

REQUEST FOR PROPOSAL

**SELECTION OF AGENCY
FOR PROVIDING
CLEANING & SANITATION SERVICES**



**INFORMATION & PUBLIC RELATIONS DEPARTMENT
GOVERNMENT OF ODISHA**



Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar

No. 1357 / IPR, Bhubaneswar, Dated 22/01/2026
(IPR-OE2-CONT-0001-2025)

**PROPOSAL FOR SELECTION OF AGENCY FOR
PROVIDING CLEANING & SANITATION SERVICES**

1. Director, I & PR Department, Odisha (The Client) invite sealed proposal from the interested Agencies to provide cleaning & sanitation services in Lok-Sampark Bhawan, Jaydev Bhawan and Geeta Govinda Sadan at Bhubaneswar for a period of 02 (Two) years from the date of signing the agreement.
2. Detailed scope of work, eligibility requirements and other details may be seen and downloaded from the website of I&PR Department www.inpr.odisha.gov.in and website of Government of Odisha www.odisha.gov.in.
3. Tender calling authority has the right to accept or reject the Tender(s) without assigning any reason thereof.
4. Bidders data sheet:

Sl. No.	Particular	Details
1	Name of the Client	Director, I& PR Department, Odisha
2	Method of Selection	Least Cost Selection (LCS) Method (L-1)
3	Last Date & Time for submission of RFP	10.02.2026 at 05:00 PM
4	Address for Submission of Proposal	The Director I & PR Department, Odisha Lok Sampark Bhawan, Unit-V Bhubaneswar-751001, Odisha Telephone No.: 0674-2394890 Email: iprenews@gmail.com
5	Mode of Submission	Speed Post/Registered Post/Courier only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be rejected
6	Date & Time for opening of RFP	11.02.2026 at 11:00 AM

DIRECTOR
[Signature]
Director
Inf. & Public Relation Deptt.

Memo No. 1358 / IPR, Bhubaneswar, Dated 22/01/2026

Copy forwarded to PS to Additional Chief Secretary to Government, I & PR / PS to Director, I&PR for kind information of Additional Chief Secretary to Government and Director respectively.

Ashw. 22/1/26
Additional Secretary to Government

Memo No. 1359 / IPR, Bhubaneswar, Dated 22/01/2026

Copy forwarded to System Analyst for information and necessary action. He is requested to take appropriate steps for uploading the Request for Proposal in the website of Information & Public Relations Department www.inpr.odisha.gov.in and website of Odisha Government www.odisha.gov.in. on dated 22.01.2026.

Ashw. 22/1/26
Additional Secretary to Government

Memo No. 1360 / IPR, Bhubaneswar, Dated 22/01/2026

Copy forwarded to Joint Director/Deputy Secretary to Govt. Advertisement branch for information and necessary action. He is requested to publish the RFP in two leading Odia daily News Papers and one leading English daily on Dated 23.01.2026

Ashw. 22/1/26
Additional Secretary to Government

Memo No. 1361 / IPR, Bhubaneswar, Dated 22/01/2026

Copy forwarded to Superintendent, Issue Section for information and necessary action. He is requested to display the RFP in the Notice Board of this Department.

Ashw. 22/1/26
Additional Secretary to Government

Memo No. 1362 / IPR, Bhubaneswar, Dated 22/01/2026

Copy forwarded to Dairy Superintendent for information and necessary action. He is requested to receive the sealed bid documents by Speed Post/Registered Post/Courier only and hand over the bids to the Under Secretary in charge of OE-II Section to keep the bids in safe custody.

Ashw. 22/1/26
Additional Secretary to Government

Memo No. 1363 / IPR, Bhubaneswar, Dated 22/01/2026

Copy forwarded to the Under Secretary in charge of O.E-II Section for information and necessary action.


