

REVENUE OFFICERS' TRAINING INSTITUTE, GOTHAPATNA, BHUBANESWAR

TENDER DOCUMENT FOR HOUSE-KEEPING (RESIDENTIAL AREA)

Period of contract	One Financial Year (2017-18)
Start date for submission of the Tender Form	28.02.2017
Last Date & time for submission of tender	20.03.2017 by 11:00 A.M
Date and time of opening of Technical Bids	20.03.2017 at 03:00 P.M.
Date and time of opening of Financial Bids.	20.03.2017 at 04:00 P.M
Bid Security	Rs.20,000/-

(A) Invitation Of Bids:-

- 1 Bids are invited from reputed Firm /Agencies, having valid registration from Competent Authority to run the House-Keeping Agency and business in Odisha, who can provide sufficient number of house-keeping staff in the campus of Revenue Officers' Training Institute, Gothapatna, Bhubaneswar- 751003. The Firm / Agencies shall be Proprietorship / Partnership / Pvt. Limited Company and should be registered as per related Acts of Government.
- 2 Firms are advised to study the tender document carefully before submitting the Bid Form. It will be presumed that the Agencies/Firms have considered and accepted all the terms and conditions of this tender. No enquiry, whatsoever verbal or written, shall be entertained in respect of acceptance/rejection of the tender. Bids must be unconditional.
- 3 Separate (duly filled) Bids should be prepared in accordance with the prescribed format **Annexure-I** (Technical Bid i.e. Details of the Agency) and **Annexure-II** (Financial Bid) of the tender document, and be submitted in physical form in the Office of the Director, Revenue Officers' Training Institute, Gothapatna, Bhubaneswar- 751003 **on or before dt.20.03.2017 11.00 A.M.**
- 4 The Bid must be accompanied by an Earnest Money Deposit (EMD) of **Rs. 20,000/- (Twenty-Thousand only)**, in the form of Bank Draft in favour of Administrative Officer, Revenue Officers' Training Institute, Gothapatna, Bhubaneswar.
- 5 The tender form is nontransferable.
- 6 The prospective bidder shall furnish the following documents along with their technical bid **(Annexure-I & Annexure-III):-**

- (vii) Self attested copy of PAN No. card under Income Tax Act;
- (viii) Self attested copy of Service Tax Registration Number;
- (ix) Self attested copy of Valid Registration No. of the Agency/Firm/ Proprietorship;
- (x) Self attested copy of valid Provident Fund Registration Number;
- (xi) Self attested copy of valid ESI Registration Number;
- (xii) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- (vii) Bid Security of **Rs.20,000/- (Twenty Thousand only)**.

- (xi) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm/agency/ Proprietor;
- (xii) Terms and conditions duly accepted/signed with the stamp of the prospective bidder;
- (xiii) Proof to the effect that tenderer have experience of providing similar works for at least last three consecutive years.

(C) Schedule for Inviting Tender:-

Name of the Client: **Revenue Officers' Training Institute.**

The Tender should be submitted physically in a sealed cover, envelope subscribing thereon **"Tender for Providing Housekeeping Services (Residential Area)"** along with the requisite documents in the office of the Revenue Officers' Training Institute, Gothapatna, Bhubaneswar- 751003 on or before **dt. 20.03.2017 up to 11.00 AM.**

Technical Bid Opening date and time will be on **dt. 20.03.2017 at 03:00 P.M.**

Financial Bid Opening Date and time will be on **dt. 20.03.2017 at 04:00 P.M.**

(C) Eligibility:-

- 1 The tenderer should have the experience of providing similar works for at least last three consecutive years in any of the Departments / Autonomous Institutions / Universities /Public Sector Undertakings of the Government of India or Government of Odisha or /any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
- 2 The tenderer proprietor / firm /agency /company should have a valid registrations such as Permanent Account Number (PAN) of the Income Tax Department, Service Tax Registration Number, Registration No. of the Proprietor / Agency/Firm, Provident Fund Registration Number, ESI Registration Number, License Number under Contract Labour Act and to enclose proof for the same.
- 3 The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure III).
- 4 The tenderer should have registered in his/her name or in the name of firm/company and the company should have the capacity of providing required number of Housekeeping and other Staff.
- 5 Resolution of Board meeting authorizing the person to sign tender document (if applicable).
- 6 The tenderer should submit an undertaking with the Technical Bid to the effect that term and conditions of the Tender are duly accepted /signed with the stamp of the prospective bidder.

