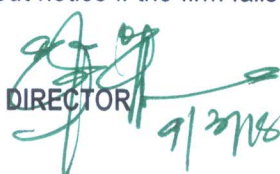


**State Institute for Rural Development & Panchayati Raj**  
**Odisha, Bhubaneswar – 751 012**

**General Terms & Conditions**

1. The Service Providers should be registered under OST, ACT-1974 and GST.
2. The Service Providers are to deposit **Rs. 500/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
3. The Service Providers are to deposit **Rs. 10,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted amount must be inclusive of all taxes against each item based on the format. Any percentage or in decimal should not be quoted. The rate should be in clear cut numerical.
6. The contract / rates of the successful bidder for the year 2018-19 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1<sup>st</sup> year of contract.
7. The Service Provider should ensure regarding payment of the minimum wages to the labourers engaged for the works observing the guide lines / executive instructions of the Government of Odisha.
8. The Service Provider should provide the information such as name of the sweeper, period of cleaning time and complaint No. to ensure better service.
9. The Service Provider should preferably supply toiletries / sanitary utilities such as Liquid soap, naphthalene balls, Air freshener, Phenyl etc. as per consumption in the toilets by procuring the same from SHG Groups / Socially Disabled Groups / Farmers Club.
10. The Service Provider should furnish information in the format (Annexure-I attached) regarding payment of wages / salaries / remuneration through e-payment.
11. No conditional tender will be accepted by the authority from the tenderers.
12. No advance payment will be made to the party after acceptance of tender OR execution of order.
13. Selection of items will be followed after screening by the purchase committee of the institute
14. Original documents are to be produced for verification by the members of the committee.
15. If any information / document furnished by the tenderers with the tender papers **as asked for** are found to be misleading OR incorrect at any stage their tenders will be rejected without assigning reasons thereof
16. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
17. The undersigned / committee reserves the full right to accept in full OR part or reject any OR all the tenders without assigning any reason thereof. The undersigned / committee is not bound to accept the lowest rates.
18. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
19. All pages of the bids are to be signed & stamped by the tenderer.
20. Selection of the items will be followed on finalization of samples whenever is necessary.
21. Details of information are to be furnished in the Tender's Profile and following **Two Bid (Technical & Financial)**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
22. The Service Providers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "**SWEEPING, CLEANING & SANITATION**" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
23. For any services / supply, the firm / organization should not be blacklisted by any Government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
24. The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the firm fails to provide services according to the terms and conditions.

  
DIRECTOR  
9/2/18

**TENDERER's PROFILE**  
**(To be filled in & returned with the documents)**

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office:-  Residence:-  Mobile :-  Fax No :-  e-mail ID :-
3.	Details of amount towards paper cost.	<b>Rs. 500/-</b> D.D. / B.C. No. _____ Dt. _____ dawn on Bank _____
4.	Details of amount of Earnest Money Deposit	<b>Rs. 10,000/-</b> D.D. / B.C. No. _____ Dt. _____ dawn on Bank _____
5.	Details of up-dated e-filing acknowledgement should be furnished.	
6.	GST Registration No. (Photo copy must be attached)	
7.	EPF Registration No. (Photo copy must be attached)	
8.	ESI Registration No. (Photo copy must be attached)	
9.	Labour License No. (Photo copy must be attached)	
10.	Details of past experience of similar nature of work at least for three years. (Photo copy to be attached)	

**DECLARATION**


- 1) I ..... Son / Daughter / Wife of Shri  
..... Proprietor / Partner / Director / authorized signatory  
of the Service Provider mentioned above and competent to sign this declaration and execute this tender document;
- 2) I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
- 3) The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we / am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized person  
Full Name:  
Seal:

## CLEANING, SWEEPING AND SANITATION: 2018-19

### TERMS & CONDITIONS

1. The Service Provider / Agency should furnish complete proposals for daily cleaning of floors, staircases, passage, rooms, carpet area, Toilets, Basins etc. of the Administrative and Library Building along with cleaning of internal including colony roads in SIRD & PR Campus.
2. The Service Providers shall ensure cleaning of the rooms in Administrative Building (Including Attached Toilet-5 Nos and Common Toilet-6 Nos), Library Building (Including Attached Toilet-2 Nos), adjoining roads, pavements, footpaths daily by 8.30 AM OR any other time as per the requirement to be informed by SIRD & PR. The toilets and basins are need to be cleaned 3 times viz 8:30 AM, 01:30 PM & 03:30 PM daily. The dustproof of the window, door and staircase are to be cleaned regularly.
3. It shall be the responsibility of firm to segregate and dispose the garbage at least once in a day. Garbage are in a larger quantity beyond the capacity of dustbin / garbage drum are to be disposed once in a week at their own cost. Further the firm shall clean the sewerage line of the SIRD & PR campus once in a week.
4. The Service Provider shall provide the toiletries / sanitary utilities such as Liquid soap, naphthalene balls, Air freshener, Phenyl etc. as per consumption in the toilets.
5. The Service Provider shall arrange the trolley etc. for carriage of materials like garbage, malba, minor building rubbish etc. to be disposed off beyond the premises area.
6. The Service Providers should submit their monthly rates / service charges including all taxes along with copy of the past credentials for the above works after visiting the institute's campus.
7. The Service Providers may visit the office of the undersigned in any working day between office hour before quoting the amount for the above works.
8. The Service Providers shall at his own cost comply with the provision of labour laws, rules and orders and notification as of Central & State Government as applicable to this contract from time to time & will be liable for any deviation of such laws.
9. SIRD & PR can terminate the outsourcing agencies by giving a minimum of one month notice in advance which may be due to unsatisfactory service, infringement of terms and conditions and other reasons to be mentioned thereof.
10. The entire campus should be clean and hygienic environment which are required to be maintained by the firm.
11. The work & services of the Service Providers will reviewed by the authority as & when required and suggestion for improvements will be communicated for compliance.
12. The Building roof / wall are to be protected / cleaned regularly.

  
DIRECTOR 27/2/18

## FINANCIAL BID

### SWEEPING, CLEANING AND SANITATION FOR THE YEAR: 2018-19

Sl. No.	Description	Amount (Per Month)	Amount (Per Annum)
1.	<b>Manpower to be engaged for Sweeping, Cleaning &amp; Sanitation. (Including all statutory dues and taxes according to the norm of Government of Odisha)</b> 06 (Six) Nos of Sweeper are to be deployed for Administrative and Library Building.		
2.	<b>Cleaning Materials = Total Rate to be quoted inclusive of all taxes.</b> Cleaning materials of the following quantities are required to be supplied Per Month. 1) Phenyl (Best quality) = 30 Bottles. 2) Naphthalene (Best quality) = 1 Kg. 3) Liquid soap(Best quality) = 30 Bottles (100 ml) 4) Room freshener (Best quality) = 10 Bottles 5) Floor cleaning liquid (Best quality) = 20 Bottles 6) Hill Brooms (Best quality) = As per requirement. 7) Oddnil = 30 Pkts. 8) Acid for cleaning of Toilets, Floors etc. = 10 Ltrs.		
<b>Grand Total</b>			

N.B.: Analysis in respect of item Sl. No. 1 must be furnished in the following manner based on Labour Act.

- 1) Category of manpower to be engaged:
- 2) Amount of wages applicable for the category of manpower: (Rate & total for each)
- 3) Details of charges towards statutory dues against the wages of manpower:
- 4) Amount of service charges for the purpose:
- 5) Amount of service taxes for the purpose:

Signature of the bidder with office seal