

Government College of Engineering, Keonjhar

No. 1264 Dt. 23/08/2019

NAME OF WORK:

Tender Document for Comprehensive work for Cleaning & Disposal of Garbage at GCE, Keonjhar Campus (BLOCK-I, II, III & IV, Workshop & Surroundings of all Blocks)

YEAR 2019-2020



GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

(Formerly Orissa School of Mining Engineering (Degree Stream), Keonjhar)

(A Constituent College of BPUT, Odisha)

At: Jamunalia, P.O.: Old Town, Dist: Keonjhar, Pin: 758002, Odisha

Tel: 06766-213180 (O) Web: www.gcekjr.ac.in

Tender Document

1. **Name of Work:** “Comprehensive work for Cleaning & Disposal of Garbage at GCE, Keonjhar (Block I,II,III ,IV, workshop & surroundings of all Blocks)

2. **Cost of Tender:** Rs.1000/- (Rs. One Thousand only) by Demand Draft. (In favour of “**Principal, Government College of Engineering, Keonjhar**”, payable at Keonjhar)

Tender copy can be downloaded from website. www.gcekjr.ac.in

3. Duration of Contract : **24 months**

4. Tender Publishing Date : **23/08/2019**

5. Last date, time and venue for submission of tender document: **12/09/2019 by 2.00 P.M**

By **Speed Post or Courier only** (The Principal, Government College of Engineering, Keonjhar, At: Jamunalia, P.O.: Old Town, Dist: Keonjhar, Pin: 758002, Odisha)

6. Earnest Money to be deposited by Demand Draft : **Rs. 20,000/-**

(In favour of “**Principal, Government College of Engineering, Keonjhar**”, payable at Keonjhar)

7. Date and Venue of opening bid : **14/09/2017 at 10.00 A.M**

(at Conference Hall, GCE, Keonjhar)

8. Contents of Tender Document : **24 Pages**

Notice Inviting Tenders & Conditions for Works

Schedule of Quantities

Sd/-
Principal
Government College of Engineering, Keonjhar

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1. **Name of work:-** “Tender Document for Comprehensive work for Cleaning & Disposal of Garbage at GCE, Keonjhar Campus (BLOCK-I, II, III, IV, Workshop and surroundings of all Blocks)”

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NOTICE INVITING TENDER

2. Notice

- i) Sealed Tenders are hereby invited in two bid system (i.e. Technical & Financial) for the work of “Tender for Comprehensive work for Cleaning & Disposal of Garbage at GCE, Keonjhar Campus (BLOCK-I, II, III & IV, Workshop and surroundings of all Blocks)” at GCE, Keonjhar from contractors working in Institutes, Govt. Depts., Semi-Govt. Organizations, Private organizations, Institutional Campuses having successfully carried out the above mentioned works in a single contract during last 2 years need to apply with proof of fulfilling the above conditions. The tenderers are required to produce proof of fulfilling these conditions along with the copy of valid licence under the contract labour Act (Regulation & Abolition) 1970, service tax, PAN No./ TIN no., GST No. (Registered under Govt department) EPF, ESI etc.
- ii) Time for carrying out the work will be Twenty Four months and the date of commencement shall be reckoned from the tenth day of issue of award letter/intimation letter for the work. Rates quoted will be valid for Two years from the date of commencement. However, the contract may be extendable for one more year on mutually agreed upon terms and conditions, if the service rendered were found to be satisfactory.
- iii) The tenders supported by earnest money of **Rs. 20,000.00 (Rupees Twenty Thousand Only)** through a demand draft valid for a period of three months shall be submitted by the Tenderer, issued by any Scheduled Bank, drawn in favour of “Principal, Government College of Engineering, Keonjhar”, payable at Keonjhar. Tenders should be addressed to **The Principal, Government College of Engineering, Jamunalia, Old Town, Keonjhar-758002** and superscribed “**Tender for Comprehensive work for Cleaning & Disposal of Garbage at GCE, Keonjhar Campus (BLOCK-I, II, III, IV, Workshop and surroundings of all Blocks)**”
- iv) Tenders should be submitted in double sealed cover superscribed with the name of the work, date & time of opening written both on the inner and outer envelopes. They will be received up to 2.00 pm on **12/09/2019** and will be opened at 10.00 AM on 14/09/2019 in the Conference Room, GCE, Keonjhar. Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.
- v) **The Principal, GCE, Keonjhar**, reserves the right to reject any or all the tenders or accept them in part or full without assigning any reason(s) thereof. For eligibility criteria, qualifications, price, bid evaluation criteria and other information etc., interested agency(s)/ Firms (s) may visit GCE, Keonjhar Website at <http://www.gcekjr.ac.in>.

