

**REGIONAL INSTITUTE OF PLANNING, APPLIED ECONOMICS AND STATISTICS (RIPAE&S);
PLOT NO. A/65, NAYAPALLI, BHUBANESWAR-12**

(A Govt. Training Institute under Planning & Convergence Department)

TENDER DOCUMENTS

Contract for outsourcing of services – i) Sweeping & Cleaning, ii) Gardening and Garden Maintenance (Horticulture works) at RIPAE&S, Plot No. A/65, Nayapalli, Bhubaneswar-12.

Period of issue of tender Documents	From 22.05.2018 to 18.06.2018 up to 4.00 PM
Last date & time for submission of completed tender Documents	19.06.2018 by 5.00 PM
Address of submission of completed tender Documents through Registered Post/Speed Post	The Director, RIPAE&S, A/65, Nayapalli, Bhubaneswar-12 (Contact No. 0674 – 2392283, 9438435501, 9938099862)
Place, date & time for opening of Technical Bids	Office of the Director, RIPAE&S, A/65, Nayapalli, Bhubaneswar-12 Date:20.06.2018 at 11.00 AM
Place, date & time for opening of Financial Bids of eligible Bidders	Office of the Director, RIPAE&S, A/65, Nayapalli, Bhubaneswar-12 Date:21.06.2018 at 11.00 AM
Likely date of commencement of required Services	Date: 01.07.2018

**Sd/-
Director**

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Sd/-
Director

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The RIPAE&S, A/65, Nayapalli, Bhubaneswar-12 under Planning & Convergence Department, Government of Odisha, Bhubaneswar requires the outsourcing of services – i) Sweeping & Cleaning, ii) Gardening and Garden maintenance (Horticulture work) for RIPAE&S, Bhubaneswar.
2. The contract for providing the aforesaid services is likely to commence from date 01.07.2018 and would continue till date 30.06.2019. The period of the contract may further be extended beyond date 30.06.2019 provided the requirement of services persists at that time or may be curtailed /terminated before date 30.06.2019 owing to deficiency in service or substandard quality of service provided by the selected service provider or because of change in RIPAE&S requirement. The Director, RIPAE&S reserves the right to terminate the contract at any time after giving one month notice to the selected service provider.
3. The RIPAE&S, Bhubaneswar intends to outsource the services namely
 - i) Sweeping and cleaning
 - ii) Gardening & garden maintenance (Horticulture work)
4. The estimated cost of the contract is to be quoted by the bidder.
5. The interested Service providing agencies may send the Tender Document complete in all respect along with Earnest Money Deposit of Rs. 5000/- (refundable without interest) and other requisite documents so as to reach the office of the Director, RIPAE&S, A/65, Nayapalli, Bhubaneswar by **5 PM of date 19.06.2018**.
6. The tender has been invited under two bid systems i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes superscribing - “Technical Bid for providing Cleaning Sweeping & Gardening services to RIPAE&S, A/65, Nayapalli, Bhubaneswar, Odisha” and “Financial Bid for providing Cleaning Sweeping & Gardening services to RIPAE&S, A/65, Nayapalli, Bhubaneswar, Odisha”. Both sealed envelopes should be kept in a third sealed envelope superscribing “Tender for providing Cleaning Sweeping & Gardening Services to RIPAE&S, A/65, Nayapalli, Bhubaneswar, Odisha”.

7. The E.M.D. of Rs. 5000/- (refundable without interest) should be necessarily accompanied with the technical bid of the service provider in the form of Demand Draft/Pay Order drawn in favour of the **Assistant Director, RIPAE&S, A/65, Nayapalli, Bhubaneswar, Odisha** failing which the tender shall be summarily rejected.
8. The Bid Security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
9. The successful Bidder will have to deposit a performance security deposit equivalent to the total charges for providing the services for one month in the form of bank guarantee from any Nationalized Bank drawn in favour of the **Asst. Director, RIPAE&S, A/65, Nayapalli, Bhubaneswar, Odisha** covering the period of contract. In case the contract is further extended beyond the initial period, the bank guarantee will have to be renewed by the successful tenderer.
10. The tendering service providers are required to enclose self-signed photocopies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be considered:-
 - a. Registration Certificate of the applicant organization
 - b. Copy of the PAN/GIR Card
 - c. Copy of the IT Return filed for the last 3 financial years
 - d. Copy of EPF and ESI Certificates
 - e. Copy of the GST Registration Certificate
 - f. Certified extracts of the Bank Account of any Nationalized Bank containing transactions during last six months.
11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly 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 cutting, if any, in the technical bid application must be initialed by the person authorized to sign the tender bids.
13. The Technical Bids shall be opened on the scheduled date and time i.e. **at 11.00 AM. on date 20.06.2018** in the Office of the Director, RIPAE&S, Odisha, Bhubaneswar in the

presence of the representatives of service providers, if any, who wish to be present on the spot at that time.

