GOVERNMENT OF ODISHA

INFORMATION AND PUBLIC RELATIONS DEPARTMENT

***

TENDER CALL NOTICE

No.O.E-II-07/2017 8773 /IPR, Bhubaneswar Dt. 02/08/19

Sealed Tenders are invited from the local intending Farms/ Agencies having sufficient experience to undertake cleaning and sanitation work of Jayadev Bhawan,Geeta Gobinda Sadan & Lok Sampark Bhawan, Information and Public Relations Department, Unit-V, Bhubaneswar, for its floor area of 62451 sqft.,premises-115104, Floor Area-52653 sqft. and Floor Area-64, 000 Sqft., and premises-20,000 Sqft. approximately. The Firm/ Agency should have been registered under Service Tax(GST), Employees Provident Fund (EPF) and Employees State Insurance Corporation (ESI). The intending Firm/ Agency shall have to submit the Tender as per the Tender Paper which is available in the Govt. website i.e. www.odisgha.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. 30,000/- (Rupees thousand Thousand) only in shape of Demand Draft (DD), drawn in favour of "Drawing and Disbursing Officer, Inf. & P. R. Department, Unit-V, Bhubaneswar". The EMD of unsuccessful bidders will be returned after finalization 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 deposit the Performance Security @ 5% of the total work value within 3 days of receipt of the work order. Thereafter, the successful bidder has to execute a bi-party agreement with Director, Inf. & P.R. Department.

The following documents are required to be submitted with Tender Paper.

1. Up-to-date Income Tax Clearance Certificate.
2. Up-to-date GST Registration/ Clearance Certificate.
3. Registration Certificate under EPF.
4. Registration Certificate under ESI.

5. Experience Certificate.

6. Undertaking regarding non-black listing by any Govt. Deptt./Organisation.

The last date of receipt of the tender paper is by 3:00 PM on 17.08.2019 and the same will be opened in presence of the bidders/ their authorised representatives at 03:30 PM on the same date, in the office of the Director, Information and Public Relations, Unit-V, Bhubaneswar.

The authority in Inf. & P.R. Department reserves the right to accept or reject any or the entire process without assigning any reason thereof.

Dcnanda
2-8-2019
Under Secretary to Govt.

Memo No. 8774 / IPR, Bhubaneswar Dt. 02/08/19

Copy forwarded to Deputy Secretary to Govt. (Advt.), Inf. & P.R. Departments for information and necessary action.

He is requested to take necessary early action to publish the short Tender Call Notice as given in **Annexure-I** in Two leading Odia daily "The SAMAJ" & SAMBAD. The cost of the work is Rupees Fifteen Lakh approximately per annum.

Dcnanda
2-8-2019
Under Secretary to Govt.

Memo No. 8775 / IPR, Bhubaneswar Dt. 02/08/19

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

Dcnanda
2-8-2019
Under Secretary to Govt.

Memo No. 8776 / IPR, Bhubaneswar Dt. 02/08/19

Copy along with Tender Paper forwarded to the State Portal Group, NIC, Secretariat/ System Analyst, Inf. & P.R. Department for information and necessary action. They are requested to hoist the Notice and Tender Paper in the website of Inf. & P.R. Department.

Dcnanda
2-8-2019
Under Secretary to Govt.

77

TENDER PAPER FOR SELECTION OF A FIRM OR AGENCY TO TAKE-UP THE CLEANING AND SANITATION WORK OF JAYADEV BHAWAN,GEETA GOVINDA SADAN AND LOK SAMPARK BHAWAN, INF. & P.R. DEPARTMENT, UNIT-V, BHUBANESWAR

*****

Sl. No.	Name of the Work	Rate in Rs.
01	Engagement of 15 (Fifteen) Nos. of Sweeper Personnel per day for 8 (Eight) Hours. Rate should be tendered per month.	
02	Engagement of 2 (Two) Nos of Supervisor per day for 8 (Eight) Hours. Rate should be tendered per month.	
	Total Manpower Cost	