- vi) The successful tenderer who is awarded the contract shall have to make a Performance Security of Rs.50,000.00 (Rupees Fifty Thousand Only) with **GCE, Keonjhar** upon award of contract, valid upto Two year beyond the date of all contractual obligations.
- vii) Bids in any form other than the prescribed form issued by GCE, KEONJHAR or incomplete bids will not be entertained and will be summarily rejected.
- viii) The tenderer who is awarded the contract shall be bound to execute and implement it from **the date of award of contract** by signing an AGREEMENT on the non-judicial stamp paper of the value of **Rs. 100/-** in the enclosed form at his own cost. On acceptance of the tender by GCE, KEONJHAR, it will constitute a binding agreement between GCE, KEONJHAR and the person so tendering whether such formal contract is or is not subsequently entered into within 10 days of the date of AWARD of contract. Failure to comply with the above conditions will lead to the cancellation of the contract and forfeiture of his earnest money. In the event of any tenderer backing out before the actual award or execution of agreement, the contract being awarded to him, the Principal will have discretion to forfeit the Earnest Money in full.
- ix) Bidder should **sign and stamp all the pages** of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.
- x) The tenderer shall quote rates both in figures and words.

Sd/-
Principal
Government College of Engineering
Keonjhar

SCOPE OF WORK

3.0 Scope of the Work

To clean the office premises, academic blocks including toilets, class rooms, corridors, laboratories etc. and workshop by 08.00 a.m. daily positively and to keep it neat and clean during the working hours of the college. The surroundings of the buildings are to be cleaned intermittently by cutting of grasses and bushes. To Maintain clean and hygienic College environment, collect the garbage and ensure its environment friendly disposal, clearing of internal sewer lines. There are numbers of toilets, class rooms and laboratories in each block and workshop building. **The tenderer has to visit the campus and finalize the man power requirement before submitting the tender.** The tools and plants required for cleaning and other requirement like floor cleaner, toilet cleaner, phenyl, acid, bleaching powder etc. are to be provided by the tenderer.

Note: Contractor has to use his own three/four wheeler vehicle for the disposal of garbage to (Municipality Waste Disposal Yard, Keonjhar) from the garbage pits from locations. Contractor should find out and negotiate regarding the place of disposal (Municipality, Keonjhar) also on his own. Any expenditure, if required has to be met by the contractor

DECLARATION BY THE TENDERER

I, -----, declare that I have submitted my tender for the work Described in the tender after acquainting myself fully with the details of work involved and after Understanding the responsibilities to be discharged by me under this contract and have read the complete tender very carefully.

SIGNATURE OF THE TENDERER

SEAL OF FIRM/COMPANY

GENERAL CONDITIONS

4. General Conditions

- i) Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants etc., conditions affecting accommodations and movement of labor etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances. No material will be supplied by the department. Contractor has to arrange all the material and T&P for completion of the work. Selection of material to be used in the work will rest with the employer.
- ii) The work is to be carried out in running college; the contractor should plan the execution in such a way that working of college is not disturbed.
- iii) Any damages incurred during work execution shall be rectified by the contractor at his own cost.
- iv) Payment Terms:
 - i) The payment to the firm shall be made on Monthly basis, subject to satisfactory performance and completion of works as per listed scope of work.
 - ii) If performance is not found satisfactory, payment for that period will be forfeited and if un-satisfactory performance is continued then contract is liable to be terminated.
- v) Mode of Payment: The relevant details of bank account may be furnished for Electronic Clearance System (ECS)/ Ac Payee cheque. The beneficiary is requested to either provide the Photostat copy of cancelled cheque or to take attestation from concerned bank, as a documentary support.
 - i) Bank account No. branch name & complete address of the bank.
 - ii) digit IFSC (Indian Financial System Code) of the bank.
 - iii) 9 digit MICR (Magnetic ink Characters Recognition) code of the bank.
 - vi) PAN no. & TAN no. in the name of firm.
 - v) Phone no./mobile no/ and e-mail address of the bank.
- vi) TDS & GST (as applicable) will be deducted from the bill.
- vii) One-month notice will be given by either party for termination of the contract during the tenure of contract for breach of clause or otherwise.
- viii) Corrupt or Fraudulent Practices:
 - i) Bidders & Suppliers shall observe the highest standard of ethics during the procurement and execution of the contract.
 - ii) GCE, Keonjhar will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
 - iii) GCE, Keonjhar will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

