



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
GHATIKIA, MAHALAXMI VIHAR, BHUBANESWAR-751 029**

Bid No. OUTR/Housekeeping/2025-26/14

Date: 23/07/2025

Notice Inviting Tender

Odisha University of Technology and Research, Bhubaneswar invites online tender through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> under two bid systems (i.e. **Cover-I:** Technical Bid and **Cover-II:** Price Bid) from well-established and financially sound Proprietorship / Partnership Firm / Private Limited / Limited Company/ Registered Agencies for **“OUTSOURCING OF AGENCY FOR PROVIDING CLEANING AND HOUSEKEEPING SERVICES” to OUTR, Bhubaneswar.** Incomplete bids will be rejected summarily. The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The last date of submission of bid is **19/08/2025** up to 6.00 PM and will open on **20/08/2025** at 11.00 A.M. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available at our university website www.outr.ac.in and <https://tendersodisha.gov.in> .

IMPORTANT: Prospective bidders are advised to regularly visit the University website/e-tender portal for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced exclusively on the University website/e-tender portal.

REGISTRAR

**BID DOCUMENT FOR
OUTSOURCING OF AGENCY FOR PROVIDING
CLEANING AND HOUSE KEEPING SERVICES
THROUGH E-PROCUREMENT
FOR OUTR**



**Odisha University of Technology and Research
Ghatikia, Mahalaxmi Vihar Bhubaneswar-751029**

Website : www.outr.ac.in

NOTICE INVITING TENDER

Registrar, Odisha University of Technology and Research, Bhubaneswar invites on line Tenders through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> from well established and financially sound Proprietorship / Partnership Firm / Private Limited / Limited Company/ Registered Agencies for **“OUTSOURCING OF AGENCY FOR PROVIDING CLEANING AND HOUSEKEEPING SERVICES”** to Odisha University of Technology and Research, Ghatikia, Mahalaxmi Vihar, Bhubaneswar-751029

Critical Information

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	OUTR/Housekeeping/2025-26/14 Date: 23/ 07/2025
2	Period during which tender document will be available on website www.outr.ac.in / https://tendersodisha.gov.in	24/07/2025 6.00 p.m. to 19/8/2025 6.00 pm
3	Tender Fee(Non- Refundable)	Rs. 2,000/- (Rupees Two thousand only) in shape of Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
4	Bid security (EMD) : (refundable but Non-interest bearing) ; EMD Amount (Will be accepted only through D.D/Banker's Cheque. The bid security is exempted to the MSE bidders only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 50,000/- (Rupees Fifty thousand only) Demand Draft to be drawn in favour of "Odisha University of Technology and Research, Bhubaneswar" drawn on any Scheduled Bank payable at Bhubaneswar.
5	Type of Bid	Two Bid ; Cover I - Technical Bid Cover II - Price Bid as per the format
6	Date of publishing	24 /07/2025 at 6.00 p.m.
7	Document Down loaded Start date	25 /07/2025 from 10.00 a.m.

8	Last date & time for uploading of bid	19/08/2025 upto 6.00 P.M.
9	Date & time of opening of Technical Bid	20/08/2025 at 11.00 A.M.
10	Date & time of opening of Financial Bid	Through the e-tender portal to be intimated later/ by e-mail/ WhatsApp to the technically qualified bidders.
11	Performance Guarantee	5 % of Contract value of one year
12	Contract Period	One year from the date of award which may be extended for another two years subject to satisfactory performance.
13	Pre bid meeting	01/08/2025 at 11.00 a.m. Admn. building, OUTR
14	Bid Validity	120 days from the date of opening of bid
15	For any technical query please contact	Prof. Bhabani Sankar Sa, Ph.No.8249242624 e-mail: bhabaniplanning@outr.ac.in
16	DD towards EMD and Tender document fee should be sent to addressing	The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

REGISTRAR

1.2. Please refer e-Procurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website www.outr.ac.in & <https://tendersodisha.gov.in>

1.4 The bidders may submit their bid only through uploading the softcopy in the e-Procurement Tenders Odisha Portal <https://tendersodisha.gov.in>. No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.

1.5 The Authority may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the e-Procurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the e-Procurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 REGISTRATION

2.3.1) Bidders are required to enroll on the e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link “**Online Bidder enrolment**”. At the e-Procurement Portal, which is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the **e-Procurement Portal**.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class-III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Already enrolled in e-procurement Odisha may ignore the above instructions.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

2.6 SUBMISSION OF BIDS

2.6.1) Bids shall be submitted online only at e-Procurement portal:
<https://tendersodisha.gov.in>

Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.3) Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.

2.6.4) Bidder should prepare the DD for Tender Cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.5) The bidders shall download the pre bid clarification if any for the service and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.

2.6.6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective

financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.7) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.10) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.6.12) The offer must be submitted in Two Bid – Two Cover only though uploading in the e procurement Portal, before the last date & time for bid submission.

2.6.13 Bidders must submit their digitally signed bids in first Envelop contains the following documents:

(i) Cover 1.

a) Tender cost and EMD Details (Original Instrument shall be sent to Tender Issuing Authority)

b) Technical Bid & Bidder's details.

c) All relevant documents to be submitted as per tender document, Checklist Annexure X and as per other Provisions of NIT. All Annexures (excluding price bid) duly filled & signed to be submitted along with the technical bid.

(ii) Cover 2.

a) Price Bid. (in BoQ Ms-Excel format, as per Annexure) and

b) Detailed note of Justification in respect of charges Quoted, in PDF Format to be submitted.

2.6.14 Price Bid must be submitted in as per BoQ in MS-Excel format only, no other format will be accepted.

2.6.15 Bidders have to quote on Square feet only, as per the BoQ format. (Basic Wages, EPF, ESI, Machineries, along with other cleaning equipment & consumables , the Agency Service Charges etc.)

2.6.16 Bidders shall fill all the boxes in BoQ. No Box should be left blank.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha e-Procurement Portal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the submission of the bids online through the e-Procurement Portal(URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add /modify /delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents

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Section - I

1. ELIGIBILITY CRITERIA

1.1. Eligibility criteria for pre-qualification (documentary evidence to be furnished):-

- i) **Status:** The bidder shall necessarily be a legally Valid entity either in the form of sole proprietorship, partnership, Limited or Private Limited company established under the Companies Act/Society constituted/registered under relevant Act.
- ii) **Financial Capacity:** The bidders should have average annual **turnover Rs. 1 Crore (Rupees One Crore only)** during the **last three financial years** ending 31st March, 2024 (2021-22, 2022-23, 2023-24). Relevant proof for supporting the above shall be submitted failing which tender shall be treated as invalid. The bidder is required to furnish a turnover certificate duly mentioned in the tender Form Cover attested **by a Chartered Accountant to this effect with year wise break-up in the required format**. The firms must be willing and/or capable to sustain, itself financially at least for three months till bills are processed & payment released.
- iii) **Experience:** At least Three years of experience in the similar work. (i.e. Cleaning & Housekeeping Services).
- iv) The Bidder should have successfully executed at least two contracts of similar nature (Housekeeping & Cleaning Services) with a minimum 30 housekeeping personnel in each order, preferably to Government Organisation/Offices/PSU/Reputed Educational Universities/ Institutions during last three financial years (2022-23, 2023-24, 2024-25). Relevant proof in support shall be submitted.
- v) The Bidder must have the requisite license for providing housekeeping services and must be registered under Contract Labour (Regulation & Abolition) Act. 1970.) in support of their claim of Three years experiences.
- vi) The bidder must have to submit the labour license for successful execution of an order with minimum 150 personnel in a single contract.
- vii) The bidder is required to furnish the copy of the Work Orders of similar assignments (Cleaning & Housekeeping Services). This information are to be furnished in the required format as mentioned in the Tender Form Cover A – Annexure-V.
- viii) **Registration:**
 - a. Must be registered under EPF
 - b. Must be registered under ESI
 - c. Must have a valid PAN

- d. Must have valid GST registration number
 - e. Should have registered under Shops & Establishment Act.
 - f. The registered office or one of the branch offices of the service provider should be located within the jurisdiction of the user office i.e. at Bhubaneswar.
 - g. The Manpower Agency must possess a valid Labour License issued by the Labour Commissioner
 - h. Should not have any track record of contract termination of the previous assignments for providing any type of service to OUTF/CET Bhubaneswar or should not have been Blacklisted /Debarred by any other Govt. Organization.
- ix) Must have ISO 9001: 2015 and ISO 45001-2018 certification.
- x) The Agency must have submitted Income Tax Return for last three years (2021-22, 2022-23 & 2023-24). Copies to be attached.
- xi) Latest Solvency Certificate from Tahasildar/ Municipal Commissioner/Sub Collector of Rs. 10 lakhs or above
- xii) The tenders submitted in digital mode through the e-Procurement portal shall be subject to information and technology Act.
- xiii) **The bidder must attend the pre-bid-meeting to be eligible to participate in the tender process.**

2. INSTRUCTION TO BIDDERS :

2.1 Vice Chancellor, Odisha University of Technology and Research, Techno-Campus, Ghatikia, PO: Mahalaxmi Vihar, Bhubaneswar-751029 (herein after called “**Authority**”) requires the services of reputed, registered, well established and financially sound Service Provider having experience in providing Cleaning and House Keeping services (herein after called “**Service Provider**”) to provide Cleaning and House Keeping Services for a period of **One year**. It may be extended for another two years subject to satisfactory performance w.e.f. the date of effectiveness as per agreement.