Ashw. 22/1/26
Additional Secretary to Government



Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar

REQUEST FOR PROPOSAL

- 01- Director, I & PR Department, Odisha (The Client) invite sealed proposal from the interested Agencies to provide cleaning & sanitation services in Lok-Sampark Bhawan, Jaydev Bhawan and Geeta Govinda Sadan at Bhubaneswar for a period of 02 (Two) years from the date of signing the agreement.
- 02- Detailed scope of work, eligibility requirements and other details may be seen and downloaded from the website of I & PR Department www.inpr.odisha.gov.in and website of Government of Odisha www.odisha.gov.in.
- 03- The Tender documents shall be submitted in the office of the undersigned duly signed by the authorized signatory on each page and duly authenticated with seal in token of having read, understood and accepted the terms and condition of the contract. Submission of bid through other mode than the permitted mode and late bid will be rejected.
- 04- Tender calling authority has the right to accept or reject the Tender(s) without assigning any reason thereof.
- 05- The Tender calling authority can cancel the process of Tender at any stage without assigning any reason thereof.
- 06- Last date & time for receipt of sealed Tender is **10.02.2026** at **05:00 PM**.
- 07- Date for opening of sealed Tenders / Technical & Financial Bids is **11.02.2026** at **11:00 AM**.
- 08- The place for opening of bids is **Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin -751001**.
- 09- The concerned bidders are required to remain present or may depute their representatives to remain present during opening of the received Tenders/Technical & Financial Bids.
- 10- The Tenders received after the above stated stipulated date & time will not be taken into consideration and liable for rejection.
- 11- All disputes are subject to jurisdiction of the competent Court at Bhubaneswar only.


DIRECTOR
I & PR Department, Odisha
(Tender Calling Authority)
Director
Inf. & Public Relection Deptt.

INFORMATION TO THE BIDDERS

1. OBJECTIVES

The primary objective of this tender is to engage a competent and experienced agency for providing comprehensive cleaning and sanitation services for the Government buildings under the administrative control of I & PR Department, Odisha. The specific objectives are as follows:

- i. To maintain a clean and hygienic environment within the entire premises of the building, ensuring a healthy and pleasant atmosphere for employees, officials and visitors.
- ii. To implement a regular, systematic and efficient cleaning schedule covering all areas of the building, including office spaces, corridors, washrooms, staircases, lift and external surroundings.
- iii. To ensure delivery of professional and high-quality services by deploying cleaning personnel, modern cleaning equipment and approved eco-friendly cleaning materials.
- iv. To comply with all applicable health, sanitation and safety standards prescribed by local authorities, ensuring that all cleaning and waste management activities meet regulatory requirements.
- v. To achieve cost-effective and transparent service delivery through a fair and competitive bidding process while maintaining quality and efficiency.
- vi. To establish accountability and measurable performance standards through a defined service-level agreement (SLA) and regular supervision or inspection by designated officials.
- vii. To promote sustainable and environment-friendly cleaning practices, including the use of biodegradable cleaning agents, waste segregation and proper disposal methods.
- viii. To enhance the overall image and functioning of the Government office by ensuring a neat, orderly and well-maintained environment conducive to effective public service delivery.

2. SCOPE OF WORK

I&PR Department have floor area of approximately 60,000 Sq.ft. over 2 Acres of land. The I & PR Department have Lok-Sampark Bhawan, Jayadev Bhawan and Geeta Govinda Sadan located at Bhubaneswar.

The 3 (Three) storeyed new Building have Office Chamber of Additional Chief Secretary, Director, Additional Secretary, Joint Secretary, Deputy Secretary(ies), Under Secretary(ies), Additional Director(s), Joint Director(s), Deputy Director(s), Assistant Director(s), all Administrative Sections and 2 No. of Conference Halls, and 50 Nos. of toilet etc.

The 2 (Two) storeyed old Building of Lok-Sampark Bhawan have Office Chamber of Chief Minister/Minister, Adviser(Media & PR) to Government, Director(Technical), Editor(UP/OR), Assistant Director(Film), DIPRO Office, , Electrical panel room, Record Room and Units like Photo, TV,AV, Radio, Film Studio Hall-cum-Theatre, Editing Room, etc.

The back side of the new/old building have Store House, Garage, Vehicle parking shed, Power Generator, Motor pump and Canteen, etc.

The 2 (Two) storeyed Jaydev Bhawan have Auditorium, VIP Lounge, Green Room, Exhibition Hall, Office Chamber of Deputy Director, Manager, UP/OR Sales Counter, Store Room and Office Room and 10 Nos. of toilet .

The 3 (Three) storeyed Geeta Govinda Sadan have Dining Hall, Auditorium, Conference Hall and Public Library Reading Room, Basement Parking, and 8 Nos. of toilet etc.

