

OFFICE OF THE DIRECTOR, TEXT BOOK PRODUCTION AND MARKETING,  
KHARVELNAGAR, UNIT-III, BHUBANESWAR-751001.

\*\*\*\*\*

Tele. No. 0674-2380871  
E-mail-directortbpmmodisha@gmail.com

No. \_\_\_\_\_/TBPM,

Dated. \_\_\_\_\_

From

Sri Anant Kumar Bhuyan, O.A.S (SAG),  
Director.

To

The Joint Director-cum-Deputy Secretary to Government,  
Information and Public Relation Department,  
Odisha, Bhubaneswar.

Sub:-

Publication of Tender Call Notice for engagement of Cleaning  
staffs.

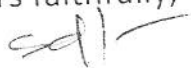
Sir,

I am to send herewith 3 copies of Tender Call Notice with hard  
copy for publication in one of widely circulated leading Odia dailies for engagement of  
Cleaning Staff in Text Book Production and Marketing, Unit-3, Kharvelanagar,  
Bhubaneswar-1 and to request you to kindly publish the same by 10-01-2019. The  
approximate financial involvement in the tender for one year i.e. from February-2019  
to January, 2020 for Rs. 9 lakhs.

The Editor of the concerned daily my please be advised to send the  
complementary copies soon after its publication to this office for reference and  
record. The advertisement bill duly scrutinized by the I & P.R Department may kindly  
be sent to this office for payment at the Govt. approved rate.

Kindly treat this as most urgent.

Yours faithfully,

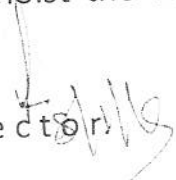
  
Director.

Memo No. 260 /TBPM.,

Dt. 08/01/2019

Copy forwarded to the Deputy Secretary to Government,  
Department of School and Mass Education, Odisha, Bhubaneswar for information and  
necessary action.

The I.T. Cell of the Department is requested to hoist the tender  
notice in the Department Website.

  
Director.

OFFICE OF THE DIRECTOR,  
TEXT BOOK PRODUCTION AND MARKETING, KHARVELNAGAR,  
UNIT-III, BHUBANESWAR-751001.

\*\*\*\*\*

Tele. No. 0674-2380871  
E-mail-directortbpmmodisha@gmail.com

NOTICE INVITING TENDER

Sealed tenders are invited by the Director, TEXT BOOK PRODUCTION AND MARKETING, UNIT-III, KHARVELNAGAR, BHUBANESWAR-1 from the intending registered outsourcing Agencies for providing 6( six ) Nos. of Cleaning staffs. Tenderers are requested to deposit a sum of Rs.1,050/- ( Rupees one thousand fifty) only towards cost of tender paper in the cash counter or submit Bank Draft of any Nationalised Bank favouring the Director, Text Book Production and Marketing, Bhubneswar-751001. Tender documents can be collected during office hours in Time Keeping Branch of the office from 10-01-2019 to 28-01-2019. The last date of submission of Tender paper is 5 P.M. of 28-01-2019. The Tenders received after the stipulated date and time will not be entertained. The tenders will be opened at 11.00 A.M. on 29-01-2019 in presence of the tenderers/representatives. The details of tender documents are available in the Website of the School and Mass Education Department. In case of any doubt, the tenderer may contact the Office of the Director, Text Book Production and Marketing, Bhubaneswar. The undersigned reserves the right not to accept any or all the tenders without assigning any reason thereof.

Sd/-  
Director,  
Text Book Production & Marketing,  
Bhubaneswar-1.

# TENDER FORM

## MONTHLY RATE / CLEANING STAFF

Rate per Cleaning Staffs/ per Month inclusive of all statutory liabilities, taxes, \_\_\_\_\_

Name of the Manpower Service Provider: \_\_\_\_\_

| Sl. No. | MANPOWER TYPE | REMUNE RATION | Monthly Rate per Security Guard |     |                             |   | SERVICE CHARGE | SERVICE TAX AS PER RULE | TOTAL SECURITY GUARD/PER MONTH<br>I<br>(C+D+E+F+G+H) |
|---------|---------------|---------------|---------------------------------|-----|-----------------------------|---|----------------|-------------------------|--|
|         |               |               | EPF                             | ESI | OTHER STATUTORY DUES IF ANY |   |                |                         |  |
| A       | B             | C             | D                               | E   | F                           | G | H              |                         |  |
|         |               |               |                                 |     |                             |   |                |                         |  |

Date :

Place :

Signature of the Authorised Person

Full Name & Seal

Note :

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of No. of working days for which duty has been performed by each manpower.