- ix) The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
- x) Except writing rates and amount the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the tender.
- xi) Any action on the part of the tenderer to influence any officer of the Employer or canvassing in any form shall make the tender liable for rejection.
- xii) All works shall be executed as per detailed specifications and as directed by an officer/official nominated by the Employer.
- xiii) The Scope of work is approximate and likely to vary on either side.
- xiv) Time is the essence of this contract. In case the Contractor fails in fulfilling the obligations fully and in time, the Institute shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
- xv) The Contractor will be required to bring all Tools, Material and Labour required for proper execution of work.
- xvi) The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the Institute from any claims in this regard.
- xvii) The Contractor will be required to depute semi- skilled manpower as may be needed to supervise and guide the workers for proper execution of the work as per directions of the Officer-in-charge nominated by Institute to administer the contract.
- xviii) All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
- xix) If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims what so ever on the Institute
- xx) In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Institute for the inferior works as determined by the Institute and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work within the Institute.
- xxi) Water and Electricity required for the work shall be provided free of cost by the Institute.
- xxii) Contractor will be fully responsible for any accident or mishaps involving workers

engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the Institute from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify Institute against all claims in this regard.

The contractor shall identify the personnel to be deployed exclusively for the cleaning of all the toilets in the area mentioned. The contractor shall be responsible for cleaning as well as security of the toilet fixture handed over at the time of commencement of the contract. In case of items/fixtures stolen/broken due to the fault of the contract personnel from the toilets, either the penalties to recover the cost shall be imposed or the contractor shall have a choice to replace these fixtures of the same quality & under approval from nodal officer appointed by the Institute.

xxiii) It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- a. Employment of Children Act
- b. Workmen compensation Act
- c. Employment of Labour/Contract Labour Act
- d. Industrial Employment Act
- e. Contract Labour Abolition & Regulation Act 1970.
- f. Minimum Wages Act
- g. Employee Provident Fund Act
- h. Any other act or legislation, which may govern the nature of the contract.

xxiv) Any liability arising on the Institute shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security money of the contractor. There would be no liabilities towards the workers of the contractor to the Institute.

xxv) The Institute through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.

xxvi) The Contractor is required to post his authorized representative at the site of the work who shall receive the instructions from the Officer from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.

xxvii) In the event of the contractor failing to execute the Housekeeping Work assigned under contract in whole or in part an alternative arrangement will be made by the Institute totally at the cost & risk of contractor besides any suitable fine /penalty.

xxviii) The contractor shall be liable to pay compensation for any loss & damage caused to the property of the Institute or its Staff Members/Students/Visitors by the contractor or his workers.

xxix) The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff, the contractor will be under an obligation to change

the worker concerned when instructed by Employer authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The Institute shall not and cannot hold any responsibility with regard to staff on the role of the contractor what so ever.

- xxx) The contractor & his staff shall follow the rules & regulations of the Institute in force and instructions issued from time-to-time. The Institute will be free to take action against the contractor for violating the same.
- xxxi) The Institute reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The contractor will also have to serve a notice of 3 months, if he wishes to terminate the contract.
- xxxii) In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or there after the matter shall be referred to the Institute or any other officer nominated by the Institute for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
- xxxiii) The personnel of Contractor should observe only closed holidays. The services of employees of Contractor should be made available on all days on six day week basis in a month irrespective of holidays except on Sundays.
- xxxiv) A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo and thumb impression should be handed over to the Officer-in-Charge of the Institute. Any changes should be informed immediately. The personnel engaged by the contractor should have minimum literacy level.
- xxxv) The Contractor shall be fully responsible for providing leave benefits, weekly offs, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
- xxxvi) The contractor shall not lease or sub-contract the whole or any part of the contract to anybody without the prior permission of the Institute.
- xxxvii) The contractors should make payment to the workers before 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from the Institute.