(D) Procedure Of Submission Of Bids:-

5. Bank Draft of Rs.20,000/- (Twenty Thousand only), on account of Earnest Money Deposit (EMD) in favour of **Administrative Officer, Revenue Officers' Training Institute**, EMD should be deposited physically in the Office of the Revenue Officers' Training Institute, along with the Tender Documents.
6. Financial Bids will be opened only of those firms/ Agencies/ Proprietors which qualify technical bid.
7. The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.
8. The Bid Security will be forfeited in the following conditions:-
 - (e) If at any stage, any of the information/declaration given by the bidder is found false.
 - (f) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - (g) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
 - (h) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

(E) Terms & Conditions:-

- 1 The tenderer shall invariably ensure the time bound confidential movement related to manpower.
- 2 The tenderer should take care that no column in the Technical as well as Financial Bid should be left blank which would be otherwise made the tender liable for rejection. In case any column has to be left blank, it should be filled as "**NOT APPLICABLE**".
- 3 Any act on the part of the tenderer to influence anybody in the Revenue Officers' Training Institute is liable for rejection of the tender.
- 4 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 5 Tenders not conforming to the requirements of the Revenue Officers' Training Institute will be rejected and no correspondence thereof shall be entertained, whatsoever.
- 6 Any person who is in Govt. Service or an employee of this Institute should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 7 The Tenderer shall indemnify the Revenue Officers' Training Institute against all other damages/charges and expenses for which the Revenue Officers' Training Institute may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Revenue Officers' Training

Institute shall not be responsible financially or otherwise for any injury to the person deployed by the Tenderer during the course of performing duties. The antecedents have to be got verified by the bidder.

- 9 **The rate contract is for one year and the Revenue Officers' Training Institute reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the Tenderer.**
- 10 It should be ensured that the House-Keeping and other staff deployed in the campus of Revenue Officers' Training Institute should possess good physique, vision, and of good antecedents duly verified by the police,
- 11 All the House-keeping and other staff should carry/affix the badge, showing their photographs. The tenderer shall not deploy/remove any personnel without informing the authorized person of the **Revenue Officers' Training Institute**.
- 12 The Tenderer shall not employ any person who has not completed Eighteen years of age. The Tenderer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Tenderer, there will not be any liability on the **Revenue Officers' Training Institute**.
- 13 The **Revenue Officers' Training Institute** will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the **Revenue Officers' Training Institute** recognizes no employer-employee relationship between the **Revenue Officers' Training Institute** and the personnel deployed by the Tenderer/Agency.
- 14 The **Revenue Officers' Training Institute** shall have the right to ask for the removal of any Housekeeping and other personnel engaged by the agency, which is not found to be competent and orderly in the discharge of his duties.
- 15 Payment of salary to the staff by the agency should be made through Cheque / ECS and quarterly bank statement shall be furnished by the firm.
- 16 The Proprietor / Agency/ Firm shall submit the details of the House-keeping and other Personnel deployed in the campus of **Revenue Officers' Training Institute** such as Name, Address, and the police verification about their antecedents.
- 17 The **Revenue Officers' Training Institute** has the right to ask the Tenderer for removal of Housekeeping and other personnel, who is not found competent, orderly or disciplined.
- 18 The **Revenue Officers' Training Institute** reserves the right to change any House-keeping or other personnel any time without assigning any reason and the agency is bound to provide the substitute within one hour.
- 19 The **Revenue Officers' Training Institute** reserves the right to terminate the contract without assigning any reason by giving a notice of **30 days** to the Tenderer at any point of time during any of the years of the contract.
- 20 The Proprietor/Firm/agency shall be responsible for the payment /statutory obligations under labour laws such as EPF, ESI, Gratuity, Leave, Weekly off Days etc. to its personnel. The agency will produce documentary proof every month of the account of contribution of Service Tax, ESI and EPF along with monthly bill.

- 21 No person shall be absent from duty without prior intimation and permission of authorized officer of the **Revenue Officers' Training Institute** and no person shall perform double duty, failing which it shall invite a penalty of Rs. 1,000/- on each occasion and habitual offender in this regard shall be removed from the **Revenue Officers' Training Institute**. The penalty on this account shall be deducted from the agency's bill.
- 22 The staff engaged by the agency shall be available all the time as per their duty roaster and they shall not leave their place of duty without the prior permission of the authorized officer of the **Revenue Officers' Training Institute**. Adequate supervision will be provided to ensure correct performance of the said House-keeping and other services in accordance with the prevailing assignment /instruction agreed between the two parties in order to exercise effective control and supervision over the staff deployed by the agency. The supervisory staff will move in their areas of responsibilities.
- 23 All liabilities arising out of accident or death while on duty shall be borne by the agency.
- 24 After finalization /acceptance of the tender, an agreement will be signed between successful tenderer / House-keeping agencies & **Revenue Officers' Training Institute**.
- 25 The **Revenue Officers' Training Institute** reserves the right to cancel or reject all or any of the tender without assigning any reason.

