

**No.2591 /OSDA, Date: 28.03.2018**

**Govt of Odisha**  
Directorate of Employment

Niyojan Bhawan, Bhubaneswar  
Dated 27 'March , 2018.

Sub:- Tender call Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha, Bhubaneswar.

Sealed bids are invited by the undersigned from experienced and reputed firms for supply of manpower on out sourcing basis for Office Management ,Housekeeping and Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha (as mentioned in Annexure-1). Details of the scope of work, schedule of its requirements and terms & conditions of the contract are given in the Annexures as specified in the following paragraphs.

**2. Details of the Tender are given below:**

2.1	Last Date & Time of Submission of Bid	18.04.2018 by 1.30 P.M,
2.2	Date, Time & Venue of Opening of Tenders	18.04.2018 at 3.30 P.M, Niyojan Bhawan,Unit-3, Kharvel Nagar, Bhubaneswar.
2.3	Type of Tender	Two Bid System ( Technical and Financial)
2.4	Date, Time and Venue of Opening of Financial Bid	20.04.2018 at 3.30 P.M in the Office Chamber of Director,3 <sup>rd</sup> Floor, NiyojanBhawan, Bhubaneswar.
2.5	Bid Validity	90 days from the Date of Technical Bid Opening
2.6	EMD	Rs.1,00,000/-
2.7	EMD Validity	90 days from the Date of Technical Bid Opening
2.8	Security Deposit(SD)/Performance Bond (PB)	6% of the Total Contract Value
2.9	Validity of SD/PB	60 days after the Expiry of the Contract
2.10	Contract Duration	12 Months from the Date of Awarding Contract with Provision for Termination with 15 days Notice. The Contract may be extended for further one year subject to satisfactory performance

**3. Scope of work, Format of Bids, Terms & Conditions of the Contract is enclosed as per the following details:**

3.1	Eligibility and Experience Criteria	Annexure- I
3.2	Details of Buildings –(i) Office of Odisha Skill Development Authority, Rajiv Bhawan (ii) Directorate of Employment, Niyojan Bhawan, Odisha	Annexure- II
3.3	Scope of Work	Annexure- III
3.4	Working Hours and Criteria for Minimum No. of Staff	Annexure-IV
3.5	List of Hardware/ Consumable to be used and their frequency	Annexure-V
3.6	Instructions to Bidders	Annexure-VI
3.7	Terms and Conditions of the Contract	Annexure-VII
3.8	Technical Bid (TB)	Annexure-VIII
3.9	TB - Experience Details	Annexure-IX
3.10	Financial Bid (FB)	Annexure-X
3.11	FB-Cost Synopsis	Annexure-XI

4. The prospective bidders are free to inspect the premises i.e. OSDA office at Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Kharvel Nagar, Unit-III, Bhubaneswar on any working day during tender period between 10.00 hours to 13.00 hours. For this purpose, they may contact the Deputy Director/Establishment Officer, Niyojan Bhawan, Kharvel Nagar, Unit-III, Bhubaneswar.

Sd/-  
Director of Employment &  
Member Secretary, OSDA  
Odisha, Bhubaneswar.

**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**Eligibility and Experience Criteria**

1. Any individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or Private Ltd. Company having an office in India can bid subject to the satisfaction of other eligibility criteria in terms of organization, infrastructure, experience and availability of requisite skilled & unskilled manpower. Necessary supportive documents shall be enclosed to the bid.
2. The Service Provider should have a minimum annual turnover of Rs. 5 Crore in any one of the three previous financial years. Necessary supporting documents shall be enclosed to the bid with audited accounts/ Balance Sheet by a Chartered Accountant and IT Return and IT Clearance Certificate.
3. The Service Provider should have completed at least one housekeeping project of only (exclusively) office complexes having minimum value of Rs.20 lakhs or 2 works of at least 15 lakhs each or 3 works of at least Rs.10 lakhs each during the last three financial years in Government/Public Sector/Reputed Private Sector.

Experience Certificate clearly indicating (i) Name of the Organization (ii) Period of work (iii) the value of the work (iv) whether that contract was for a housekeeping complex (exclusively) should be submitted in support of experience. This experience certificate should be duly signed by a Gazetted Officer of Government.