2.2 The contract for providing the aforesaid service will be effected from the date of award of contract and execution of agreement thereof. The period of the contract may be further extended provided the requirement of OUTF for Cleaning and House Keeping Services persists at that time or may be curtailed/ terminated before due date owing to deficiency in service or substandard quality of Service provided by the selected Service Provider or because of change in the requirements of OUTF. The authority of OUTF however, reserves right to terminate this contract at any time after giving 30days notice to the selected Service Provider.

3. TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

- 3.1 Tender Cost (non-refundable) of Rs. 2,000.00 (Rupees Two Thousand only) and EMD / Bid Security (refundable) of Rs. 50,000/- (Rupees Fifty thousand only)** in the form of Demand Draft (DD) in favour of “Odisha University of Technology and Research” and payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank.
- 3.2** EMD and Tender Fee should reach physically through speed post/register post/courier, in an envelope & super-scripted with the subject, tender reference number addressing to Registrar, **Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, Odisha on or before the last date of online submission.
- 3.3** EMD /Bid Security of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30 days after the award of contract to successful bidder.
- 3.4** Bidder registered with Ministry of MSME under House Keeping and Cleaning as per public procurement policy for Micro & Small Enterprises (MSE) are exempted categories from payment of EMD provided that the registration certificates issued by agencies must be valid as on closing date of tender. Micro and Small Enterprises who have applied for registration renewal of registration with any of those agencies / bodies but have not obtained the valid certificate as on close date of tender are not eligible of exemption. The bidder has to submit the Bid Security Form as per the Annexure.
- 3.5** The EMD and Tender Cost should be received by the OUTR before the due date physically. The scan copy should be uploaded in the portal. Else the tender is liable to be treated as non-responsive and rejected.
- 3.6** The EMD /Bid Security of the bidder who withdraws its bid in breach of terms and conditions of contracts, withdraws at any stage after opening of technical bid and who evades or refuses to accept the Award of Contract after being L1 with the period of validity, shall be liable to be forfeited.

4 . SUBMISSION OF BIDDING DOCUMENTS:

The tender is to be submitted electronically in two bid system 1) Technical Bid and 2) Financial bid. separate Cover **No.1 (Cover A)** and **Cover No. 2 (Cover B)** and contents as indicated below:

1. Bidders must submit their digitally signed bids in first Envelop contains the following documents:

A. Cover 1 shall contain the scan copy of DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency. All other documents as per attached Annexures (I to XI) except Price BoQ.

B. Cover 2

Price Bid. (In Second Envelop in BoQ Ms-Excel format.)

2. The offer must be submitted in Two Bid - Two Envelope only though uploading in the eProcurement Portal, before the last date & time for bid submission.

3. Tender document (s) and all enclosures must contain the signature of the competent authority of the firm.

5. Pre bid Meeting : Pre bid meeting will be held on 01/08/2025 at 11.00 a.m. in Admn. Building, OUTR, Bhubaneswar. Attending of pre bid meeting is mandatory for participating in the tender process. The Bidders or of their representatives who choose to attend at the Pre-Bid meeting, they must bring proper authorisation from their firm/agency failing which they will not be allowed to attend for Pre-Bid meeting. Further, Prospective bidders who want to participate in the Pre-Bid meeting shall send their willingness along with the questionnaire, if any, on or before **31/ 07/2025** through email bhabaniplanning@outr.ac.in

6. DOCUMENT TO BE UPLOADED BY BIDDER

The Bidder shall furnish the following documents as part of Techno-commercial Bid: -

The Service Providers are required to upload the photocopies of the following documents self-attested along with the Technical Bid, **failing which their bids shall be summarily rejected and will not be considered under any circumstances.**

1. Scan copy EMD of Rs. 50,000/- vide DD No.....dated..... (DD to be drawn in favor of REGISTRAR, OUTR, BHUBANESWAR)
2. Scan copy of Tender Document cost Rs. 2,000/- vide DD No..... dated (DD to be drawn in favor of REGISTRAR, OUTR, BHUBANESWAR)
3. Attested copy of registration of the Company under respective Act
4. Attested Copy of the Labour License/ Registration under the Contract labor (Regulation &Control) Act,1970
5. Copy of the Audited Balance Sheet and Income &Expenditure statement for the last three consecutive financial years i.e 2021-22, 2022-23 & 2023-24. certified by the chartered Accountant
6. Bank account details (Xerox copy of the Front page of the passbook).

7. Attested copy of the IT return filed by agency; for last three financial years i.e. 2021-22, 2022-23 & 2023-24
8. Attested copy of the E.P.F. registration letter/ certificate.
9. Attested copy of the E.S.I registration letter/ certificate
10. Attested copy of the PAN / GIR Card.
11. Attested copy of GST registration certificate.
12. The documents in support of the Financial Capacity, turnover of an average 1 (One) Crore during last three financial year i.e. 2021-22, 2022-23 & 2023-24.
13. The Bidder should have successfully executed at least three contracts with a minimum 30 housekeeping personnel in each order, preferably to Government Agencies/ PSU/Reputed Educational Institutions/Universities during last three financial years (2022-23, 2023-24 & 2024-25) alongwith labour license for successful execution of an order with minimum 150 personnel in a single contract. Relevant proof in support shall be submitted.
14. An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted anywhere as per the Annexure.
15. The registered office or one of the branch offices should be located within Bhubaneswar.
16. Valid registration certificate duly certified by District Labor Officer, Bhubaneswar for carrying on business of commercial purpose.
17. The terms and conditions in the tender Document must be duly signed (each page) and sealed by the authorized signatory of the agency in token of their acceptance.
18. Latest Solvency Certificate from Tahasildar/ Municipal Commissioner/Sub Collector of Rs. 10 lakhs or above.
19. ISO Certification : ISO 9001: 2015 and ISO 45001-2018 certification

7. BID EVALUATION PROCEDURES

Evaluation & Selection Criteria :

Technical Evaluation :

- 7.1 The technical bids shall be evaluated based on the available documents submitted by the bidder in the e-Procurement module of eProcurement (Tenders Odisha) Portal. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the university may, at its discretion, ask any/all bidder(s) for a clarification of its bid.

7.2 If a bidder does not provide clarifications of its bid by the date and time set in the University's request for clarification, the bid may be rejected.