Accordingly, the I & PR Department, Odisha, Bhubaneswar-751001 requires the services of reputed, well established and financially sound cleaning and sanitation Services Providers to provide sanitation services through a sum of 50 (Fifty) Nos. of Sweeping Personnel in 02 (Two) shifts (i.e. 06:00 AM to 02:00 PM and 02:00 PM to 10:00 PM) and 02 (Two) Nos. of Sanitary Supervisor per day(09:00 AM to 05:00 PM) at Lok-Sampark Bhawan, Jayadev Bhawan and Geeta Govinda Sadan as detailed below.

Building	Sweeper	Supervisor
Lok-Sampark Bhawan	30 Nos. (15 Nos. X 02)	01 No.
Jayadev Bhawan	10 Nos. (05 Nos. X 02)	01 No.
Geeta Govinda	10 Nos. (05 Nos. X 02)	
Total	50 Nos.(25 Nos. X 02)	02 Nos.

The requirements may increase/decrease in any/all the categories.

3. GENERAL INSTRUCTIONS FOR BIDDERS

- i. The tender has been invited under two bid system 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 & Sanitation Services**" and "**Financial Bid for Providing Cleaning & Sanitation Services**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Cleaning & Sanitation Services**".
- ii. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest as per the serial No. 07 in the form of Demand Draft drawn in favour of **Under Secretary & DDO, Information and Public Relation Department, Odisha, Bhubaneswar-751001** failing which the tender shall be rejected out rightly.
- iii. The contract for providing the aforesaid cleaning and sanitation services is for a period of 02 (Two) years from the date of signing the agreement.
- iv. The Government in I & PR Department, Odisha however reserved the right to terminate this initial contract at any time by giving one week's notice to the selected Service Provider.
- v. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- vi. E-mail Bids will be summarily rejected.
- vii. Late bid shall be out rightly rejected.
- viii. All entries in 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 initiated by the person authorised to sign the tender bids. No white fluid correction on any documents shall be entertained.
- ix. The Authorised Signatory shall submit the letter of authorization.
- x. The Technical Bids shall be opened on the scheduled date and time in presence of all/any of the Service Provider or his/her authorized representatives on the spot at that time.
- xi. The Financial Bid of only those tenders will be opened whose Technical bids are found in order. The time of opening of the financial bids shall be intimated later.
- xii. Similarly, the Financial Bids shall be opened on the scheduled date and time in presence of all/any of the Service Provider or his/her authorized representatives on the spot at that time.
- xiii. Tender will be finalized on basis of suitability of the agency with reference to the prescribed criteria and competitiveness of the service charges quoted. Service charges quoted in decimal points shall be rounded up to the nearest INR .
- xiv. The selection of the successful bidder shall be based on the bidders past experience and credentials. The Government in I & PR Department, Odisha reserves the right to select any Bidder taking into account their experience, expertise, resources, valid

- license issued from competent authority and requirement of the Department as found suitability.
- xv. The successful bidder is required to execute necessary agreement with the competent authority of I & PR Department before commencing the service.
- xvi. The Competent Authority of the I & PR Department, Odisha reserves the right to reject any/all bids without assigning any reason thereof.
- xvii. All documents submitted shall be consecutively numbered having signature of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet dully signed by the authorized signatory.
- xviii. The competent authority of I & PR Department, Odisha reserves the right to call for any document in original including the Bank Account to verify the veracity of the documents.

4. ELIGIBILITY CRITERIA

Sl. No.	Criteria for Eligibility	Documents to be Submitted
1	The Bidder should have registered under appropriate authority, such as Registered under the Companies Act, 2013 / Indian Partnership Act, 1932 / Societies Registration Act, 1860 / Companies Act / Proprietorship firm	Self-Attested Copy of the Registration Certificate
2	The Bidder should have registered under appropriate authority of the following: <ul style="list-style-type: none"> • Registered under the Contract labour(Regulation and Abolition) Act, 1970 • Registered under the Employees Provident Fund Act, 1952 • Registered under the Employees State Insurance Act, 1984 • Registered with Income Tax Department 	<ul style="list-style-type: none"> • Self-Attested Copy of the EPF Registration Certificate • Self-Attested Copy of the ESI Registration Certificate • Self-Attested Copy of valid PAN Card • Self-Attested Copies of IT return filing for last three consecutive assessment year
3	The bidder should have valid GST registration Certificate for legally carrying out its business Activities.	<ul style="list-style-type: none"> • Self-Attested Copy of GSTIN Registration Certificate • Self-Attested Copies of Up-to date GST return filing
4	The bidder should have local office in the Bhubaneswar-Cuttack Twin City	Self-Attested Copy of Address Proof
5	The bidder should have adequate manpower and infrastructure support.	Declaration Certificate on Ownership of Manpower (On bidder's letter head)
6	The bidder must have executed similar work like providing cleaning & sanitation Service in Government/PSU sector for at least 5 (Five) year	Work completion / continuation certificate from the concerned organisations.

