



ଓଡ଼ିଶା ସରକାର  
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟଜଳ ବିଭାଗ  
Government of Odisha  
Panchayati Raj & D.W Department

ଓଡ଼ିଶା ଲୋକସେବା ଭବନ  
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
Odisha Lok Seva Bhawan,  
Sachibalaya Marg,  
Bhubaneswar - 751001  
Fax 0674 - 2391413  
E-mail-prsec.or@nic.in

No. PR-NREG-MISC-0007-2022

5513

Date:

29/3/22

TENDER NOTICE

For Sweeping, Cleaning and Sanitation in its office building, the **MGNREGS Odisha Society**, Panchayati Raj & Drinking Water Department invites sealed tenders from experienced Service Providing Agencies/ Contractors of sound financial credibility & reputation, having income-tax-PAN, E.P.F. No., ESI No., GST No. and valid Registration Certificate.

Sl. No.	Particulars of the work	Tender Paper Cost (in Rs.)	EMD (in Rs)	Contract period from the date of Issuance of Work Order
1.	Sweeping, Cleaning and Sanitation in the office Building of MGNREGS Odisha Society, Panchayati Raj & Drinking Water Department, SIRD Campus, Unit-8, Bhubaneswar.	500/-	10,000/-	One year
2.	The tender documents can be downloaded from the MGNREGS Odisha Society website i.e. <a href="http://odishamgnregs.org/">http://odishamgnregs.org/</a>			
3.	Earnest money amounting to Rs. 10,000/- in form of Demand Draft drawn on any Nationalised Banks in favour of <b>MGNREGS Odisha Society</b> , payable at Bhubaneswar must accompany the tender. Any Tender not accompanied by the requisite Earnest Money and other documents that are not complete, is liable to be rejected.			
4.	Tenderer should submit the tender as under: <b>Envelope A</b> -- (Technical Bid-I with all enclosures and EMD) <b>Envelope B</b> - (Financial Bid-II), <b>Envelope C - Envelope "C" should contain both Envelope "A" &amp; Envelope "B"</b> Each envelope must be subscribed as "Tender for Sweeping, Cleaning and Sanitation in the office Building of MGNREGS Odisha Society, Panchayati Raj & Drinking Water Department, SIRD Campus, Unit-8, Bhubaneswar" and should bear the full address of tenderer at left bottom side.			
5.	The sealed tenders must be submitted at the office Building of MGNREGS Odisha Society, Panchayati Raj & Drinking Water Department, SIRD Campus, Unit-8, Bhubaneswar on or before the stipulated date.			
6.	Tenders shall be opened on the stipulated date in the presence of tenderers who may wish to remain present.			
7.	If any party is awarded with the work, but does not carry out the work, his Security Deposit/EMD shall be forfeited.			
8.	Tender forms should be filled up neatly without any over writing. In case of any correction/over writing in the tender, the same should invariably be attested by full signature with date before submission.			
9.	The rates should be quoted inclusive of all statutory requirement like PF, ESI with wages, GST & Service charges and required sanitary materials to MGNREGS Odisha Society.			

**MGNREGS Odisha Society reserves its right to accept or reject any tender (s) without assigning any reason thereof.**

  
Mission Director

## Tender Call Notice for Sweeping, Cleaning and Sanitation

1	Title of the Tender	Tender for Sweeping, Cleaning and Sanitation in the office building of MGNREGS Odisha Society, Panchayati Raj and Drinking Water Department, SIRD Campus, Unit-8, Bhubaneswar-751012.
2	EMD	Rs.10,000/- (Rupees ten thousand only), which is refundable without interest.
3	Tender Paper Cost	Rs.500/- (non-refundable)
4	First announcement Date	<b>30.03.2022</b>
5	Last Date & Time of Submission	<b>18.04.2022 by 05:30 PM</b>
6	Date and Time for opening of Technical Bid	<b>19.04.2022 at 11:30 AM</b>
7	Date and Time for opening of Financial Bid	<b>20.03.2022 at 11:30 AM</b>