3. The evaluation of Technical Proposals of only those Bidders will be done who have found eligible.

Sl. No.	Evaluation Parameter	Total Marks	Criteria for award of Marks
A	Average annual turnover (last 3 financial years 2021-22, 2022-23 and 2023-24) from similar activity	20	≥ 1.00 cr □ 5.00 cr : 5 marks > 5.00 cr □ 10.00 cr : 10 marks > 10.00 cr □ 15.00 cr : 15 marks > 15.00 cr : 20 marks
B	Experience: 1) No. of years of experience in providing House keeping and Cleaning {Excluding Watch and Ward} (Year of Establishment or Commencement of business)] 2) No. of Projects awarded with minimum 30 personnel in each order in similar nature excluding Watch and Ward and successfully executed in the last three financial year (2022-23, 2023-24 and 2024-25) preferably to any State Govt./ Central Govt./ Educational Institutions/Universities/ Corporation / Banks	10 25	≥ 3 yrs □ 5 yrs : 5 marks > 5 yrs : 10 marks ≥ 2 nos ≤ 5 nos.:10 marks > 5 nos ≤ 09 nos ; 15 marks ≥ 10 nos _ : 25 marks
C	Quality Certification of Bidder	5	ISO 9001 : 2015 or ISO 45001:2018 = 2.5 Marks ISO 9001 : 2015 and ISO 45001 :2018 = 5 Marks
	Total Marks	60	
	Qualifying score for opening of Financial Proposal	42	

8. Technical Evaluation Parameters:

- a) Technical evaluation as per the matrix will be carried out only if the bid is otherwise technically qualified as per terms and conditions of tender documents.
- b) Marking will be done based on bidder's response subject to confirmation from the submitted documents justifying the response.
- c) **The bidder should score minimum 42 marks or more in technical evaluation shall be qualify for opening of financial bid.**

9. Evaluation of Financial Proposal and Award of Contract

1 The Financial Bids of all technically qualified Bidders with qualifying score shall be opened on the appointed date and time.

2 The bid shall be evaluated as – Least Cost Based Selection (LCBS) after securing 70 % marks from technical bid.

- a) Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least **42 (Forty-Two) or more in technical evaluation shall qualify for financial bid opening.**
- b) The quote mentioned by the bidder in the financial bid shall be arranged in chronological manner having overall lowest quote **as L1.**
Other bidders as L2, L3, L4... and so on as per LCS method.
- c) The bidder who has quoted overall lowest will be declared as successful bidder (L1) and contract will be awarded.
- d) In case multiple bidders quotes Lowest Price (L1), then the agency with the highest score in the technical bid shall be awarded the contract.
- e) In case multiple bidders quotes Lowest Price (L1) and their technical score also becomes equal, then in that case, the bidder having higher score in Experience [Sl. B (1) + (2)] of the table 4 shall be awarded the contract.
- f) In case multiple bidders quote Lowest Price (L1), and bidders score equal marks in technical bid and also equal in their combined score of [Sl. B (1) + (2)], then in that case, the bidder having highest annual average turnover in last three financial years (2021-22,2022-23,2023-24) shall be awarded the contract.
- g) The bidder has to quote for all the categories. The bidder who quote partly as per the tender document, the bid will be rejected.

3. Being L1 will not be sole criteria for eligibility of award of contract. The feasibility of the price determination method adopted by the bidder will be examined by the committee. The pertaining bidder need to be present in front of the committee to explain the same if the committee felt so.
4. The qualification and disqualification of financial bid evaluation will be decided by the committee. And the decision of the committee will be final and binding to all bidders.
5. **The University reserves the right to award the contract to more than one agency with L1 price for better service.**
6. Contract will be awarded to lowest evaluated bidder subject to following:
 - (i) University is at liberty to enter into Negotiation in case non reasonable price Quoted by the bidder.
 - (ii) In case, Lowest Evaluated bidder do not accept or fails to execute the Contract, then next lowest bidder will be considered for the Award of the Contract, subject to matching the price quoted by L1 bidder and so on.

Note: - A committee will decide a base price before opening of the financial bid. The bidder quoting less price than the 90 % base of the price will be disqualified.

10. **PRICE:** The Price quoted by the Bidder shall cover profit, insurance, Medical expenses, admin expenses, contingency, interest cost (if any), other service benefits of all employees such as casual leave, sick leave, holiday wages and any other cost that the Bidder envisages except GST. The bidders shall take into account the expenses to be incurred and statutory dues (Income tax, TDS @ 2% and GST TDS @ 2% from gross bill etc.) while quoting the price.
11. Conditional tenders either in Part-I or Part-II of the tender shall be liable to be rejected.
12. Any request from the tenderer in respect of additions, alterations, modifications, corrections etc. of either terms and conditions or rates of his tender after opening of the tenders, shall not be entertained under any circumstances. If the tenderer withdraws his tender after opening of the tender, but before the expiry of the validity period of the BOQ, the Earnest Money deposit shall be forfeited.

13. The successful tenderer shall make his own arrangement for all materials and machines with tools & tackles required for carrying out the job as specified, if any, in the contract and consider the cost, labour cost & other charges to be incurred in proper execution of work within specified time.
14. By submitting a tender, the tenderer will be deemed to have satisfied himself that the rates quoted by him in the tender will be adequate to complete such work according to the specifications and conditions attached and he has taken into account all conditions and difficulties that may be encountered during its progress /execution. Any complaint in this regard after submission of offer shall not be entertained.
15. Canvassing in any form is strictly prohibited and tenders submitted by the tenderer who resort to canvassing, will be liable for rejection.
16. Authority of OUTR reserves the right to accept /reject any or all bids cancel the tender process or issue another identical or similar tender without assigning any reason thereof or divide the work with multiple parties (bidder).
17. Tender documents are not transferable.
18. It shall be the responsibility of the persons/firms submitting the tender to ensure that the tenders have been submitted in the formats and as per the terms and conditions prescribed in the tenders odisha website and no change is made therein before submission of their tender. In the event of any doubt regarding the terms and conditions /formats, the person concerned may seek clarifications from the authorized officer OUTR. In case any tampering/Unauthorized alteration is noticed in the tender submitted from the tender document available on the website, the said tender shall be summarily rejected.
19. **ONE BID PER BIDDER** : Each bidder shall submit only one bid either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
20. **VISIT TO THE UNIVERSITY (Optional)**: The bidder is required to provide House Keeping services to this University and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the University and is aware of the operational conditions prior to the submission of the tender documents.
21. **VALIDITY OF TENDER**: The tender must remain valid and open for acceptance for a period of 120 days from the date of opening of Technical Bid.

22. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS: -

The University is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing to the bidders terminate the tendering process.

Section-II

GENERAL CONDITIONS OF CONTRACT

A. DEFINITIONS

1. **Approved** means approved in writing, including subsequent written confirmation of previous verbal approval.
2. **University:** means Odisha University of Technology and Research. (in short-OUTR)
3. **Competent Authority** means Head of the Department and officer authorized in this regard.
4. **Contract** means the Invitation to Tender, Instructions to Tenderers, General Conditions of Contract, Special Conditions of Contract, Scope of Work showing approximate quantities, tender submitted by the tenderer including his price offer, Performance Guarantee Bond and other bonds, Letter of Acceptance, Work Order and any communication having the effect of amendment of the contract, and the contract agreement, unless otherwise specified.
5. **Contract Rate/Price** means the sum named in the tender that has been accepted subject to such additions thereto or deductions there from as may be made in course of the tender evaluation or thereafter.
6. **Contractor** means “the Tenderer” whose tender has been accepted and includes the Contractor's authorized representative, successors, permitted assignees, legal heirs.
7. **Vice Chancellor** means and includes Vice Chancellor of OUTR, Bhubaneswar or his authorized representative.
8. **Duration of contract** means the period stipulated in the contract or work order and includes any extended period thereof, if any made through by a written communication.

9. **Authorized officer/Representative** means and includes authorized or designated by Vice chancellor, OUTF for this contract.
10. **Equipment** means all tools, instruments, appliances or things of whatsoever nature required in course of the execution of the contract.
11. **Notice in writing** or written notice including notice in digital mode means a notice in written, typed or printed characters sent or emailed (unless delivered personally or otherwise proved to have been received) by registered post / courier (with POD) to the notified address or the Registered office of the addressee, or the contractor's site office and shall be deemed to be sufficient service if so sent or left at that address.
12. **Terms and Conditions** means the special condition of the contract (SSC) and the General conditions of the contract (GCC) herein mentioned and other stipulations incorporated in any part of the tender document and / or agreement.
13. **Tender** means offer against enquiry / advertisement / Notice Inviting Tender submitted by the tenderer in single part or in multiple part like Techno-commercial part, price bid part.
14. **Tenderer** means and includes the person or firm or company who have submitted valid tender and also includes its authorized representatives, heirs, executors, administrators, successors and assignees as approved by the employer.
15. **Work** means all work given in the Scope of Work in the tender documents and includes any associated work required for fulfillment of the Scope of Work and as set forth and required by the specifications and also such additional instructions issued from time to time during the progress of the work.
16. **Words** importing the singular only shall include the plural and vice versa. Where the context requires words importing person shall include firms and companies and vice versa.
17. **Cartel**: If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be cancelled. (Cartel means quoting price in connivance so as to influence the bid).