7	The bidder must have minimum Annual Turnover of ₹ 1 (One) Crore in last three financial years (2021-22,2022-23, 2023-24)	<ul style="list-style-type: none"> • Self-Attested Copies of Audited Balance Sheet for the last three years • Self-Attested Copies of the Annual turnover(for last three years) furnished by CA
8	The bidder must not have been barred or blacklisted by any State/ Central Government Departments or any PSUs Must not have any pending judicial proceedings Proceedings for any criminal offences against the Proprietor/Director/Persons to be deployed	Notarized Affidavit regarding Nonblack listing/ Non involvement in criminal/Judicial proceedings (On Stamp Paper)
9	Must have its own bank account in any scheduled bank situated in Odisha	Self-Attested Copy of the Bank Pass Book and transaction Statement for the last three years
10	The firm should have Trade Licence	Copy of the valid Trade Licence

5. BID VALIDITY PERIOD

The bid submitted shall be valid for **90 days** from the date of opening of Bid. Bid valid for any shorter period shall be rejected by the Client.

6. BID PROCESSING FEE

The bidder must furnish as part of technical proposal, the required bid processing fee (Non-refundable) amounting to **Rs. 5,000/- (Five Thousand) Only** in shape of DD from any scheduled commercial bank in favour of **"D.D.O., I.&P.R. Department"** payable at Bhubaneswar. Proposals received without bid processing fee shall be rejected.

7. EMD (Earnest Money Deposit)

Bid Security (E.M.D.): The tender document shall be accompanied with an Earnest Money Deposit (EMD) of Rs. 50,000 (Fifty Thousand) without which the tender shall be rejected. The Earnest Money Deposit should be made available in favour of **DDO, Information and Public Relations Department**, Government of Odisha, Bhubaneswar in the form of DD/FDR/Banker's Cheque / NSC / Postal Savings Pass Book in an envelope along with the sealed covers of "Technical" bid. The EMD may be forfeited (a) if they withdraw or modify their bids/ violate the Terms and Conditions of the Tender documents during the period of validity etc. the EMD will be forfeited and shall be suspended for the period of 3 years from participating in any Government/ PSU Tenders. (b) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender document. EMD shall be returned after the rejection of a bid in other cases. The DD/FDR/Banker's Cheque etc. shall be returned in original with or without reverse endorsement as required for the refund. EMD of the successful bidder shall be retained till the agreement is signed and Performance Security is deposited.

8. PERFORMANCE SECURITY

The qualified cleaning & sanitation services provider shall have to furnish a Performance Security of Rs. 1 Lakh (One Lakh) in the form of NSC/Post Office Saving Bank Account/ FDR from any Nationalized Bank/Scheduled Bank situated in Bhubaneswar, Odisha/ electronic Bank Guarantee (e-BG) duly pledged in favour of "D.D.O., I.&P.R. Department", within 7 days of notifying the acceptance of proposal for the award of contract as per the format at **Annexure-A**, the performance security shall be valid for a period of one month beyond the entire contract period (i.e. Performance Security) must be valid from the date of effectiveness of the contract to a **(period of 30 days beyond the contract period)** as its commitment to perform services under the contract. Failure to comply with the above requirements shall constitute sufficient grounds for the forfeiture of the EMD. The Performance Security shall be released immediately within 30 days of expiry of contract period, if there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security.

9. PRICE BID & FINANCIAL EVALUATION

The Price Bid is to be submitted as per the prescribed Format. If the financial bid is not submitted in separate sealed cover then the bid will be rejected.

Least Cost Based Selection (LCBS) method will be followed during the overall selection process. The client will select the lowest evaluated price bid among all the technically evaluated (2nd Stage) qualified bids. The successful bidder shall be selected taking into consideration of the lowest bid (L-1) in most transparent manner. The Tender Publishing Authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates. If the L-1 bidder fails to sign the agreement then negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government.

In case of similar rates,(Service charge) the Agency shall be selected through a transparent system of lottery.