(Signature of Tenderer with the seal of the firm

GENERAL INSTRUCTIONS

5. General Instructions

5.1 PART –I (TECHNICAL DETAILS)

Technical Details should be provided in the prescribed format i.e. Annexure "I,II,III" which should inter alia contain the following:

- a. The tenderer should furnish the proof of his experience of providing sanitation/ housekeeping service in hospital, research institute or reputed organization. The contractor should furnish the details of staff strength, qualification & experience of his supervisory staff, office address for correspondence, contact telephone numbers etc. The details of the supervisory staff and number of field workers for each work to be deployed for this contract should be indicated separately.
- b. Work done certificate for having successfully executed/completed similar works during the last 2 years ending last day of March of the current year.

“Similar work” means execution of cleaning, housekeeping, sanitary works. The work “**completion certificate**” should mention the details of work executed, the date of commencement and date of completion of the work.
- c. An Earnest Money Deposit of **Rs 20,000 /-** will have to be furnished along with tender documents in the form of DD / Bankers cheque from any one of the Scheduled banks drawn in favour of **The Principal, Government College of Engineering, Keonjhar** and payable at GCE, Keonjhar, which will be adjusted towards the Security Deposit, if the contract is awarded to him/her/firm.
- d. The tenderer must have annual financial turnover during the last 2 years ending 31st March of the previous financial year not less than 10 Lakhs in each financial year which shall be duly certified by a Chartered Accountant.
- e. PAN details of the firm has to be indicated along with a certified copy.
- f. **An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has never been black listed or changed the name of the firm.** The contractor will be responsible for the persons deployed for work at site after necessary verifications etc. Done at their level.
- g. **An affidavit duly certified by a Notary that there is no police case/vigilance enquiry pending** against the Partners of the firm or sole proprietor or Company as the case may be, and that has never been punished by any Hon’ble Court.
- h. **The entire tender document should be duly signed & sealed by the tenderer.**
- i. The tenderer shall submit the information regarding his firm in the format enclosed as Annexure I,II, and III as part of Technical bid along with terms & conditions (duly signed) of Cleaning Work at GCE, Keonjhar. The tenderer must have E.P.F. ,E.S.I.C Registration number as per the rules to contribute to E.P.F.,E.S.I.C.
- j. The workers must be provided **with uniform/shoes and other materials for safety and safe handling of chemicals**, etc. by the contractor. They should maintain personal hygiene. They should behave politely and amenable to discipline.

- k. If in the opinion of the “**Institute**” the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced immediately.

5.2 PART – II (Financial (PRICE)-BID)

- a.** Price bid should be in the format enclosed with tender at **PRICE-BID Part II** in separate sealed cover. **Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.**
- b.** Tender envelope should be sealed by sealing wax. **The envelopes containing Technical Bid, Price Bid & EMD should be in separate sealed covers and all the three covers should be put in one sealed cover as indicated above.**
- c.** The tender should be clearly filled and signed in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender documents personally.
- d.** The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- e.** Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
- f.** The quantity of material to be provided is as per Schedule of Quantities (annexure IV and V)

5.3. CONTRACTOR'S OBLIGATIONS

- a) The contractor shall carefully and diligently perform the work assigned to him as mentioned, as deemed fit by him in consultation with the institute.
- b) For performing the assigned work, the Contractor shall deploy medically and physically fit persons. The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
- c) The Contractor shall submit details, such as names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the institute. For the purpose of proper identification of the employees of the Contractor deployed for the work, he shall issue identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of duty.
- d) The Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.

