

**TENDER DOCUMENT**  
**For**  
**House-keeping Service**  
**At**  
**Revenue Officers' Training Institute, Gothapatna,**  
**Bhubaneswar**

**At- Gothapatna, PO- Malipada, Dist- Khordha,**  
**Pin Code- 751029**

**E-mail: [rotigothapatana@gmail.com](mailto:rotigothapatana@gmail.com) Website: <https://rotiodisha.nic.in> / [roti.odisha.gov.in](http://roti.odisha.gov.in)**

**Price: Rs.1000/-**

(Those who download the tender document from Website, should enclose a DD for Rs.1000.00 towards paper cost)

REVENUE OFFICERS' TRAINING INSTITUTE, GOTHAPATNA, BHUBANESWAR

Tender Call Notice No. LE / II- 02/23- 1614 / Date: 26.07.2023

TENDER DOCUMENT FOR HOUSE-KEEPING

Last Date & time for submission of tender	16.8.2023 up to 5.00 PM
Date and time of opening of Technical Bids	17.08.2023 at 11.00 AM
Date and time of opening of Financial Bids.	17.08.2023 at 3.00 PM

**(A) INVITATION OF BID:-**

- 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, Gothapatana, Bhubaneswar- 751029. 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 The detailed information for outsourcing the service of aforesaid services has been given in the Tender Document which may be downloaded from the website <https://rotiodisha.nic> or <https://roti.odisha.gov.in>. The downloaded tender document should be accompanied with a D.D for Rs.1000/- along with the tender bid Separate (duly filled). The Tender Document is also available in this Institute which can be obtained against payment of Rs. 1000/-.
- 4 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. The last date, time and place for submission of Tender document are 16.08.2023 by **5.00 PM** at Revenue Officers' Training Institute, Gothapatana, Bhubaneswar. The bidder may send their bids through Regd. Post, Speed Post and Courier or by hand at ROTI within the schedule date & time. Bids received after due date shall not be accepted any way.
- 4 The Bid must be accompanied by an Earnest Money Deposit (EMD) of **Rs. 80,000/- (Eighty thousand) & Tender Cost of Rs. 1000/-** only in the form of Bank Draft in favour of Director, Revenue Officers' Training Institute, Gothapatna, Bhubaneswar.
- 5 The tender form is non-transferable.
- 6 The bid is valid for a period of **90 days** from the date of bid opening and no requests for any variation in quoted rates and withdrawal of bids in any ground by the bidder shall be entertained.
- 7 The prospective bidder shall furnish the following documents along with their technical bid (**Annexure-I, III & IV**):-
  - (i) Self attested copy of PAN No under Income Tax Act;
  - (ii) Self attested copy of GST Registration Number;
  - (iii) Self attested copy of Valid Registration No. of the Agency/Firm/ Proprietorship;
  - (iv) Self attested copy of valid Provident Fund Registration Number;
  - (v) Self attested copy of valid ESI Registration Number
  - (vi) ECR copies of EPF & ESI to be attached.
  - (vii) Self attested copy of valid License and Number under contract Labour Act and under any other Acts/Rules;
  - (viii) EMD of Rs. 80,000/- (Rupees Thirty five thousand) only in form of BD.
  - (viii) Proof of paying Tender Paper cost of Rs. 1000/-.
  - (ix) 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;
  - (x) Terms and conditions duly accepted / signed with the stamp of the prospective bidder.
  - (xi) Proof to the effect that Bidder have experience of providing similar works for last three years (till publication of Tender)

**(B) 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** along with the requisite documents in the office of the Revenue Officers' Training Institute, Gothapatna, Bhubaneswar- 751029 on or before **5.00 PM of** 16.08.2023

Date & time of Technical Bid Opening: 17.08.2023 at **11:00 AM**

Date & time of Financial Bid Opening: 17.08.2023 at **3:00 PM.**

**(C) ELIGIBILITY:-**

1. The Bidder should have the experience of providing similar works for last three years (till publication of Tender) 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. The Agency must have completed work of similar nature during last three years (till publication of Tender) with following specification.
  - (i) **One similar work of Rs 60 (sixty) Lakhs or more, Or**
  - (ii) **Two similar works, each amounting to not less than Rs. 30 (thirty) Lakhs**
  - (iii) **Three similar works each amounting to not less than Rs.20 (twenty) Lakhs**
2. The Service Provider must have a **minimum turn-over of Rs. 2.5 crores per annum** for the last three consecutive years as per the audited statement of accounts. The bidder organization should be a profit making one in the preceding two financial years.
3. The service provider shall submit audited balance sheet and Profit & Loss Account for FY- 2020-21 & 2021-22, 2022-23, in the Technical Bid documents.
4. The Bidder proprietor / firm /agency /company should have valid registrations such as Permanent Account Number (PAN) of the Income Tax Department, GST Registration Number and Registration No. of the Proprietor / Agency / Firm, Provident Fund Registration Number, ESI Registration Number, License under Contract Labor Act. Proof of the same to be enclosed.
5. The Bidder 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).
6. The Bidder 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.
7. Resolution of Board meeting authorizing the person to sign tender document (if applicable).
8. The Bidder 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:-**

