervisor of the agency and authorized officer of Police Commissionerate. If any deficiency in services is observed by authorized officers of Police Commissionerate he will indicate the same in the register and put up the same before DCP/HQ. DCP/HQ will impose appropriate penalty amount for the deficiency. However, the penalty amount for a month shall not exceed 10% of the average monthly payment value.
(B) Apart from above, if manpower deployed on any day is less than the minimum prescribed as per Annexure A3, proportionate minimum wages shall be deducted from the monthly billing amount.
14. The waste materials if any, collected during the cleaning should be disposed of to earmarked dustbin of Urban/Rural Local Body immediately. Utmost care should be taken while cleaning to avoid any damage to the fixtures and Accessories installed in the premises and in case of any damage, the agency will repair/replace to make the same normal/functional to its original state, at the cost of agency and the agency shall be liable to compensate the loss, if any to the Commissionerate Police, Bhubaneswar, which shall be recovered from the bills payable as accrued to the agency.
15. The agency shall obtain written permission in respect of all its staff and officer for entry and working inside the institutional buildings and shall maintain records in this regard. Unauthorized entry and deployment of unauthorized person without proper permission from the authority is prohibited. Identity cards shall be provided by the firm to all the staff deployed for service.

16. The agency shall ensure that proper discipline is maintained by the staff and supervisors deputed by the agency, and they shall conduct soberly at all times while functioning inside the buildings. The conduct, safety and security of the staff and officials shall be the sole responsibility of the agency/service provider.
17. No advance payment will be made under any circumstances. Payment will be made/released on monthly prorata basis after submission of the bills of the sanitation services extended by the agency during the preceding month basing on the certification by concerned officer/In-charge authority of the Commissionerate of Police.
18. The job to be executed as per the instruction of the concerned officer/in-charge authority of Commissionerate of Police.
19. All the payments to the engaged service provider under the contract are to be transacted through Bank.
20. Names and other personnel details of the employees engaged by the Agency under this contact have to be submitted by the bidder/service provider and approved by the Authority of Commissionerate Police, Bhubaneswar-Cuttack.
21. The Agency shall ensure that in the event of shortage of cleaning personnel on duty, the routine, cleaning and maintenance work shall be executed effectively by engaging substitute personnel at its own cost and expenses.
22. The assets and articles provided by the Commissionerate Police, Bhubaneswar-Cuttack, Bhubaneswar shall be property of the Govt. and the service provider shall be merely the custodians of such assets and articles. On termination of cleaning contract, any such property shall be handed over to the department in proper working condition.
23. Commissionerate Police will provide electricity and water free of cost only for house keeping purpose.
24. Tax/GST is applicable as per Law (GST & IT Act).
25. All cleaning personnel are required to turn up on their duty in neat uniform and Identity Card and cleaning appliances/accessories, which are to be supplied by the Service Provider/ Agency. They will not change their clothes/uniform in open. The cleaners deployed should not squat in the open verandah/lawns during leisure hours. Dignity and discipline of Commissionerate Police, Bhubaneswar-Cuttack, Bhubaneswar should be maintained always.

26. In case of stoppage of performance or non-attendance to the job in extending sanitation services as spelt out in scope of work and frequency, on any day or part of the day or days, this being an essential service without any reference, the job shall be forthwith executed by the Commissioner of Police, Bhubaneswar-Cuttack, Bhubaneswar at the risk and cost of the service provider/ agency through alternate agency and differential cost, if any, incurred by the Commissioner of Police, Bhubaneswar in the processes shall be recovered from the agency/service provider from the bill of the same month.
27. In the event of stoppage of service, may it be due to the reason of strike declared by the employees/labour of the agency or be due to the effect of any strike or 'BUNDH' called by any trade union/association, the agency shall be liable for risk and cost action in the same manner as stated in above. Such stoppage shall not be considered as a ground of "Force Majeure". Beside the service provider/agency shall be liable for termination of contract with consequential cost, compensation and damages, if the job is not resumed within 15 days of stoppage noticed.
28. The Agency/Firm/Service Provider shall be directly responsible for payment of wages (Minimum wages as per Govt. rate including other benefits like E.P.F & E.S.I etc.) to all his employees engaged under this contract as per Govt. rule. The Agency/Firm shall abide by all acts and rules of the central or state govt. as per jurisdiction such as Contract labour regulation and abolition Act, Payment of minimum wages act, Payment of bonus act, EPF and MP Act etc. and any other act or law as applicable.
29. Month wise detailed statement of wages paid to the employees including E.P.F/E.S.I deduction should be enclosed along with the monthly bill by the Agency and submitted to the designated Officer of the Commissionerate Police.
30. The Agency should have E.P.F registration number and a valid labour license under section 7 of the contract Labour (R & A) Act, 1970 and contract labour (R & A Central Govt. Rules, 1971) as applicable.
31. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.