MATERIALS

Sl. No.	Name of the Item	Requirement per Month	Amount in Rs.
01	White Scented Phenyl (Sanitol)	20 Ltr.	
02	Black Phenyl (Doctor)	20 Ltr.	
03	Bleaching Powder	10 Kg.	
04	Acid for Bathroom	10 Ltr.	
05	Harpic Liquid for Toilet	20 Nos.	
06	Naphthalene Ball (General)	2 Kg.	
07	Naphthalene Ball (Pink-Scented)	1000 Gm.	
08	Jute	4 Kg	
09	Khadika Jhadu	20 Nos	
10	Phula Jhadu	20 Nos.	
	Total Material Cost		

	Grand Total (Manpower and Material Cost)		

Grand Total in words:-Rupees .....

All the rates should be inclusive of all Taxes.

Documents

01. Service Tax Registration No.

And Clearance Certificate

(Copy to be attached)

02. EPF Registration No.

(Copy to be attached)

03. ESI Registration No.

(Copy to be attached)

04. EMD of Rs. 15,000/-

DD. No. _____ Dt. _____

Name of the Bank:- _____

Branch:- _____

05. Experience Certificate, if any,

(i)

(ii)

Term & Conditions, if any,

As on the overleaf.

Under Secretary, Inf. & P.R. Department

Seal and Signature of the Bidder

Term & Conditions

1. All rooms,Halls, Verandahs,Conference Hall,Preview Threatre,VIP Rooms, Library, Toilets,Baths, Urenals, wash basins,Mirrors, Mosaic Floors,Glaze tiles floors shall be cleaned twice daily,once in the morning & once in the afternoon.

2. If required a special cleaning of common Toilets,common Bath room, common urenals wash basins will be done at the time of visit of VIPs &VVIPs talking in to account of hygienic sanitation.

3. All doors, windoors, glasses of windows & doors shall be cleaned with the quality liquid thrice in a week.

4. All garbages shall be removed from the Lok Sampark Bhawan premises every day to the places earmarked by the Municiapal corporation.

5. The cleaning materials like Bleaching power,Liquid Cleaner,Acid,Phenyle of high standard should be used.

6. During Spl. Occasions & important programmes 1 & 2 safaiwals from leave reserve shall be engaged till the end of the programme.

7. Before leaving the premises of Lok Sampark Bhawan after completion of the 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 the Officer in charge regarding better cleaning & sanitation shall be carried out.

9. For storing of cleaning materials space will be provided by the Department.Th e firm will present the materials to be used before officer in charge for inspection.

10. The work will be awarded for one year from the date of agreement.

11. Th 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 & 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 damaged cause 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 the bill the same will be placed for sanction along with performance report of the 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 lobour should behave politely with the employees of the Department.If any complain is received from any Officer/Section, 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 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.

ANNEXURE-I

GOVERNMENT OF ODISHA

INFORMATION & PUBLIC RELATIONS DEPARTMENT

***

Tender Call Notice

Sealed Tenders are invited from Local intending firms/Agencies having Up-to-date Income Tax Clearance Certificate /GST Registration / Registration Certificate under EPF/ Registration Certificate under ESI to under take cleaning and sanitation works of Jayadev Bhawan/Geeta Gobinda Sadan & Lok Sampark Bhawan, Information and Public Relations Department, Unit-V, Bhubaneswar for a period of one year vide Tender Call Notice No. 8743 /I & P.R, Dated 02.08.2019. The last date for receipt of quotation is 17.08. 2019 up to 3.00 PM.

The detail of the Tender Call Notice is available in the website of the State Govt. i.e. http://www.odisha.gov.in/portal. All future addendums / corrigendum , if any, will be hosted in the above website only.

2-8-2019

Under Secretary to Government

I &PR Department