4. The Service Provider should have the requisite infrastructure i.e. untrained, trained and skilled manpower and machinery and equipments, as indicated in the tender, for mechanized cleaning of the premises, regulation of traffic and maintenance of parks and planters.
5. The Service Provider should have all connected Registrations/Certificates from Government Authorities towards incorporation of the firm, Labour Licence, EPF Licence / Registration, Service Tax and other Tax / Duties Registration, etc. The bidder shall also possess PAN/TIN etc. connected to Income Tax. All supportive documents should be attached with the technical bid.
6. The Service Provider should not have been blacklisted by any Central/State Government Agency.

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## Annexure-II

**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**Details of Buildings & Requirement of Manpower-Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**(i) For OSDA , Rajiv Bhawan :-**

Sl. No.	Designation / Nature of Work	No. of personnel required to be deployed
1	Front office staff, OSDA, Rajiv Bhawan.	1
2	House Keeping, OSDA, Rajiv Bhawan.	2
3	Security, OSDA, Rajiv Bhawan.	1
4	Peon, OSDA, Rajiv Bhawan.	2
5	Office Assistant-cum-Data Entry Operator, OSDA, Rajiv Bhawan.	1
	<b>TOTAL:</b>	<b>7</b>

**(ii) For Directorate of Employment, Niyojan Bhawan :-**

Sl. No.	Designation / Nature of Work	No. of personnel required to be deployed
1	House Keeping, NiyojanBhawan	3
2	Peon, NiyojanBhawan	2
3	Driver, NiyojanBhawan	1
4	Security Guards (1 each in three shifts of 8 hrs. each day)NiyojanBhawan Building, Kharvel Nagar, Bhubaneswar.	3
	<b>TOTAL:</b>	<b>9</b>

**Annexure-III**

**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**Scope of Work**

**(i) For OSDA, Rajiv Bhawan :-**

SL. No.	Designation	Details of Services	Locations
1	<b>Front office staff</b>	Facilitate the visitor and the other work entrusted to him from time to time.	Office of the OSDA, Rajiv Bhawan, Bhubaneswar.
2	<b>House keeping</b>	Proper and efficient sweeping and cleaning of all the open area allotted for official use of OSDA, Rajiv Bhawan.	Office Building
		Proper and efficient cleaning using water, Vim, Harpic and Cleanzo of all floor area, glazed looking mirrors, sanitary ware and its fittings popes etc.	All toilets
		Proper and efficient sweeping, mopping using cleanzo, dusting/wiping of all items within the room	Office Building
		Proper efficient sweeping, cleaning, mopping using cleanzo, of staircase and corridors, dusting of stair bar	Office Building
		Proper and complete cleaning and swabbing of false ceilings, artificial partitions, reception desks and all other accessories like doors.	Office Building
		Cleaning of Chairs, Sofa, and Carpets etc using Vacuum Cleaner	Office Building
		Proper and efficient disposal of office waste in the dustbin and other duties as assigned.	Office Building
		3	<b>Security Services</b>
Security of the building, fixed assets and movable assets entrusted in his charge.	Office Building		
Patrolling of surrounding area to prevent unauthorized entry of persons and other duties as assigned.	Office Building		
4	<b>Peon</b>	Maintenance of Stationary, movement of files from officials .	Office Building
		Opening and closing of office room.	
		Arranging refreshment/water and other duties as assigned.	
5	<b>Office Assistant-cum-Data Entry Operator</b>	To enter day to day data to update records and files .	Office Building
		Typing official letters and other documents.	
		To keep office records up to date.	
		To take print out as required.	

(ii) **For Directorate of Employment, Niyojan Bhawan, Odisha, Bhubaneswar :-**

SL. No.	Designation	Details Of Services	Locations
1	<b>House Keeping</b>	Proper and efficient sweeping and cleaning of all the open area within the premises/ boundary wall of Niyojan Bhawan and other duties as assigned.	Office Building
		Proper and efficient cleaning using water, Vim, Harpic and Cleanzo of all floor area, glazed looking mirrors, sanitary ware and its fittings popes etc.	All toilets
		Proper and efficient sweeping, mopping using cleanzo, dusting/wiping of all items within the room	Office Building
		Proper efficient sweeping, cleaning, mopping using cleanzo, of staircase and corridors, dusting of stair bar.	Office Building
		Proper and complete cleaning and swabbing of false ceilings, artificial partitions, reception desks and all other accessories like doors,	Office Building
		Cleaning of Chairs, Sofa, and Carpets etc using Vacuum Cleaner	Office Building
		Proper and efficient disposal of office waste in the dustbin.	Office Building
2	<b>Peon</b>	Maintenance of Stationary ,movement of files from officials .	Office Building
		Opening and closing of office room	
		Arranging refreshment/water and other duties as assigned.	
3	<b>Driver</b>	Drive & Clean the office vehicle . Maintenance of Vehicle & Log Book	
4	<b>Security Services</b>	Maintaining of registers for movement of personnel.	Office Building
		Security of the building, fixed assets and movable assets entrusted in his charge.	Office Building
		Patrolling of surrounding area to prevent unauthorized entry of persons.	Office Building

