

**DIRECTORATE OF GEOLOGY, ODISHA**  
**BHUBANESWAR-751001**  
**TENDER CALL NOTICE**

The Director of Geology, Odisha, Bhubaneswar invites Sealed Tenders (Under two Bid System) on behalf of the Governor of Odisha, from registered manpower & service providers fulfilling the terms & conditions for "Deployment of manpower for providing cleaning & sanitation service" to "Bhu-Bigyan Bhawan" **during the year 2021-22.**

Sl.No.	Description of the Items	Earnest Money Deposit (EMD) in Rs.	Cost of the Tender Paper in Rs.
1.	Deployment of manpower for providing cleaning & sanitation service to "Bhu-Bigyan Bhawan" during the year 2021-22	2% of the contract amount	500.00+GST@12% (CGST@6%+SCST @6%)

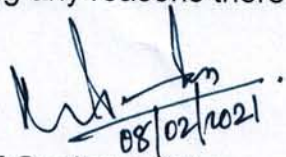
**IMPORANT DATES**

1	Date of commencement of Sale of Tender Paper	15.02.2021
2	Last date of Issue of Tender Paper	01.03.2021
3	Cost of Tender document	Rs.500+ GST@ 12%
4	Last date of Receipt of Tender Paper (Only through Regd. Post/Speed Post/Courier)	01.03.2021/ 5.00 PM
5	Date of Opening of the Tender	03.03.2021/11.30 AM
6	Place of opening tender paper	Conference Hall of Director of geology (O)
7	Address to communicator receipt of Bid documents	Directorate of Geology, Bhu-Bigyan Bhawan, Odisha

The Tender Paper will be available at the Directorate of Geology, Odisha, Bhu- Bigyan Bhawan Bhubaneswar, **during the office hours of stipulated dates, on payment of required fee stated against tender mentioned above.** The bidders may also visit <http://www.orissaminerals.gov.in> to download the Tender Papers and submit the same along with a Non-refundable fee of Rs.500/- + GST @ 12% in shape of crossed Bank Draft, drawn in favour of Director of Geology, Odisha at any Nationalized Bank, payable at Bhubaneswar.

In the event of any designated date being declared as a holiday, the same will be considered to be the next working day.

The Director Geology shall not be responsible for postal or any other delay and reserves the right to reject any or all the Tenders, without assigning any reasons thereof.

  
08/02/2021  
Director of Geology, Odisha

**TENDER FOR DEPLOYMENT OF MANPOWER FOR PROVIDING  
CLEANING AND SANITATION SERVICE**

The Office of the Directorate of Geology, Odisha, Bhubaneswar invites sealed tenders from reputed and experienced service providers for providing tender for deployment of manpower for providing cleaning & sanitation services at the above mentioned office detail in **(Qualifying bid)** Sl. -1 at page-3 for a period of one year from the date of agreement/contract subject to further extension for one year (six months at a time), on satisfactory performance.

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5	Date of Opening of the Tender	03.03.2021/11.30 AM
6	Place of opening tender paper	Conference Hall of Director of geology (O)
7	Address to communication & receipt of Bid documents	Directorate of Geology, Bhu-Bigyan Bhawan, Odisha



**Contains 1 to 12 pages**

## Tender Form

Date:

To

The Director of Geology,  
Odisha, Bhubaneswar.

Ref:- Tender Notice No. ....

Date:-.....

Sub:- Tender documents for deployment of manpower for providing cleaning and sanitation service to Directorate of Geology (Bhu-Bigyan Bhawan) & its premises, Bhubaneswar.

Dear Sir,

I/We \_\_\_\_\_ (Name of the tenderer)  
offer to provide services for cleaning and sanitation service as indicated in the above Tender Notice and Tender documents at the rates quoted hereunder and hereby bind myself /ourselves to execute the work as per the scope stipulated in the Tender Documents.

I/We have read the conditions of the tender documents attached hereto and agree to abide by such conditions.

I/We, bind myself /ourselves to furnish the required security deposit, execute agreement in the format prescribed by Directorate of Geology, Bhu-Bigyan Bhawan, Unit-V, BBSR, failing which I/We shall have no objection to the forfeiture of the earnest money deposited by me/us with Directorate of Geology (O), Bhubaneswar and rescinding of the contract/agreement and to bear all the liabilities for such failure.

Encl: - List of documents .Tender Schedule.