32. The Firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
33. All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. The Commissionerate Police shall in no way be liable for any such incident. The firm shall also ensure that all their personnel are aware of this and other conditions of the contract.
34. If there is any damage to the Commissionerate Police property or any other financial burden on the Commissionerate Police because of wilful or negligent action by the Firm or its personnel, the Commissionerate Police shall be entitled to recover the same by means of compensation from the Service Provider/Agency.
35. The staff engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the Commissionerate Police at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Commissionerate Police in the matter.
36. The Firm shall provide First Aid facilities at the work place.
37. Police Commissionerate, Bhubaneswar-Cuttack will not be liable to pay any compensation in the event of death and injury whatsoever on account of any accident in the course of performing the maintenance service. Police Commissionerate will not be responsible and held liable for any such death, injury or accident to employees and any other personnel so deployed by the Service Provider. In the event of Police Commissionerate is made liable to pay any damage or compensation in respect of such employees, the Service Provider shall reimburse such damages or compensation on demand from Police Commissionerate. The Service Provider shall indemnify to the Commissionerate from all claims for injury, death caused to any person.
38. The firm, its supervisors, its employees and any other acting for the purpose of the agreement shall maintain strict confidentiality of the information belong to Police Commissionerate that may have come into its/their possession or knowledge in the course of the service rendered by them under this agreement. Such information shall not be diverted or disclosed to any other third party under any circumstances. The firm shall not hold it out as associated with Police Commissionerate in a manner other than for the purpose of rendering the service under this agreement.

39. The Service Provider shall itself perform its obligations under this agreement and shall not assign or transfer or sub contract any of its rights and obligations to any third party without the prior written permission from competent authority of Police Commissionerate.
40. Police Commissionerate shall not be responsible for any damage caused to the firm by natural calamities like flood, earth quake, cyclone or any other act of god, explosion, fire and riot etc.
41. In case of breach of agreement by the Service Provider, Commissionerate Police shall have a right of lien over all the properties of the firm lying in its premises in addition to other remedies like forfeiture of security deposit, legal action for recovery of money and Commissionerate Police shall be at liberty to terminate the agreement.

**Dy. Commissioner of Police (Hdqrs.),
Bhubaneswar-Cuttack
(Tender Calling Authority)**

Signature & Seal of the bidder

GENERAL BID FORM**Tender Call Notice No.
Tender Document No. IV**

- 1 . Name
Full Address.
Fax No.
Telephone No.
E-mail of the firm.
- 2 . Legal status of the firm.
- 3 . Give the location and Address of your firm/company.
4. Have you enclosed the EMD .If yes mention the Amount
5. Have you enclosed all the documents and Papers called for in this tender document?
As per **Annexure-B** (please enclose the documents serially as per above Annexure).
6. If the answer to (6) above is No
Which of the documents / papers called for in the tender document have not been enclosed.
(Kindly enclose a list of such documents/papers)
(Use a separate sheet of paper if necessary)
7. Do you have your branch/office in Bhubaneswar/Cuttack If yes, give its Name Full Address, Fax and Tel. Nos.

Seal and Signature of the Bidder.

**Dy. Commissioner of Police (Hdqs.),
Bhubaneswar-Cuttack
(Tender Calling Authority)**

ANNEXURE – ‘B’**CHECK LIST OF DOCUMENTS TO BE ENCLOSED TO GENERAL BID FORM.
(REFERENCE SL. 23 OF GENERAL CONDITIONS OF CONTRACT).**

Sl. No	NATURE AND TYPE OF DOCUMENTS REQUIRED.	WHETHER ENCLOSED		PAGE REFERENCE	
		Yes	No		
01.	Copy of power of attorney in the name of the authorized signatory.				
02.	Proof of legal entity (Certificates of incorporation, Registration under Companies Act./ Proprietorship/Partnership/ Firm).				
03.	Valid registration certificates issued under GST/IT Act by competent authorities.				
04.	IT return, Annual VAT returns, Balance sheet, PL Account and trading Account for last five years i.e. 2014-15, 2015-16 and 2016-2017. (Audited balance sheet shall be submitted.)				
05.	Labour contract License, EPF registration, ESI compliance certificate, PAN etc. (certificates are to be submitted).				
06.	a) VAT clearance certificate in form No-612 with validity up to 31.03.2018, GST returns. b) Affidavit by the bidders of outside Odisha declaring that they had no business in Odisha, nor they had any VAT liability.				
07.	a) EMD of Rs.-----in shape of BD/BC/NSC/FDR/Postal saving pass book. b) Tender document fee (either in shape of D.D/B.D or receipt obtained from C.P. Hdqrs at the time of purchase of tender document).				
08.	Technical bid format (i.e. Tender document No.V) and financial bid (i.e. Tender document No.VI) should be separately sealed and clearly mentioned as Technical/ Financial bid with name of the firm and signature of the bidder.				
09.	Whether the firm has its branch/office in Bhubaneswar/Cuttack. If yes, the address, telephone number etc.				

