



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF
REHABILITATION TRAINING AND RESEARCH,
OLATPUR, POST.: BAIROI, DIST.: CUTTACK, ODISHA
Pin.: 754 010.**

Ref: No. AD 2 B 91

Dated 10.07.2014

TENDER NOTICE

Seal tenders are invited from interested Contractors/Organizations/Agencies having relevant experience in hospital cleaning for undertaking ANNUAL MAINTENANCE CONTRACT FOR PROVIDING ASSISTANCE FOR CLEANING AND SANITATION WORK AND SUPPLY OF VARIOUS TYPE OF LABOURS to SVNIRTAR, Olatpur, Cuttack. Tender Documents may be obtained in person from the Office Superintendent, SVNIRTAR on payment of Rs.500/- in cash (non-refundable) towards cost of Tender Documents on any working day between 10.00 hours to 15.00 hours w.e.f. 23.07.2014 onwards. For further details please log on to the Institute website: www.nirtar.nic.in.

Director

**TERMS AND CONDITIONS FOR ANNUAL MAINTENANCE CONTRACT FOR
PROVIDING ASSISTANCE FOR CLEANING & SANITATION WORK AND
SUPPLY OF VARIOUS LABOUR TO SVNIRTAR, OLATPUR, CUTTACK,
ODISHA**

TENDER DOCUMENTS FOR

ANNUAL MAINTENANCE CONTRACT FOR PROVIDING ASSISTANCE FOR CLEANING AND
SANITATION WORK AND SUPPLY OF VARIOUS TYPE OF LABOURS

DATE OF COMMENCEMENT OF SALE OF THE TENDER DOCUMENTS: 23.07.2014

LAST DATE / TIME FOR SALE OF TENDER : 06.08.2014 AT 1430 HRS.

LAST DATE / TIME FOR SUBMISSION OF TENDER : 06.08.2014 AT 1530 HRS.

DATE OF OPENING OF TECHNICAL BID DOCUMENTS : 07.08.2014 AT 1130 HRS

DATE & TIME OF OPENING OF THE PRICE BID DOCUMENTS : Will be intimated/fixe
after evaluation of
Technical Bid only.

PLACE OF OPENING OF TENDER : Office of the Director,
(Seminar Hall)
Olatpur, Bairoi, Cuttack

ADDRESS FOR COMMUNICATION : Administrative Officer,
SVNIRTAR, Olatpur, Cuttack

**TERMS AND CONDITIONS FOR ANNUAL MAINTENANCE CONTRACT
FOR PROVIDING ASSISTANCE FOR CLEANING & SANITATION
WORK AND SUPPLY OF VARIOUS TYPE OF LABOUR TO SVNIRTAR,
OLATPUR, CUTTACK., ODISHA**

Sealed tenders should reach the office of the Director, SVNIRTAR, Olatpur, Cuttack, Odisha during working hour on or before 23.07.2014. Tenders received beyond the aforesaid time and date will be returned to the sender unopened. All the tender papers must be submitted by Regd. Post/Courier/Speed Post only.

- 1.1 The sealed tenders containing technical bid submitted by the tenderer will be opened by the Members of Tender Committee, SVNIRTAR, Olatpur, Cuttack, Odisha on 07.08.2014 at 11.30 A.M. & price bid will be opened after evaluation of Technical Bid only. The date and time will be intimated/informed later on. The tenderer or his duly authorized representatives are allowed to be present during opening of the tender that will not bar the authority from opening the tender or carrying on the subsequent tendering process.
- 2.1 Reputed Firms having appropriate and **proper valid registration and service tax clearance for providing Annual Maintenance contract for providing Assistance for cleaning & sanitation work and supply of various type of labours** (Unskilled/Semiskilled/Skilled) are eligible to participation in the tender and quote for all the items.