10. TERMINATION OF CONTRACT

The contract can be terminated by I & PR Department during the period of contract in case of violation of any terms & conditions of the contract or in the public interest. The violation of contract by the Agency, the performance bank guarantee can be forfeited by I & PR Department apart from levy of fine/ recovery and termination of contract including blacklisting the concerned Agencies.

11. TERMS & CONDITIONS

GENERAL

- i. The successful bidder will enter into an agreement with the Government for supply of suitable sweeping personnel as per requirement terms & conditions.
- ii. The agreement shall commence after the date of issue of offer of deployment order and shall continue till completion of two year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of human resources provided, breach of contract etc. or change in requirements.

- iii. The agreement shall automatically expire on completion of Two year from the date of signing unless extended further by the mutual consent of the Agency and the competent authority.
- iv. The agreement may be extended, on the same terms and conditions for a further period of Six month/One Year mutually agreed upon by the Agency and the competent authority.
- v. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights & liabilities under this agreement to any other agency or organisation by whatever name be called without the prior written consent of the competent authority.
- vi. The requirement of human resource may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
- vii. The Agency 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 it 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 with notice and EMD/ Performance Security Deposit shall be forfeited.
- viii. The authority reserves the right to terminate the Agreement during initial period also after giving 30 days notice to the Service Provider. In case the sweeping human resource provided remains absent on a particular day or comes late/leaves early on Three occasions, proportionate deduction from the remuneration for one day will be made.
- ix. The Service Provider shall nominate a co-ordinator who shall be responsible for immediate interaction with the Department so that optimal services of the persons deployed could be availed without any disruption.
- x. The entire financial liability in respect of Sweeping Personnel deployed in the Department shall be that of the Service Provider and the Government will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Government.
- xi. For all intents and purposes, the Service Provider shall be the 'Employer' within the meaning of different Rules & Acts in respect of human resource so deployed. The resources deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Department.
- xii. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever.
- xiii. The Department shall not be responsible for any financial loss to any human resources provided by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
- xiv. The human resources provided by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the agreement.
- xv. In case of termination of this agreement on its expiry or otherwise, the human resource provided by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
- xvi. The human resources provided by the Service Provider shall not claim any benefit or compensation or absorption or regularization of deployment with

- office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.
- xvii. The Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc.
 - xviii. 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.
 - xix. The Service Provider shall provide a substitute well in advance if there occurs any probability of the human resources leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
 - xx. The human resource provided by the Service Provider should have good police records and no criminal case should be pending against them.
 - xxi. The human resource provided should be polite, cordial and efficient while handling the assigned work. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
 - xxii. The Agency should have EPF registration number and a valid labour license under section 7 of the contract Labour (R & A) Act, 1970 and contract labour (R & A Central Govt. Rules, 1971) as applicable.
 - xxiii. Final negotiations with the Service provider other than the lowest bidder shall not be held without obtaining the prior approval of Competent Authority.
 - xxiv. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.
 - xxv. The human resource engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the Department at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Department in the matter.
 - xxvi. The agency shall ensure that proper discipline is maintained by the staffs deputed by the agency and they shall conduct soberly at all times while functioning inside the buildings. The conduct, safety and security of the resources shall be the sole responsibility of the agency/service provider.
 - xxvii. The job to be executed as per the instruction of the concerned officer/in-charge authority of the client Department.
 - xxviii. The firm, its employees and any other acting for the purpose of the agreement shall maintain strict confidentiality of the information belong to Department that may have come into its/their possession or knowledge in the course of the service rendered by them under this agreement. Such information shall not be diverted or disclosed to any other third party under any circumstances. The firm shall not hold it out as associated with the Department in any manner other than for the purpose of rendering the service under this agreement.
 - xxix. In case of any dispute/ambiguity arises in the documentation, decision of I & PR Department/Tender calling authority is final.
 - xxx. Technical proposal submission Form with Details of the bidder, Legal Constitution, Financial Proposal Submission Form, Non-Black listed Affidavit Form and Performance Bank Guarantee Format shall be annexed.