B. RESPONSIBILITIES OF OUTR OFFICIALS

18. The duty of OUTR's representative is to watch and oversee the work. He / She shall have no authority to relive the contractor of any of his duties or obligations under the contract except as expressly provided hereunder or elsewhere under the contract or to order any work involving any delay or extra payment by OUTR not to make any variations in the works.

C. ASSIGNMENT AND SUB-CONTRACTING

19. The contractor shall not assign the contract, or any part thereof, or any benefit or interest therein without prior written consent of competent authority of OUIR
20. The contractor shall not sub-contract the works without written consent of OUIR and such consent if given shall not absolve the Contractor from responsibility, liability or obligation under the contract and he shall be responsible for the acts defaults or neglects of any sub-contractor, his agents, servants, or workman as fully as if they were the acts defaults, neglects of the contractor, his agent, servants or workman.

D. CONTRACT DOCUMENTS

21. **Documents mutually explanatory:** The several documents forming the contract are to be taken as mutually obligatory of one another, and interpreted harmoniously, and in case of ambiguities or discrepancies, the same shall be clarified by OUIR who shall thereupon issue to the contractor instructions / directions indicating the manner in which the work is to be carried out.

E. GENERAL OBLIGATIONS OF THE CONTRACTOR

- a) **Sufficiency of tender:** The contractor shall be deemed to have satisfied himself before submitting tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule which shall cover all his obligations under the contract and all matters things necessary for the proper completion and maintenance of the work.
- b) **Illegal gratification, breach of contract:** The contract may also terminated and the Contractor shall be liable to make good any loss or damage resulting from such cancellation, if any bribe gratuity, gift, loan reward or advantage pecuniary or otherwise shall either directly or indirectly be given, promised

or offered by the contractor or any of his servants or agents to any person employed by OUTR in any way directly or indirectly interested in the contract or if the Contractor has committed a breach of any of the terms of the contract.

- c) **Final Certificate**: The contract shall not be considered as completed until a Final Certificate have been signed and issued to the contractor stating that the works have been completed in accordance with the terms of the contract & contractor has submitted a no dues certificate evidencing closure of contract.
- d) **Notice**:
 - i. **Service of notice on contractor**: Any notice given to the Contractor under the terms of the contract shall be served on his representative by registered post / courier or by hand or it's Registered office or at the Contractor's site office.
 - ii. **Service of notice on University**: Any Notice to be given to University under the terms of contract shall be served by sending the same by Registered Post / courier at the office of registrar OUTR, Bhubaneswar.
 - iii. **Change of address**: Any change of address of the contractor shall immediately be notified to the Officer in charge/ Rep. of OUTR.
- e) **Safety**:
 - i. The contractor will be responsible to ensure safety of the people working under them.
 - ii. Except in special circumstances (to be recorded in writing and with due approval) the contractor will not be allowed to employ subcontractor / petty contractors.
 - iii. If required contractors will employ a supervisor with specifically assigned duties for ensuring safe working and will inform in writing.
- f) For violation of safety norms, penalty may be imposed on the contractor. The penalty shall be decided after investigation and obtaining the report from the committee constituted for the purpose.

- g) **Policing of the work**: Should the general conduct of the works including the Premises of OUTF under occupation of the Contractor lead to violation of any of the provisions of the Indian penal code either in consequence of riotous or illegal proceedings of the contractor's labor or supervising staff or others to such an extent as to necessitate the deployment of Special Police or Magistrate the cost of such extra forces is to be defrayed by the Contractor and not by the University.
- h) **1. Law in Force in Relation to Contract**: The contract or amendments thereof entered into between the Employer and the contractor under the contract shall be governed and regulated by the relevant laws for the time being in force in the territory of India relating to contracts.

2. LEGAL COMPLIANCE: the contractor shall comply with all statutes, rules, regulations, by law, orders of statutory authority including but not limited to compliance of:

- i. Payment of wages Act. (Linked to Govt. of Odisha)
 - ii. Minimum wages Act. (Linked to Govt. of Odisha)
 - iii. Maternity benefit Act. (Linked to Govt. of India)
 - iv. Shops & commercial establishment Act.
 - v. EPF Act.
 - vi. ESI Act.
 - vii. Contract labour (R&A) Act & such other laws if applicable to execution of the contract in question as employer of this staff engaged / deployed in execution.
- i) The contractor shall not allow any visitor on the work sites, without the prior permission of OUTF.
- j) Order on one or more than one firms may be place on the basis of L-1 quotation and, if required, negotiation will be held with L-1 tenderer only. However, all the tenderers may be required to explain /justify the basis of their quoted price as and when asked for. In case, any tenderer fails to justify

his quoted price or refuses to co-operate in this regard, they will not be considered for participating in the retendering and his bid will be disqualified.

If a tenderer quotes unworkable rates and is considered for placement of order, the party will be asked to justify the rate quoted and will have to give a performance Guarantee Bond (in addition to the Security Deposit) in the form of bank draft/ bank guarantee. The amount of performance guarantee bond will be decided by OUTF at the time of placement of order. Earnest money of the tenderers who refuse to give performance guarantee bond will be forfeited and they will not be considered in re-tendering if order/contract is not finalized from the present tender.

Section III

A. MATERIAL TO BE PROVIDED BY THE AGENCY:

- a) No assistance of any kind shall be made available by UNIVERSITY for the purchase of equipment, plant & machinery, materials of any kind or any other items required to be carried out in execution of work.
- b) The Agency shall be responsible to arrange at his own cost all necessary tools, plant & machinery and all other materials etc. required for execution of the work as per the agreement.
- c) Samples of all materials required for execution of the work shall be got approved from the Officer in Charge as per the list in Table : I & II.
- d) All other related machinery equipment /items, should be good quality/branded item as per quotation and agreement Cleaning Materials to be used (Consumables): - (Brand should be mentioned and ISI / reputed Brand should be supplied)

B. EXECUTION OF WORK :

AGENCY'S RESPONSIBILITIES:

- a) The Agency shall be responsible to maintain the aesthetic looks in the university premises and surrounding areas by maintaining pleasant fragrance and cleanliness, keeping the buildings & the surrounding area neat, clean & tidy every day, keeping them in hygienic & sanitary conditions of high standard as per contract.
- b) The first cleaning should be completed by 08:30 AM daily and the subsequent cleaning at convenient time, so as to keep the area clean and hygienic. Pathways inside the campus are to be cleaned daily free of cost.
- c) The Agency shall ensure best quality work in a planned and time bound manner. Any sub-standard material work beyond set out tolerance limits shall be summarily rejected by the Officer-in-Charge.
- d) The University shall not compromise poor quality services at any place of the University. The quality of services must have high standard with professional manner, which will impress to all. If, it is found poor quality services then huge Liquidated Damages (LD) will be applicable.
- f) The work shall be carried out in the manner complying in all respects with the requirements of relevant bye laws of the BMC or as directed by the Officer-in-Charge and nothing extra shall be paid on this account.
- g) The Agency shall collect garbage daily from the campus of various locations and arrange for dumping the garbage at designated place.

h) Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the Agency at his own expenses. The Agency shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operations of such services.

i) The Agency shall execute his work in such manner that no damage is made to the existing structure or any property of the University.

j) Work shall be carried out on each day of the week (On 2nd and 4th Saturday & Sunday work will be done with minimum numbers of cleanings personnel) as per the requirement of the University. For hostel work shall be every day.

k) All staff/employees deployed on duty at University building shall be properly dressed with Uniform and ID Cards. Any failure on this account shall attract penalty.

l) The Agency shall strictly observe and adhere the following from their deployed housekeeping personnel:

- The agency shall not employ any person of age below 18 years & they should be sound in health in carrying out the duty and should not have suffered with infected diseases.
- Are always smartly turned out and vigilant
- Are punctual and arrive at least 15 minutes before start of their duty time.
- Take charges of their duties properly and thoroughly.
- Perform their duties with honesty and sincerity.
- Read and understand their post and site instructions and follow the same.
- Extend respect to all Faculty members, Officers and Staff of the office of the University.

- Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
- Will not gossip or chit chat while on duty.
- Will never sleep while on duty post.
- Will not read newspaper or magazine while on duty.
- Will immediately report to the Officer-In-charge any untoward incident / misconduct or misbehavior.
- Do not entertain visitors.
- Shall not smoke in the office premises.

m) The Agency shall exercise adequate supervision to reasonably ensure proper performance of Mechanized Housekeeping Services in accordance with Schedule of Requirements.

n) The Agency shall not Sub-contract or Sub-let, transfer or assigns the contract or any other part thereof. In the event of the agency contravening this condition, University shall be entitled to place the contract elsewhere on the agency's risk and cost and the agency shall be liable for any loss or damage, which the University may sustain in consequence or arising out of such replacing of the contract.

o) The Wardens will be the decision making authority to engaging of workman for Cleaning and Housekeeping services of all hostels and their peripheries. The engaged Supervisor will report to Warden or his designated officials on daily basis.

p) All the workman engaged at their locations as and when required may be called to other location as well.

- q) All liabilities arising out of accident or death while on duty shall be borne by the Agency/Contractor.
- r) Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the University premises.
- s) That in the event of any loss occasioned to the University, as a result of any lapse on the part of the Contractor as may be established after an enquiry conducted by the University, such loss will be made good from the amount payable to the Agency.
- t) That on the expiry of the agreement/contract, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non- employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
- u) The Agency shall ensure that the engaged manpower, as per the description, not only performs within its requisite scope of work and but also ensure maintenance, upkeep & safety of the Complex, Stores, Furniture etc. as well as harmonious and cordial relationships with the employees, visitors, guests or any other persons within the complex / premises. The Agency will be held responsible for any indicative or illegal action by their deployed personnel. Agency shall take an undertaking from their workers with regards abiding by the Code of conduct and not to indulge in agitation & any indiscipline. Their deployment will be in general shift. However, at times, their deployment can be during odd hours as well.
- v) The Housekeeping Service Provider/Agency shall replace immediately any of its personnel, if they are unacceptable to the University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from Officer In charge.
- w) The Housekeeping Service Provider's personnel shall not claim any benefit/compensation/ absorption/regularization of services in OUTR under the provision of Industrial Disputes Act,

1947 and Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Housekeeping Service Provider to the University.

x) The Housekeeping Service Provider shall engage the necessary person as required by the University from time to time. The said person engaged by the Housekeeping Service Provider shall be employee of the Service Provider and it shall be the duty of the Housekeeping Service Provider to pay their wages every month in time. There is no Master & Servant relationship between the employees of the Housekeeping Service Provider/Agency and this University. Further the said person(s) of the Housekeeping Service Provider shall not claim any benefit to the University.

y) During the course of contract, if any Contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the University shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Performance Security.

z) University reserves the right to cancel the tender at any stage without any reason. The decision of the Vice Chancellor of the University in this regard will be final and binding.

C. DEPLOYMENT SCHEDULE OF THE WORKMAN:

a) The contractor shall deploy minimum number of Workman. The deployment schedule must have mentioned the Workman deployed during the office hours and the Workman deployed in 2nd and 4th Saturdays, Sundays and holidays. The deployment chart must have attached along with the bid.

b) The Workman so engaged must be given Minimum wages as per the State Govt. along with EPF/ESI Contributions and other statutory payments as per Labour Laws.

c) The deployed housekeeping manpower in the hostel area will work under the guidance of Warden & Chief Warden.

d) Housekeeping manpower during summer & winter vacations in hostels may be reduced. In case during these vacations if hostels are closed the housekeeping manpower may be stopped in that hostels. In this regard, Warden will inform in advance. The bidder must be in a position to supply housekeeping manpower as per the requirements of the Hostels/

University (In some occasions additional housekeeping manpower may require).

SECTION - IV

SPECIAL CONDITIONS OF CONTRACT

A. SCOPE OF WORK:

The selected Agency must ensure standard cleaning and housekeeping services in the designated areas in the premises as per the frequency mentioned in the tender document with complete mechanized as well as manual cleaning as required looking at the space constraints. The standard of cleaning & housekeeping services should be of Airport, Star Hotels, and Metro Rail Station cleaning standards.

The job to be executed should be to the satisfaction of faculty/officer in charge designated by the University.

1. a. The Cleaning and House keeping area of various blocks and hostels are given below.

<i>Name of Block/ building</i>		<i>No of Toilets</i>	<i>Area (Approx) in Sq mt per unit</i>	<i>Total Toilet Area (Sq mt)</i>	<i>Total Common Area (Including Classrooms, Faculty Rooms, Office, Corridor and Landing) in Sq mt</i>
MAIN BLOCK (A Block)	Ground Floor	4	9.29	37.16	984.77
	1 st Floor	4	9.29	37.16	984.77
	2 nd Floor	4	9.29	37.16	984.77
	3 rd Floor	4	9.29	37.16	984.77
MAIN BLOCK (B Block)	Ground Floor	4	9.29	37.16	984.77
	1 st Floor	4	9.29	37.16	984.77
	2 nd Floor	1	24.15	24.15	984.77
	3 rd Floor	1	24.15	24.15	984.77

MAIN BLOCK (C Block)	Ground Floor	4	9.29	37.16	984.77
	1 st Floor	4	9.29	37.16	984.77
	2 nd Floor	4	9.29	37.16	984.77
	3 rd Floor	4	9.29	37.16	984.77
MAIN BLOCK (D Block)	Ground Floor	4	9.29	37.16	984.77
	1 st Floor	4	9.29	37.16	984.77
	2 nd Floor	1	24.15	24.15	984.77
	3 rd Floor	1	24.15	24.15	984.77
LABORATORY BUILDING	Ground Floor (360+360+120+ 120+120)	5	--	100.33	2601.28
	1 st Floor 360+120+120	3	--	55.74	2601.28
	2 nd Floor 360+120+120	3	--	55.74	2601.28
NEW LABORATORY BUILDING	Ground Floor	4	36.23	144.92	2935.73
	1 st Floor	4	36.23	144.92	2935.73
	2 nd Floor	4	36.23	144.92	2935.73
	3 rd Floor	4	36.23	144.92	2935.73
	4 th Floor	4	36.23	144.92	2935.73
EXTENDED LABORATORY BUILDING	Ground Floor 260+400	2		61.31	2935.73
	1 st Floor 260+400	2		61.31	2935.73
	2 nd Floor 260+400	2		61.31	2935.73
SAC/ CANTEEN	Ground Floor	4	9.29	37.16	500
WORKSHOP	Ground Floor	4	11.15	44.59	900
MAIN GATE/ GUEST HOUSE		2	9.29	18.58	1400

			Total	1763.19	49846.08
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1 b: Cleaning and House keeping areas of Hostels

<i>Name of Hostels</i>	<i>Floor Name</i>	<i>No of Toilets</i>	<i>Approx Area (in sqMt) per unit</i>	<i>Total Toilet Area (in Sq Mt)</i>	<i>Total Common Area (Including, Common Room, Veranda, Lobby, Office, Corridor, Staircase and Landing etc.) in Sq Mt</i>
KCHR	Ground Floor	5	14.86	74.32	1579.35
	1 st Floor	5	14.86	74.32	1486.44
	2 nd Floor	5	14.86	74.32	1486.44
	3 rd Floor	5	14.86	74.32	1486.44
KHR	Ground Floor	4 (Common) 8 (Office+ PH)	37.16 9.29	148.64 74.32	1858.06
	1 st Floor	2	69.677	139.35	836.12
	2 nd Floor	2	69.677	139.35	836.12
	3 rd Floor	2	69.677	139.35	836.12
	4 th Floor	2	69.677	139.35	836.12
RHR	Ground Floor	3	37.16	111.48	1858.06
	1 st Floor	3	37.16	111.48	232.25
	2 nd Floor	3	37.16	111.48	232.25
	3 rd Floor	3	37.16	111.48	232.25
APJAKHR	GroundFloor	2	55.74	111.48	743.22
	1 st Floor	2	55.74	111.48	371.61
	2 nd Floor	2	55.74	111.48	371.61
	3 rd Floor	2	55.74	111.48	371.61
	4 th Floor	2	55.74	111.48	371.61
BH 4	Wing 1	12	2.78	360	1114.83

