

GOVERNMENT OF ODISHA
REVENUE & DISASTER MANAGEMENT DEPARTMENT
(DISASTER MANAGEMENT)
RAJIV BHAWAN, BHUBANESWAR -751001

QUOTATION

Quotation is hereby invited from the registered firms / out-sourcing agencies for deployment of manpower for providing cleaning and sanitation services in the office of Special Relief Commissioner, Rajiv Bhawan, Bhubaneswar.

SERVICE TO BE RENDERED :

- a) Sweeping/Wet cleaning of the lobby portions, toilets of building premises of Special Relief Commissioner Office, Bhubaneswar on-daily basis.
- b) Wet cleaning of halls and Officers rooms on daily basis.
- c) The toilets used by the staff shall be cleaned thrice daily while the toilets attached to the Officer's rooms shall be cleaned twice daily.
- d) Cleaning of officers & Staff tables.
- e) Cleaning of glass partitions and fittings in weekly basis.
- f) Cleaning of whatnots, doors and file racks as and when required.
- g) Cleaning of wall & roof on monthly basis.
- h) Disposal of dustbins on daily basis.
- i) Spreading of Bleaching Powder once a week.
- j) The agency selected for this purpose shall be required to deploy four nos. of persons for cleaning and sanitation service.
- k) Deployment of personnel may be decreased or increased as per requirement.
- l) The Agency will provide necessary cleaning equipments such as brooms, bucket etc. (Annexure-III) as required at their own cost.

ELIGIBILITY CRITERIA:

- a) The agency must have successfully undertaken similar nature of works for at least three years. Similar nature of work means the agency must have deployed cleaning and sanitation personnel to Central Govt/ State Govt/ Public Sector Undertakings/ Reputed Private Organizations for at least three years in the last five years.
- b) The agency ought to have valid EPF Code, ESI in its name issued by RPFC, Odisha Circle. GST registration certificate, ESI Registration Certificate, Service Tax Registration Certificate and Labour license issued by the competent Authority.

BID SYSTEM:

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

RIGHT TO REJECTION:

- a) The agency is expected to quote competitive rate for cleaning and sanitation personnel 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 or unusual low in respect of service charge, it will be a sufficient cause for rejection of the quotation for the sake of quality work, unless Special Relief Commissioner is convinced about the reason of the rates on analysis of such rate.
- b) The Special Relief Commissioner reserves the right to reject any or all the quotation 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 quotation documents.
- c) Canvassing in connection with quotation/documents containing uncalled for remarks are liable to be rejected.
- d) Quotation with any modification(s) and/or special condition (s) of the agencies or with any rider is liable to rejection.

WITHDRAWAL OR MODIFICATION OF QUOTATIONS:

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

EMD:

- a) The technical bid must be accompanied with an EMD of Rs. 30,000/- (Rupees thirty thousand) only as per quotation notice in shape of Bank Draft drawn in favour of The Special Relief Commissioner payable at Bhubaneswar. No interest will accrue on the Earnest Money.
- b) Quotation without prescribed earnest money will be rejected.
- c) The earnest money will be refunded in case the quotation process is cancelled by the Special Relief Commissioner.
- d) The earnest money deposit of successful agency, if awarded with work, will be kept with the Special Relief Commissioner as security deposit till the term of the agreement and will be refunded within 30 days from the termination of the contract agreement.
- 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.
- f) The EMD will be forfeited if the Agency refuses to take up the work at the quoted price.
- g) If any Agency is selected for award of the contract after evaluation of Bid and the firm is exempted for submission of EMD by any law, then Security money equal to the amount of EMD should be furnished by the Agency for awarding the contract.

AGREEMENT:

It shall be the responsibility of the successful agency to submit the signed copies of the agreement to the Special Relief Commissioner within 15 days of issue of letter of intent work order.

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 Special Relief Commissioner in such case.

SUPERVISION OF WORK BY AGENCY:

The Agency shall have the sole and exclusive responsibility for supervision of the work of all cleaning and sanitation personnel. It shall also be obligatory on the part of the agency to deploy qualified personnel for the job.

INSPECTION OF WORKS:

Special Relief Commissioner or other officers who are specifically authorized in this regard will have full power and authority to inspect the cleaning and sanitation arrangement as per quotation conditions and instructions issued from time to time.

The proprietor / representative of the agency / firm will meet the authorised officer in this office once a month i.e. 1st Monday- 11.30 hrs. for review of performance and briefing.

INSTRUCTION FOR SUBMISSION OF QUOTATION WITH REQUIRED DOCUMENTS:

- a) The quotation 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 quotationer. Both the envelopes i.e. Part-I and Part-II envelopes along with EMD shall be put in another envelope, which shall be superscribed with "Quotation for Cleaning and sanitation Work" along with name and address of the agency and should bear the address of Special Relief Commissioner, Revenue & Disaster Management Department (Disaster Management), Rajiv Bhawan, Bhubaneswar-751001. 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 agency may submit any other details that he may like to furnish.
- b) Quotation received after the due date and time shall not be entertained.
- c) Both the bids completed in all respects (Technical & Financial) should reach the undersigned on register post or speed post on or before **5.00 P.M. dated 16.07.2019**. The technical bid shall be opened on **17.07.2019 at 4.00 P.M.** in the presence of the agency/ their authorized representatives in the Office of Special Relief Commissioner, Revenue & Disaster Management Department (Disaster Management), Rajiv Bhawan, Bhubaneswar. The date of opening of the financial bids shall be intimated to those firms who shall qualify the technical bid.
- d) The Agency shall submit their valid EPF Code Certificate issued by RPFC, Odisha either if original or true copy along with the quotation document. Service Tax registration certificate, ESI Registration Certificate with latest deposit challan copy, Firm Registration Certificate,

Photocopy of PAN Card along with copies of the acknowledgement of Annual I.T. return of the firm for the last three financial years, GST Registration Certificate, GST return (up to date) copy & copy of the labour license issued by the competent Authority. The agency should also, submit the experience certificate of the last three years as mentioned in the eligibility criteria.