The cover containing the tender & documents should be super-scribed as "TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR PROVIDING ASSISTANCE FOR CLEANING & SANITATION WORK AND SUPPLY OF VARIOUS TYPE OF LABOURS TO SVNIRTAR, OLATPUR, CUTTACK, ODISHA FOR THE YEAR 2014-15.

Sealed covers containing the tender in the prescribed format should be submitted in two separate sealed covers i.e. Cover-A (**Technical Bid**) & Cover-B (**Price bid**) as indicated below. Both the covers should be put into a third cover which should be superscribed as **"TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR PROVIDING ASSISTANCE FOR CLEANING & SANITATION WORK AND SUPPLY OF VARIOUS TYPE OF LABOURS TO SVNIRTAR, OLATPUR, CUTTACK, ODISHA.**

Terms of Reference (TOR) for outsourcing of Cleaning Activities.

1. The Contractor/Organization/Agency should be approved/recognized registered by competent authority should have provided such services minimum 5 years experience in Govt./Govt. Medical College & Hospital, failing which the tender will be rejected outright.
2. All the employee engaged by the Contractors/Organization/Agency in SVNIRTAR, Olatpur Cuttack, Odisha should put on the prescribed uniform.
3. Each employee of the Contractor shall display identity card with photo on their person provided by the Contractor during the period of work, which shall be duly signed by the competent authority of the Contractor.
4. All worker to be engaged by the contractor should be covered under the statutory government regulation framed from time to time.
5. SVNIRTAR, Olatpur, Cuttack, Odisha, may request the contractor to withdraw any worker from SVNIRTAR without assigning any reason, with 24 hours prior intimation.
6. The Contractor shall abide by all the rules and regulations relating to his establishment. The Contractor will keep SVNIRTAR indemnified and SVNIRTAR shall remain indemnified against any clause financial or otherwise any act committed by any employee of the contractor.
7. Any damage/pilferage to SVNIRTAR, Olatpur, Cuttack, Odisha property due to mishandling, carelessness of the contractor or his workmen will be recoverable from the contractor's bill and all materials issued to contractors shall be the sole responsibility of the contractor during the period of the contract.
8. Contractor should depute dedicated Supervisor to manage the cleaning work of the SVNIRTAR, which will co-ordinate the work execution and interact with the Authorities of the SVNIRTAR and will be responsible for the Cleaning of the SVNIRTAR.
9. All the employees will have to be covered under insurance against any personal accident by the contractor and SVNIRTAR Authority will not be liable for payment of any compensation on that account.

10. During execution of work, the Contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to manpower, machines and buildings etc. On non-adherence to this clause, suitable fines, as decided by SVNIRTAR, Olatpur, Cuttack, Odisha will be imposed.
11. The cleaning will comprise of all areas mentioned as per **Annexure-II** followed by wet mopping twice a day using disinfectant, dusting of office furniture, hospital furniture, electrical & medical equipment, cleaning of window panes, shutters, doors, and as and when required in the wards/offices and other areas, removal of cobwebs and washing bath rooms, wash basins, W.C., mirrors in all the toilets and in room, main gates and lobbies.
12. This will include regular cleaning of all toilets bowls, pans, urinals & wash basins and any other porcelain components using soap/detergent solution & water.
13. 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.
14. The toilets should be maintained so clean and dry that there shall not be any fowl smell coming from this. Moreover Odonil, Naphthalene cakes should be used in toilets on daily basis.
15. **Cleaning of Drains:** - All drains shall be cleaned daily & as required so as to ensure smooth discharge of wastewater. There shall not be any stagnation & over flowing of water.
16. **Cleaning of Floors:-** Sweeping & moping of all common passage & platforms within, SVNIRTAR, Olatpur, Cuttack, Odisha premises. The floors should be wiped and dry. All other structures in the offices, wards, OPD etc. i.e. walls, roofs, doors & windows are to be kept cleaned & dust free. There shall not be any cobwebs in the building of the SVNIRTAR, Olatpur, Cuttack, Odisha
17. Sanitation of the entire area:- Sweeping & Cleaning of the entire Hospital/hostel/Office/Campus area of SVNIRTAR, Olatpur, Cuttack, Odisha .
18. There should be a periodical spraying of insecticide/ rodenticide /pesticide for removal of flies, rodents and pests.
19. Daily dusting and cleaning of furniture provided in the outdoor, wards, hostel and offices of SVNIRTAR, Olatpur, Cuttack.