1. Bank Draft of **Rs. 80,000/- (EightyThousand)** as per provisions of FDOM No. 8943 dated 18.03.2021 should only on account of Earnest Money Deposit (EMD) in favor of **Director, Revenue Officers' Training Institute**, should be **deposited physically** in the Office of the Revenue Officers' Training Institute, along with the Tender Documents.
2. Financial Bids of those firms / Agencies / Proprietors shall only be opened, who qualify the technical evaluation stage.



3. 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.
4. The Bid Security will be forfeited in the following conditions:-
  - (a) If at any stage, any of the information/declaration given by the bidder is found false.
  - (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - (c) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
  - (d) 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 Bidder 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**".
2. Any act on the part of the Bidder to influence anybody in the Revenue Officers' Training Institute is liable for rejection of the tender.
- 3 **The Minimum Service Charge to be quoted by the firm/agency shall not be less than 3.85% or exceed 7% in any case as per office memorandum No. 19595/F dated 11.07.2023 of finance Department, Govt. of Odisha.**
- 4 The successful Bidder will have to deposit a Performance Security Deposit of **3% of the Contract value** in the form of Bank Guarantee from any Nationalized Bank in favor of the Director, Revenue Officers' Training Institute, Gothapatana, Bhubaneswar covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful Bidder.
- 5 The EMD shall be returned back to the dealer after submission of performance security.
6. The successful Bidder shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The Bidder shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
7. Tenders not confirming to the requirements of the Revenue Officers' Training Institute will be rejected and no correspondence thereof shall be entertained, whatsoever.
8. The Bidder 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 Bidder 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. ROTI shall not be responsible financially or otherwise for any injury to the person deployed by the Bidder 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 two more years the satisfactory performance of the Agency.**
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 have their ID Card. The Bidder shall not deploy / remove any personnel without informing the authorized person of the **Revenue Officers' Training Institute.**
12. The Bidder shall not employ any person who has not completed Eighteen years of age. The Bidder 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 Bidder, 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 Bidder 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 Bidder/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, who is not found to be competent and discipline in discharging 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 report about their antecedents.
17. The **Revenue Officers' Training Institute** reserves the right to change any Housekeeping or other personnel any time without assigning any reason and the agency is bound to provide the substitute within one day.
18. 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 Agency at any point of time during any of the years of the contract.
19. The Proprietor / Firm / agency shall be responsible for the payment /statutory obligations under labor 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 GST, ESI and EPF along with monthly bill.
20. There would be no increase in rates payable to the Service Provider during the Contract period except reimbursement of the incremental wages paid by the Service Provider consequent upon revision of wages by the Government
21. Any person who is in Govt. Service or an employee of this Institute should not be made partner to the contract by the Bidder directly or indirectly in any manner whatsoever.
22. 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. 500/- 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.
23. 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.
24. All liabilities arising out of accident or death while on duty shall be borne by the agency.
25. After finalization / acceptance of the tender, an agreement will be signed between successful Bidder / House-keeping agencies & **Revenue Officers' Training Institute**.
26. The Bidder shall invariably ensure the time bound confidential movement related to manpower.
27. 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 :-**

Cleaning, Sweeping & Sanitation etc. are to be carried out daily in mechanized way for which all the materials like brushes, pressure pipe phenyl, naphthalene 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 Bidder. The use of acid(s) shall be avoided to the maximum.

**The agency should provide cleaning material like Naphthalene balls, floor cleaner, toilet cleaner, Phenyl etc at least @Rs. 10/- per person per day.**



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 Administrative Building, both Hostels, Guest House, Block C,D,F(All rooms including Toilets), along with cleaning of Internal roads of the campus of Residential area of Hostels, Guest House & Staff Quarter of Revenue Officers' Training Institute.

The firm shall ensure cleaning of the rooms in Administrative Block, Hostels, Guest House, adjoining roads, pavements, and 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 Hostels, Guest House & Administrative Block 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 Agency shall provide the following toiletries as per consumption in the toilets (i) Liquid soap, naphthalene balls, Air Freshener.

