



**Government of Odisha
Office of Special Relief Commissioner**

No. 5746 /R&DM(DM)

Date: 05.10.2021

QUOTATION

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

1. **SERVICE TO BE RENDERED :**

- a. Sweeping/ Wet cleaning of the lobby portions, toilets of building/Office premise 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 on 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.
- a. Spreading of bleaching powder.
- j. The agency selected for this purpose shall be required to deploy at least 5 (five) nos. of persons for cleaning and sanitation service. Deployment of personnel may be increased as per requirement.

2. **ELIGIBILITY CRITERIA:**

- I. The agency must have successfully undertaken similar nature of works for at least three years during last five years. Similar nature of work means the agency must have deployed cleaning and sanitation personnel to Central Govt/State Government/ Public Sector Undertakings/ Reputed Private Organizations for at least three years in the last five years.
- II. The agency ought to have valid EPF Code, ESI in its name issued by RPF, Odisha Circle, GST Registration Certificate, ESI Registration Certificate and Labour license issued by competent Authorities.

3. **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). The bidder has to download the form from the website of O/o-Special Relief Commissioner, Odisha and send to the office through **Registered/ Speed Post** in the office address. It must reach the office latest by the date and time mentioned in the notice. The bid document should be accompanied with a DD of Rs. 300/- drawn in favour of Special Relief Commissioner, Odisha.

4. **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 unusually 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.

5. **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. 30,000.00 (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 show 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.

6. **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.

7. **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.

8. **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.

9. **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.

10. **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 super scribed 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 super scribed 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 by **Registered Post or Speed Post** latest by 5.00 P.M. of dated 25.10.2021. The technical bid shall be opened on **26.10.2021 at 11:30 AM** 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 will qualify the technical bid.
- d. The Agency shall submit their valid EPF Code Certificate issued by RPFC, Odisha & 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 either in original or true copy along with the quotation document. The agency should also, submit the experience certificate of the last three years as mentioned in the eligibility criteria.
- e. The agency is to submit a declaration that it has not been blacklisted by any other Government/ Corporate/ Private Organisation/ Agency/ Office within last five years.
- f. The agency is also required to submit an undertaking stating that she/he is not a relative of any staff of the O/o – Special Relief Commissioner, Odisha.
- g. An undertaking stating that the agency will be able to deploy the requisite man power at the allotted location immediately after execution of the contract agreement.
- h. 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.
- a. The Agency failing to submit all the specified documents shall be summarily rejected.

11. **GENERAL CONDITIONS:**

- a. No personnel deployed by the Agency shall be paid less than the minimum wages/ remuneration 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 cleaning work should be completed before 10 A.M. so as to avoid dislocation of office work.
- e. The cleaning work shall be made daily on official working days, as stated above. Besides as and when required the work may be done on Sundays and Holidays.
- f. The Agency should maintain an Attendance Register, which should be produced for verification as and when desired by the Authority of Office of Special Relief Commissioner.
- g. 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.

12. **NOTICE AND COMMUNICATION:**

- a. 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.
- b. The bidders are required to state the WhatsApp number of the authorised person, who in case of opening of bid and/or any other meeting is required to attend the online meeting.
- c. 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-

Additional Commissioner, Relief



**Government of Odisha
Office of Special Relief Commissioner**

ANNEXURE - I

PART-1 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>S/.No.</u>	<u>Name of the Organization</u>	<u>Value of Contract</u>	<u>Period</u>
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- I.
- II.
- III.

(Performance Certificate from previous organization in support of similar experience of three years to be closed)

4. No. of cleaning and sanitation Personnel on the roll :
(Copy of latest deposit attested challan of EPF to be closed)
(Copies of income tax return of last three years and attested Xerox copy of own valid EPF code issued by the RPF, Govt. of India should be attached).

5. Earnest Money deposit

- (A) Draft No. Name of the Bank
- (B) Date
- (C) Amount

6. Whether having STC Certificate
(Xerox copies of Certificate to be closed)

7. Whether having CEST registration and ESI
Registration (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



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ANNEXURE - II

FINANCIAL BID FOR DEPLOYMENT OF CLEANING AND SANITATION SERVICE:

1. Name of the Agency/Firm
2. Monthly remuneration per month for each personnel (excluding service charge and any other applicable taxes):
3. Percentage of service charges payable :-(To be mentioned in figure and Words)
4. PAN No:-
5. Service tax Registration No.:-
6. Details of breakup of monthly remuneration Per person per month:-

Place :

Date:

Signature of the Quotationer

With seal