## UNDERTAKING

**Name and address of the Bidder:**

1. I / We M/s....., having my / our office at ..... do hereby undertake to execute providing the services like Sweeping, Cleaning and Sanitation Job at MGNREGS Odisha Society as assured for the period from 2022 to 2023 as per the prescribed norms, in the event of being successful in the present Tender Process.
2. We are also aware that in the event of failure (on the part of the successful bidder) to comply with the said prescribed norms, suitable action to nullify the appointment / selection will be initiated.
3. I / we agree to pay the cost towards damage to the properties of MGNREGS Odisha Society if any during the process of cleaning work.
4. We agree that the decision of Mission Director, MGNREGS Odisha Society shall be final in case of any dispute arises regarding the terms and conditions of this tender.

**SIGNATURE OF THE TENDERER**

**PART-A.**  
**TECHNICAL BID- I**  
**ELIGIBILITY CRITERIA FOR EVALUATION OF TENDER**

1	1	Name of the Agency/ Contractor or its Firm	
2		Full Address of the Agency/ Contractor's registered Office with Telephone number, Fax number and Mail ID.	
			Telephone No.
			Fax No.
			Email ID
3		Full Address of the operating Branch Office in Bhubaneswar with Telephone number, Fax number and Mail ID.	
			Telephone No.
			Fax No.
			Email ID
4		Details of Tender Paper Cost	Amount Rs.                      Name of Bank & Branch
			DD. No.                              Date:
			Drawn on
5		Details of Earnest Money Deposit (EMD)	Amount Rs.                      Name of Bank & Branch
			DD. No.                              Date:
			Drawn on
6		Name and Designation of the authorized Officer/ Person to liaise with MGNREGS Odisha Society with telephone No. and Mobile No.	
7		Banker of the Agency/ Contractor with its telephone number. (Attach certified copy of the Account Statement for the last three years)	
8		PAN No. (Attach a self- attested copy)	

9	GST Registration No. (Attach a self-attested copy)					
10	EPF Registration No. (Attach a self-attested copy)					
11	ESI Registration No. (Attach a self-attested copy)					
12	Incorporated/ Registration Certificate of the firm (Attach a self-attested copy)					
13	Valid Labour Contract License for engagement of Labours issued from District Labour Office					
14	Declaration that the Agency/ Contractor or its Firm has not been blacklisted by any Central/ State Government Agency during the last three years					
15	Average annual financial turnover during the last three financial years ending <b>31st March, 2021</b> . (Audited Financial Statements must be attached). <i>(If the space provided is insufficient, a separate sheet may be attached)</i>	<b>Financial Year</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	
		<b>Annual turnover Amount in Rs (Lakhs)</b>				
		<b>Annual Average turnover in Rs. (Lakhs)</b>				
16	Minimum <b>three years'</b> experience in Sweeping, Cleaning and Sanitation or should have completed similar type of work in last three years ending on <b>31.03.2021</b> in any Office Building of Government/ PSU/ Private organizations of repute. <i>(If the space provided is insufficient, a separate sheet may be attached)</i>					
	<b>Sl. No.</b>	<b>Name of client, address, telephone &amp; Fax No.</b>	<b>Nature of work</b>	<b>Date of award of the work</b>	<b>Date of completion</b>	<b>Amount of contract per annum (In rupees)</b>

**Note:-** The copy of experience certificate should be from the agency/contractor for which the tenderer has provided the services of Sweeping, Cleaning and Sanitation work i.e. self-attested copy of work order/completion certificate must be enclosed.

Signature and seal of tenderer Name  
Full address:

**PART-B.**  
**FINANCIAL BID- II**

To,

Mission Director  
MGNREGS Odisha Society  
SIRD Campus, Unit-8, Bhubaneswar

Sub: Tender for Sweeping, Cleaning and Sanitation in the office building of MGNREGS Odisha Society, Panchayati Raj and Drinking Water Department, SIRD Campus, Unit-8, Bhubaneswar-751012.

Sir,

I/ We are submitting my/ our Financial Bid for the above work as below.