1. Part-I Technical bid(Annexure - I)
2. Part-II Financial bid(Annexure - II)
3. Monthly requirement of minimum quantity of cleaning materials. (Annexure - III)

SIGNATURE & RUBBER STAMP OF AGENCY

ADDESSS



## TENDER SCHEDULE

### (QUALIFYING BID)

1. Detail scope of work :
  - 1.1 To provide cleaning and sanitation service to Bhu-Bigyan Bhawan & its premises, Unit-V, Bhubaneswar as per requirement from time to time in order to ensure inter alia the following objectives.
    - (i) Wet cleaning of the lobby portions, stair cases, portico and toilets of Bhu-Bigyan Bhawan on daily basis.
    - (ii) Sweeping of the premises including parking place and cleaning of the campus daily basis.
    - (iii) Wet cleaning of halls and Officers rooms of Bhu-Bigyan Bhawan at least once in a week in addition to daily sweeping.
    - (iv) The Data Processing Centre (DPC), Computer Cell & Remote Sensing Lab. in the 3<sup>th</sup> floor, Conference Hall in the 1<sup>st</sup> floor & Lab. Building ground floor & 2<sup>nd</sup> floor shall be cleaned by vacuum cleaner & wet cleaning at least once a week besides usual daily sweeping.
    - (v) The toilets used by the staff shall be cleaned twice daily while the toilets attached to the Officers' rooms shall be cleaned once daily.
    - (vi) The bidder should deploy 3 (three) persons/unskilled contract workers for performing the required work.
  - 1.2 The Agency will provide necessary cleaning equipments such as brooms, bucket, sanitary/cleaning consumables as required at their own cost.

### **2. Eligibility Criteria:**

- I. The Agency must have successfully undertaken similar nature of works for at least three years in the last five years. Similar nature of works shall have same meaning as described in Clause-16(g)
- II. The Agency ought to have minimum average annual turnover, as per audited accounts equivalent to an amount of INR 05 Lakhs (Five Lakhs) during last three financial years.
- III. The Agency ought to have a valid EPF Code, ESI in its name issued by RPFC, Odisha Circle/Labour License/GST Registration etc.

**(Note: Authenticated copies of the above documents to be produced along with the Bid with an undertaking to produce all original documents as and when necessary)**

### **3. Bid System:**

- 3.1 The bidding will be on two bid system i.e. Technical bid in part I (**ANNEXURE-I**) and Financial bid in part-II (**ANNEXURE -II**)

### **4. Notice and Communication:**

- (i) The Agency is required to state his/her correct full address in the tender document. All notices, communications to any agency by Directorate of Geology, (O), Bhubaneswar shall be deemed to have been sent or served if delivered or left at or posted to the agency and shall be deemed to have



- been so performed on the day on which they were so delivered or left.
- (ii) All notice and communications addressed by the Agency to the Director of Geology(O), Bhubaneswar concerning the work to be executed under the contract shall be in writing.

**5. DG (O)'s RIGHT TO REJECT TENDERS:**

- 5.1 The Agency is expected to quote competitive rate for persons to be deployed for cleaning and sanitation work required by the Director of Geology(O), Bhubaneswar (in figure and words) after careful analysis and the rate of service charges. In case it is noticed that the rates quoted by the Agency for any category is unusually high, it will be a sufficient cause for rejection of the tender unless the Director of Geology (O), Bhubaneswar is convinced about the reason of the rates on analysis of such rate.
- 5.2 The Director of Geology (O), Bhubaneswar reserves the right to reject any or all the tenders received without assigning any reason thereof and the agency shall not be entitled to any costs, charges or expenses incidental to or connected with preparation and submission of his tender.
- 5.3 Tenders otherwise than on the prescribed lines, form, and pattern described herein are liable to be rejected.
- 5.4 Canvassing in connection with tenders and/ or tenders containing uncalled for remarks are liable to be rejected.
- 5.5 Tender with any modification(s) and / or special condition(s) of the Agencies is liable to rejection.
- 5.6 Corrections and/or alterations in the offer are liable to be rejected, unless all such corrections are initialed
- 5.7 **Rates to be in Figures and words:**  
The Agency should quote the rates in English in the schedule of works, submitted by the Agency, against each category in such a way that misinterpretation is not possible. The amount for each category should be worked out and entered and total of amount is to be given for all categories both in figures and in words. The tendered amount for the work shall be entered in the tender duly signed by the agency. In case of controversy, the rates will prevail over the amount and words over the figures.

**6. WITHDRAWAL OR MODIFICATION OF TENDERS:**

No request for withdrawal or modification will be entertained after the last date of submission of Tender.