14. The Financial Bid of only those tenderers will be opened whose technical bids are found in order. The qualified bidders will be intimated separately by e-mail /Fax/Telephone/Post. The **Financial bids shall be opened at 11.00 AM. on date 21.06.2018** in the office room of the Director, RIPAE&S, Odisha, Bhubaneswar in the presence of the representatives of service providers, if any, who wish to be present on the spot at that time.
15. The Director, RIPAE&S, Bhubaneswar reserves the right to cancel all bids without assigning any reason thereof.

TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

1. The tendering service provider should fulfill the following technical specifications:-
 - (a) The registered office or one of the branch offices of the service provider should be located within the jurisdiction of Municipal Corporation, Bhubaneswar. The service provider should provide the name, designation and contact number of the person to liaison with the RIPAE&S.
 - (b) They should be registered with the appropriate registering authority.
 - (c) They should have at least three years' experience in providing services to Government Departments/Public Sector Units/Banks etc.
 - (d) They should have their own Bank Account in any Nationalized Bank.
 - (e) They should be registered with Income Tax and Goods & Service Tax Departments.
 - (f) They should be registered with appropriate authorities under Employees' Provident Fund and Employees' State Insurance Acts.
 - (g) They should have regulatory clearance from the Labour Department.
 - (h) Average minimum Turn over requirement per annum is Rs. 10 Lakh.

TECHNICAL REQUIREMENTS FOR PROVIDING SERVICES TO REGIONAL INSTITUTE OF PLANNING APPLIED ECONOMICS AND STATISTICS, NAYAPALLI, BHUBANESWAR

1. Persons to be engaged by the Service Provider should be above 18 years of age and not exceeding 60 years and physically sound to perform the duties.
2. Persons to be engaged by the Service Provider should be fluent in Odia. In addition, preference should be given to Odia speaking persons with knowledge of Hindi/English.
3. The persons to be engaged by the service provider for horticulture work should have basic knowledge in Gardening and horticultural works.

APPLICATION – TECHNICAL BID

For Providing Services to Regional Institute of Planning, Applied Economics and Statistics, Plot No. A/65, Nayapalli, Bhubaneswar-12

1. Name of Tendering Service Provider
2. Details of Tender Cost: D.D. No.....
of Rs. drawn on
Bank.....
MR No...../ Date.....
(Original MR to be enclosed if purchased
from RIPAE&S Office by Cash)
3. Details of Earnest Money Deposit : D.D. No.....
of Rs. drawn on
Bank.....
4. Name of Proprietor/Partner/Director:.....
.....
.....
5. Full Address of Registered Office
Telephone No. :
FAX No. :

E. mail Address :
6. Full Address of Operating/ Branch Office:.....
Telephone No. :

FAX No. :
E. mail Address :
7. Name, Address & Telephone No. of:
Authorised Officer/Person to liaise with:
RIPAE&S, Bhubaneswar. :.....
8. Banker of the Service :
Provider (Attach certified
Copy of statement of A/C for
The last six months.
Address and Telephone No. of:
Banker. :

9. Pan/GIR No. (Attach Self-Attested copy) :
10. GST Registration No. (Attach self-attested copy) :
11. E.P.F. Registration No. (Attach self-attested copy)
12. E.S.I. Registration No. (Attach self-attested copy)

13. Financial turnover of the tendering Service Provider for the last 3 financial years

Financial year	Amount (Rs. In lacs)	Remarks, if any
2014-15		
2015-16		
2016-17		

14. Copy of Registration / license of the Labour Department, Government of Odisha for providing services must be enclosed.
(Attach separate sheet, if space provided is insufficient)
All documents enclosed must be signed with seal by the authorized person.