20. Proper up-keeping and maintenance of mosaic floor, wall, ceiling & ceiling fans exterior wall etc.
21. Day to day detainment of the workers by the Contractor/Organization / Agency to various sites will be submitted before the Administrative Officer for verification. List of workers to be engaged should be submitted their bio-data as soon as work order is issued.
22. The Contractor/Organization/Agency who will be awarded with contract is responsible for disposal of different waste as per the guide lines issued by State Pollution Control Board.
23. Tenders should be typed neatly without any over writing. In case of any correction/overwriting in the tender, the same should invariably be attested by full signature with date before submission.
24. The Contractor/Organization/ Agency should have the expertise of modern professional way of hospital clearing.
25. Engagement of supervisors should be such that he should have perfect supervising capacity.
26. At least 70% of workers should be male.
27. Cleaning of the hospital should be perfect so that patient should feel homely in the hospital.
28. The tender should clearly indicate in the price bid, the different types of entitlements of payment to the workers in accordance with the labour law which he wants to pay.
29. The earnest money deposit shall be equal to Rs.1,00,000/- on the tender which will be paid in shape of D.D. drawn in favor of 'Director, SVNIRTAR', payable at Cuttack, which will be sent with tender paper. EMD in other form in Cheque/Cash etc. will not be accepted.
30. The EMD of the unsuccessful bidders will be returned back without interest after approval and finalization of the tender.
31. The EMD of the successful bidders will be adjusted towards security deposit for the purpose.

Annexure – I

TECHNICAL BID (COVER –“A”) along with

- 3.1 Earnest Money deposit
- 3.2 Contractor/Company / Firm / NGO registration
- 3.3 Service tax registration number
- 3.4 Up to date photo copy of valid clearance of service tax certificate duly attested by a Gazette Officer /Notary Public.
- 3.5 Photo copy of last Income Tax return duly attested by a Gazette Officer/Notary Public.
- 3.6 Vat clearance certificate duly attested by Gazette Officer
- 3.7 Proof of EPF, ESI deposit for cleaning & sanitation purpose.
- 3.8 The declaration form in Annexure – III duly signed by the tenderer.
- 3.9 Proof of similar job done previously in any Govt. Organization/Corporation etc. This will be treated as experience/ market standing certificate.
- 3.10 Assignment finished/unfinished.
- 3.11 The original Tender documents with terms, conditions the schedules signed by the tenderer at the bottom of each page with his official seal duly affixed.

PRICE BID (COVER - B)

N.B: **COVER B PRICE BID** WILL BE OPENED ONLY IF THE TENDERER QUALIFYING THE TECHNICAL BID (**COVER – A**)

- 3.12 The tender format (Price scheduled) duly filled in for each item as per **Annexure V** indicating the rates for various labour.
- 3.13 The **Cover-B** will be opened at the Office of the Director, SVNIRTAR, Olatpur, Cuttack, Odisha -754010 on a fixed date as decided by the Tender Committee

3. INSTRUCTION FOR THE TENDERER

1. Identify the specific location in Annexure-I or any part of the agreement can be modified in the interest of the SVNIRTAR, Olatpur, Cuttack, Odisha-754010 to be cleaned. Each location must be described in the TOR/Agreement strictly, so that responsibility can be fixed.
2. Specify the frequency of cleaning of bath rooms, toilets, urinal & OT. Mention No. of cleaning workers required on routine basis at the point of necessity.
3. Assess the manpower requirement for unskilled labor, semi skilled labour, supervisor to oversee the work and find out the total of manpower cost and statutory dues taken together.
4. The service provider's person shall not claim any benefit/compensation/absorption / regularization of service from SVNIRTAR under any provision.
5. All the tender papers are to be paged, serially arranged as per requirement in the check list (Annexure-V).
6. Contents in the TOR may be read carefully before submission of the tender paper.