**7. AGREEMENT:**

- 7.1 It shall be the responsibility of the successful Agency to submit the signed copies of the agreement to the Director of Geology, O/o- the D.G (O), Bhubaneswar within a month of issue of letter of intent /work order.
- 7.2 The written agreement governing the contract, to be entered into between DG (O), Bhubaneswar and the selected agency shall in all respects, deemed to be and shall construe and operate as an Indian Contract in conformity with the Indian laws, and shall be subject to the jurisdiction of the Courts at Bhubaneswar only, in the State of Odisha.

**8. CO-ORDINATION OF WORK:**

The DDG In-charge of Building Maintenance, Head Quarter, O/o- the D.G (O), Bhubaneswar will co-ordinate the cleaning and sanitation work of the Agency engaged at the Bhu-Bigyan Bhawan Office. It is the responsibility of the agency to



- execute the work strictly as per instructions of concerned officials.
9. **SUB-LETTING OF WORK IN WHOLE OR PART:**  
The Agency shall not assign the job or any part thereof, any share of interest therein, or money due there under, or sub-let the work /job or a portion thereof, in any manner whatsoever. The contract is liable to be rejected at the option of DG (O), Bhubaneswar in case such a contingency takes place.
10. **LABOUR RELATIONS:**  
Any action taken by the agency in relation to handling of personnel shall not adversely affect the existing labour relations of the DG (O), Bhubaneswar.
11. **SUPERVISION OF WORK BY AGENCY:**  
The Agency shall have the sole and exclusive responsibility for supervision of cleaning and sanitation work. It shall also be obligatory on the part of the agency to deploy suitable personnel for the job.
12. **INSPECTION OF WORKS:**  
The D.D.G (In-charge of Building Maintenance), O/o- the DG (O), Bhubaneswar & other officials of the DG (O), Bhubaneswar specifically authorized in this regard will have full power and authority to inspect the cleaning and sanitation work arrangement as per tender conditions and instructions issued from time to time.

The proprietor of the agency / firm will meet the D.D.G. (In-charge of Building Maintenance), O/o- the D.G (O), Bhubaneswar once in a month i.e. 1<sup>st</sup> Monday-11.30 hrs. for review of performance and briefing.

13. **EMD:**
- (a) The technical bid must be accompanied with an EMD @ 2% of total contract value as per tender notice in shape of Bank Draft drawn in any Nationalized Bank in favour of Director of Geology (O), Bhubaneswar, payable at Bhubaneswar. No interest will accrue on the Earnest Money.
- (b) Tender without prescribed earnest money will be rejected.
- (c) The earnest money will be refunded in case the tender process is cancelled by DG (O), Bhubaneswar.
- (d) The earnest money deposit of successful agency, if awarded with work, will be refunded only after submission of performance security.
- (e) The earnest money deposit of the un-successful agencies will be refunded immediately without interest after the execution of the contract agreement with the selected agency.
14. **SECURITY DEPOSIT & FORFEITURE OF EMD/SECURITY:**
- 14.1 The EMD will be forfeited in the event of following:
- (i) If the Agency refuses to take up the work at the quoted price:
- (ii) If the Agency fails to deploy the required personnel at any time:



**15. Submission of the tender Document and opening of the Tender:**

- (a) The tender shall be submitted with EMD in **Part-I** i.e. technical bid (**ANNEXURE -I**) and **Part-II** i.e. Financial Bid (**ANNEXURE-II**) in two separate sealed envelopes superscribed with technical and financial bid as the case may be and name and address of the tenderer. Both the envelopes i.e. Part-I and Part-II envelopes along with EMD shall be put in another envelope, which shall be superscribed as "**Tender for Cleaning and Sanitation work**" along with name and address of the agency and should bear the address of "Director of Geology,(O),Unit-V, Bhubaneswar". The agency should mention his/her complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The tender documents should reach the undersigned by **01.03.2021, 5.00 PM**. Only through Regd. Post/Speed post/Courier.
- (b) Both the bids complete in all respects (Technical & Financial) should reach the undersigned on or before **01.03.2021 5.00 P.M.** The technical bid shall be opened first on **03.03.2021 at 11.30 AM., 1<sup>st</sup> floor** Conference Hall of D.G (O), Bhubaneswar then the Financial Bids of the qualifying bidders shall be opened.

**16. Documents to be submitted with the Technical Bid:**

The bidder must have to attach evidentiary documents with the technical bid in support of fulfilling the following instructions and summarize with an Index sheet & Page No. in "**Annexure – IV**".