FINANCIAL

- i. The Tender Publishing Authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates. If the L-1 bidder fails to sign the agreement then negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government.
- ii. The rate of the sweeping personnel shall not be less than the rates of the minimum wages prescribed by Govt. from time to time under the Contract Labour (R & A) Act, 1970 & Minimum Wage Act, 1948.
- iii. The rate should be explicit of contribution of EPF & ESI, CGST/SGST etc. and Service charge if any).
- iv. 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.
- v. The bids with 'Nil' or very abnormally low quoted service charges will be treated as 'Non Responsive' and will be rejected during the financial evaluation stage.
- vi. The Tax deduction at source (TDS) shall be made as per the provision of Income Tax Act and Rules, as amended from time to time.
- vii. The agency shall deduct the statutory dues from the monthly charges of the swiping personnel and shall deposit the same along with matching contributions with statutory authorities in each month positively.
- viii. The payment shall be made on conclusion of the calendar month only on the basis of No. of working days for which duty has been performed by each human resource on receipt of satisfactory Performance Report from the nodal officer of the client Department.
- ix. The Service Provider shall raise the bill, in triplicate mentioning the Bill No. & Date, along with attendance sheet duly verified by the prescribed Authority in respect of the human resources provided and submit the same in the first week of the succeeding month. The payment will be released at the earliest possible of the succeeding month.
- x. The claims in bills regarding Employees ESI, Provident Fund and GST etc till the last month should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Government. Failure to comply the above, the Authority has rights to withhold the payment of the bills. Any interest/ penalty imposed on the Agency, the Government shall not be held responsible in respect of statutory deposits.
- xi. The amount of penalty calculated @ ₹ 100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Service Provider shall be deducted from its monthly bills in the succeeding month.
- xii. The agency shall furnish the records/documents, original vouchers/challans in respect of statutory deposits to the Commission as and when required, failing which the client has every rights to terminate the contract with one month notice to that effect.
- xiii. Exploitation to the human resources by the Service Provider in giving less wages reducing the minimum take home money shall be seriously viewed.
- xiv. In case of breach of any terms & conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
- xv. TDS under IT & GST shall be deducted as per law.

- xvi. In case of breach of any terms & conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
- xvii. The Agency/Firm/Service Provider shall be directly responsible for payment of wages (Minimum wages as per Govt. rate including other benefits like EPF, ESI etc.) to all his human resource provided under this contract as per Govt. rule. The Agency/Firm shall abide by all acts and rules of the central or state govt. as per jurisdiction such as Contract labour regulation and abolition Act, Payment of minimum wages act, Payment of bonus act, EPF and MP Act etc. and any other act or law as applicable.
- xviii. Month wise detailed statement of wages paid to the employees including EPF/ESI deduction should be enclosed along with the monthly bill of the next month by the Agency and submitted to the designated Officer of the Department.
- xix. The Offer submitted and the prices quoted therein shall be valid for 90 days from the date of opening of Bid. Bid valid for any shorter period shall be rejected by the Client.
- xx. The Authority 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.
- xxi. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer of the client Department for his decision and the same shall be binding on all parties.
- xxii. All disputes shall be under the jurisdiction of the court at Bhubaneswar.
- xxiii. The human resources provided 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 confidentiality and breach of this condition shall make the Service Provider as well as the human resources provider liable for penal action under the applicable laws besides, action for breach of contract.
- xxiv. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Government is put to any loss/obligation, monetary or otherwise, the Government 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.
- xxv. The Agreement is liable to be terminated during the period of contract by giving 15 days notice in case of violation of any terms & conditions of the contract or in public interest.
- xxvi. The Agreement is also liable to be terminated during the period of contract in case of deviation of terms and conditions of contract by the Company/Firm like, non-performance, non-payment of remuneration of provided human resources and non-payment of statutory dues.
- xxvii. In case of violation of contract by the Company/Firm, the performance security can be forfeited by the Department towards levy of fine/recovery and termination of contract including blacklisting the concerned Firm.
- xxviii. In case the agency is not interested in continuing with the contract, he can give 2 (Two) month notice in advance citing reasons for the same.

12. DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

The bidders are required to enclose self attested photocopies of the following documents along with the **Application – Technical Bid**, failing which their bids shall be summarily/out right rejected and will not be considered any further.