(Outside OUTR)	Wing 2	12	2.78	360	836.12
			Total	2147.91	17976.73

1 c: Sweeping of total Road and outside Areas in the University campus

Available Road Length (in meters)	Road Width (Approx) (in meters)	Total Road Area (in sq. m)
3600	5	18,000

1 d: CLEANING SCHEDULE AND FREQUENCY: - (Administrative & Academic area)

INSIDE BUILDINGS

Sl. No.	Activity	Method	Frequency
1	Rooms/Chambers/Labs cleaning	Sweeping and Mopping	Once daily
2	Corridor floor cleaning (after morning)	Dry & Wet moping/Vacuuming if required(fully mechanized)	In two hourly basis
3	Corridor floor cleaning	Scrubbing and drying with Auto Scrubber	Once in a week
4	Staircase Cleaning	Sweeping and Mopping	Once daily
5	Door & door handles cleaning	Wet & Dry wiping	Monthly once
6	Drinking water area	Wet & Dry wiping	Once daily
7	Lift door cleaning from outside	Wet & Dry wiping	Monthly Once
8	Garbage collection and disposal	Manual	Once daily
9	Glass and glass partition cleaning	Wet & Dry wiping	quarterly
10	Any type of furniture	Dusting	Monthly
11	Glasses /Nameplates	Wet & Dry wiping	Monthly
12	Telephone/Computers	Dusting/Vacuuming/Cleaning	Weekly
13	Cob webs & doormats	Removal of cob webs and removal of doormats	Weekly
14	Electric Switches	Dry cleaning	Quarterly
15	Terrace Cleaning	Wet & Dry Cleaning	Monthly
16	Waste material cleaning	Manual	Daily

Note: All the above operations may be carried out as and when required and on demand.

OUTER AREA OF BUILDINGS

Sl. No.	Activity	Method	Frequency
1	Paved corridors cleaning	Sweeping	Once a day
2	Outside glass cleaning	Wet & dry wiping	Monthly
4	Parking area cleaning	Mechanized/ manual sweeping	Once a day
5	Garbage/scrap collection	Manual	Daily
6	Roads	Mechanized/ manual sweeping	Daily
7	Playground	Manual cleaning	Daily

TOILETS

Sl. No.	Activity	Method	Frequency
1	Toilet cleaning with toilet cleaning agents	Sweeping and mopping	Twice a day and as & when required
3	Floor cleaning	Scrubbing & drying	Once a day
4	Side wall cleaning	Scrubbing & drying	Once a day
5	Doors & door handle cleaning	Wet & dry wiping	Once a month
6	Wash basin and surrounding area cleaning	Wiping	twice a day
7	External tap cleaning	Dry wiping	weekly
8	Mirror cleaning	Damp wiping	weekly
9	Commodes cleaning	Wiping	Twice a day
10	Urinals cleaning	Wet/Dry cleaning	On Hourly basis
11	Dustbin clearance & cleaning	Collection and wiping	Every 4 hours

12	Hand drier machine cleaning if any	Wiping	Every 4 hours
13	Exhaust Fan cleaning	Wiping	Weekly
14	Tube light or any other light cleaning	Dry wiping	Weekly
15	Electric Board and Switches cleaning	Dry dusting	Weekly
16	Spray of Air Freshener	Manual	Once daily
17	Hand wash on basins		As per requirement
<p>Proper covered Big Size Dust Bins with garbage bags (disposable bags must be provided and placed at different locations of buildings.</p> <p>In case of non-supply of water to the toilets or breakage of toilets, it should be reported to the Supervisors.</p> <p>The repairing should be done quickly in coordination with Engineering Section of the University. The entire morning cleaning of the buildings must be completed before 8.00am every day.</p>			

11 e: Requirement of Major Machineries

S. No.	EQUIPMENTS	QUANTITY
1	Floor Scrubber machine	3
2	Flipper Manual Sweeping machine walk behind ScrubberDrier	2

D) 1. Cleaning Materials to be used (Consumables): - (Brand should be mentioned and ISI / reputed Brand should be supplied)

TABLE

-I

SL. NO.	ITEMS	UNIT	Monthly requirements	BRAND (example.)
1)	Regular Chemicals			
a	Bathroom Cleaner cum Sanitizer	Ltrs.		Diversey/Satol
b	Multi Cleaner (Tiles/Glasses/Floors)	Ltrs.		Diversey/Satol
c	Glass Cleaner	Ltrs		Diversey/Reckitt/Satol
d	Toilet Bowl Cleaner	Ltrs.		Diversey/Satol
e	Floor Cleaner	Ltrs.		Diversey/Satol
f	Stain Removal (Water scale, rust removal etc.)	Ltrs.		Diversey/Satol

g	Grease/oil removal	Ltrs		Diversey/Satol
h	Steel Polish	Ltrs.		Diversey/Satol
i	Furniture Cleaner	Ltrs.		Diversey/Satol
j	Drain cleaner (powder)	Pcs		Herpic/Kiwi
k	Disinfectant Materials	Ltrs	As perr requirements	Diversey / Reckitt Benckiser/Satol
2)	Misc. Chemicals/ cleaning materials			
a	Room Spray	Pcs.		Godrej/Dabur/
b	Room spray (Liquid) (RTU)	Lts		Satol/
c	Air freshener	Pcs		Godrej/Dabur
d	Air freshener (Aer pocket)	Pcs		Godrej/Dabur
e	Detergent Powder	Pkt.		Vim/Wheel
f	Urinal Cubes 350gms	Pkt.		Sunny/ Odonil
g	Naphthalene Balls	Kg		Doctor / Bengal Chemical
h	White Phenyl /Green Phenyl	Ltrs.		Doctor / Nimyle/Dolphine
i	Black Phenyl	Ltrs		Doctor
j	Bleaching Powder	Pkt.		Aqua Armor/
k	Mosquito & Flies killer	Pc or Lts		HIT/ Bayer
l	Ant Killer & Cockroach killer liquid	Pc or Lts		HIT/ Bayer
m	Rat Killer Cake	Pc or Lts	As per requirements	Mortein /PCI/Hit
n	Termite Killer liquid	Pc or Lts	As per requirements	Piddilite/Taski
o	Snake Repellent	Pc or Lts	As per requirements	Baskem/
p	Hand Sanitizer	Pc or Lts	As per requirements	Dettol/Lifeboy/Dabur
3)	HK Consumables			
a)	Broom Hard	Pcs.		Local Good quality
b)	Broom Soft	Pcs.		Local Good quality

c)	Microfiber duster	Pcs.		Gala/Taski
d)	Table Duster (22 cm x 22 cm)	Pcs.		Local
e)	Floor Duster (24 cm x 24cm)	Pcs.		Local
f)	Handle Scrubber (10cm x 15cm)	Pcs.		Gala/Scotch bite/Nylo
g)	Scotch bite pad (Small)	Pcs		Gala/Scotch bite/Nylo
h)	Garbage Bag (18cm X 22cm) (Min 50 Micron)	Pcs.		Local Good quality
i)	Big Garbage Bag (115 cm X 120 cm) (Min 50 Micron)	Kg		Local Good quality
j)	Hand Gloves (Rubber)	Pcs.		Tip Top/
k)	Hand Gloves (Surgical 50 pairs)	Pkt		Branded
l)	Nose Mask	Pcs.		Local Good quality
m)	Dustpan Plastic	Pcs		Gala/Wonder/Aristo
n)	Wiper double rubber (45cm,55cm) Refills	Pcs		Roots/Gala/Milton/Geb
o)	Dry Mop Micro Fiber Acrylic Refill (50cm,75cm,100cm	Pcs		Roots/Taski
p)	Chock up pump	Pcs		Gala
q)	Toilet Brush	Pcs		Gala
r)	Feather Brush(Medium/Big)	Pcs	As per requirements	Gala
s)	Cobweb cleaning set (10ft long)	Pcs	As per requirements	Roots/Local
4)	Machine Consumables			
a)	Buffing Pad White Ordinary [17"]	Pcs.	As per requirements	As compatible with machine
b)	Scrubbing Pad- White, Black & Red [20"]	Pcs.	As per requirements	As compatible with machine
5)	Washroom/People Consumable			
a)	Liquid Hand Soap	Ltrs		Fem/Dettol/Savlon/Satol
b)	Toilet Tissue Paper	Pcs.		Origami / Selpak / Solimo
c)	Hand Towels	Pcs	As per requirements	Bombey Dyeing/Swiss Republic/

TABLE : II

SL. NO	ITEMS	UNIT	Monthly requirements	BRAND (Example)
1)	Durable Products			
a)	Bucket Big 18-20 ltrs.	Pcs.		Aristo/Puja/Wonder/Ankur
b)	Bucket Big 8-10 ltrs.	Pcs.		Aristo/Puja/Wonder/Ankur
c)	Liquid Hand wash Dispenser	Pcs		Good quality
d)	Plastic Mug (1ltr.)	Pcs.		Aristo/Puja/Wonder/Ankur
f)	Glass Cleaner Wiper Medium & Large Size	Pcs.	As per requirements	Roots/Gala/Milton/Gebi
g)	Wet mop set handle	Pcs	As per requirements	Branded
h)	Carpet Brush	Pcs	As per requirements	Good quality

Note- The quantity mention above may increase & decrease depending upon concentration, durability & requirements which is approximately 20% of the total wages per month at present, which is indicative only.