5.4. COMMENCEMENT AND TERMINATION

- a) That this agreement may be terminated on any of the following contingencies:-
- b) On the expiry of the contract period as stated above
- c) By giving one month's notice by GCE, Keonjhar on account of:
 - i) Committing breach by the Contractor of any of the terms and conditions of this agreement.
 - ii) Assigning the contract or any part thereof to any sub contractor by the Contractor without written permission of the institute.
- d) On Contractor being declared insolvent by competent Court of Law. During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

e) If the contractor wishes to surrender the contract during contract period, he will have to give prior notice of two months

5.5. ARBITRATION

In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to The Principal, GCE, Keonjhar or his nominee.

(Signature of Tenderer with the seal of the firm)

6.0 SPECIAL TERMS & CONDITIONS OF CONTRACT

1. The contractor shall maintain register for marking the attendance by housekeeping personnel deployed by him, which can be seen/verified by the Incharge or an authorized officer of GCE, Keonjhar periodically.
2. The contractor shall furnish necessary certificate or intimation proof to the police authority about police verification of character and antecedents of all the personnel to be engaged for housekeeping duty. He will also provide a complete list of the Safaiwala to be deployed in this office indicating their names, father's name, local address, with stamped photographs and permanent home address on company's letter head to the In-charge of GCE, KEONJHAR. Any changes in the list will be immediately informed subsequently with all the above details. The successful contractor should submit full details of the individual employee along with their individual Bank Account (preferably at nearby branch of the Bank), ESI and EPF Account No. or a proof therein (copies of the respective applications of the individuals may be attached) by 10th day of the implementation of the contract.
3. The contractor shall issue photo-identity cards to his personnel deployed in the building for performing duty, which will be signed by him and displayed by them on their person while they are in the premises of GCE, Keonjhar.
4. The deployed manpower must wear proper uniform and Badges displaying their names along with I-card issued by contractor. The two nos. uniform annually to each safaiwala and other needed materials will be provided by the contractor at his own cost. They should maintain personal hygiene and should have politely and amenable to discipline. Two sets of uniform + Identity card + 1 pair of safety shoes will be given to all the workers within 15 days of award of work and it will be replaced as and when required. No workman will be allowed to enter GCE, Keonjhar premises without uniform & identity card issued by the contractor. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output. The personnel so deployed should be in a proper and neat and clean well-dressed uniform.
5. The contractor shall make payment of wages by online (NEFT/ RTGS) to his personnel engaged by him by 7th of the following month, so that there is no disruption in the performance of duties of the deployed personnel. The work relating to cleaning, housekeeping is proposed to be get done through reputed agency using mechanized equipments and gadgets on monthly payment basis as per labour laws applicable to Govt. of Odisha and tenders are invited for the work. Wages should be according to Minimum Wages Act and other Statutory Acts applicable for Odisha. GCE, Keonjhar reserves the right to check periodically payment of wages made by him to housekeeping personnel deployed. The payment by the contractor to his staff including extra manpower, whenever deployed, should be done on pre defined date in one go by online mode.

6. The contractor shall properly maintain and account for all the items of furniture, registers. etc. provided by GCE, Keonjhar.
7. No Safai personnel will be permitted to use any part of the GCE, Keonjhar complex for residential purpose.
8.
 - i) Disposal of the garbage, including pruned tree branches is to be made every day from the garbage pit situated within the campus at both locations.
 - ii) That the contractor would provide efficient, experienced, honest workmen to complete the Safai/upkeep work within the specified time. The Safai/upkeep work shall include cleaning of floors, Corridors, staircases, Door, windows, panel/glazed aluminium portions, toilets, removal of cobwebs, sweeping road/open area. removal of garbage and dumping the same at dumping site situated in the GCE, Keonjhar Campus as per details given below:
 - a) Sweeping of floors using soft brooms, **twice daily** (morning, & post lunch) and swabbing with swabbers drenched with cleaning powder/fluid, cleanzo etc. once or more as required.
 - b) Cleaning and dusting of doors, partitions, doorframes, windows, ventilators etc. once in a week or more as required.
 - c) Cleaning & washing of floors, urinal portion walls of toilets and mopping the surfaces with mops twice daily or as required.
 - d) Putting of naphthalene balls and air freshener cakes in urinals/commodores of toilets twice a week or more as required.
 - e) All the exposed porcelain surfaces shall be kept sparkling clean. No dirty stains/spots must be seen on the walls or floors.
 - f) Removal of cobwebs using cobweb brush inside and outside the building once in every month or more as required.
 - g) Sweeping of road area/open area once daily early in the morning.
 - h) Housekeeping of building includes the cleaning of terraces and open verandas etc.
 - i) Cleaning the sewer lines once every week so that it is ensured that the same is not choked. If it happened, the contractor has to clear the sewer line by the proper technician at his own cost.

