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GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

FIN-OM-MISC-0028/2019 30317 /F.

Dated. 06-09-2019

QUOTATION CALL NOTICE


Sealed quotation are invited from the intending reputed Firms/Organisation/Service Providers having adequate experience in Sanitation and Cleaning to provide cleaning and sweeping services to 45 nos. of Toilets in Finance Department and its Annex Buildings in Odisha Secretariat, Bhubaneswar. The details of the services to be provided and the terms and conditions of the service is attached herewith for reference.. The interested Agencies are at liberty to inspect the premises of this Department and its Annex Building before submission of the quotation.

The quotations are required to reach the undersigned in sealed cover on or before 25.09.2019 at 5.00 P.M. A Bank Draft/Pay Order for Rs.5000/- (Rupees Five thousand) only in favour of D.D.O.-cum-Under Secretary to Government, Finance Department, Bhubaneswar payable at State Bank of India, Secretariat Branch, Bhubaneswar is required to be furnished towards E.M.D. along with the quotation. The quantity and cost of different cleaning materials and the disinfectants to be used in the toilets and the cost of man power to be engaged per month should be specified in the quotation. Toilet air freshener should be provided twice in each toilet in a month.

The price quoted should be inclusive of all taxes, if any payable with break-up of the cost. The copies of GST clearance certificate, proof of Income Tax deposit of last financial year, Registration Certificate under Companies Act (if any) and the Service Tax Registration Certificate should be furnished along with the quotation. Besides, a list of names, address, telephone No. of the customers to whom similar service has been rendered during the last three years should also be furnished along with the quotation.

The sealed quotations shall be opened on 26.09.2019 at 11.30 A.M. in the Office Chamber of the Special Secretary to Government, Finance Department in the presence of the quotationers or their representatives.

The undersigned reserves the right to cancel or reject any quotation without assigning any reason thereof.


(J.K.Samal)

Under Secretary to Government.

(3)

Memo No. 30318 /F.,

Dated. 06.09.2019

Copy forwarded to Deputy Director (Advertisement and Deputy Secretary to Government, I & P.R. Department for information and necessary action. They are requested to take necessary steps for publication of the quotation call notice in two widely circulated Odia Dailies (**Samaj/Sambad**) by 18.09.2019 positively. E-mail ID of Sri Kumar Naik, Section Officer Finance Department is kumarnaikfd@gmail.com and soft copy is enclosed.



Under Secretary to Government.

Memo No. 30319 /F.,

Dated. 06.09.2019

Copy forwarded to Head State Portal Group I.T. Centre Odisha Secretariat, Bhubaneswar for bringing out the above Quotation Call Notice in website for wide circulation.

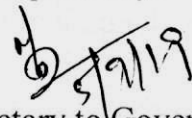


Under Secretary to Government.

Memo No. 30320 /F.,

Dated. 06.09.2019

Copy forwarded to all Departments of Government with a request to display the Quotation Call Notice in their Notice Board for wide publicity.



Under Secretary to Government.

Memo No. 30321 /F.,

Dated. 06.09.2019

Copy forwarded to Notice Board of Finance Department/5 (five) Spare copies to O & M Branch, Finance Department.



Under Secretary to Government.

Memo No. 30322 /F.,

Dated. 06.09.2019

Copy forwarded to the Chief Receptionist, Odisha Secretariat/Sergeant, Secretariat Security, Odisha Secretariat for information and necessary action.



Under Secretary to Government.

2

FINANCE DEPARTMENT, ODISHA SECRETARIAT, BHUBANESWAR

Sub: Terms and conditions for cleaning and sanitation of Finance Department and its Annex Building in Odisha Secretariat, Bhubaneswar.

1. Wet cleaning of 25 (twenty five) toilets attached office chamber of Officers and 11 (eleven) general Gents toilets & 9 (Nine) common ladies toilets of Finance Department and the annex buildings on daily basis.
2. The general toilets used by the Officers and staffs shall be cleaned trice daily while the toilets attached to the Officers Chambers should be cleaned twice daily.
3. Good quality sanitary and cleaning materials should be used. The quality of sanitary and cleaning materials should be used. The quality of sanitary and cleaning materials shall be supplied by the Agency to the O & M Branch of Finance Deptt. **By 25th of every preceding month.**
4. At least four Attendants/ Labours in full time throughout the month shall be engaged.
5. An attendance register will be maintained by Finance Department to watch the attendance of the persons engaged by the agency.
6. The payment will be made on monthly basis on satisfactory performance of the concerned agency after deduction of Service Tax/Income Tax, EPF, ESI etc. and other tax liability. GST, Service Tax, EPF and ESI will be reimbursed on production of evidence of payment of the same.
7. Nominate a Coordinator who shall be responsible for immediate interaction with Department so that optimal services of the persons deployed can be availed without disruption.
8. Statutory dues including income tax as applicable shall be deducted from the monthly bills at the time of payment
9. The successful bidder will enter into an agreement with this Department for supply of suitable manpower as per requirement of this Department.

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10. This order may be cancelled at any time, without giving any prior notice if service rendered by the agency is not found satisfactory. If the reasons of cancellation is attributable to the agency, the EMD so deposited by the agency shall be forfeited.

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