

SCOPE OF WORK AND GENERAL INSTRUCTIONS **FOR SERVICE PROVIDER**

- 1) Sealed tenders are invited from the registered Organisation / Agency/ Company for daily sweeping, cleaning and up keeping of the Office of the Commissioner of Commercial Taxes, Odisha, Cuttack at “Banijyakar Bhawan”, Old Secretariat Campus, Cuttack and its surrounding premises in all respect.
- 2) The Tender has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested agencies are required to submit two separate sealed envelopes super scribing “**Technical Bid for providing Sweeping and cleaning services to the Office of the Commissioner of Commercial Taxes, Odisha, Cuttack**” and “**Financial Bid for providing Sweeping and cleaning services to the Office of the Commissioner of Commercial Taxes, Odisha, Cuttack**”. Both sealed envelopes should be kept in a third sealed envelope super scribing “**Tender for sweeping and cleaning of Banijyakar Bhawan**” and addressed to the Addl. Commissioner of Commercial Taxes (Administration), Office of the Commissioner of Commercial Taxes, Odisha, Cuttack.
3. Sealed tenders shall be received during the office hours only and tenders received after the stipulated date and time will not be accepted.
4. The Tender in the prescribed format shall accompany with a Bank Draft for **₹5,000/- (Rupees Five Thousand)** only drawn in favour of the Commissioner of Commercial Taxes, Odisha, Cuttack payable at any Nationalised Bank located in Cuttack City towards Earnest Money Deposit (E.M.D.) failing which the tender shall be rejected summarily. The EMD shall be refunded to the unsuccessful bidders in due course.
- 5) As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) shall submit a Bank Guarantee equal to 10%

of Annual Contract value towards Security Deposit with validity equal to the period of contract. Security deposit will be returned to the bidder / contractor after successful execution of the contract.

6) The Security Deposit shall be forfeited, if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.

7) The bidders are required to enclose photocopies of the following documents (duly attested by Group- "A" Gazetted Officers of the State Government / Central Government) alongwith the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further:**

a) Registration certificate of the applicant organization;

b) Copy of PAN/GIR card;

c) Copy of the IT return filed for the last three financial years;

d) Copies of EPF and ESI certificates;

e) Copy of the Service Tax Registration certificates;

f) Certified extracts of the Bank Account containing transactions during last three years.

8) The conditional bids shall not be considered and will be out rightly rejected in very first instance.

9) All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet fully signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.

10) The Commissioner of Commercial Taxes, Odisha reserves the right to cancel /reject the tender or any part of the tender without assigning any reason thereof.

11) In case of any loss that might be caused to the Commercial Tax Organisation due to lapses on the part of the sweeping personnel discharging responsibilities, such loss will be borne by the Agency/ Organisation /Company and in this connection, the Commercial Tax Organisation shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to the Commercial Tax Organisation besides imposition of penalty. In case of frequent lapses on the part of the sweeping personnel deployed by the contractor, C.C.T. (Odisha) shall within its right terminate the contract forthwith or take any other action without assigning any reason whatsoever. The amount of loss and penalty will be assessed by the competent authority of the Office of the Commissioner of Commercial Taxes, Odisha.

12) In the event of any sweeping personnel being on leave /absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve and provide the same under intimation to the Addl. Commissioner of Commercial Taxes (Administration).

13) If the sweeping personnel deployed by the agency any time are found absent from duty or found engaged in irregular activities, the Addl. C.C.T. (Administration) shall deduct the requisite amount at the prorata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.

14) The attendance of the sweeping personnel engaged by the Agency/ Organisation / Company shall be maintained by the Office of the Commissioner of Commercial Taxes through the “**Biometric attendance system**” to ensure presence of the sweeping personnel during the schedule time in the office premises.

15) The Agency / Organisation / Company shall also maintain the daily attendance record of the sweeping personnel deployed by it showing their arrival and departure time and shall submit an attested photocopy of the attendance record to the Addl. C.C.T. (Administration) along with the monthly bill.

16) The office shall pay the agreed amount on production of monthly bill, no other charges of any kind shall be payable.