**(F) Duties Of House-Keeping including Garden Work (Residential Area):-
(Excluding Dinning & Kitchen Area)**

Cleaning, Sweeping & Sanitation etc. are to be carried out daily in mechanized way for which all the materials like brushes, pressure pipe phenyl, naphthalin balls, dusters, wire buckets, brooms, swabs required flush clean soaps, chemicals etc. apart from Single Disk scrubbing machine, Vacuum cleaners, Auto scrubber, Jet High pressure, Bag cleaner, Wet and Dry machine, Road Sweeping (Clean of Dust) will be provided by the tenderer. The use of acid(s) shall be avoided to the maximum.

The housekeeping work also includes Pest Control, Cleaning and Dusting of Furniture as per appropriate methods. Cleaning and the outer walls of the Institute building including Glass and ACP fittings therein are to be considered as part of the duty. The intending agencies are requested to visit the academy during any working day to ascertain the proposed work.

The firms are required to furnish complete proposals for daily cleaning of floors, staircases, passage, rooms, carpet area etc. of the Hostel, Guest House & Staff Quarter (All rooms including Toilets), along with cleaning of Internal roads of the campus of Residential area of Hostel, Guest House & Staff Quarter of Revenue Officers' Training Institute.

The firms shall engage one person exclusively to look after the Garden Work of the Institute campus on daily basis. The Person will perform duties like watering, fencing, seeding, lawn work etc daily and also as per direction from the Authority of the Institute.

The firm shall ensure cleaning of the rooms in Hostel, Guest House, Staff Quarter, adjoining roads, pavements, footpaths daily by 8.30 AM or any other time as per the requirement to be informed by the Authority. All the toilets of the Hostel, Guest House & Staff Quarter must be clean twice daily.

It shall be responsibility of firm to segregate dispose of garbage at least once in a day or at any time when garbage are accumulated in a larger quantity beyond the capacity of dustbin/ garbage drum at his own cost. Further the firm shall clean the sewerage line of Residential Area as and when required.

The contractor shall provide the following toiletries as per consumption in the toilets
(i) Liquid soap, naphthalene balls, Air Freshener.

The contractor shall arrange the trolley etc. for carriage of materials like garbage, malba, minor building rubbish etc. to be disposed of beyond the premises area.

The housekeeping work for Residential will cover the both wings of Hostel along with Guest House & Staff Quarters which includes the building area, parking area, vacant area from Hostel (Backside of Auditorium) to Staff Quarter. **(Excluding Dinning, Kitchen Area).**

The Contractor will ensure that all the housekeeping as detailed in **Schedule "A"** are done to the satisfaction of the authorities of **Revenue Officers' Training Institute.**

(G) Penalties:-

1. In case any complaint is received attributable to misconduct /Misbehavior of agency's personnel a penalty of Rs.1,000/ for each such incidents shall be levied and the same shall be deducted from the agencies bill. Further the concerned agency personnel shall be removed from the systems immediately. In case the agency fails to commence / execute the work stipulated in the agreement or un-satisfactory performance or does not meet the statutory requirements of the contract, the **Revenue Officers' Training Institute** reserves the right to impose the penalty as detailed below:-

@ 2% of cost of order/agreement per week.

2. For not reporting to the duty by the House-Keeping and other Personnel in time a minimum penalty of Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
3. For misbehavior of the **House-keeping & other personnel** Rs.1000/- will be imposed per default and maximum penalty as decided by the Competent Authority. For not providing substitute **House-keeping & other personnel**, Rs.2000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
4. For causing damage to the public property: Three times the market value of the damaged property or Rs.5000/- whichever is higher per default.
5. For breach of any of the conditions of the contract -- Termination of contract and forfeiture of Performance Security or a minimum penalty of Rs.5000/- per default as the case may be depending upon the grounds of violation.
6. If House-keeping work/cleaning is not observed up to the satisfaction of the **Revenue Officers' Training Institute**, a penalty of minor fine of Rs. 1000/- per incident or a major fine of Rs. 5,000/- per incident will be imposed on the agency.