## Annexure-IV

### **Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

#### **Working Hours and Criteria for Minimum Number of Staff**

1. Unless specific otherwise, all the outsource personnel are to report to concerned/Nodal Officer in charge for duty so that the cleaning work can start early in the morning and completed before 10.00 AM. The security staff shall report for duty by 9.45 AM.
2. All the corridors, staircases, toilets and bathrooms, lifts, rooms without safety locks and other facilities shall be cleaned and kept ready for occupation before 10.00 AM in the morning. Hence, the firm has to start functioning early in the morning to keep the building clean before official hour.
3. Rooms under security locks of individual officers Sections shall be cleaned immediately after these rooms are opened.
4. Comprehensive deep cleaning of the entire building shall be undertaken at least once a week, either on Saturdays/Sundays or as and when required by the Authority.
5. The firm shall also provide details of the wages/salaries payable to their work force.
6. The firm shall give a detailed Cost Synopsis of the Quoted Cost for the upkeep of Niyojan Bhavan, Bhubaneswar.

**Annexure-V**

**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha, Bhubaneswar**

**List of Hardware to be used**

S1. No.	Items	Frequency
1.	Soft Broom	Daily
2.	Hard Broom	Daily
3.	Floor Buster	Daily
4.	Table Duster	Daily
5.	Wiper	Daily
6.	Bucket	Daily
7.	Room freshener	Daily
8.	Disinfectant/Cleaning liquid	Twice a day
9.	Liquid soap	Alternative days
10	Sanitary cube	Weekly
11	Naphthalene ball	Weekly
12	Cleaning powder	Weekly
13	Harpic for toilet flush	Daily
14	Washing Powder	Weekly
15	Air Freshener	Twice in a week.
16	Colin for cleaning glass, furniture, computer etc.	Once in a month
17	Dettol Hand Wash	Once in a month



**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**Instructions to Bidders**

1. The tender should be marked as 'Office management, Housekeeping and Security Services' and shall be addressed to the **Director**, Directorate of Employment & Member Secretary, OSDA, Niyojan Bhawan, Kharvel Nagar, Bhubaneswar -751001. The Technical and Financial Bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The Technical bids will be opened by the Tender Opening Committee on the same day at **15.30 hr in the office chamber of Director, 3<sup>rd</sup> Floor, Niyojan Bhawan**. The Financial bid will be opened after **2 days** from the date of opening of Technical bid.
2. Due to unforeseen circumstances, if the tender is not opened on the stipulated date, the same will be opened on the next working day at the same time i.e. 15:30 hrs. The Directorate of Employment will not be responsible for any postal delay.
3. The Tender shall be valid for 90 days from the date of opening of Technical Bid.
4. Financial bids only of those firms will be opened, who qualify on the basis of the Technical Bid.
5. The EMD of Rs. 1 lakh/- should be submitted in the form of a crossed demand draft in favour of Accounts Officer (Cash), Directorate of Employment, Payable at Bhubaneswar from any Scheduled Bank. The tender document submitted without EMD will not be considered. The EMD shall remain valid for a period of at least 180 days.
6. The Financial bids in separate envelop should be strictly submitted as per the format given in the **Annexure-X**. The rates quoted in the financial bids should be both in words and figures. Bids with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed. Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully filled in. Each page of the tenders and the schedules to the tenders and Annexure, if any, should be signed by the tenderers.
7. The rates quoted shall be inclusive of EPF, ESI, Service charge and incidental charges, on per person per month basis. Payment of EPF (up to maximum monetary limit) ESI is mandatory. In case bidder does not agree to the payment of these statutory charges, their bid shall not be accepted at all. Any bid quoting ('Nil' or in paise) amount against service charges will not be considered.
8. The bids received after due date of tender will not be entertained.

9. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders he will not resign from his offer or modify the terms and conditions hereof. If the tenderer failed to observe and comply with the foregoing stipulation, the amount of EMD will be forfeited.
10. Service Tax and any other tax on material in this contract shall be payable by the contractor and the Directorate will not entertain any claim whatsoever in this respect.
11. The Authority reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Authority, if any justifiable reasons, not mandatory to be communicated to the tenderer.
12. The decision of Authority shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation.
13. After awarding the contract, firm (through its authorized persons) shall also enter into agreement for performance of contract with the Director of Employment (or its Authorized Officers).
14. The firm should have its own Bank Account. Certified copy of the bank account statement maintained for the last two years issued by the bank shall be enclosed. Bidder should furnish a Bank Solvency Certificate from a scheduled bank for an amount of not less than Rs. 10 lakhs. A performance security of 5% of the total value of tender shall have to be deposited by the successful bidder in the form of FDR/BG from any scheduled commercial bank in favor of Odisha Skill Development Authority, Bhubaneswar payable at Bhubaneswar. The performance security will be forfeited for breach of any of the terms/conditions of the tender or if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision of the Director in this regard shall be final and binding on the firm.
15. There should be no legal suite/criminal case pending or contemplated or legal notice having been served to this effect against the proprietor of this agency or any of its Directors (in case of Private Limited Company) on grounds of moral turpitude or for violation of any of the laws enforced and should not be blacklisted by any Government Organization.

**The Tender documents should contain the following :**

1. Technical and Financial Bids should be in separate envelopes and both shall be put in bigger envelope and should be properly sealed by the bidder.
2. The EMD of Rs: 1 lakh/- should be submitted in the form of a crossed demand draft in favour of Odisha Skill Development Authority, payable at Bhubaneswar from any Scheduled Bank. The tender document submitted without EMD will not be considered. The EMD shall remain valid for a period of at least 180 days.
3. Details of the firm: Name of firm, Business Address of the Firm, Telephone No., Mobile No., E-mail-ID
4. Copies of Certificates of Registration/incorporation Firm, PAN No., Service Tax Registration.
5. Copy of Annual turnover of last three financial years duly audited by Chartered Accountant.
6. Certified copy of bank account statement maintained for the last two years issued by the Bank.
7. Copy of experienced certificate as stated above.
8. Undertaking stating that the firm has not been blacklisted by any Government Directorate/Ministries/PSUs/Banks/Reputed Corporate Sector, etc.

9. The financial bids in separate envelop should be strictly as per the format given in the Annexure-II. The rates quoted in the financial bids should be both in words and figures. Bids with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.
10. Each page of the tender document as well as annexure should be signed by the bidder's authorized signatory with seal of the firm.
11. The firm will submit a list of employees having minimum experience of two years of supervisory work for housekeeping and security guard jobs in the firm.
12. Self-attested copies of work Orders and Client's Satisfactory Certificates in support of qualification criteria given in para (vi) above.

**Technical Bid:-**

- a) Under this criteria copies of certificates of registration from Government authorities under different Acts, copy of PAN/TAN, undertaking by the agency with regard to criminal case, compliance of statutory requirements and debarment in case any declaration found in this undertaking to be specified as per Annexure VIII & IX.
- b) Signed copy of Service Tax Return, Proof / Certificate of Experience and Satisfactory Performance Certificates, Proof of Registered Office in Bhubaneswar.

**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**Terms & Conditions**

1. The contract would be initially for period of 12 months starting from the date of award. However, if any glaring shortcomings or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated giving a fortnights' notice. The decision of Director of Employment cum Member Secretary, OSDA, in this regard shall be final/binding.
2. The Authority reserves the right to cancel the tender call notice at any point of time without assigning any reason thereof.
3. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, the Directorate shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency.
4. The firm will ensure that all the work of cleaning (except the rooms under security locks) is completed before commencement of office hours. In no case the garbage etc. should be allowed to be accumulated in the corridors and the garbage generated should be deposited in the nearest available facility from time to time. The persons deployed on duty shall be available in the premises throughout the working hours on six days a week (viz. from Monday to Saturday) in uniform (bearing firm's name)/name badges, etc. However, some times the work may have to be carried out on Sundays also due to exigencies, for which extra payment shall not be admissible. The transportation arrangements for taking the garbage out of the building premises will be made by the agency on their own.
5. The service provider shall give a Daily Performance Report in a format prescribed by the user Directorate to the nodal officer for the purpose by them by 11.00 A.M. every day.
6. In case of shortfall in performance, a sum of Rs.10,000/- (Rupees Ten thousand only) for each occasion shall be deducted from the bills of the firm for the relevant month. Further, non cleaning of outer periphery and non-lifting/disposal of garbage from outer periphery and its transportation to appropriate facility will attract a fine of Rs.10,000/- (Rupees Ten thousand only) on each occasion. These deductions in a month's bill can be represented against within fifteen days from the receipt of payment for a particular month. It may be specifically noted that in the event of any work got done through Directorates arrangements because of lack of performance on the part of the firm, full expenditure of the same shall be recoverable from the firm and the Authority shall have an absolute right to make appropriate deductions from the firm's pending bills.
7. The service charges/rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/modification shall be entertained before expiry of the period of the contract unless the same is warranted for enforcing statutory instructions like revised minimum wages issued by the appropriate Government under Minimum Wages Act, 1948.

8. The Directorate shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing work of this Directorate. Neither the firm nor its workers shall have any claim on this Directorate for compensation or financial assistance on this account. The firm shall be responsible for payment of wages, EPF and ESI, etc. directly to all the workers account maintained by EPFO & ESI as per prevailing Acts/Orders as applicable to the Govt. of Odisha. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. This Directorate in no case shall be a party to such a dispute. It shall be the responsibility of the firm to comply with the provisions of all Acts and Government instructions. "if any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particular, then the performance security will be confiscated and firm will be blacklisted".
9. After finalization of bid the selected firm must supply all the required manpower within a period of seven days or else the contract shall stand terminated
10. The personnel deployed by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the Nodal Directorate within fifteen days of award of contract and the Nodal Directorate will get them verified form the police authorities. The contractor should also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The deployment shall be furnished to the Directorate as may be required.
11. The personnel deployed by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their wages every month. There is no Master and servant relationship between the employees of the service provider and the Government/Directorate and further that the said personnel of the service provider shall not claim for any employment or absorption in the Government by virtue of their engagement for this work.
12. The service provider's personnel shall not claim any benefit /compensation/ regularization/ absorption of services from/in this Directorate under the provision of Industrial Disputes Act,1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the persons to this effect shall be required to be submitted by the service provider to this Directorate.
13. The service provider's personnel shall not divulge or disclose to any person any details of office,operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
14. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the OSDA in Rajiv Bhawan /Directorate in Niyojan Bhavan.
15. The service provider shall replace immediately any of its personnel, if they are unacceptable to the Authority because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from the Authority.
16. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of paan/Gutka, smoking, using speakers for listening to music and loitering without any work.
17. The damage caused, if any, to Government property through the acts of the firms and/or by its workers shall be made good by the agency and decision of the Authority in this regard shall be final / binding.

18. The payment against the contract shall be made on monthly basis only after the performance of the firm is found to be satisfactory by the concerned Nodal Officers of the Directorate located in Niyojan Bhawan and certified by the concerned authority.
19. The firm shall be responsible for making timely payment of due wages to the workers employed, depositing of EPF with EPFO through ECT and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers with their EPF contribution will be submitted by the firm to the Account Section, as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm.
20. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
21. The service provider should provide suitable replacement in case of absence of personnel.
22. It shall be the responsibility of the contractor that the work of all the staffs shall be undertaken without causing any damage to OSDA / DE properties. In case, any damage is caused by workers/guards deployed by the contractor the same shall be met by the contractor. The contractor would be responsible to compensate any loss or damage to the office property caused due to theft, fraud or negligence by the staff of the contractor.
23. Any bid quoting ('Nil' or in paise) amount against service charges will not be considered.
24. All essential items for security services like torch, lathi etc. will be provided by the agency at its own cost.
25. The daily cleaning would also include ceiling fans, window glasses, carpet, roofs, walls, railing, sofa chair, curtains etc. of the allotted area. The toilets shall be required to be cleaned every two hours every day.
26. The contractor/agency shall make payment of remuneration/wages to its personnel 7th of every month. After making the payment the contractor shall raise the bill for payment of the settled amount.
27. The contractor would submit the police verification report along with the photograph and the detailed particulars of his staff deployed in the OSDA/Directorate of Employment, within the 15 days from award of work.
28. The housekeeping and allied staff will put on proper and clean uniform and badges.
29. The payment by the contractor to its personnel will be made in cheque or ECS directly to their Bank A/C. only should adhering to all the provisions of Minimum Wage Act, Provident Fund, ESI etc.
30. The housekeeping firm will be liable for any disciplinary action/penal action for not implementing the labour welfare laws as applicable and are in force during the time of execution of contract.
31. If the complaint, from any outsourcing personnel, regarding non-payment of wages is received, the payment will be made, after making suitable recoveries from the due amount of agency.
32. Bills submitted by the Bidder for payment should have names of the workers deployed which can be subsequently cross checked with EPF Electronic Challan-cum-Return. If this does not happen, the payment shall be withheld.

33. All costs & expenses for preparation, execution for the agreement shall be borne & paid by the firm.
34. The time schedules for receipt and payment of bills is as under

(a)	Submission of the Bills by the Service provider to the Account Section of this Directorate	5 <sup>th</sup> of every month following the month for which services were provided
(b)	Processing of the Bills by the Account Section of the Directorate	12 <sup>th</sup> of every month
(c)	Payment to the Service Provider through cheque.	15 <sup>th</sup> of every month

35. Upon termination of this agreement, the firm shall immediately deliver all the documents and Machineries held by it and which are in possession/custody of its facility staff, to the authority.
36. All disputes shall be resolved through arbitration and legal dispute, if any shall be limited to Bhubaneswar jurisdiction only.
37. The court situated at Bhubaneswar shall have jurisdiction to decide any disputes or litigations between the parties hereto.
38. In case of any clarification required by the Service Provider the same shall be sent to the Director of Employment cum- Member Secretary OSDA for necessary clarifications and the advice of the Director/ Member Secretary OSDA shall be binding on the Service Provider.

**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**Technical Bid**

**Annual Contract for Providing staffs for Housekeeping, Security, Peon, Driver, Data Entry operator & Front Office staff at Office of OSDA & Directorate of Employment, Bhubaneswar.**

S1. No.	Description	Details to be given by the Bidder
1.	Firm's Name and Full Postal Address	
2.	Name of the representative of the firm and his Telephone/Mobile No.	
3.	Date of Firm's Registration with details	
4.	Firm's details (Corporate Body, Company, Proprietorship, Partnership, etc.)	
5.	Service Tax Number	
6.	EPF Registration Number	
7.	ESI Registration Number	
8.	PAN Number	
9.	Labour Licence	
10.	Whether BIS / ISO certified. Give details	
11.	Whether the firm is medium, small or micro enterprises empanelled with MSME or larger enterprise or otherwise	
12.	Present / past experience in the field (Please enclose the experience certificate as per para 4 of Annexure-1)	Experience certificate should be enclosed along with the enclosed format (Appendix "B")
13.	EMD Details	Demand Draft No _____ Dated _____ for Rs. _____ Drawn in favor of _____ on (name and branch of the bank)
14.	Financial status i.e. Annual turnover details (Audited accounts & Balance Sheet from CA and IT Return Clearance Certificates shall be attached)	2014-15: Rs. _____ 2015-16 Rs. _____ 2016-17: Rs. _____

**Note: All necessary certified documents in support of the details for S1. Nos.3 to 14 must accompany the technical bid. The bid is liable to be rejected in case documents are not enclosed or documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary documents are to be enclosed. Please avoid enclosing extraneous and irrelevant documents not required for the purpose.**



**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**Technical Bid**

**Experience Details**

Sl. No.	Sector/ Segment	Name of the Office/ Client	Nature of the work/ Services	Period
I	CENTRAL GOVERNMENT/ STATE GOVERNMENT			
II	PUBLIC SECTOR			
III	Reputed Private Sector			

**(Signature with Firm's Seal)**

**Annexure-X**

**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**Financial Bid**

Name of Work	All Inclusive Rate per Month (in Rupees)
Housekeeping, Security, Peon, Driver, Data Entry operator & Front Office staff for OSDA Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha, as per the details given in the Tender Document and as per the offer made in the Technical Bid	Rs. _____ (in figures)  Rupees _____ _____ only (in words)

**(Signature with Firm's Seal)**

**Tender Notice for Office Management, House Keeping & Security Services in the Office of Odisha Skill Development Authority, Rajiv Bhawan & Directorate of Employment, Niyojan Bhawan, Odisha**

**Financial Bid**

**Cost Synopsis**

1	Total cost on Housekeeping staffs deputed for work per month	
2	Total cost on peon deputed for work per month	
3	Total cost on Security Guard deputed for work per month	
3	Total cost on Driver deputed for work per month	
4	Total cost on Front Office Staff deputed for work per month	
5	Total cost on Office Assistant Cum Data Entry Operator deputed for work per month	
6	Grand Total for the Entire Work	

**(Signature with Firm's Seal)**