17) The application form of tender containing detailed information, Technical Bid, Financial Bid, Terms and Conditions can either be obtained from the Office of the Commissioner of Commercial Taxes, Odisha, Cuttack on payment of ₹ 100/- from *Dt. 26.09.2013 to Dt. 21.10.2013* between *11 A.M. to 4 P.M.* or downloaded from the website of Commercial Tax Department <https://odishatax.gov.in> from *Dt. 26.09.2013 to Dt. 21.10.2013*. In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount of ₹ 100/- (Rupees One Hundred) only towards the cost of application along with the application.

18) The tender papers duly filled in and sealed shall be deposited /dropped in the tender box placed in the 1st Floor of the office of the Commissioner of Commercial Taxes, Odisha, Cuttack on or before *21.10.2013 at 2.00 P.M.*

19) The sealed tender papers shall be opened on the same day at 3.00 P.M. in front of the bidders present at the opening time of tender papers. The Technical Bid will be opened first and only those bidders who qualify in the Technical Bid would be considered for the Financial Bids. The date and timing of opening of financial bid will be intimated to the bidders later on. The office shall not be responsible for absent of any bidder during opening time of tenders.

20) One duly authorized representative of each bidder would be allowed to participate in the opening of the tender.

21) The intending bidders may visit “Baniyakar Bhawan” at Old Secretariat premises on any working day to visit the area to be swept / cleaned before submission of tender.

TECHNICAL REQUIREMENTS FOR THE SERVICE PROVIDER

The service provider should fulfill the following Technical Specification:-

- 1) The registered office or one of the branch offices of the Service Provider should be located within Cuttack.
- 2) The Service Provider should be registered with appropriate registration authorities like, Income Tax and Service Tax Department, Employees Provident Fund, Employees State Insurance Acts etc.
- 3) The service provider should have its own Bank Account.
- 4) The Service Provider should have a minimum of three years experience in carrying out sweeping and cleaning work in the Government/bodies buildings.
- 5) The Service Provider should not be black listed by the Government of Odisha.
- 6) The Service Provider should have Service Tax Clearance Certificate for the year 2012-13.

TENDER FORMS-CUM- TECHNICAL BID

[To be furnished in a sealed cover]

1. Name and address of the Company/ Organisation/ Agency with Telephone Nos./e-Mail/telephone Nos. and Mobile Nos. of the contact person.
2. Name(s) of the Proprietor/ Partner/ Director(s) of the Organisation/ Company/Agency.
3. Status of the organization whether Proprietorship/ Partnership/ Pvt. Ltd. etc. (Copy of the partnership deeds or other relevant documents should be enclosed).
4. Certificate of registration under Private Sweeping Agency (Regulation) Act 2005/ Private Sweeping Rules, Odisha 2009.
5. Full address of Operating /Branch Office with Telephone Number.
6. Attested copy of PAN.
7. Service Tax Clearance Certificate for the year 2012-13.
8. Valid license No. under Employees Provident Fund Act (Attested copy to be enclosed).
9. Valid license of Employees State Insurance Act (Attested copy to be enclosed).
10. Experience/ Performances (Certificates / Testimonials on the past performance at least three years to be furnished alongwith Name, Address and Telephone Number of the Client).
11. Client to whom services are being provided at present.
(A)Total man power being deployed at present
(B)Name of the client
(C)Nos. of personnel engaged
12. Whether the agency has any exemption u/s 16(2) of the EPF Act.
13. Declaration that no criminal case is pending against the Company/ Organisation/ Agency at present.
14. Financial turnover of the tendering Service Provider for the last 3 financial years.

Financial Year	Amount(₹ lakh)	Remarks, if any
2010-11		
2011-12		
2012-13		

15. Whether the Agency is capable of providing Sweeping and Cleaning personnel alongwith sweeping and cleaning materials as per the quality /brand specified in the “Agreement”
(A)in limited nos.
(B)as may as required

Date:-

Signature of the Bidder

Place:-

FINANCIAL BID

(In sealed Cover-II super scribed “Financial Bid”)

Sl. No.	Number of man power to be provided	Rate for sweeping and cleaning per annum without material	Quantity & Quality /Brand name of materials to be supplies per month
1.	2	3	4

Signature of the Bidder