15. Give details of the major similar contracts handled by the tendering Service Provider during the last three years ending 31.03.2018 in the following format (if the space provided is insufficient a separate sheet may be attached)

	Name of the client/address/Telephone	Type of service provided	Amount of Service contract (Rs. in lakh)	Duration of contract	
				From	To

15. Additional information – Attach proof of the above documents in separate sheet.

Date:
Place:

Signature of Authorized person
Name:
Seal

DECLARATION

1. I, , Son/Daughter/Wife of Shri
Proprietor/Partner/Director/authorized signatory of the Service Provider mentioned above and 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.

Date:

Place:

Signature of Authorised person

Full Name:

Seal:

**APPLICATION – FINANCIAL BID
FOR PROVIDING SERVICE TO THE REGIONAL INSTITUTE OF PLANNING, APPLIED
ECONOMICS, A/65, NAYAPALLI, BHUBANESWAR-12, ODISHA**

1. Name of tendering Service Provider:
2. Rate per service per month shall be inclusive of all statutory liabilities, taxes, levies, Cess etc.

Monthly Rate for services

Sl. No.	Service Type	Service requirement	Service charges per month (in Rs.)(Inclusive of all Taxes and Liabilities)
1	2	3	4
1	Sweeping and cleaning	a) Numbers of toilets - 20 b) Approximate carpet area - 16,000 sq. ft. c) Approximate Campus area for sweeping - 9000 sq. ft. d) Other details as per Point-1 (i) of General terms and Conditions of Tender Document.	
2	Gardening & Garden maintenance (Horticulture work)	Planting and watering the flower plants, indoor plants and trees etc. and their maintenance (Horticulture work) – as per details at Point-1(ii) of General terms and Conditions of Tender Document.	

Signature of Authorised person

Date:

Name:

Place:

Seal

Note:

1. The total rates quoted by the tendering agency should be inclusive of all statutory taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only.
3. The rates quoted shall be firm & fixed for the period of contract. No escalation shall be allowed under any circumstances.

GENERAL TERMS & CONDITIONS

1. Scope of Work

(i) Sweeping and cleaning –

The Regional Institute of Planning, Applied Economics and Statistics, Bhubaneswar has 20 nos. of toilets, 16000 sqr. ft. carpet area of Buildings, 9000 sqr. ft. campus area for cleaning and sweeping. The following services are to be rendered by the Service Provider.

- (a) Sweeping and cleaning the rooms, toilets, verandah and premises of the Administrative Block, New Hostel Building, Old Hostel Building and Campus at least twice in a day at 8 A.M. and 4 P.M. and more numbers at times if required
- (b) Cleaning of rooms and toilets after each check out.
- (c) Floor cleaning materials i.e. Phenyl / Harpic etc. to be used in cleaning of the toilets.
- (d) Dettol mixed water to be used while wiping the floors, rooms, dining hall etc twice a day.
- (e) Dusting of rooms, furniture, glass windows etc should be ensured at the time of cleaning of the rooms.
- (f) The materials & instruments used for cleaning, sweeping shall be provided by the Service provider at his own cost.

(ii) Gardening and garden maintenance –

A. Scope of work

- (a) Maintenance of lawns (1000 Sq. ft. Approx) in the front of administrative building with turf grass/Bermuda grass pruned and maintained round the year.
- (b) Across the four sides of the lawn, decorative plants and flower plants should be planted and maintained.
- (c) Inside the premises, across the boundary wall in the eastern side(10th Battalion side), there should be plantation of decorative plants as per suitability.
- (d) 600 pots with seasonal flower plants, indoor plants are to be raised and maintained throughout the year. This should be placed in the campus premises, portico, lobby and staircase of the administrative building.
- (e) Watering the flower plants, indoor plants and trees in the premises of RIPAE&S.

B. Role and responsibility of the Service Provider

The agency will bear the following costs:

- (a) Cost of sapling (as per seasonal requirement), fertilizer (bio fertilizer and chemical fertilizer), pesticides, etc. required for maintenance and nourishment of plants.
- (b) Labour cost for raising, maintaining and watering the plants and lawns.
- (c) Machines and instruments required for plantation and their maintenance.

