GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE OF CENSUS OPERATIONS, ODISHA
BHUBANESWAR

No.122/1/2010-Estt (Part) **Dated: 10th April, 2014**

TENDER NOTICE

Sealed tenders are invited for providing cleaning & sanitation services engaging four personnel's (Sweeper) from the registered contractors holding valid license under the Contract Labour Act, 1970 under two bid system viz. (i) Technical Bid & (ii) Commercial Bid. The contractor should deploy persons for cleaning and sanitation services at Directorate of Census Operations, Odisha, Unit-IX, Janpath, Bhubaneswar on job contract basis on the terms and conditions set out by the Directorate.

Agencies having a minimum of five years of experience of providing cleaning and sanitation services to Govt. / Semi Govt. / PSU / Central Autonomous Bodies may submit the bids.

If at any point of time it is found that the contractor has furnished false information the Contract/Tender will liable to be cancelled.

The tender documents may be downloaded from the website **www.censusindia.gov.in** and should be submitted with cost of EMD of Rs.5000/-. The tenders should reach the undersigned by 3.00 PM on 30th April, 2014 positively. Tenders received beyond the stipulated date & time and/ or not accompany with the desired document shall not be entertained.

All the tenders will be opened on the same day i.e. on 30th April, 2014 at 4.00 PM in presence of bidders or their authorized representative, if any.

Tender documents can be obtained from the Office Superintendent (Account), Directorate of Census Operations, Odisha on payment of Rs.100/- (Rupees one hundred only) (non-refundable) in cash or Demand Draft drawn from any nationalized bank in favour of "Director of Census Operations, Odisha" payable at Bhubaneswar.

The Technical Bid should contain the information and documents as stated in the **Annexure I**. The bidder should quote only the services charges and the lump sum monthly rates for providing the cleaning and sanitation services in the prescribed form as available at the **Annexure I** and also give analysis of the same in the prescribed format in Commercial Bid (Price Bid) along with terms and conditions if any.

The Director Census Operations, Odisha, reserves the right to reject the lowest or any or all tenders without assigning any reason whatsoever.

Encl: Annexure-I

(P BARAD) 10/4/2014
DEPUTY DIRECTOR)

Copy to:
1. Notice Board
2. ORGI Website

Annexure -I

DOCUMENTS FOR TECHNICAL BID

Name and Address (with phone nos.) of the clients being served at present. (Please mention the names of three organizations having staff strength of 150 or above with floor area above 10000 sq. ft.)

1. Copy of valid license under Contract Labour Act, 1970.
2. Copy of Registration Certificate for Service Tax.
3. Latest Professional Tax clearance certificate.
4. Copy of annual return of service tax.
5. Latest audited balance sheet or financial statement indicating profit and loss statement at least for the last 3 years.
6. Copy of IT return at least for the last three years.
7. EMD of Rs.5000/- (DD should be drawn from any nationalized bank in favour of "Director of Census Operations, Odisha" payble at Bhubaneswar).
8. In case the form is downloaded from the website it must accompany with a separate DD of Rs.100/- (DD should be drawn from any nationalized bank in favour of "Director of Census Operations, Odisha" payble at Bhubaneswar) towards cost of the tender paper
9. Copy of the current year's Provident fund & ESI number/code.
10. Copies of the work experience awarded to the agency by different organization in support of their credentials and completion certificate.

Following documents to be submitted along with the monthly bill

1. Monthly service tax Challan.
2. Copy of half-yearly return of service tax.
3. Monthly copy of PF and ESI Challan showing the employees and employers contribution specifying the name Directorate of Census Operations, Odisha

Validity of Tender

Tender and rates quoted shall remain valid for a period of 90 days from the last date of submission of tender. The contract shall remain valid for a period of one year which may be extended up to three years based on the performance. However, the first three months will be treated as a trial period. If the performance is found satisfactory during this period the contract will continue. Otherwise the contract will be terminated without any notice.

If the services of the contractor are found to be satisfactory during his term of agreement, the contract can be extended for the mutually agreed period on the same terms and conditions. The decision of Directorate of Census shall be final and binding in this regard.

The successful bidder has to submit a Bank Guarantee of Rs.20, 000/-(Rupees twenty thousand) only as Security performance deposit which shall be retained by "Directorate of Census Operations, Odisha" during the entire period of contract. The Bank Guarantee should be submitted before issue of final work order.

The successful bidder has to intimate about the acceptance of the offer of job contract within 07 days from issue of the work order failing which the EMD amount will be forfeited without notice.

Name of the services : Providing cleaning and sanitation services at Directorate of Census Operations, Odisha, Unit-IX, Janpath, Bhubaneswar.

The Cost of Consumables/ Disposables Materials and equipments etc. shall be borne by the contractor and the responsibility of the contractor.