(D 3.) Requirement of Major Machineries:- (Brand should be mentioned and ISI / reputed brand should be supplied)

Sl. No.	EQUIPMENT	QUANTITY		BRAND (Example)
		Academic Area	Hostel Area	
1	Ride on Scrubber Drier (Battery operated)			Comaq/Roots/Karcher/Conta/Eureka forbes
2	Single Disc Scrubbing Machine (Electrically Operated) (2 HP)			Comaq/Roots/Karcher/Conta/Eureka forbes
3	Wet and Dry Vacuum cleaner (Electrically operated) 1350 Watt			Comaq/Karcher /Roots/Bosh/Eureka forbes
4	Back Pack Vacuum Cleaner (900Watts)			Comaq/Karcher /Roots/Bosh/Eureka forbes

5	Pressure Jet Machine (150 bar)			Comaq/Karcher/Roots/Bosh/ Eureka forbes
Total Machines		29	20	49

Note: All the above operations may be carried out as and when required and on demand.

B. OTHER TERMS & CONDITIONS:

1. The contractor after award of contract shall mobilize its resources for execution of the work as per terms of contract.
2. The contractor shall discharge its responsibility strictly adhering to this scope and shall ensure cleanliness as per frequency indicated in the contract.
3. The contractor while discharging, its aforesaid of responsibility shall carry out the instructions of Officer In-charge from time to time.
4. The University shall provide storage space for the agency/firm/contractor at a suitable place inside the Hostel/Main Building. The agency/firm/contractor shall ensure that all the cleaning tools/tackles along with required consumables etc. are kept at the appropriate place, specified for the purpose.
5. The waste materials if any, collected during the cleaning shall be disposed off at the designated place.
6. Utmost care is to be taken while cleaning to avoid any damage to the fixtures and accessories installed in the premises and in case of any damage, the same is to be repaired/replaced to make the same normal/functional to its original state, at the cost of agency/firm/contractor and the agency/firm/contractor shall be liable to compensate the loss, if any to the OUTR, which shall be recovered from the bills accrued to the agency/firm/contractor.
7. The agency/firm/contractor shall obtain written permission in respects of all its staff and officials for entry and working inside the hostel premises and shall maintain record in this regard. Unauthorized entry and deployment of persons without prior permissions of the Chief Warden's office is prohibited.
8. Payment will be made/ released on monthly pro-rata basis extended to the agency/firm/contractor during the preceding month based on the certification

by concerned officials.

9. For ladies hostel only ladies should be deployed by the contractor to execute the contract as entry of male to the ladies hostel is not allowed.
10. The assets and equipment provided by the University shall be property of the University and agency/firm/contractor shall be merely the custodians of such assets and equipment. On termination/ expiry of contract. Any such property shall be handed over to the University in proper working condition.
11. The contractor or worker should not under intoxication by consuming any intoxicated material during the working hours.

C. LIQUIDATED DAMAGES

The agency/firm/contractor shall ensure execution as per the frequency indicated in the scope of work. For any deviation there from or for any job not performed or left out or for any delayed performance, the agency/firm/contractor shall be liable for **liquidated damages @ Rs.1/- per day per sq.m.**, subject to **a maximum limit of 10% of the monthly bill.**

D. RISK AND COST

1. In case of stoppage of performance or non-attendance to the job in extending Cleaning services as spelt out in scope of work and frequency, on any day or part of the day or days, this being an essential service without any reference, the job shall be forthwith executed by the OUTR at the risk and cost of the agency/firm/contractor through alternate source.
2. Neglect or failure on the part of the contractor to execute the work will be carried out by alternate source at the risk and cost of the contractor and to the extent of alternate execution, the contract will be deemed to be terminated either in part or full.
3. Missing/Theft of any sanitary fittings will be recovered from the Agency.

E. PAYMENT TERMS:

1. Subject to any deduction that may have to be made in accordance with the terms and conditions of this contract, the Contractor shall be paid against the bill on monthly basis for the work done during the previous month.
2. For the purpose of such monthly payments, Tax Invoices preferably in their

printed forms along with the documentary proof for having deposited the contribution towards PF and ESI with his jurisdictional commissioner of the personnel working under the contractor, also proof of payment of wages to his workmen through bank transfer and GST payment by the contractor for the work done during the previous month within seven days of succeeding month.

3. Payments against on-account bills shall be released through RTGS within 30 days from the date submission of clear invoices and all supporting documents by the contractor. For this purpose, the contractor should give the details of the name of the bank, branch and account no. before submission of the first bill. Final bill will be paid within 60 days on completion of all formalities as per the Terms & Conditions of the Contract.
4. Payment shall be regulated as per terms of contract.
5. Deduction of applicable taxes will be made including TDS & certificate will be issued by finance & accounts department for such deductions.

F. Work to the satisfaction of OUTR Bhubaneswar: The contractor shall execute the work efficiency and complete it in all respects in accordance with the contract terms and conditions and shall comply with and adhere strictly to the instructions and directions on any matter in accordance to the terms of the contract. Only lady staff should be deployed in those building where only women are allowed to execute job. In all other places the contractor is free to deploy his manpower male or female as the case may be.

G. The Performance Security (SD) : The successful bidder must furnish **5% of total contract value** as Performance Security within 15 days after AOC drawn, in favour of Registrar, OUTR, Bhubaneswar payable at Bhubaneswar in the form of Bank Guarantee or Demand Draft from any Scheduled Commercial Bank. The PBG shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. EMD of successful bidder will be refunded after receipt of PBG in case of award of contract of successful bidder. Any dues of the University shall be adjusted/recovered from SD. The security deposit will not attract any interest.

H. CONTRACT VALIDITY:

- i. The contract will be operative for a period of **one year** from the date of issue

of work order/actual date of commencement. It may be extended for another two years subject to satisfactory performance on yearly renewal basis. However, in case of unsatisfactory performance of service, if it would be terminated by giving one-month notice.

ii. This contract can be terminated under following circumstances.

- a) The firm not performing it's duties properly as per the agreed terms and conditions of the contract. The University shall decide whether the performance of the firm meets satisfaction or is deficient and to what degree. In such a case the notice period shall be one week. Contract may be terminated on poor service rendered by the Firm.
- b) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the firm to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week.
- c) The firm being declared as insolvent by the court of law. The notice period shall be one week. During the period of termination of contract in any of the situation contemplate above; the firm shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the firm to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to OUTR Bhubaneswar.
- d) By giving one-month notice by the University, without assigning a reason, if in the opinion of the authorities for termination is in the interest of the University. This termination will not be challenged by the firm.

I. JURISDICTION & RIGHT TO AMEND RULES:

The University reserves the right to amend the rules whenever and wherever considered necessary & appropriate. The same shall be intimated to the firm in due course.

J. INDEMNITY: The contractor shall indemnify OUTR against any claim, order, and demand, made by competent authority & in case OUTR was asked to comply

such order / direction, OUTR shall be entitled to recover/ adjust the said amount from the dues of the contractors.

K. FORCE MAJEURE: Force Majeure clause will be accepted on adequate proof thereof.

L. WORK TO CONTINUE DURING CONCILIATION / ARBITRATION:

Work under the contract shall be continued by the Contractor during the arbitration proceedings and recourse to arbitration shall not be a bar continuance for the work.

M. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.
- (b) **DISPUTE RESOLUTION** : Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion with authorised person of University and the representative of the concerned parties . If dispute persists this shall be referred to the decision of Vice Chancellor, OUTR. The decision of Vice Chancellor shall be final and binding. If either of the parties hereto is dissatisfied with the decision and the dispute persist it will be referred to the courts under the jurisdiction of the Bhubaneswar court only

ANNEXURE – I

(ON THE LETTER HEAD OF THE FIRM)

LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS OF BID

To
The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

Ref : Invitation of e-Tender Notice No.

Dated.

I/We, the undersigned declare that :

1. I/ We have downloaded / obtained the Bid document(s) for the above mentioned 'Bid' from the web site(s) namely:as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I / we have read the entire terms and conditions of the Bid documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your university too have also been taken into consideration, while submitting this acceptance letter.
4. I/We are ready to execute the contract in conformity with the tender document , in case we are found successful as a tenderer.
5. Our bid shall be valid for a period of _____ days from the date of Opening of price bid and shall not revoke the same.
6. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and Work order.
7. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
8. The detailed particulars of the tenderer is mentioned and attached separately.
9. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your university shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

Authorized signatory of the Bidder

(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company) Full name and designation

ANNEXURE – II

TECHNICAL BID in Cover 1

BIDDER'S PROFILE FOR PROVIDING CLEANING & HOUSE KEEPING SERVICES

Sl. No.	Information required	Details to be filled up by the bidder
1	Name of the Organization / Agency	
2	Complete postal address with pin code	
3	Telephone / Mobile No	
4	E mail Id	
5	Name of representative with Mobile No	
6	Details of Tender Fee : DD No, date & amount	
7	Details of EMD : DD No, date & amount/Bid Security declaration form	
8	GST Registration Number (with copy of GSTIN)	
9	PAN Number	
10	IT Return for the last three financial year (copy attached)	
11	ESIC No. (Copy attached)	
12	EPF Number (Copy attached)	
13	Housekeeping Workman on roll	
14	Experience of running Housekeeping services (in years)	
15	Labour License No. (Copy attached)	
16	Average Annual Turnover for the last three years (2021-22, 2022-23, 2023-24)	
17	Bank Acct No (copy of the cancelled cheque or Xerox copy of Passbook / cheque leaf)	
18	Name of the Bank, Branch & IFSC Code	

19	Additional Information (if any)	
----	---------------------------------	--

Signature of the applicant

(Full name of applicant)

Stamp & date

Note : This is to be furnished on the letter head of the organization

ANNEXURE – III

FORM FOR FINANCIAL CAPACITY

Description	Financial Years		
	2021-2022	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding overall Annual Turnover and profit earned for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

NAME , ADDRESS AND CONTACT DETAILS :

UDIN :

**Signature of
Authorized person
With agency seal
ANNEXURE- IV**

(To be given on the Company letter head)

DECLARATION

1. I, _____ Son/ Daughter/ Wife of Shri_ _____
_____ Proprietor / Director/ authorized signatory of the
Service Provider, mentioned above, am competent to sign this declaration and execute this
tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them;
3. The information / documents furnished along with the above application are true and authentic
to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of
any false information/fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.

Signature of authorized signatory
Name:

Seal:

Date:

Place:

ANNEXURE- V

CERTIFICATE REGARDING WORK ORDER/CONTRACT FOR SUPPLY OF HOUSEKEEPING PERSONNEL OF MINIMUM 30 PERSONNEL IN EACH ORDER DURING LAST THREE FINANCIAL YEARS EXECUTED BY THE BIDDER as on 31/03/2025

NIT No. OUTF/Housekeeping/2025-26/

Date :

Give details of the major House Keeping Service Contract handled by the Service Provider during the last THREE financial years of minimum 30 house keeping personnel in each order in the following format. :

SL NO	NAME OF FIRM / COMPANY TO WHOM HOUSEKEEPING SERVICES ARE PROVIDED	ADDRESS OF FIRM / COMPANY	NUMBER OF HOUSEKEEPING PERSONNEL	Duration	
				From	To

SIGNATURE & SEAL OF THE BIDDER

ANNEXURE – VI

**To be submitted in COVER B (Financial Bid)
Financial Proposal**

**FINANCIAL BID
(To be submitted in Cover-2)**

In Cover 2 : As per BoQ in Ms-Excel Format :

FINANCIAL BID/BOQ

Name and Address of the Bidder:

Price Details:

Sl. No.	Particular	Unit price per sq.mt. inclusive of all taxes excluding GST per month in Rs.	Total Area in sq. mt.	Total amount per month without GST	Total amount with GST	Total amount with GST in Words
01	House Keeping and Cleaning of Main and Lab Building with supply of detergent/Phenyl/and other consumables and durable materials		49,846.08			
02	House Keeping and Cleaning of Toilet Area of Main & Lab Building with supply of detergent/Phenyl/and other consumables and durable materials		1763.19			
03	House Keeping and Cleaning of Hostels with supply of detergent/Phenyl/and other consumables and durable materials		17976.73			
04	House Keeping and Cleaning of Toilet Area of Hotels with supply of detergent/Phenyl/and other consumables and durable materials		2147.91			
05	Sweeping of Road and outside area in the University campus		18,000			
Grand Total in Rupees						

Place:

(Sign and Seal of Authorised Representative)

Date:

The bidders shall take into account the expenses to be incurred and statutory dues (Income tax, TDS @ 2% and GST TDS @ 2% from gross bill etc.)

CRIMINAL LIABILITY UNDERTAKING

(To be given on Notarised affidavit on Indian Non judicial stamp paper)

Date: _____

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I aged about S/o.....
Proprietor/ Partner/ Director of M/s.
At: _____ Po: _____, P.S: _____,
Dist: _____ do solemnly pledge and affirm that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/my firm/company have not been blacklisted/debarred by any Central/State Government Organisation/Bodies for the last 3 years.

DEPONENT (Bidder)

Name
Address

BID SECURITY SELF DECLARATION FORM

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration. I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to fur
- c) furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE – IX

CHRONOLOGICAL ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID.

(All the pages are to be numbered)

Please Note: All the documents should be indexed in front page of technical bid with proper Page No. because it is difficult to trace out the particular document for which authority will not be held responsible.

CHECKLIST FOR PREPARATION OF TENDER

Sl. No.	Particulars	Yes / No	Page No.
1	Have you submitted the self-attested copy of valid Registration number of the firm/agency/ Legal Entity ?		
2	Have you read and understood various conditions of the tender and willing to abide by them and submitted the form ?		
3	Filled in Format for details of Tenderer (Annexure)		
4	Have you submitted tender cost of Rs. 2,000/- in the shape of demand draft (DD)?		
5	Submitted EMD of INR 50,000/- in the shape of demand draft (DD) Or bid declaration form ?		
6	Have you attached self-attested copy of the documents to show the financial status of last 3 financial year (Annual turn over)?		
7	Have you attached Self attested copy of firm/company PAN with last 3 year IT Returns(Financial Year 2021-22, 2022-23, 2023-24)		
8	Have you attached copy of registration certificate of GST		
9	Have you attached copy of registration certificate of EPFO,		
10	Have you attached copy of registration certificate of ESIC,		
11	Have you attached copy of registration certificate of Labour license		
12	Copy of Audited Balance sheet of firm/company last three years (Finance year 2021-22, 2022-23, 2023-24)		
13	List of present and past clients during last three financial years as per Annexure V of 30 personnel in each work order.		
14	Have you attached the labour license for successful execution of an order with minimum 150 personnel in a single contract.		
15	The registered Office or one of the branch offices should be located in Bhubaneswar		
16	Valid registration certificate issued by District Labour Officer for caring on business of commercial purpose.		
17	Latest Solvency Certificate from Tahasildar/Municipal Commissioner/Sub Collector of Rs. 10 lakhs or above		
18	Is your Price Bid (BOQ) submitted as per the prescribed Format in Ms Excel		NA
19	Have you submitted Notarised affidavit for Non blacklisted		
20	Any other		

Signature of the Tenderer
Stamp & date

ANNEXURE-X

Model Bank Guarantee Format for Performance Security

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the day of, 20.....

Our..... branch at* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarter