

**DIRECTORATE OF ECONOMICS AND STATISTICS, ODISHA, BHUBANESWAR**

**(Arthaniti O Parisankyan Bhawan, HOD Building, Unit - V, Bhubaneswar, 751005)**

No. 7160/ DES/154/2018 /S&S / Bhubaneswar, dated 19.11.2018

**TENDER NOTICE**

(For award of contract for outsourcing of services – (1) Sweeping & Cleaning , (2) Gardening and Maintenance, and (3) Security Services for Directorate of Economics and Statistics, Bhubaneswar)

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Sealed tenders are invited from intending service providing agencies for outsourcing of services for Directorate of Economics & Statistics, Odisha, Bhubaneswar- (1) Sweeping & Cleaning, (2) Gardening and Maintenance, and (3) Security Services on contract basis.

The detail information for outsourcing the services of aforesaid work has been given in the tender document which may either be downloaded from the website of DE&S - [www.desodisha.nic.in](http://www.desodisha.nic.in). or obtained in person from the office of the Director, Economics & Statistics, Odisha, Bhubaneswar on payment of Rs. 500/- in cash or in shape of Bank Draft for Rs. 500/- (Non-Refundable) in favour D.D.O., DE&S, Odisha, Bhubaneswar. On any working day from 21.11.2018 to 10.12.2018 between 11.00 AM to 4.00 P.M.. The downloaded Tender document from the website should be submitted along with a Bank Draft/ Bankers Cheque of Rs. 500/- (Non-Refundable).

The tender document will be received only through Speed Post /Registered Post during office hour only. The last date and time for receipt of filled in Tender documents is 15.11.2018 by 5.00 P.M. The office shall not be responsible for any kind of postal delay.

**DIRECTOR**

Memo No. \_\_\_\_\_ / Dated \_\_\_\_\_

- i.) Copy to the Notice Board/ RIEAPAS/HOD Building
- ii.) Copy to PA to DE&S.
- iii.) Copy to Computer Center for uploading in DE&S Website.

**Joint Director (i) (Admin.)**

## DIRECTORATE OF ECONOMICS AND STATISTICS, ODISHA, BHUBANESWAR

(Arthaniti O Parisankyan Bhawan, HOD Building Campus, Unit - V, Bhubaneswar, 751005)

### TENDER DOCUMENTS

Contract for outsourcing of services – i) Sweeping & Cleaning, ii) Gardening and Garden Maintenance at Directorate of Economics & Statistics, Odisha, Bhubaneswar-1

Period of issue of tender Documents	<b>From 21.11.2018 to 10.12.2018 up to 4.00 PM</b>
Last date & time for submission of completed tender Documents	<b>11.12.2018 by 5.00 PM</b>
Address of submission of completed tender Documents through Registered Post/Speed Post	The Director, Economics & Statistics, Odisha, Bhubaneswar-01 (Contact No. 0674 – 231295)
Place, date & time for opening of Technical Bids	Office Chamber of the Director, Economics & Statistics, Odisha, Bhubaneswar-01 <b>Date: 12.12.2018 at 3.00 PM</b>
Place, date & time for opening of Financial Bids of eligible Bidders	Office Chamber of the Director, Economics & Statistics, Odisha, Bhubaneswar-01 <b>Date: 13.12.2018 at 3.00 PM</b>
Likely date of commencement of required Services	<b>Date: 15.12.2018</b>

**Director**

CONTENTS OF TENDER DOCUMENT

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**Director**

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Directorate of Economics and Statistics(DE&S) under Planning & Convergence Department, Government of Odisha, Bhubaneswar requires the outsourcing of services–
  - i) Sweeping & Cleaning, ii) Gardening and Garden maintenance for its office at Bhubaneswar.
2. The contract for providing the aforesaid services is likely to commence from date 15/12/2018 and would continue till date 14/12/2019. The period of the contract may further be extended beyond date 14/12/2019 provided the requirement of services persists at that time or may be curtailed /terminated before date 14/12/2019 owing to deficiency in service or substandard quality of service provided by the selected service provider or because of change in DE&S requirement. The Director, Economics and Statistics reserve the right to terminate the contract at any time after giving one month notice to the selected service provider.
3. The DE&S, Odisha intends to outsource the services namely
  - i) Sweeping and cleaning
  - ii) Gardening & garden maintenance
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, Economics and Statistics, Odisha, Bhubaneswar-1, by **5 PM of date 11/12/2018**.
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 super-scribing -**“Technical Bid for providing Cleaning Sweeping & Gardening services to DE&S, Unit-5, Bhubaneswar, Odisha”** and **“Financial Bid for providing Cleaning Sweeping & Gardening services to DE&S, Unit-5, Bhubaneswar, Odisha”**. Both sealed envelopes should be kept in a third sealed envelope super-scribing **“Tender for providing Cleaning Sweeping & Gardening Services to DE&S, Unit-5, 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 and DDO, Directorate of Economics and Statistics, Odisha, Bhubaneswar**, 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 **Assistant Director and DDO, Directorate of Economics and Statistics, Odisha, 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.
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 11.00AM. on date 12/ 12/2018** in the Office of the Director, DE&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 13/12/2018** in the office room of the Director, DE&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, Economics and Statistics, Odisha** 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 DE&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 DIRECTORATE OF ECONOMICS AND STATISTICS, ODISHA, 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 gardening work should have basic knowledge in Gardening and horticultural works.

**APPLICATION – TECHNICAL BID**  
**For Providing Services to Directorate of Economics and Statistics, Unit-5,**  
**Bhubaneswar-1**

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 DE&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/ BranchOffice:.....  
Telephone No. : .....  
  
FAX No. : .....  
E. mail Address : .....
7. Name, Address &Telephone No. of:  
Authorized Officer/Person to liaise with:  
DE&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 Authorized person

Full Name:

Seal:

**APPLICATION – FINANCIAL BID  
FOR PROVIDING SERVICE TO THE DIRECTOR, ECONOMICS AND STATISTICS,  
BHUBANESWAR-1, 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 against each items mentioned in Col. -3) categorically.
1	2	3	4
1	Sweeping and cleaning	a) Numbers of toilets-19 including 04 ladies toilets b) Approximate carpet area- 20907.10 sq. ft. c) Approximate Campus area for sweeping 11,900 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 Authorized 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 Directorate of Economics and Statistics, Odisha, Bhubaneswar has **19 nos. of** toilets, 20907.10 sq ft carpet area of Buildings, 11,900 sq 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 Campus at least once in a day at 8 A.M-9.00 A.M.
- (b) Floor cleaning materials i.e. Phenyl / Harpic etc. to be used in cleaning of the toilets.
- (c) Dettol mixed water to be used while wiping the floors, rooms, etc once a day.
- (d) Dusting of rooms, furniture, glass windows etc should be ensured at the time of cleaning of the rooms.
- (e) 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) Growing of plants, planting of decorative plants and flower plants in the front / back side/inside of DE&S building, boundary walls etc and to be maintained round the year.

##### **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 DE&S**

- (a) DE&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 DE&S campus if need so during any working day before submitting the Tender.

3. The Agreement shall commence from date **15/12/2018** and shall continue till date **14/12/2019** 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 **14/12/2019** 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 Joint Director (Admn.) of this office for smooth function.
10. The entire financial liability in respect of the personnel deployed for providing services in DE&S shall be that of the Service provider and the DE&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 DE&S.
12. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The DE&S, Odisha shall, in no way, be responsible for settlement of such issues whatsoever.
13. The DE&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 DE&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 DE&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 and DDO, DE&S, Odisha, 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 Nationalized Bank drawn in favour of Assistant Director, DE&S, Odisha, 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, DE&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.500/- 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 DE&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 DE&S. The DE&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 DE&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 DE&S.
29. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of DE&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 DE&S.
31. In case, Service Provider fails to comply with any liability under appropriate law, and a result thereof, the DE&S is put any loss/ obligation monetary or otherwise, the DE&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 DE&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 DE&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 DE&S for supply of suitable services as per requirement of DE&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..... herein after 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 ..... herein after 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 DE&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

Signature of the



Officer

(Authorized to sign  
on behalf of  
Service Provider)

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.....

.....

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