4. ARTICLES OF AGREEMENT

Agreement Between _____ represented by its Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR), Olatpur, P.O. – Bairoi, Dist.- Cuttack, Odisha- 754010. _____ (Name & Address of The Cleaning Agency) For Annual Maintenance contract for providing assistance for Cleaning And Maintenance of the Toilets, Urinals, Wash Basins, Floor Area of Hospital/Office, Hostel & Campus of SVNIRTAR , Bairoi, Dist.- Cuttack. Odisha-754010.

This agreement made on this day of _____ between SVNIRTAR represented by its Director, SVNIRTAR, Dist.- Cuttack. (here -in-after called the "The Authority" which expression shall unless excluded by or repugnant to the context, be deemed to include their successors in office) of the one part AND the _____ (Name & Address of Agency) (here-in-after called "The Contractor" which expression shall unless

exclude by or repugnant to the context, be deemed to include his surviving or other persons entitled to share including his heirs, executors, administrators, representatives, 'Assignees' or 'Successors' in The Office) second party.

WHEREAS the organization is registered under the Societies Registration Act. And recognized by various Governments and is dedicated to public welfare services, has designed and undertaken the operation and maintenance of toilets, urinals, baths, wash basins and floor areas.

AND WHEREAS the Contractor desirous of executing the work of upkeep, cleaning and maintenance of the toilets, urinals, baths, wash basins and floor areas in at Hospital/Office Boys' & Girls' Hostel in SVNIRTAR, Olatpur, Bairoi, Dist.- Cuttack, Odisha- 754010, including the premises.

AND WHERE AS both the Parties agree that the above payment will be made on monthly basis i.e. on within 15 days in submission of Bill during month by Demand Draft/Cheque.

AND WHEREAS the Parties hereto are desirous and have found it necessary and expedient to record the terms and conditions in respect of the aforesaid work into an agreement.

NOW THIS IS PRESENTED WITH WITNESS and it is hereby and in between the Parties hereto as follows:

- a) The Contractor shall continue the aforesaid work for a period of one year starting from _____ to _____ and continuation of the same will be based on satisfactory performance of assignment.
- b) The Contractor i.e. the 2nd Party is required to give 10% of contract value as Security Deposit in shape of DD infavour of Director, SVNIRTAR, payable at Cuttack which will be refunded on satisfactory completion of the work after the contract period.
- c) The Contractor should clean the SVNIRTAR, Olatpur, Bairoi, Cuttack, Odisha- 754010 as per the following specification.
 - i) All the workers engaged by the Contractor at SVNIRTAR, Olatpur, Bairoi, Cuttack, Odisha-754010 shall have the uniform.
 - ii) All workmen of the Contractor shall bear photo identity card during the period of work, which shall be duly signed by the competent authority _____ (Contractor).
 - iii) All workmen/manpower to be engaged by the contractor should be covered under the statutory government regulation framed from time to time.