- e) An undertaking that the agency will be able to deploy the requisite man power at the allotted location immediately after execution of the contract agreement.
- f) The Special Relief Commissioner, Revenue & Disaster Management Department (Disaster Management), Rajiv Bhawan, Bhubaneswar shall not be liable for any delay in receipt of the Bid by the agencies and no extension of time to the date of quotation opening shall be given for this reason.
- g) The Agency failing to submit all the specified documents shall be summarily rejected.
- h) The agency will submit the copy of last challan in support of deposit of ESI and EPF in favour of deployed personnel positively along with the monthly bill submitted for payment.

GENERAL CONDITIONS:

- a) No personnel deployed by the Agency shall be paid less than the minimum wages fixed as prescribed by Govt. prevalent at the time of finalization of the bid.
- b) Statutory dues at appropriate rate as per rules etc. shall be given to each cleaning and sanitation personnel by the Agency.
- c) The Special Relief Commissioner, Odisha will make monthly payment to the Agency for the services rendered and the Agency will bear/pay all other benefits/statutory dues etc.
- d) The Agency should provide the required material once for a month in a lot.
- e) The cleaning work should be completed before 10 A.M. so as to avoid dislocation of office work.
- f) The cleaning work shall be made daily on official working days. Besides as and when required the work may be done on Sundays and Holidays.
- g) The Agency should maintain an Attendance Register, Register of stock and Store and an Issue Register which should be produced for verification as and when desired by the Authority of Office of Special Relief Commissioner.
- h) In case of any mischief, disturbances, theft or negligence commit by the deployed manpower action as deemed fit shall be taken against the agency with forfeiture of EMD.

NOTICE AND COMMUNICATION:

- c) The Agency is required to state his/her correct full address in the document. All notices, communications to any agency by the Special Relief Commissioner, Odisha 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.

- d) All notice and communications addressed by-the Special Relief Commissioner, Odisha to the Agency, or by the Agency to the Special Relief Commissioner, Odisha concerning the work to be executed under the contract shall be in writing.

Sd/-

Joint Secretary to Government
(Disaster Management)

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7. Whether having and ESI Registration certificate.
(Enclose challan copies of latest deposits)
8. Whether the undertaking to the effect that the Agency shall deploy the requisite man-power at the Office of Special Relief Commissioner, Odisha within 15 days of issue of LOI.
9. Other documents as at Clause (d) of "Instruction for Submission of Quotation with Required Documents" should be furnished.

10. CERTIFICATE TO BE GIVEN BY THE QUOTATIONER

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 not correct, my / our quotation may be rejected by the Special Relief Commissioner, Odisha.

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

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

I/We also authorize the Special Relief Commissioner, Odisha to forfeit my earnest money in case I/We fail to execute the job for whatever reason, if my/our quotation is accepted.

SIGNATURE OF THE
QUOTATIONER WITH SEAL

ANNEXURE - II

FINANCIAL BID FOR DEPLOYMENT OF CLEANING AND SANITATION SERVICE:

7. Name of the Agency/Firm
8. Monthly remuneration per month for each personnel (excluding service charge and any other applicable taxes):
9. Percentage and amount of service charges payable :-(To be mentioned in figure and Words)
10. PAN No:-
11. GST Registration No.:-
12. Details of breakup of monthly remuneration Per person per month (including all taxes and charges):-
13. Details of cost of materials specified at Annexure-III should be furnished.

Place :

Date:

Signature of the Quotationer
With seal



ANNEXURE – III

Monthly requirement of Minimum quantity of cleaning materials

Sl. No.	Cleaning Materials	Quantity
1	White Phenyle (Nymyle 1 ltr bottle)	40 Ltrs.
2	Liquid Detergent (lizol)	10 Ltrs.
3	Soft broomstick	4 Pieces
4	Hard broom stick	2 pieces
5	Bathroom Brush	2 Pieces
6	Bathroom wiper	2 pieces
7	Nepthaline Bulb	2 Kg
8	Room Freshner (200ml)	6 Nos.
9	Odonil	32 Nos.
10	Urinal cubes	4 KG
11	Moping Brush (big)	2 Nos.
12	Cloth for cleaning of Desk & Glasses	12 Pieces
14	Colin (500ml)	6 bottle
15	Hand wash (dettol) 100 ml	3 Nos.
16	Soap (Dettol) 45g	20 Nos.
17	Toilet round brush	4 No.s
18	Floor cleaning acid	5liters
19	Harpic blue	5 litres
19	Bleaching powder	5Kg
20	Vim Powder	3Kg
21	Surf Excel	1Kg