Sl. No.	Particulars	Amount (in Rs.) Per Month	Amount (in Rs.) Per Annum
01	Manpower Cost for 5 (five) personnel per month basing on Un-skilled Wages (Includes all Statutory Dues)		
02	Service Charges		
03	GST		
04	Material Cost per month (as per Annexure-I)		
	<b>Total</b>		

(In words Rupees \_\_\_\_\_ )

**\* Note:**

1. All the terms and conditions shall be strictly adhered
2. There will be no change in schedule rate for annual contract, if there is change in Min. Wages, Statutory dues and Cost of Cleaning & Sanitation items.
3. The Service Charges must not be Zero or unreasonably low to carry out any service providing work. The Bidders will quote the Service Charge/ Commission in rupees of a whole number i.e. not fraction of a rupee.

Date :  
Place :

**SIGNATURE OF THE TENDERER**

Name :  
Seal :

**DECLARATION**

1. I, \_\_\_\_\_ Son/ Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor / Director / authorized signatory of  
M/s. \_\_\_\_\_, mentioned above, am 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 Bidder

Date :

Name :

Place :

Seal :

## TERMS AND CONDITIONS

- 1) The Agreement will be initially valid for a period of one year from the date of its commencement with an option for renewal of the same from time to time as per discretion of MGNREGS Odisha Society on the same or similar terms and conditions or such terms and conditions as may be mutually agreed upon.
- 2) The Agency/ Contractor shall provide 05 (five) personnel i.e., Un-skilled- 05 nos. with proper proof of identification (duly certified photograph with proof of identity and signature).
- 3) There will be no extra payment to the Agency/ Contractor for additional deployment of personnel on National and Festival Holidays, weekly off & leave reserve.
- 4) The payment towards cleaning and sanitation charges shall be released by the MGNREGS Odisha Society every month on submission of bill by the Agency/ Contractor subject to satisfactory cleaning and sanitation work.
- 5) The Agency/ Contractor will provide additional personnel as and when required by MGNREGS Odisha Society in exigency on the same rates, terms & conditions specified in this agreement.
- 6) The Agency/ Contractor shall have to make payment to the personnel engaged by him in the presence of the authorized representative of MGNREGS Odisha Society by the 7th. day of the successive month as per statutory requirements. The payment to the personnel engaged by the Agency/ Contractor should not fall short of minimum wages prescribed by the State Govt and taken into consideration by MGNREGS Odisha Society.
- 7) The Agency/ Contractor has to provide ESI, EPF and other facilities provided under the Contract Labour (Regulation & Abolition) Act 1970 to its employees without fail. The Agency/ Contractor shall be solely responsible for all such statutory obligations with respect to the engagement of workers. The deposit challan for having remitted EPF along with Electronic Challan-cum-Return (ECR) of previous month & ESI contributions challan to the contract workers and details showing the basic pay etc., should be furnished to this Office every preceding month failing which the service charges of the Agency/ Contractor shall not be released.
- 8) The Agency/ Contractor shall comply with all the statutory requirements under various Acts and Rules as applicable to establishments of MGNREGS Odisha Society for engagement of the personnel deployed by him. In the event of non-compliance, the statutory requirements like deposit of PF, ESI and GST etc by the Agency/ Contractor, the payment of service charges etc. shall be held up without any notice till necessary compliance made is by the Agency/ Contractor. However, liability of MGNREGS Odisha Society, if any, on account of non-



compliance of statutory provisions by the Agency/ Contractor, shall be chargeable to the account of the Agency/ Contractor and shall be deducted from his pending bills.