- iv) Director, SVNIRTAR, Olatpur may request the Contractor to withdraw any worker from SVNIRTAR without assigning any reason, with 24 hours prior intimation.
- v) The Contractor will abide by all the rules and regulations relating to labor laws, accident, workmen compensation act workmen insurance. ESI PF etc. This will be the sole responsibility of the Organization. Director, SVNIRTAR, Olatpur will not be a party at any state to any kind of dispute relating to the above. In case any liability arises due to non-performance by the Organization/Agency, under no circumstances Director, SVNIRAR, Olatpur will be liable for the same.
- vi) Any damage/pilferage to SVNIRTAR, Olatpur property due to mishandling, carelessness of the Contractor or his worker will be recovered from the Contractor's bill and all materials issued to Contractor shall be the sole responsibility of the Contractor during the period of the contract.
- vii) Contractor should depute a qualified a dedicated staff to manage the SVNIRTAR area, who will co-ordinate in work execution activities and interact with the Director, SVNIRTAR, Olatpur representatives, responsible for supervision of the work.
- viii) All the employees will have to be covered under insurance against any personal accident and Director, SVNIRTAR, Olatpur will not be liable for payment of any compensation on that account.
- ix) During execution of work, the Contractor should follow all standard norms of safety measures/ precautions to avoid accidents/damages to manpower, machines and buildings, etc. On non-adherence to this clause, suitable fines, as decided by the Director, SVNIRTAR, Olatpur, will be imposed.
- x) The floor area of SVNIRTAR, Olatpur including Boys' & Girls' Hostel and campus shall be cleaned as per annexure – I detailed of which are enclosed to this agreement.
- xi) The cleaning will comprise of all areas mentioned as per **Annexure-II** followed by wet mopping using disinfectant, dusting of office furniture, hospital furniture, electrical & medical equipment, cleaning of window panes, shutters, doors and as and when required in the wards and other areas, removal of cobwebs and washing bath rooms, wash basins, W.C., mirrors in all the toilets and in room main gates and lobbies.

1. Cleaning of toilets & urinals :

- i. The will include regular cleaning of all toilets bowls, pans, urinals & was basins and any other porcelain components using soap/detergent solution and water.

- ii. All toilets/urinals floors are to be cleaned using soap/detergent and mopping. The floors are to be wiped dry. All others areas in the toilets and urinals i.e. walls, roofs, pipes, mirrors, if any are to be cleaned & maintained dust free.
 - ii. The toilets should be maintained so clean and dry and there shall not be any foul smell coming from this. Moreover Odonil, Naphthalene cakes should be used in toilets on daily basis.
- 2. Cleaning of Drains** – All drains shall be cleaned daily & as required as to ensure smooth discharge of wastewater. There shall not be any stagnation and over flowing of water.
- 3. Cleaning of Floors** – Sweeping & moping of all common passage and platforms of Hospital, Office within SVNIRTAR, Olatpur premises. The floors should be wiped and dry. All other structures in the Offices, wards, OPD etc. i. e. walls, roofs, doors and windows are to be kept cleaned and dust free. There shall not be any cobwebs in the building of the SVNIRTAR, Olatpur.
- 4. Sanitation of the entire area** - Sweeping & Cleaning of the entire campus of SVNIRTAR, Olatpur, Cuttack.
5. There should be a periodical spraying of insecticide/rodenticide/pesticide for removal of flies, rodents and pests.
6. Cleaning of drains, gully trap inside the building drains leading and connected with the main sewerage line. These areas are to be cleaned once in every two month and as and when situation demands or as advised by the Administrative Officer from time to time.
7. Daily dusting and cleaning of furniture provided in outdoor, wards and Offices of SVNIRTAR, Olalpur, Cuttack.
8. Proper upkeep and maintenance of mosaic floor, wall, ceiling exterior all etc.
- i)The Contractor shall regularly clean and maintain the aforesaid work to the best satisfaction of the Authority. The Administrative Officer shall have the right to access into the premises for due performance of the Contract and for execution of the contract by its own manpower, as the case may be and Administrative Officer will be under the sole responsibility and control of the Contractor.
 - ii)The Authority shall extend all necessary co-operation, assistance and facilities to the Contractor in performing the work.

- iii) The Authority shall have the right to inspect the said work during the cleaning period and the right to issue such order and direction to the Contractor as may be considered necessary in conformity with this agreement. The Contractor shall ensure that such orders are complied with.
- iv) The Contractor shall not entrust the work given as mentioned under this agreement by the Authority to any other Party or Parties in the contract period.
- v) The hospital waste shall be collected and disposed off inside SVNIRTAR Campus as per order of the competent authority.
- vi) Any matter not covered by this agreement will be mutually settled by the Parties to this agreement. In case of disputes between the Parties the decision of the Court of Cuttack will be final and binding or the disputes may be settled by a remittal Arbitrator chosen by the Parties.
- vii) In case of any dispute arising between the parties, cases have to be filed only within the jurisdiction of Cuttack.
- viii) In case of the work executed is not to the satisfaction of Director, SVNIRTAR, Olatpur, then on advice of the _____ of _____ the _____ shall be issue show cause notice to the 2nd party to comply the conditions as the agreement. In case of non-compliance 1st party may terminate the agreement and also can forfeit any amount due to 2nd party.

IN WITNESS WHERE OF the Parties hereto have signed this agreement on the day _____ and year first above written.

Signature of Witness

Signature & seal of 1st Party

1.

2.

Signature of Witness

Signature & seal of 2nd Party

1.

2.

5. EARNEST MONEY DEPOSIT :

- 5.1 The earnest Money Deposit referred to at para 29 shall be of Rs.1,00,000/- (Rupees One lakh only). The Earnest Money Deposit must be paid in the shape of Demand Draft in favour Director, SVNIRTAR, from any Nationalized Bank payable at Cuttack. EMD in any other form other than Demand Draft will not be accepted
- 5.2 The EMD of unsuccessful tenderers will be returned back after finalization of tender only.
- 5.3 The EMD will be forfeited, if the tender withdraws the tender after publication of approved list or fails / refuses to execute the work order.

7. SECURITY DEPOSIT :

- 6.1 The successful tenderer shall be required to pay a Security Deposit amounting to 10% of contract value within 15 days of awarding contract / work order in shape Demand Draft from any Nationalized Bank in favor of Director, SVNIRTAR, payable at Cuttack. Security deposit in any other form other than Demand Draft will not be accepted.
- 6.2 The Security Money (Bank Guarantee) will be returned back to the Contractor after the expiry of agreement period / in case of renewal agreed by both parties the bank guarantee needs to be revalidated for the renewal period.

7. AGREEMENT

The tenderer whose tender is accepted shall execute an agreement on non-judicial stamp paper (stamp duty to be paid by the tenderer) with 'Director, SVNIRTAR' within 15 days from the date of receipt of contract/work order. The specimen form of agreement will be supplied by Administrative Officer, SVNIRTAR, Olatpur, Bairoi, Cuttack.- 754010, Odisha.

8. TENDER CONDITIONS :

- 8.1 Tenders should be typewritten / computerized and every correction in the tender should invariably be attested by full signature of the tenderer with date before submission, failing which the tender will be ineligible for further consideration. Corrections done with correcting fluid should also be duly attested.
- 8.2 The rates should be quoted in Indian currency only both in words & figures against each work. However, the rates quoted in words shall prevail if there is difference between words and figure. The tenderer shall not quote his own rates for any item other than the item specified in this list. Price quoted in any other currency will be rejected.

- 8.3 To ensure sustained work without any interruption the Director, SVNIRTAR, Olatpur, Bairoi, Cuttack, Odisha-754010, reserves the right to split orders for such work among more than one tenderer.
- 8.4 The rates quoted and accepted will be binding on the tenderer for the stipulated period and on no account any increase in the price will be entertained till the completion of this agreement tender period.
- 8.5 No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him due to clerical or typographical error, committed by the tenderer in the tender forms shall not be considered after opening the tenders. Conditions such as "SUBJECT TO AVAILABILITY"/ "WORKS WILL BE MADE AS AND WHEN WORK ORDERS ARE RECEIVED" etc., will not be considered under any circumstance and the tenders those who have given such conditions shall be treated as incomplete and for that reason shall be summarily rejected.
- 8.6 If at any time during the period of contract the price of tendered work is reduced or brought down by any law or act of the Central or State Government or the tender, the tenderer shall be morally and statutorily bound to inform the Director, SVNIRTAR, Olatpur, Bairoi, Cuttack, Odisha-754010, immediately about such reduction in the contracted prices. The Director, SVNIRTAR, Olatpur, Bairoi, Cuttack, Odisha-754010, is empowered to unilaterally effect such reduction of rates.
- 8.7 The terms and conditions and the quoted price of the tenders shall remain valid for a period of 12 months from the date agreement or the extended period if any whichever is later.
- 8.8 If any information or documents furnished by the tenderer along with the tender papers are found to be misleading or incorrect at any state, steps will be taken to blacklist the said firm\for three years & legal actions will be taken against the firm as per law.
- 8.9 In the event of the date being declared as a holiday for Govt. of India the due date of submission of bids and opening of bids will be, the following working day at the scheduled time & place.