- (a) Original Money Receipt of purchase of tender documents/ Non-refundable Crossed Bank Draft of Rs 560/- (Basic price of tender document Rs. 500/- + GST @12%) drawn in favour of D.G, Odisha, Bhubaneswar (In case the tender document is downloaded from the web-site)
- (b) Earnest Money Deposit as per Para -13 above.
- (c) The Agency shall submit copies of the following documents duly signed by the proprietor with seal
- Their own valid EPF Code Certificate issued by RPF, GOI, Odisha circle.
  - ESI Registration Certificate with copy of latest deposit challan.
  - Service Tax registration certificate
  - Firm registration certificate
  - PAN Card
  - The Labour License issued by the Competent Authority.
  - GST Number & certificate (up-to-date GSTR i.e. GSTR-1 &GSTR-3B)
- (d) An undertaking that the agency will be able to deploy the requisite man power immediately after execution of the contract agreement between DG (O), Bhubaneswar and the selected agency.
- (e) Balance sheet duly certified indicating the annual turnover.
- (f) All the pages of the tender documents shall be signed with date by the Agency at the lower left hand corner as a token of acceptance of the tender conditions and shall be submitted with the technical bid.
- (g) Similar nature of work means the agency must have deployed personnel to Central Govt. / State Govt. /Public Sector Undertakings/ Reputed Private Organizations. The Agency should submit the proof of execution of contract of similar for reference.
- (h) The Agency may submit any other details that he may like to furnish.



(i) **GENERAL CONDITION:**

- i. The successful bidders shall furnish the Bank Guarantee towards performance security @8% of the net contract value from any nationalized Bank within 15 days of the letter of acceptance. The final work order will be issued after receipt of the Bank Guarantee.
- ii. The personnel deployed by the Agency shall not be paid less than the minimum wages fixed as prescribed by Govt. prevalent at the time of finalization of the bid.
- iii. Other statutory dues viz E.P.F and ESI at appropriate rate as per rules etc. shall be given to each person by the Agency.
- iv. Income tax, Surcharge and Education Cess as applicable will be recovered at source on the billed amount.
- v. Deduction towards TDS if applicable will be made as per provision of Law in force.
- vi. The DG (O), Bhubaneswar will make monthly payment to the Agency for the services rendered and the Agency will bear/pay all other benefits/statutory dues etc.
- vii. No TA/DA or any other expenditure shall be borne/ reimbursed by DG (O), Bhubaneswar towards movement or such other activities of the personnel.
- viii. The agency is required to submit the detailed Bio-Data along with two passport size photographs of the Personnel to be deployed at Bhu-Bigyan Bhawan at the time of deployment.
- ix. Minimum quantity of different cleaning materials and the disinfectants (as noted at **ANNEXURE-III**) to be used per month should be specified in the quotation with the cost on details of each item.

(j) **COST OF TENDER DOCUMENT:**


The cost of Tender document is Rs.560/- (Rupees five hundred sixty) only inclusive of GST @12% (CGST@6%+SGST@6%). The bidders may also visit <http://www.orissaminerals.gov.in> to download the Tender documents and submit the same along with a Non-refundable fee of Rs.560/- (Rupees five hundred sixty) only in shape of crossed Bank Draft, drawn in favour of the Director of Geology, Odisha at any Nationalized Bank, payable at Bhubaneswar.

**Signature of the Agency**

Name of the person who has signed the Tender paper (in Block Letters) :

Permanent Address of the Agency :

Temporary Address of the Agency:

  
08/02/2021  
Director of Geology (O)  
Bhubaneswar.



**Directorate of Geology  
Odisha, Bhubaneswar  
(FOR DEPLOYMENT OF PERSONS FOR CLEANING AND SANITATION WORK)**

**ANNEXURE – I**

**PART – I (TECHNICAL BID)**

1. Name of the Agency

2. Detail Address of the  
Registered Office &  
Branch Office:

Phone No., FAX No., E-mail ID etc.

- i. Registered Office
- ii. Branch Office

3. Details of Previous Experience

<u>Sl.No.</u>	<u>Name of the Organization</u>	<u>Value of Contract</u>	<u>Period</u>
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I.

II.

III.

4. No. of Personnel on the roll :

5. Mention Annual Turn Over (As per balance sheet) for last three years.

Year

Turn Over

(Copies of audited financial statement and income tax return of last three years and attested Xerox copy of own valid EPF code issued by the RPFC, Govt. of India should be attached).

6. **Earnest Money deposit:**

(A) Draft No.