- 9) The Agency/ Contractor should ensure that the workers engaged by him do not work for more than the prescribed working hours i.e., eight hours / day or forty-eight hours in a week. If the workers remain on leave, the Agency/ Contractor shall arrange for substitute for the cleaning work.
- 10) The Agency/ Contractor should deploy personnel, free from any criminal background or any police case and furnish the names and antecedents of the personnel at the time of deployment. All the deployed personnel should be provided with photo identity card and should have P.F. & ESI number.
- 11) The workers provided by the Agency/ Contractor shall maintain discipline inside the campus and shall not work under influence of alcohol or prohibited drugs and shall behave in a decent manner to MGNREGS Odisha Society staffs, officers and visitors as well.
- 12) The Agreement is commercial one and does not create any employer-employee relationship between the MGNREGS Odisha Society and the Agency/ Contractor. The MGNREGS Odisha Society shall not be liable for any statutory requirement under different labour legislations, Wage, PF, ESI, & GST etc. as per rule as far as the employee of the Agent are concerned.
- 13) Any damage / pilferage to MGNREGS Odisha Society's property due to mishandling, carelessness of the Agency/ Contractor or his workmen will be recoverable from the Agency/ Contractor's bill and all materials issued to Agency/ Contractors shall be the sole responsibility of the Agency/ Contractor during the period of the contract.
- 14) The Agreement is terminable with one-month notice in writing or payment of one month charges from either side during the agreement period. The Agency/ Contractor shall, however, not leave the job either during the agreement period or after the period of agreement till alternate arrangement is made by MGNREGS Odisha Society. In no case, this period shall exceed three months.
- 15) The Agency/ Contractor shall make a security deposit of Rs.40,000/- by means of Demand Draft in favour of "MGNREGS Odisha Society.". The security deposit shall be refunded after successful completion of the contract period. The claim of refund can be raised by the Agency/ Contractor after the contract period, which shall be refunded after 3 (three) months from the end of contract period after necessary adjustment / recovery of any amount payable by the Agency/ Contractor to the Federation and without any interest. If any loss arises due to negligence on the part of the Agency/ Contractor, MGNREGS Odisha Society shall deduct such amount from the Security Deposit of the Agency/ Contractor.

- 16) In the event of either party failing to act in accordance with the provisions of the agreement, the aggrieved party shall at the first instance try to settle the dispute mutually and amicably, failing such attempt, the same shall be referred to the Mission Director, MGNREGS Odisha Society by either party, and the decision of Mission Director, MGNREGS Odisha Society shall be final.
- 17) The Agency/ Contractor may be requested to withdraw any of his workers from the work without assigning any reason, with 24 hours' prior intimation.
- 18) All the employees will have to be covered under insurance against any personal accident by the Agency/ Contractor and MGNREGS Odisha Society will not be liable for payment of any compensation on this account.
- 19) During execution of work, the Agency/ Contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to man, machines and buildings etc. Non-adherence to this clause will attract suitable fines, as decided by MGNREGS Odisha Society, will be imposed.
- 20) The MGNREGS Odisha Society Building have four floors with stairs, including its premises shall be cleaned two times a day, detail of which are enclosed to this agreement, as per Annexure – II.
- 21) The cleaning will comprise of all areas mentioned in Annexure - II by wet mopping using disinfectant, dusting, cleaning as and when required, removal of cobwebs and washing of bath rooms, wash basins, mirrors in all the toilets. This will include regular cleaning of all toilets bowls, pans, urinals & wash basins and any other porcelain components using soap/detergent solution & water.
- 22) All toilets/urinals floors are to be cleaned using soap/detergent & mopping. The floors are to be wiped dry. All other areas in the toilets & urinals i.e. walls, roofs, pipes, mirrors, if any are to be cleaned & maintained dust free. The toilets should be maintained clean and dry so that there shall not be any foul smell. Moreover, Odonil, Naphthalene cakes should be used in toilets on daily basis.
- 23) Cleaning of Floors: - Sweeping & moping of all common passage within the premises should be wiped & dry. All other structures in the offices, i.e. walls, roofs, doors, windows etc. are to be kept cleaned & dust free.
- 24) Sanitation of the entire area: - Sweeping & cleaning of the entire campus of MGNREGS Odisha Society Building are to be done, as & when required.
- 25) There should be periodic spraying of insecticide / rodenticide / pesticide for removal of flies, rodents and pests.
- 26) Daily dusting and cleaning of furniture provided in offices, proper upkeep and maintenance of wall, tiles and exterior wall etc.
- 27) In case of any accident the compensation as levied upon by the competent authority under workman compensation Act shall have to be paid by the Agency/

Contractor to the legal heir on the deceases or the person concerned in case of partial of total disablement.