9. GENERAL CONDITIONS:

The tenderer should submit/furnish a certificate along with the tender to the effect that price quoted by him/them is not more than the hospital price or open market price or also not more than rate contract rates of D.G.S & D. Rate Contract where such rate exist.

10. GOVERNING LANGUAGE :

The contract shall be written in English languages. English language version of the contract shall govern its interpretation. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written English.

11. ACCEPTANCE OF TENDER

- 11.1 The Director, SVNIRTAR, Olatpur, Bairoi, Cuttack, Odisha - 754010, reserves the right to reject the tenders or to accept the tenders for the Sanitation & Cleaning work without assigning any reason thereof.
- 11.2 The Director, SVNIRTAR, Olatpur, Bairoi, Cuttack, Odisha - 754010, will be at liberty to terminate without assigning any reasons the contract, either wholly or in part. The tenderer will not be entitled to any compensation whatsoever in such termination.
- 11.3 If the approved tenderer fails to execute as delivered the stipulated time, the SVNIRTAR, Olatpur, Bairoi, Cuttack, Odisha- 754010 is empowered to take any action as deemed proper.

12. TERMS OF PAYMENTS:

The payment will be made within first week of every month after receiving the performance report and bill duly signed by Administrative Officer and countersigned by Concerned HOD, Wing/Sections, SVNIRTAR, Olatpur, Bairoi, Cuttack-Odisha.

13. PENALTIES :

- 13.1 If the successful tenderer fails to execute the agreement or deposit the required security within the specified time or withdraws his tender after acceptance of his tender owing to any other reasons, Contractor is unable to undertake the tender will be forfeited and Contractor will also liable for all losses sustained by the SVNIRTAR, Olatpur, Bairoi, Cuttack, Odisha by reasons of such breach, such as fail to execute the work delayed in execute the order and the liability to pay any difference between the prices accepted by him and those ultimately bid for the work done by other. Such damages shall be assessed by the Authority, whose decision is final & binding in the matter.

13.2 Non-performance of terms & conditions will disqualify a firm to participate in the tender for the next three years.

13.3 In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court, Cuttack. Unsatisfactory of performance if any detected a penalty of 5% proportionately payment shall be deducted from the monthly payment. Repeated regularity/unsatisfactory performance shall entail in termination of agreement.

Annexure – I

**Format of Technical Bid for out sourcing of Cleaning & Sanitation at
SVNIRTAR, Olatpur, Bairoi, Cuttack-Odisha, 754010.**

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Name & Address of the Contractor/Organization/Agency/NGO		
Sl. No.	Criteria	Particulars
01.	Organizational constitution Registered Company/Firm NGO Others	
02.	Years of Experience	
03.	Annual turnover for the previous three years	2011-12 Rs. 2012-13 Rs. 2013-14 Rs.
04.	No. of Assignments (i) Finished (ii) Current Assessments in hand	

Annexure – II

Manpower required for different areas of SVNIRTAR.