DECLARATION

I/We hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above is full and correct to the best of our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the Firm/Agency will be blacklisted by your office and will not have any dealing with your office in future.

(Signature and seal of the authorized signatory)

Place :

Date :

## TENDER FORM

1. Name of the Firm/Agency
2. Registered office address of the Firm/Agency:  
Telephone No., Fax No., Email ID.:
3. Office address of the Branch Office in Bhubaneswar:  
Telephone No., Fax No., Email ID.
4. Name of the authorized signatory (in Block letters)
5. Specimen signature of authorized signatory
6. Telephone number of authorized signatory
7. Draft Number, Name of Bank & Date of the Tender paper cost of Rs.1050/- submitted by the Firm / Agency (Yes/No)
8. Registration No. of the Firm/Company (also furnish photocopy of Firm/Company registration certificate)
9. Registration Certificate (Labour) of S & CE & CI & R Act. (also furnish photocopy of Labour registration certificate)
10. Service Tax Registration No.  
(also furnish photocopy of Service Tax registration)
11. Income Tax PAN No.  
(also furnish photocopy of PAN)
12. P.F. Registration No.  
(also furnish photocopy of P.H. Regd. Certificate)
13. E.S.I. Registration No. (also furnish photocopy of P.F. Regd. Certificate)
14. Private Cleaning Staff License No.  
(also furnish photocopy of private security license)

## TERMS AND CONDITIONS

1. The Terms and conditions are to be executed as per agreement.
2. The Agreement shall commence from date of engagement of contract and shall continue for a period of one year, unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of sweepers breach of contract etc. or change in requirements.
3. The Agreement shall automatically expire on one year from the date of effectiveness of agreement, unless extended further by the Authority.
4. You will deposit Rs.25,000/- as Security Deposit in shape of Demand Draft pledged in favour of the Director, Text Book Production & Marketing, Bhubaneswar.
5. The number of Sweepers may be changed by the Director, TBPM, Bhubaneswar as per the requirement.
6. No additional claim for enhancement of rate will be entertained by the Director, TBPM, Bhubaneswar during the contract period.
7. You will submit the list of the name of the persons sweepers to be engaged, their identity proof, qualification, EPF and ESI nos. before their engagement at the Director, TBPM, Bhubaneswar. The police clearance certificate that no criminal record has been registered against them will also be produced by your firm. They will be engaged only after approval of the suitability of these sweeper by the authority of the Director, TBPM, Bhubaneswar.
8. The name of the sweepers as per the list to be submitted by your firm shall be maintained on your payrolls. Accordingly you will pay their monthly salaries statutory dues and deposit EPF ESI etc with the concerned authorities in time and the evidence of which shall be submitted to the Director, TBPM, Bhubaneswar as and when required.
9. You are required to submit the monthly bills for the sweepers to be deployed in TBPM in the first week of every month. Your monthly bill shall be paid within one month of submission of original bill in duplicate subject to TDS as applicable.
10. The assets and articles if any provided by the Director, TBPM, Bhubaneswar shall be the property of TBPM, Bhubaneswar and you will be mere a custodian of such assets and articles. On termination of the contract any such property shall be handed over to the Director, TBPM, Bhubaneswar.

11. You have to ensure the payment of wages to the sweepers and produce the necessary documents as and when required by the Director, TBPM, Bhubaneswar.
12. In case of any negligence notified in the activities of the sweepers and any loss caused due to such negligence the security deposit of Rs.25,000/- will be adjusted against the said loss and you will be asked to recoup the amount of deposit. In case of non-compliance of the above, the agreement shall be terminated without any notice.
13. The sweepers engaged by you should maintain discipline and behave properly. During course of working, if the behavior of any person is not found satisfactory or there is indiscipline by any person of your firm immediately the person concerned should be withdrawn and substitute will be <sup>provided</sup> replaced. Consumption of alcohol or any toxic materials are strictly prohibited inside the campus.
14. All persons engaged by you should sign the attendance register/give attendance by our T.K. Branch and the same should be produced along with your monthly bill for verification. The persons deployed shall be required to work as per schedule time to be required to work beyond the schedule time period if be required for which he would not be paid any extra remuneration. In case the person engaged remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made. He may also work on shift basis which will be determined by the officer concerned under whom he will be deployed.
15. The TBPM, Bhubaneswar shall be non-responsible for any financial loss or any injury to any person by the firm in the course of their performing the functions/duties.
16. The Director reserves the right to reject (fully/partly) tender without assigning any reason thereof.
17. In case of any dispute between your firm and Director, Text Book Production Marketing Bhubaneswar the decision of the Principal Secretary to Govt. shall be final and binding on both.

Director  
Text Book Production & Marketing, Bhubaneswar