DECLARATION

I accept all the terms & conditions of the tender.

SIGNATURE OF THE BIDDER

ADDRESS OF THE BIDDER SEAL OF THE BIDDER

7.0 TECHNICAL DETAILS

Technical details should be provided in the prescribed format i.e. Annexure “I,II,III” which should inter alia contain the following:

Annexure-I

TECHNICAL DETAILS

| S.no. | Particulars | Fill in the details |
|-------|--|------------------------------------|
| 1 | Name of Firm/Tenderer/Company (in block letters) | |
| 2 | Permanent Address & Telephone No. | |
| 3 | Year of incorporation of the Firm/ Company | |
| 4 | Full Post Address: Telephone/Fax No./E-mail | |
| 5 | Details of experience (successful execution) of providing housekeeping /sanitation services for the last two years (separate sheet may be attached). | (Attach as enclosure & refer here) |
| 5(a) | Names of the major clients with their addresses, telephone numbers (enclose completion certificates/ credentials issued by such clients) | |
| 6 | Details of infrastructure, persons employed, number of offices/branches available (attach separate sheet) | (Attach as enclosure & refer here) |
| 7 | Authority for signing of the Tender on behalf of firm | (Attach as enclosure & refer here) |
| 8 | Tender Fee & Earnest money of Rs... Bank Draft No. & date, Banker's Name & Branch | |
| 9 | An affidavit duly certified by a Notary that the partners of the firm sole proprietor or company has never been black listed/ not involved in any police case/ vigilance enquiry pending or ever been punished by any Hon'ble Court. | (Attach as enclosure & refer here) |
| 10 | Latest Income Tax Return(with TAN/PAN No.), GST, Regn. Nos. (last two years) (enclose attested photo copies) | (Attach as enclosure & refer here) |
| 11 | Details of establishment Registration with date obtained from the various authorities (enclose attested photo copies) | (Attach as enclosure & refer here) |
| 12 | Details of E.S.I.C. Registration with date | |
| 13 | Details of E.P.F. Registration with date | |
| 14 | Annual turnover during the last 2 years Minimum Rs. 10 lakhs in each year (Enclose attested photo copies certified by the Chartered Accountant) | (Attach as enclosure & refer here) |

(Self-attested copy as proof of the above must be attached to qualify, compulsorily, Original papers should be provided for verification purpose).

Signature of Tenderer

TENDERER AGENCY'S PROFILE

Affix duly Attested
P.P. Size recent
photograph of the
authorized
representative

| | | |
|----|--|--|
| 1 | Due time and date for sale & submission of tender | |
| 2 | Opening time and date of tender | |
| 3 | Name, address of firm/Agency and Telephone numbers. | |
| 4 | Registration No. of the Firm/Agency | |
| 5 | Name, Designation, Address & Tel. No. of Authorised person of firm/ Agency to deal with | |
| 6 | Please specify as to whether tenderer is sole proprietor /Partnership firm / company or any other establishment. | |
| 7 | Name, Address and Telephone No. of Heads/ partners etc. be specified | |
| 8 | Copy of PAN card issued by Income Tax Dept. | |
| 9 | Provident Fund Account No. | |
| 10 | ESIC Number | |
| 11 | License number under Contract Labour (R&A) Act. | |
| 12 | Details of EMD deposited: (a) Amount: DD No..... (b) Date of issue:..... (c) Name of issuing Bank:..... | |
| 13 | Authorization / Power of Attorney | |
| 14 | Any other information | |

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.