Sl. No.	Location	No of Men required to be deputed		
		Gen.shift	2 nd Shift	3 rd Shift
1.	Administrative Block Including DR 1,AD-2,AD-3,AD-6,Auditorium, Conference Hall, Seminar Hall and DPO etc.	03	-	-
2.	Academic Block	02	-	-
3.	Girls Hostel including extension	03	-	-
4.	Boys Hostel & New Township (Type-II Qrts.)	02	-	-
5.	Old Township,Guest House, ATM Counter, Security Office, Main Gate, Vocational Centre, Canteen, Generator Room AD 4, AD 5 and AD 7, Stores, etc including cleaning of Open Drains	07	-	-
6.	Physical Medicine Rehab.(PMRD)			
	Male Ward	02	02	02
	Female Ward	02	02	02
	OPD	01	-	-
	Dormitory	01	01	01
	Total	23	05	05

DECLARATION FORM

I/We.....

having My / ouroffice at Do declare that I / We have carefully read all the terms & conditions of tender of the SVNIRTAR, Olatpur, Bairoi, Cuttack,Odisha-754010 for the cleaning and sanitation for a period of one year from the date of approval of rate contract. I will abide by all terms and conditions set forth in the tender paper for the year 2013-2014.

I promise to replace any damage or discoloration occurs during the process of cleaning work.

Signature of the Bidder :

Date :

Name & Address of the Firm :

CHECKLIST

DOCUMENTS: SUBMITTED OR NOT

Technical Bids as per details given below (properly paged & tagged)	Page No.	Yes	No.
1. Earnest Money Deposit			
2. Company/Firm/NGO Regd. No.			
3. Service tax registration No.			
4. Up to date photocopy of valid clearance of service tax			
5. Photocopy of last Income Tax return			
6. Annual turnover of last three years			
7. Vat clearance certificate			
8. Proof of EPF deposit			
9. ESI deposit			
10. Declaration Form			
11. Experience/Market Standing Certificate			
12. The original tender book with (Annexure –I) duly filled & signed			

(A) **Price Bid** (Annexure – V)

B. Price Bid:

**Financial Bid for providing assistance for Cleaning & Sanitation
Work & Supply of labours to SVNIRTAR, Olatpur, Bairoi, Cuttack,
Odisha-754010**

Sl. No.	Particulars	Per Unit Cost	Total Cost
1.	<p><u>A) Manpower Cost</u> (Basic+VDA) Minimum Wages for Cleaning Staff</p> <p>(Basic+VDA) Minimum Wages Supervisor</p> <p><u>B) Labour Cost</u> Unskilled labour Semi-Skilled labour Skilled labour</p>		
2.	EPF @%		
3.	Bonus @%		
4.	Service Charges%		
5.	Service Tax%		
6.	Any other Cost		

Sub Total _____

Total Cost per month _____

Total Cost per Annum _____

Note: Contractor/Organization/Agency is free to attach any other supporting documents, if any.

b) Cleaning of Septic Tank & Soakpit

Sl. No.	Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	Cleaning of septic tanks for of any description of any size including collecting and disposal of liquid waste, solid waste of any other waste found inside the tank including the cost of labour, materials. All the waste will be disposed off beyond the Institute premises at his own risk and cost, as directed by Officer-In-Charge, and while doing so, the contractor will not create any unhygienic atmosphere in or near the Institute.	No.	12		
2.	Cleaning of soakpit of any size including taking out the brick bats, collecting and disposal of liquated and solid waste or any waste found inside the pit. The waste will be disposed off beyond the Institute premises. The contractor will not create any unhygienic atmosphere neither in the Institute nor in the surrounding area of the Institute at his own cost and risk. After cleaning, the brick bats will be filled in the soak pits. If the quantity of the brick bats are found short, the contractor will collect the same from the Institute, free of cost. The top RCC cover removed for cleaning will be replaced on the top of the soakpit properly including all labour, materials tools and plants and transportation all complete as specified and as discussed by Officer-In-Charge.	No.	12		

The above work is to be executed as and when required.

Tender Documents for Annual Maintenance for Providing Assistance for Housekeeping & Sanitation Work, supply of various type of Labour to SVNIRTAR, Olatpur, P.O.: Bairoi, Dist. Cuttack, Odisha-754010