Scope of work cleaning & sanitation work:

1. Operational time & Schedule	:	Working hour of this Directorate is 9.30 AM to 6.00 PM, weekly five days. However working hour for persons deployed for cleaning and sanitation service will be 8.30AM to 5.00PM.
2. Area to be covered	:	All area of office premises i.e. all rooms, corridors, lobby places, garages, roads adjourn to office building, A.Cs, bathroom, toilets & wash basins, Cycle/Scooter/Motor Cycle sheds and all other area being in use of the office.
3. Service to be provided in a day/week		
(a) Sweeping of rooms	:	Once a day
(b) Cleaning of floor area, corridors, lobby places and all other places as indicated in (2) above.	:	Once a day
(c) Dusting & cleaning of equipments, furniture, cupboards, racks, doors, windows, fans, computers, printers etc.	:	Twice a week
(d) Cleaning of bath room, toilets & wash basins,	:	Twice a day (If necessary, beyond twice a day for better sanitation)

Criteria of persons engaged for cleaning and sanitation work: The persons to be deployed for cleaning and sanitation work of this Directorate must be physically and mentally fit to perform such duties.

The personnel so deployed should be paid minimum wages (MW), as notified by the Central Government time to time for employment of watch and ward (with arms / without arms) along with EPF and ESI facilities.

General Terms and Conditions:

1. The contractor is required to provide total cleanliness and sanitation services in the entire premises of Directorate building. **The cost of the consumables/ disposables materials and equipments required for cleaning & sanitation viz. Coconut Broom, Soft Broom, Harpic Brush, Cobweb Brush, Rubber Wiper, Plastic Bucket, Plastic Mug, Vim Powder, Bathroom acid, surf, Harpic, Bleaching powder, Phenyl, Room Spray, Colin Spray, etc. at the Directorate building shall be borne by the Contractor and responsibility of the Contractor.**

2. **The total four (04) numbers of sweepers are required for cleaning and sanitation services in the Directorate Building premises. This may vary from time to time on need basis.**
3. The entire administration and establishment, Management in respect of the persons deployed for the captioned work shall be the responsibility of the contractor. The contractor will be responsible for their leave, replacement and other welfare measures and keep Directorate of Census indemnified against any claim made by the persons deployed.
4. The bidder shall seal the technical bid and the price bid in two separate envelops duly marked as "technical bid" and "price bid". Both envelops shall then be sealed in one outer envelope. The outer envelope, duly sealed should be super scribe and properly identified with Name of Agency with enquiry number and addressed to The Deputy Director, Directorate of Census Operations, Odisha. Fax/E-mail Tenders will not be accepted. The Tender/tenders will be opened in the Chamber of the Deputy Director or in the designated place in the Directorate in presence of the bidders or their authorized representatives if any on the stipulated date and time as mentioned above.
5. The Maintenance Officer of the Directorate or designated authorized official shall be at liberty to carry out the checks regarding cleanliness and sanitation arrangements of the Directorate building premises including bathroom, toilet, and wash basin.
6. In the event of bandh or natural calamity contractor will ensure the availability/relieve of persons engaged for cleaning and sanitation services.
7. Any compensation for this engagement on account of death, disability of any persons so provided for deployment at Directorate campus will be the responsibility of the contractor. Even if such disability manifests after termination of the contract shall be the exclusive liability of the contractor. Manpower provided is to be covered under proper insurance of industrial accident as per respective law.
8. Bills shall be raised by the Agency on monthly basis. Payment will be made within thirty working days subject to the receipts of correct bills with relevant documents complete in all respect. Payment will be made with A/C payee Cheque.
9. That the contractor shall submit the proof of having deposited that amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at the Directorate buildings in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of required documents.
10. **The Rates to remain fixed during the period of contract and in case other statutory obligations like EPF, ESI, and Minimum wages are increased by the respective laws during the contract period, the same will be borne by the bidding firms. Therefore the firms should quote rate accordingly. Only the changes in the services tax if any would be borne by the Directorate.**
11. If required EPF/ ESI number already issued to guards should be continued to the next contractors as well.
12. Only valid technical bids shall be opened. Price bid shall be opened only of those bidders who will qualify in technical bids. Contract shall be awarded to the lowest-I bidder.
13. Persons deployed for cleanliness and sanitation services at this Directorate are also required to record their attendance for arrival and departure.
14. Working hour of this Directorate is 9.30AM to 6.00PM, weekly five (05) days. This Directorate will remain closed on Saturdays, Sundays & Gazetted Holidays. However Cleaning & Sanitation Services are required on all days except Sundays. **However in emergent situations, if the Directorate will remain open, the cleaning & sanitation services are also required on Sundays & Gazetted Holidays.**

DIRECTORATE OF CENSUS OPERATIONS, ODISHA
UNIT IX JANPATH BHUBANESWAR

TENDER FORM (PRICE/ COMMERCIAL BID)

Name of the work: Cleaning and sanitation service through outsourcing agency at Directorate of Census Operations, Odisha , Bhubaneswar

Sl.No.	Description	Per person engaged in (Rs.)
1	Minimum wages	
2	ESI	
3	EPF	
5	Other charges, if any	
	Cost per Head	
	Services Tax @	
	Total	

Name of the Materials (To be used as per prevailing Market rates)	Quantity per Month	Rate per Unit	Total

Signature of the Tenderer

Name & Address of the Tenderer :

Details of EMD :
Date