Signature of Tenderer

UNDERTAKING BY CONTRACTOR

I/We hereby certify that:

1. The rate quoted is inclusive of cost of disinfectant/acid/detergent of approved quality & make. Brushes/brooms, mops or any other material required in the list of consumable items to be provided and non consumable items required to carry out operations by the contractor for carrying out the work satisfactorily.
2. Full manpower will be engaged on daily basis for housekeeping/maintenance of all the building to be done on rotation basis as per given schedule or as per instructions of Officer-In-charge.
3. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
4. I/We have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at GCE, Keonjhar (BLOCK-I,II,III, IV & WORKSHOP & ITS Surroundings)
5. We agree that the payment will not be made for the work not carried out by the contractor in any of the above areas.
6. The Housekeeping supervisor will check daily, liquid soap filling in soap dispenser, Toilet tissue paper in toilets, Naphthalene balls in Wash Basins, Urinal pots, & at necessary places, in Toilets, Day to Day emptying of Dust Bins, Garbage & other waste material, etc.
7. Waste material will be collected in polyethylene bags/ substitute as approved by State govt. & disposed in to the Municipality waste bins.
8. Housekeeping material stocks will be maintained on monthly basis and material delivery challans will be submitted to the Supervisor/ Officer-In-charge.
9. I/We will provide staff for shifting of furniture and small equipments as and when required by GCE, Keonjhar.
10. I/We agree to pay minimum wages as per Labour Enforcement Authority.
11. The holiday list of the housekeeping staff should be approved by the Competent Authority.
14. I/We agree to pay minimum wages as per the Labor Enforcement Authority + PF + ESIC etc. Payment will be made on 7 th day of every month.
15. Substitute will be made available as and when required. Extra man power if any called during conference / meetings etc. will be provided on 24 hour's notice. Branded commodity items will be used.
16. It will be ensured that liquid soap is available throughout the day in all wash basins and sinks.
17. Qualified, experienced Housekeeping Supervisors will be provided.
18. Two sets of Uniforms + Identity Card + 1 Pair of Safety Shoes will be given to all the workers within 15 days of award of work and it will be replaced as and when required.
19. I/ We will abide by all statutory requirements of Municipality Department, Keonjhar, Pollution Control etc. and its sole responsibility of the Contractor and GCE, Keonjhar will not be responsible. The agency / contractor will have to sort out all statutory requirements without involving GCE, Keonjhar.

Signature of Tenderer with the seal of the firm

Place:

Date:

8.0 Financial Details

Financial details should be provided in the prescribed formats i.e. abstract of cost, Annexure “IV & V”.

Abstract of Cost

1. **Name of work:-** “Comprehensive work of Cleaning & Disposal of Garbage *at GCE, Keonjhar(Block-I,II,III, IV, WORKSHOP & SURROUNDINGS of ALL BLOCKS)*

The total cost includes both the cost for the manpower and the materials per month basis.

Total (in Figure) – Rupees _____ Per Month

Total (in words) – Rupees _____ Per Month

***Tenderers are required to quote the prices inclusive of all taxes.**

(Signature of the tenderer)

8.a Comprehensive work of Cleaning & Disposal of Garbage at GCE, Keonjhar(Block-I,II,III, IV, WORKSHOP & SURROUNDINGS of All Blocks)

GCE, Keonjhar

Schedule of Quantities

The tenderer has to visit the campus and finalize the man power requirement before submitting the tender. However the bidder (contractor) shall deploy maximum of 01 no. Supervisor, 07 Male cleaning persons and 02 Female cleaning persons. The rates / amount on job contract quoted shall be as per existing Minimum Wages Rates Act and other statutory rates / payments including other expenses as indicated in the tender document and also applicable in Government of Odisha. **The price quoted shall be on 30 man days per month for man power and supply of cleaning material per month basis.**

| Sl. No. | Description | Supervisor (Semi-skilled)-01 | Sweepers(Unskilled)-08 | Total |
|---------|--|------------------------------|------------------------|-------|
| A.1 | Basic Wage | | | |
| A.2 | ESI(%) | | | |
| A.3 | EPF(%) | | | |
| A.4 | GST as applicable(%) | | | |
| A.5 | Contractor Admn. Charges(% of Basic Wage) | | | |
| A | Sub-total A.1 to A.5 | | | |
| B | Supply of Cleaning material cost (to be filled in attached annexure V) | | | |
| C | Grand Total (A+B) | | | |

(Total Rupees.....)