- a) Covering letter along with power of attorney on bidder's letter head
- b) Copy of Incorporation/Registration Certificate of the applicant organization as per Sl.No.10 of eligibility criteria (Table).
- c) Copy of the Labour License under Labour Contract Act
- d) Copy of PAN Card
- e) Copy of the IT Return filed for the last three assessment years
- f) Copy of the GSTIN Registration Certificate
- g) Updated GST Return
- h) Copy of EPF Registration Certificates
- i) Copy of ESI Registration Certificates
- j) Copy of the Bank Pass Book and transaction Statement for the last three years
- k) Copies of the audited Balance Sheet for the last three years
- l) Copy of documents in support of the Annual turnover certified by CA
- m) Copies of the work completion/continuation certificate from the organization for providing services during last three years
- n) Notarized Affidavit regarding Non-blacklisting and non pending of judicial proceedings/ criminal proceedings (On Stamp Paper)
- o) Declaration Certificate on Ownership of skilled Manpower (On bidder's letter head)
- p) Individual affidavit in stamp paper towards authentication of the documents and no relationship with any official in the Department
- q) EMD (Bid Security) as per Sl.No.7 (EMD).
- r) Bid processing Fees(Non-refundable) as per Sl.No.6
- s) Proof of local Office in Bhubaneswar
- t) Copy of valid Trade Licence

**COVERING LETTER
(In Bidder's Letter Head)**

To

The Director
I & PR Department, Odisha
Lok-Sampark Bhawan
Unit-V, Keshari Nagar
Bhubaneswar-751001

Sub: Selection of Agencies to provide cleaning & sanitation Service in Lok- Sampark Bhawan, Jaydev Bhawan and Geeta Govinda Sadan.

Ref: Request for Proposal No. _____ Dated _____

Sir,

With reference to the RFP, we are hereby submitting our proposal which includes technical proposal and financial proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP documents. In case any provision of this RFP are found violated, then the Government in I & PR Department, Odisha shall without prejudice to any other right or remedy be at liberty to reject our proposal.

Yours faithfully,

Authorized Signatory
With Date and Seal

Name and Designation:
Address of the Bidder:

**TECHNICAL BID
FOR
PROVIDING CLEANING & SANITATION SERVICES

- 01- Tender No. & Date :
- 02- Details of Earnest Money Deposit (DD No. & Date) :
- 03- Name of the Service Provider Agency:
- 04- Name of Proprietor/Partner/Director :
- 05- Full Address of Registered Office :
- 06- Contact No. :
- 07- e-Mail Id :
- 08- PAN :
- 09- Service Tax Registration No.:
- 10- GST Registration No.:
- 11- EPF Registration No.:
- 12- ESI Registration No.:
- 13- Contract Labour License No. :
- 14- Annual turnover for the last 03 (Three) Financial years

Financial Year	Amount (Rs.)
2022-2023	
2023-2024	
2024-2025	

- 15- Details of similar contracts handled during the last 05 (Five) years

Financial Year	Name & Address of Client(s)	No. of human resources to be provided	Amount (Rs.) of contract	Duration of contract	
				From	To
2020-2021					
2021-2022					
2022-2023					
2023-2024					
2024-2025					

- 16- Name of the Local Authority (if any) :
- 17- Local Office Address :
- 18- Telephone No. :
- 19- e-Mail Id :

Place:
Date:

Signature of authorized person
Name:
Seal:

DECLARATION

- 01- I, _____ Son/Daughter/Husband/Wife of _____, Proprietor/Director/authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
- 02- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 03- 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.

Place:

Date:

Signature of authorized person

Name:

Seal:

**FINANCIAL BID
FOR
PROVIDING CLEANING & SANITATION SERVICES

1. Tender No. & Date :
2. Rate per human resource to be provided per month inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Description of Service Personnel	Per unit charges						
		Wages	EPF	ESI	Other statutory dues (if any)	Service Charge	GST	Total per Person
1	Sweeping service							
2	Supervising service							

*GST shall be paid as per the provisions of GST Act at the time of billing.

*Service Charge shall not be calculated on the EPF/ESI and GST claimed by the Agency.

*In case of similar Service Charge is quoted, then the firm will be selected on the basis of lottery.

Place:

Date:

**Signature of authorized person
Name:**

PERFORMANCE BANK GUARANTEE FORMAT

To,

WHEREAS..... (Name and address of the Service Provider) (hereinafter called "the service provider") has undertaken, in pursuance of RFP no..... dated to undertake the service (Description of services) (here-in after called "the contract").

AND WHEREAS it has been stipulated by _____ (Name of the Client) in the said contract that the Consultant 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 declare that we are guarantors and responsible to you, on behalf of the Consultant, 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 consultant 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 bidder 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 performance bank guarantee shall be valid until the Day of, 202

Our branch at Bhubaneswar (Name & Address of the Bank) 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 Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar 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 & Branch