Name of the Bank

(B) Date

(C) Amount



7. Whether having STC Certificate  
(Xerox copies of Certificate to be enclosed)
8. Whether having CEST registration and ESI  
Registration (Enclose challan copies of latest  
deposits)
9. Whether the undertaking has been furnished to  
the effect that the Agency shall deploy the  
requisite man-power at Bhu-Bigyan Bhawan,  
Unit-V, BBSR within 30 days of issue of LOI.
10. Other documents as at Clause -16 should be furnished.

**11. CERTIFICATE TO BE GIVEN BY THE TENDERER.**

Certified that the above mentioned particulars are correct and true to the best of my/our knowledge. In case any statement made above is found incorrect, my/our tender may be rejected by DG (O), Bhubaneswar.

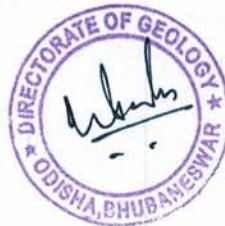
My/Our price is based on the basis of our full understanding about the job.

It is to confirm that our offer shall be valid for 90 days from the date of opening of the qualifying bid.

I/we also authorize DG (O), Bhubaneswar to forfeit my/our earnest money and invoke the Bank Guarantee in case I/We fail to execute the job for whatever reason, if my/our tender is accepted.

**SIGNATURE OF THE  
TENDERER WITH SEAL**

N.B: All the documents required as per clause No.1 & 16 are to be submitted along with the Technical Bid.



**ANNEXURE – II**  
**PART-II (FINANCIAL BID)**

1. Name of the Agency/Firm.
2. Monthly remuneration for each personnel (excluding service charge and any other applicable taxes).
3. Percentage of service charge payable (To be mentioned in figure and words)
4. PAN No.
5. Service tax Registration No.
6. GST Registration No.
7. Detailed break-up of monthly remuneration Per person as per Clause-16 (i) (iv) of the General Condition should be furnished.
8. Details of cost of materials as per Clause-16 (i) (viii) of the General Condition which is specified at **Annexure-III** should be furnished.

Place:  
Date :

Signature of the Tenderer  
With seal.



**ANNEXURE – III**

**Monthly requirement of Minimum quantity of cleaning materials.**

Sl. No.	Cleaning material	Quantity
1.	Phenyl (ISI mark)	30 Ltrs.
2.	Harpic (Big)	6 nos.
3.	Lyzol (Big)	4 nos.
4.	Napthalene Ball	1kg.
5.	Detergent powder	2 kg.
6.	Bleaching powder	3 kg.
7.	Hand wash	4 nos.
8.	Odonil	4 nos.
9.	Room Spray	4 nos.
10.	Flower broom	3 nos.
11.	Stick broom	3 nos.
12.	Wiper	2 nos.
13.	Coir Brush	3 nos.
14.	Floor cotton	3 nos.
15.	Dusting cotton	4 nos.
16.	Allied materials (Bucket, Pipe, belcha etc.)	As per requirement.



**ANNEXURE – IV**  
**DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID**

(As per Para: - 16)

Sl No.	Particulars of the documents to be submitted:	Details:
<b>MANDATORY DOCUMENTS</b>		
1	Original money receipt for purchase of Tender Paper/ Crossed B.D. for downloaded document.	Amount: Rs.  M.R./ B.D. No.
2	Earnest Money Deposit. (As in Para -13)	Amount: Rs.  B.D. No. :
3	Copy of (i) EPF code certificate (ii) ESI certificate (iii) Service tax registration certificate (iv) Firm registration certificate (v) PAN card (vi) Labour license etc. ( Para 16-C)	(i) <input type="text"/> (ii) <input type="text"/> (iii) <input type="text"/> (iv) <input type="text"/> (v) <input type="text"/> (vi) <input type="text"/>
4	An undertaking that the Agency will be able to deploy the requisite man power immediately after execution of the contract agreement between DG (O), Bhubaneswar and the selected Agency. (Para 16-d)	Yes : <input type="text"/> No : <input type="text"/>
5	Balance sheet duly certified indicating the annual turnover of last three years. (Para 16-e)	Year <input type="text"/> <input type="text"/> <input type="text"/>
7	Copy of Terms & Conditions of Tender duly signed by the bidder in each page. (Para 16-f)	Yes : <input type="text"/> No : <input type="text"/>
8	Proof of execution of contract of similar nature of work in last three years. (Para 16-g)	Year <input type="text"/> <input type="text"/> <input type="text"/>
9	Any other document (Please specify)	



(Signature of the Bidder)