

**TENDER DOCUMENT**

**FOR**

**OUTSOURCING SERVICES FOR HOUSEKEEPING CLEANING  
AND SWEEPING**

**TO**

**URBAN HOSTEL COMPLEX  
POKHARIPUT & KALINGA NAGAR**

**BHUBANESWAR**

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA.**

**URBAN HOSTEL COMPLEX  
POKHARIPUT & KALINGA NAGAR  
Bhubaneswar**

Notification No. 1797 / Date: 27.10.20 /

**TENDER FOR HOUSEKEEPING SERVICES**

Sealed tenders are invited from Registered Agencies for providing housekeeping services for URBAN HOSTEL COMPLEX at Pokhariput & Kalinga Nagar, Bhubaneswar in the prescribed tender documents, which may be downloaded from the Website: [www.khordha.nic.in](http://www.khordha.nic.in).

Offers in prescribed format duly sealed and superscripted "**Tender for Housekeeping Services**" should reach to the office of the **District Welfare Officer, Old Collectorate, Khordha Pin-752056**, by **16<sup>th</sup> November, 2020** (up to 5:00 PM) through Speed Post / Registered Post only. The Technical Bid will be opened on **17<sup>th</sup> November 2020 at 4:30 PM in the office of ADM, Khordha** in the presence of bidder(s) or their authorized representatives followed by Financial Bid.

**Terms & Conditions:** As laid down in the tender documents. The Collector & District Magistrate, Khordha, reserves all right to reject any or all tenders without assigning any reason thereof.

*By the order of Collector, Khordha.*

  
**District Welfare Officer, Khordha**

**INVITATION OF TENDER FOR OUTSOURCING SERVICES FOR HOUSEKEEPING, CLEANING  
AND SWEEPING SERVICE TO URBAN HOSTEL COMPLEX, POKHARIPUT & KALINGA  
NAGAR, BHUBANESWAR**

1. Sealed tenders are invited in the prescribed format from the reputed Bhubaneswar based agency for Providing Services of **Housekeeping, Cleaning and Sweeping Service to Urban Hostel Complex, Bhubaneswar.**

**2. Bid Price:**

- a) The price quoted is inclusive of all applicable taxes statutory dues, cost of consumables & equipments.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) The Prices should be quoted in Indian Rupees only.

**3. Eligibility Criteria of the Bidder:**

3.1 The bidder must have office in Bhubaneswar (Proof to be enclosed)

The bidder shall furnish the following Self attested Document to establish the bidder's eligibility:-

- Copy of Registration Certificate
- Copy of GSTIN.
- Copy of last three Financial years audited statement
- Copy of PAN Card
- Undertaking that firm is not debarred / blacklisted by Government.
- Copy of EPF Certificate
- Copy of ESI Certificate

3.2 The Bidder must have successfully completed works of similar assignment as per following criteria, in last three financial years i.e till 31st March 2020 in any Govt. Organization/PSUs.

(i) One similar work of Rs.10.00 Lakhs or more.

Or

(ii) Two similar works, each amounting to not less than Rs.5.0 Lakhs.

Or

(iii) Three similar works, each amounting to not less than Rs.2.5 Lakhs

3.3 Average annual turnover during the last 3 years, as on 31st March 2020, should be at least Rs.25.00 Lakhs. (proof to be enclosed)

3.4 EMD of Rs.10,000/- (Rupees Ten Thousand)only and bid processing fees of Rs.2,000/- (Rupees Two Thousand)only in shape of DD drawn in any bank payable at Khordha in favour of DWO, Khordha.

3.5 Tender received late and incomplete will not be considered. The bidder should sign and stamp each page of the tender document

The documents are to be arranged serially as per the order mentioned above duly signed and sealed in each page.

**4 Qualifying to the Bid.**

- a) 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 services for Housekeeping, Cleaning & Sweeping services to DWO, Khordha " and " Financial Bid for providing services for Housekeeping, Cleaning & Sweeping to DWO, Khordha ". Both sealed envelopes must be kept in a sealed third envelope super-scribing "**Providing Services for Housekeeping, Cleaning & Sweeping to DWO, Khordha** ".

**b) Technical Bid:-**

The firm shall furnish the eligibility documents to establish the bidder's eligibility



- The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- d) All entries and pages in the tender form should be legible and filled clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory to be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender.
- e) The Financial Bid of only those bidders will be opened whose technical bids are found Responsive. The Financial bids shall be opened after finalization of technical Bid. The opening of financial bid will be intimated to technically qualified bidders.
- 5 Earned Money Deposit (EMD) :**  
The bidder shall furnish EMD of Rs 10,000/- (Ten Thousand Only) in the shape of Demand Draft/ in favour of "DWO,Khordha". Any bid submitted without EMD will be rejected. The above EMD will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the contract . The EMD of the unsuccessful bidder will be returned after finalization of the tender
- 6 Performance Security:**  
The performance security of 10% of Contract Value shall be submitted by the selected bidder and retained for contract period. However, the EMD submitted by the agency at the time of submission of tender may be adjusted to the performance security amount. If the firm fails to execute the EMD money will be forfeited. The EMD will be refunded after successful execution of the contract within 28 days after the completion of contract.
- 7 Validity of Bid:**  
Tender shall remain valid for a period not less than 60 days after the last date of submission as specified in the tender document.
- 8 Evaluation of Quotations**  
The Purchaser will evaluate and compare the tender determined to be substantially responsive i.e. which
- (a) are properly signed and sealed ;
  - (b) Confirm to the terms and conditions, and specifications.
  - (c) Submitted as per the prescribed format
- 9 Award of contract:**
- a) The Contract will be entered with the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
  - b) The rates/contract will be valid for a period of one year from the date of Contract. No adjustment of rates will be applicable within the time period. The contract shall be extended on satisfactory performance and at the discretion of the Collector & DM, Khordha.
  - c) The bids are liable to be rejected if any of the above conditions are not complied with proper required documents.
  - d) The bidder whose bid is accepted will be notified for the award of contract prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.
  - e) Notwithstanding the above, the Collector & DM, Khordha reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of purchase order.
  - f) Any legal disputes arising out of this are subject to jurisdiction of Bhubaneswar only.
- 10 Interested bidders may submit their sealed tender in the prescribed format mentioning **"Providing Services for Housekeeping, Cleaning and Sweeping for Urban Hostel Complex, Pokhariput & Kalinga Nagar, Bhubaneswar"** on cover of the envelop to the to District Welfare Officer, Old Collectorate, Khordha latest by **16<sup>th</sup> November, 2020 (up to 5:00 PM)**. Bidders may be present in person or through their representative(s) during the opening of Tender at the Office of ADM, Khordha on **17<sup>th</sup> November 2020 at 4:30 PM.**