10.	Proof of past performance regarding delivery of similar kind of service in any Govt./PSU/Reputed Organization, copies of work execution/completion/continuing order/letter from the service receiving authority in Annexure "C" with reference to General conditions of contract Sl. No. 1 (ii).				
11.	The bidder must not be under a declaration of ineligibility for corrupt fraudulent practices issued by any Govt./PSU/ organizations. (Affidavit to be furnished by the bidder).				
12.	The bidder must not have any record of poor performance, abandoned work having been black listed by any Govt./PSU. (Affidavit to be furnished by the bidder).				
13.	Annual Turnover- the bidders should have average turnover of Rupees 05 Lakh during last five financial years ending 31.03.2017. (Certificate from the statutory auditor be submitted).				
14.	Work experience- Bidder should have successfully carried out similar work (Ref. Sl. No.1 (ii) of General condition of the contract) during last 05 years. (Work completion certificate from the competent authorities of the organization where work completed be submitted).				

Seal and Signature of the Bidder

ANNEXURE-C

Sl.No.	Nature and Type of document	Completion Certificate from client	Whether enclosed	
1	2	3	4	
			Yes	No
1	List of names, complete address			
.	Telephone numbers of customers to whom the service has been provided during last 5 years			

Signature and Seal of Bidder.

TECHNICAL BID FORMAT
Tender Document No. V

1.	Name of the Service Provider	
2.	Full address of registered office Telephone Number Fax E-mail	
3.	(A) Details of earnest money deposited :- Instrument Name(DD/FD/NSC etc)____ :- Date :- :- Amount Rs. :- (B) Details of Tender cost deposited :- DD No./Receipt No._____ :- Date : _____ :- Amount Rs._____	
4.	Nature of documentary proof regarding legally valid entity	
5	PAN Number	:-
6	GST Registration Number	:-
7	ESI Registration Number	"-
8	EPF Registration Number	:-
9	Labour contract License indicating date of validity	:-

10	Financial Turnover for last 5 years		
	Financial year	Turnover in lakhs	Remarks
	2016-2017		
	2015-2016		
	2014-2015		
	2013-2014		
	2012-2013		
11	<p>Details of similar works executed</p> <p>Successfully during last five years :-</p> <p>(Work completion certificate from the clients should be submitted in respect of each work experience claimed)</p>		

Sl.No.	Name and address of the client	Nature of work	Cost of work in lakhs	Duration of contract	
				From	To
1					
2					
3					

12. Whether the firm has been blacklisted by any PSU/Government Organisation :- Yes/No

13. Whether the firm is under declaration of ineligibility for corrupt and fraudulent practices by any PSU/ Government Organization. :- Yes/No

14. Action plan on how the bidder plans to execute the work. :- Yes/No

Seal and Signature of the Bidder

FINANCIAL BID FORMAT
(FOR PROVIDING SERVICE FOR CLEANING AND SWEEPING OF POLICE
COMMISSIONERATE, BBSR-CTC, BHUBANESWAR
Tender Call Notice No.
Tender Document No.-VI

PART-I

1. Name and address of the Bidder.
2. States in which Business run.
3. IGST/CGST/SGST Registration Number.
4. PAN :-
5. Annual Turnover of Previous Financial year.
6. Whether the above Registration Certificates are valid / suspended / cancelled at the time of filing tender.
7. Whether up to date returns under all Acts filed?

PART-II(A)

SI.No.	Items	Price in INR per annum	IGST	CGST	SGST	Total price per items per annum
1	2	3	4	5	6	7
1	Cost of service					

PART-II(B)

SI .No.	Items	Price in INR per annum	IGST	CGST	SGST	Total price per item per annum
1	2	3	4	5	6	7
1	Cost of Floor cleaner					
2	Cost of Phenyl					
3	Cost of Toilet cleaning liquid					
4	Cost of Air freshener					
5	Cost of Naphthalene balls					
6	Cost of Bleaching powder					
Total						

Grand Total (A + B) in INR per annum :- Rs.....(in words)

1. Terms & Conditions of Delivery
2. Terms and Conditions of Payment
3. Preference for mode of payment of "Performance Security" -

Seal & Signature of the Bidder