- 7 The House-keeping and other Personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which it shall invite a penalty of Rs. 1000 on each occasion and habitual offender in this regard shall be removed from the **Revenue Officers' Training Institute**. The penalty on this account shall be deducted from the agency's bill.
- 8 For persistent breach or unsatisfactory services -- termination of contract along with forfeiture of performance security and blacklisting.

(G) Payment Terms:-

The payment shall be on monthly basis made on submission of the bills (In triplicate) along with supportive documents after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made. Income Tax will be deducted at source under Section 194-C of Income Tax Act from the Tenderer at the prevailing rates of such sum as income tax on the income comprised therein.

(H) Bid Evaluation Criteria:-

- 1 In case it is found that the bidder as per the requirement of the bid has not quoted any specified item his bid on that particular item shall be evaluated on the basis of highest quoted rates.
- 2 Among eligible, the Institute Bid Evaluation Committee shall select the bidders who are charging reasonable rates.



**OSD-cum-Director
Revenue Officers' Training Institute
Gothapatana, Bhubaneswar**

TECHNICAL BID
(DETAILS OF THE AGENCY)

Name of the Firm/agency with name of Proprietor / Partner / M.D. / Director:	
Address	
Address and Tele. No. of the Tenderer	
Registration No of the Firm:	
Name, Designation, Address & Tel No. of the Authorized person to deal with:	
Constitution of the Firm (Attach proof):	
Service Tax Registration. Number:	
PAN No.	
VAT Registration No.	
Provident Fund Registration Number:	
ESI Registration Number:	
License Number under Contract Labour Act:	
Experience details of Last three consecutive years for providing similar work.	
Whether the Agency has been blacklisted by any of the Departments/Organizations of the Government of India/ Government of Odisha and any criminal case is pending against the said Proprietor/firm/agency:	
Whether Terms and conditions of Tender duly accepted	
Details of Earnest Money	
List of References:	
Name of the power of attorney authorization for signing the bid documents (attach a copy of Board Resolution or other supported documents thereof	

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ ourselves to abide by the same.

Place:
Date: __ / __ /2017

Signature of the Tenderer
Name of the Signatory
Name of the Firm/agency
Seal of the Firm/Agency

FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")
TENDER DOCUMENT FOR
PROVIDING HOUSEKEEPING (RESIDENTIAL AREA)
FOR ROTI, GOTHAPATNA, BHUBANESWAR

Nos. Of Requirement :-

Housekeeping :- 06 (Un-Skilled)
Personnel for Gardening :- 01 (Un-Skilled)

Note :

1. One Shift is equal to 8 hours.
3. The Price quoted shall be inclusive of all taxes.

Break-up of the rate (should be furnished in the below format) also be provided along with the copy of the Govt. Order on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt. and all statutory covered as per Contract of Labour Act.

Break-up of the rate of Price Quotation (Per Person per month)

Category of the Employee	Rate per person per month (Rs)							
	1	2	3	4	5	6	7	8
	Home Take (Per Person/Per month)	EPF (Per Person/Per month)	ESI (Per Person/Per month)	Commission Charges of Agency (Amount in Rs.) (Per Person/Per month)	Cost of materials	(Sum of Col. 1 to 5) add Tax if any.	Requirement in No	Col. 6 Multiplied by Col. 7 Total Price for month in Rs (Including Taxes)
Housekeeping						Total Price to be quoted Including Taxes. (Per Person / Per month)	06	
Personnel for Gardening							01	

Grand Total amount Rs. (In Figure)

Grand Total amount Rs. (In Words)

NB: The agency shall quote their commission charges in reasonable price.

In case of any wrong calculation found in the total amount, the unit price shall be considered.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- No other charges would be payable by ROTI, Gothapatna, Bhubaneswar.
- There would be no increase in rates during the Contract Period except provision under the terms and conditions.
- The commission charges must not be quoted Zero price/value.

(Signature of Tenderer with seal)

Name:

Address :

Phone No. (O) :

Mobile No. :

Date:

Annexure III

UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against my firm/agency as on .

Place:

Date:___2017

Signature of the Tenderer _____

Name of the Signatory _____

Name of the Firm/agency _____

Seal of the Firm/Agency _____

SCHEDULE 'A'

Following area needs House-Keeping

**Housekeeping of Hostel (Both Wings), Guest House, Staff Quarter
& Vacant Area (Residential Area)
(Excluding Dinning, Kitchen Area)**

Hostel (Both Wings), Guest House, Staff Quarters, Parking Area of Staff Quarter, Vacant Area from back side of Auditorium to Staff Quarter. All rooms, bathrooms, toilet of Hostel, Guest House, Staff Quarters.