C. Role and responsibility of RIPAE&S

- (a) RIPAE&S will bear the cost of procurement of pots and earth as and when required as per the gardening plan.
2. The bidders may visit the RIPAE&S campus if need so during any working day before submitting the Tender.
 3. The Agreement shall commence from date **01.07.2018** and shall continue till date **30.06.2019** unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
 4. The Agreement shall automatically expire on date **30.06.2019** unless extended further by the mutual consent of the Service Provider and the Authority.
 5. The Agreement may be extended on the same terms and conditions or with some additions / deletions / modifications, for a further specific period (Not more than one year at a time) mutually agreed upon by the Service Provider and the Authority.
 6. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority
 7. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by Service Provider is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
 8. The Authority reserves the right to terminate the Agreement during the period of contract after giving one month notice to the Service Provider.
 9. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Deputy Director, RIPAE&S for smooth function.
 10. The entire financial liability in respect of the personnel deployed for providing services in RIPAE&S shall be that of the Service provider and the RIPAE&S will in no way be liable.
 11. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different rules & Acts in respect of persons so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the RIPAE&S.
 12. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The RIPAE&S, Bhubaneswar shall, in no way, be responsible for settlement of such issues whatsoever.
 13. The RIPAE&S shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.

14. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with RIPAE&S, Bhubaneswar under the provision of rules.
15. The Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) act, 1970, if any at his own part and cost.
16. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.
17. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of RIPAE&S. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

Financial

18. The technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs. 5000/- (refundable without interest) in the form of Demand Draft/ Pay order drawn in favour of **Assistant Director, RIPAE&S, A/65, Nayapalli, Bhubaneswar** failing which the tender shall be rejected out rightly.
19. The Earnest Money Deposit in respect of the agencies which do not qualify the technical Bid (First State)/ Financial Bid (second competitive stage) shall be returned to them without any interest. In case of successful tenderer, if the agency fails to provide the services against the initial requirement within 30 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.
20. The successful Bidder will have to deposit a performance security deposit equivalent to the total charges for providing the services for one month in the form of bank guarantee from any Nationalised Bank drawn in favour of Assistant Director, RIPAE&S, A/65, Nayapalli, Bhubaneswar covering the period of contract. In case the contract is further extended beyond the initial period, the bank guarantee will have to be renewed by the successful tenderer.
21. In case of breach of any terms and conditions attached to this agreement, the performance Security deposit of the service Provider shall be liable to be forfeited besides annulment of the Agreement.
22. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Office of the Director, RIPAE&S in respect of the service provided and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released in the succeeding month.

23. The amount of penalty calculated @ Rs.300/- per day on account of delay in providing service/ unsatisfactory service shall be deducted from the monthly bills of the Service Provider in the succeeding month.
24. The competent Authority of RIPAE&S, Bhubaneswar reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
25. In the event of any dispute arising in respect of the clauses of the agreement, it shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority for his decision and the same shall be binding on all parties.

LEGAL

26. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidential and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
27. Service Provider shall be responsible for compliance of statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in RIPAE&S. The RIPAE&S shall have no liability in this regard.
28. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to RIPAE&S to the concerned tax collection authorities, from time to time as per the rules and regulations in the matter. Attested photocopies of such documents shall be furnished to RIPAE&S.
29. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of RIPAE&S or any other authority under Law.
30. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules as amended from time to time and a certificate to this effect shall be provided by RIPAE&S.
31. In case, Service Provider fails to comply with any liability under appropriate law, and a result thereof, the RIPAE&S is put any loss/ obligation monetary or otherwise, the RIPAE&S will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
32. The Agreement is liable to be terminated because of nonperformance, deviation of terms and conditions of contract. The RIPAE&S will have no liability towards non-payment of remuneration to the persons engaged by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss

or damage is caused to the RIPAE&S by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

33. All disputes shall be under the jurisdiction of the competent courts located at Bhubaneswar, Odisha.
34. The successful bidder will enter into an agreement with RIPAE&S for supply of suitable services as per requirement of RIPAE&S, Bhubaneswar on the above terms and conditions.

AGREEMENT

This Agreement is made on this day of 2016 between the Governor of Odisha represented by hereinafter referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors of assignees of the one part.

And

M/s represented by Sri hereinafter called the "Service Provider" which expression shall, where the context so required or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of "....." are required in Department / Office.

And whereas the "Service Provider" has offered its willingness to the same in conformity with the Provisions of the agreement.

And where as the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Service Provider"

Now this agreement witnesses as below:-

1. That the Annexure containing the terms and conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide services in the RIPAE&S, Bhubaneswar in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise, it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the
Officer
Authorized to sign
on behalf of
Service Provider

Signature of the
Authority
An officer acting in the
premises for and on
behalf of the Governor
of Odisha

In the presence of witness: -

Witness

1. Name

Address

2. Name

Address

.....

Witness

1. Name

Address

2. Name

Address

.....