If minimum wages will be revised by the Govt /state govt, the contractor will revise labour salary as per minimum wages also and claim the bill as per revised minimum wages for announced month. The total cost includes uniform and Contractor's service charges

Note 1. Sr. No. 2 to 5 to be indicated as % of Sr. No. 1.

Note 2. Sr. No. 2-4 are mandatory and must be provided as per statutory provisions.

Note 3. Rates quoted by the contractor for the material that is to be provided by the contractor should be all inclusive, including all taxes as admissible. No other charges such as for tax, VAT, cartage will be payable by GCE, Keonjhar. All the material required for the work shall be provided by the contractor on monthly basis (before 7th day of each month) (Annexure V). At the time of submission of tender, contractor should submit such rate list. While implementing, the contractor shall verify the requirement well in advance with concerned incharge on monthly basis.

DECLARATION

I accept all the terms & conditions of the tender.

Signature and Seal of tenderer

Date:

Annexure-V

| Sl.No. | Particulars | Unit | Approx. total monthly Consumption | Rate (Including all taxes) | Amount |
|--------|---|-------|-----------------------------------|----------------------------|--------|
| 1 | 2 | 3 | 4 | 5 | 6=4x5 |
| 1 | Acid | Litre | 20 | | |
| 2 | Bleaching Powder Good quality 25kg Bag | Nos. | 01 | | |
| 3 | Phenyl(Doctor, Black) | Litre | 50 | | |
| 4 | Phenyl(Doctor/Neem/Sanitol) | Litre | 50 | | |
| 5 | Dettol Liquid Hand wash 250 ml (Pump) | Nos. | 05 | | |
| 6 | Toilet Cleaner(Harpic) | Litre | 15 | | |
| 9 | Floor Cleaner(Harpic/Lizol) | Litre | 30 | | |
| 10 | Napthalane Balls, Good quality, colored | Kg. | 02 | | |
| 11 | Detergent powder(Wheel/Nirma/Ghadi/Tide) | Kg. | 10 | | |
| 12 | Colin 500ml | Nos | 10 | | |
| 13 | Odonil | Nos | 50 | | |
| 14 | Cleaning tools & plants as per actual requirement after field visit | | | | |
| 15 | Cost for disposal of waste material as per actual | | | | |
| | Total Cost | | | | |

The tenderer is required to visit the site and determine the quantity requirement of the cleaning tools and plants like soft broom, hard broom, hand gloves, wet mup, scrubbing pad, cobweb brush, bamboo stick. Drain brush, wiper, dry mop, spade, belcha, bush cutter etc. and then quote the rate in item no. 14 per month basis. The cost for disposal of the waste per month is to be entered in item no. 15. The waste bins as per the requirement will be provided by the institute.

DECLARATION

I accept all the terms & conditions of the tender.

Signature and Seal of tenderer

9. Upkeep Schedule

| Sl. No. | Activity | Frequency |
|---------|--|---|
| 1 | Sweeping of floor Corridors (with soft broom) | Twice Daily |
| 2 | Sweeping of floor of class rooms, laboratories, faculty chambers, office space (with soft broom) | Once Daily |
| 3 | Swabbing all floor corridors, Principal chamber (with Cleaning fluid etc.) | Once Daily |
| 4 | Cleaning & dusting of doors/door frames/windows/partition, Panel/glazed aluminum, staircase hand rails, window grills etc. | Once a week |
| 5 | Cleaning of toilets (including washing of floors/urinal wall & mopping) and washbasins in the wash rooms | Twice daily |
| 6 | Cleaning of tile surface/stains on wall and floors | Once a week |
| 7 | Putting of naphthalene balls/air freshener in toilets | Once a week or more as required |
| 8 | Removal of Cobwebs | Once in every month |
| 9 | Upkeep of building (including cleaning of terraces / corridor/ stair cases / verandahs etc.). | As and when required |
| 10 | Cleaning of sewer lines, drains | Once every month and as & when required |
| 11 | Removal of garbage | Daily |
| 12 | Disposal of waste/garbage from pit | weekly |
| 13 | Cleaning of the surrounding, cutting of bushes | As and when required |
| 14 | Sweeping of Road/open area early in the morning | Daily |

Signature and Seal of tenderer