The Agency 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 will cover Administrative Building, both the Hostels 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 Agency 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.500 / 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 @ **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. 500/- will be imposed per default and maximum penalty as decided by the Competent Authority.
3. For misbehavior of the **House-keeping Personnel** Rs.1000/- will be imposed per default and maximum penalty as decided by the Competent Authority. For not providing substitute **House-keeping 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. 500/- per incident or a major fine of Rs. 5,000/- per incident will be imposed on the agency.
7. 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. TDS as applicable under IT & GST Act shall be deducted from the Bidder.

**(H) BID EVALUATION CRITERIA:-**

Least Cost Selection method will be followed during the Tender process to determine the selected Bidder. The contract shall be awarded to the bidder whose bid has been determined as lowest and competitive evaluated Bid Price.

  
Director, ROTI

**TECHNICAL BID**  
**(DETAILS OF THE AGENCY)**

Name of the Firm/agency with name of Proprietor / Partner / M.D. / Director:	
Tender Cost (Rs. 1000/-) details	
EMD details (Rs. 80,000/-)	
Address and Telephone No. of the Bidder	
Registration No of the Firm:	
Name, Designation, Address & Tel No. of the Authorized person to deal with:	
Constitution of the Firm (Attach proof):	
GST Registration number:	
PAN No with proof:	
Audited Balance sheet and Profit & Loss Account for last three Financial Years 2020-21, 2021-22 & 2022-23: (Copy to be enclosed)	
Provident Fund Registration Number: (ECR copy of last contract executed / ongoing to be submitted)	
ESI Registration Number: (ECR copy of last contract executed / ongoing to be submitted)	
License Number under Contract Labour Act:	
Experience details of Last three years for providing similar work for 2020-21, 2021-22 & 2022-23 and new similar work if any till publication of the Tender. (Copy to be attached in separate sheet)	
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	
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:     /     /2023

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



**ANNEXURE - II**

**FINANCIAL BID**

**(In sealed Cover-II super scribed "Financial Bid")**

**TENDER DOCUMENT FOR PROVIDING HOUSEKEEPING FOR ROTI, GOTHAPATNA,  
BHUBANESWAR**

**Details of Requirement :-**

**Housekeeping**

**:- 27 (Un-Skilled)**

**Note :**

1. One Shift is equal to 8 hours.
2. 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 Quoted (Per Person per month)**

	<b>Rate for 30 days (In Rs)</b>								
	1	2	3	4	5	6	7 (sum of 1 to 6)	8	9 (7x8)
Category of the Employee	Take Home Remuneration (Per Person / month)	EPF (In %)	ESI (In %)	Service Charges of Agency	Cost of materials (Per person month)	of GST (In %) on (1+2+3+4+5)	Total Price quoted (per person Month) /	Requirement (In no)	<b>Total Price for month (In Rs)</b>
<b>Housekeeping</b>								<b>27</b>	

**Grand Total amount: Rs. (In Figure)**

**Grand Total amount: Rs..... (In words)**

**Note:**

- 1) Bidder with lowest evaluated competitive service charges for the required service will be awarded with contract.
- 2) The bid(s) with "Nil" or abnormally low quoted service charges will be treated as "Non-responsive" and will be rejected during the financial evaluation stage.
- 3) 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.

**Place:**

**Date:**

**(Sign and seal of Authorized Representative)**

**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:     /     /2023

Signature of the Bidder \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

**BIDDER'S COVERING LETTER**

To,  
The Director,  
Revenue Officers' Training Institute,  
Gothapatana, Bhubaneswar.

Ref: Tender no: \_\_\_\_\_

Dear Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract. We agree to abide by this bid for a period of **90 days** from the date of bid opening and no requests for any variation in quoted rates and withdrawal of bids in any ground by the bidder shall be entertained. **Validity of the bids can be extended on mutual consent.**

Dated this ..... Day of ..... (The month and year)

Signature of Authorised Signatory .....

In capacity of .....

Duly authorized to sign the bid for and on behalf of.....

**The cost of bid document: Rs.1000/-**

Crossed D.D. no. .... dated .....

Drawn on bank: .....



## SCHEDULE 'A'

### Following areas need House-Keeping

1. Administrative Block & Training Complex (All Rooms, Toilets, Passages, Corridors and Auditorium & Portico area).
2. Hostel No.1 (All Rooms, Common Toilets, Bathroom, Passages, Corridors, Gym excluding dinning and kitchen).
3. Hostel No.2 All Rooms, Common Toilets, Bathroom, Passages, Corridors, Gym excluding dinning and kitchen)
4. Guest House ((All room, Bathroom, Passages, Staircase)
5. Parking Area of Administrative Block, Training Complex and staff quarters.
6. C- Type, D- Type & F-Type quarters(All room, Bathroom, Passages, Staircase)
7. Vacant Area from Main Entrance Gate to Administrative Block.
8. Vacant Area from back side of Auditorium to Staff Quarter.
9. All the access roads within ROTI Campus including Pavers Block.