- 28) Quality of materials to be used for cleaning & maintenance shall be of high standard. The Chemical/detergent/disinfectants etc. are to be used for cleaning and sanitation work should be mentioned in brand names. The materials used for cleaning to be shown to the Cleaning Incharge and required certificate to be obtained regarding the quality, quantity of the materials used. The amount of detergents and other cleaning materials to be used daily according to floor space to be categorically mentioned. (As per List at Annexure – I). The sanitary / cleaning items utilized on daily basis as per Annexure – I shall be certified by Store Incharge, MGNREGS Odisha Society, every month.
- 29) Suitable space to store the cleaning materials shall be provided by MGNREGS Odisha Society. Workers have to sign attendance register provided by the Agency/ Contractor which will be kept in the office.
- 30) The workers to be provided for the cleaning work should be well trained.
- 31) EMD amount of Rs.10,000/- shall be paid in form of D.D. drawn in favor of MGNREGS Odisha Society, Bhubaneswar which will be submitted with the tender paper. The EMD of the unsuccessful bidders will be returned back without interest after approval / finalization of the tender.
- 32) The successful Bidder will have to deposit Rs.40,000/- towards security deposit in form of Bank Guarantee. The EMD of the successful bidders will be refunded without interest.
- 33) The payment shall be made on submission of bill every month through cheque which shall be certified by the concerned Officer of MGNREGS Odisha Society.
- 34) No payment shall be released if work performance is unsatisfactory.
- 35) The Agency/ Contractor should have an Office at Bhubaneswar and documentary proof need to be submitted along with application.
- 36) In case of any dispute pertaining to this agreement, the jurisdiction of Civil Courts at Bhubaneswar will apply.

**LIST OF CLEANING AGENTS & INSECTICIDE TO BE SUPPLIED PER MONTH**

	<u>Quantity</u>	<u>Rate</u>	<u>Amount(in Rs.)</u>
1. Bathroom acid	-5 Ltrs	-	-
2. Naphthalene ball	-1 Kg	-	-
3. Phenyl	-25 Bottles	-	-
4. Room Spray	-15 Bottles	-	-
5. Bleaching powder	-5 Kg	-	-
6. Liquid Soap (for handwash)	-25 Bottles	-	-
7. Floor Cleaning Liquid	-15 Bottles	-	-
8. Harpic	-25 Pkts	-	-
9. Colin Spray	-5 Pkts	-	-
10. Odonil	-25 Pkts	-	-
11. Hill Brooms	-As per requirement	-	-
<hr/>			
<b>Total Amount (in Rs.)</b>			
<hr/>			

**Note:** The above materials must be of reputed brand

**Full signature of the Tenderer/Bidder  
with seal**

Details of Area of MGNREGS Odisha Society Building to be cleaned

- |    |   |   |                                     |
|----|---|---|-------------------------------------|
| 1) | Cleaning, sweeping, mopping of the floor area of the office premises, including staircase, toilets. | - | Two times per day                   |
| 2) | Cleaning of office premises including drain, road, campus, garden, cycle stand, garage              | - | Once in a day                       |
| 3) | Cleaning of Toilets (12 nos.)   | - | Three times in a day                |
| 4) | Cleaning of all corners, roofs, doors, windows  | - | Once in a week                      |
| 5) | Mopping of all the Tables & Chairs of the Office  | - | Once in a day (before office hour.) |
| 6) | Mopping of all furniture like Almirah, Windows & - Doors of the Office                              | - | Once in a week                      |

**Full signature of the Tenderer/Bidder  
with seal**

## CHECK LIST

1. Cost of Tender Paper
2. Earnest Money deposit
3. Registration Certificate of Agency / Contractor.
4. Copy of valid labour contract license.
5. ESI Registration Certificate
6. EPF Registration Certificate
7. Proof of experience certificate for the last 3 years
8. Copy of PAN
9. Copy of GST Registration
10. Income Tax return for the year 2018-19, 2019-20 & 2020-21.
11. Average annual financial turnover during the last three years ending on 31.03.2021
12. Undertaking that firm is not debarred/ blacklisted by any Central/ State Govt. Agency in past three years
13. All the pages of the tender document should be signed at the bottom of each page by authorized signatory with name and seal of the firm.
14. Address proof for the Office/ Branch at Bhubaneswar.

**Full Signature of the Tenderer / Bidder  
with Seal**