

**HOUSEKEEPING WORKS FOR HOSTEL
PREMISES INCLUDING LAUNDERING AND
SUPPLY OF TOILETRIES
IN WALMI, ODISHA**



EoI Notice No.: 03 of 2016 - 17 Dated: 25.06.2016

**WATER AND LAND MANAGEMENT INSTITUTE, ODISHA,
AT: PRATAPNGARI, PO: TELENGAPENTHA, CUTTACK.**

SCHEDULE

Name of Organization	WALMI
Tender Type (Open/ Limited/ EOI/ Auction/ Single)	Open
Tender Category (Services/ Goods/ works)	Services
Type/ Form of Contract Work/ Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Services
Product Category (Civil Works/ Electrical Works/ Fleet Management/ Computer Systems)	Housekeeping of all Hostel Premises
Is Multi Currency Allowed	No
Date of Issue/ Publishing	25.6.2016/ 28.06.2016
Document Download Start Date	28.06.2016
Document Download End Date	11.07.2016 (17:00 Hrs.)
Last Date & Time for submission of Bids in Tender box at WALMI, Pratapnagari.	11.07.2016 (17:00 Hrs)
Date and Time of Opening of Technical Bids	12.07.2016 (15:00 Hrs)
Tender Fee	Rs. 4200.00 through BD/ DD drawn in favour of Deputy Director, WALMI & payable at BBSR or Cuttack
EMD (Ernest Money Deposit)	Rs. 10,000 (Ten thousand) only through BD/ DD drawn in favour of Deputy Director, WALMI & payable at BBSR or Cuttack
No. of Covers (1/ 2/ 3/ 4)	02
Bid Validity days (180/ 120/ 90/ 60/ 30)	90 days (From date of opening of tender)
Address for Communication	Deputy Director, WALMI, Pratapnagari
Contact No.	0671- 4586430
Fax No.	
E-mail Address	www.walmiorissa@redifmail.com

INVITATION FOR
EXPRESSION OF INTEREST

EoI No. 03/ 2016-17

Dated: 25.06.2016

Tenders are invited in two bid systems (Technical and Financial) from experienced Firms/ Agencies/ Self - employed individuals for general Housekeeping (Cleaning, Sweeping, Mopping, Sanitation etc.) within all Hostel premises, laundry work and supply of toiletries. The above work shall be carried out in the hostels located inside the campus of WALMI, Pratapnagari as detailed given in the tender document. This contract will be valid for one year. The complete Tender document is available on WALMI Website: www.walmiodisha.com for downloading.

Sd/-
Deputy Director,
WALMI

JOB DESCRIPTION
(OUTLINE OF THE TASK TO BE CARRIED OUT)

A. GENERAL

- a) General sweeping, cleaning, mopping and drying of all floors, corridors, staircases, other centralized facilities of all the hostels twice daily with non-corrosive liquid cleaner or detergent etc.
- b) Vertical surfaces, ceilings, floors & windows of rooms and high reach area, ceiling of corridor/ lobby and staircases must be cleaned properly using Vacuum cleaner at least once a month and as per requirement.
- c) The bed sheets, pillow covers and towels are to be cleaned after one training. Further, toiletries like soap, candle and mosquito coils are also to be provided to the trainees.
- d) Cleaning and maintenance of toilets and bathrooms including floors, doors, windows, wash basins, mirrors and every other items within the toilets and bathrooms and of all floor area i.e. Ground floor & 1st floor at least twice a day using Wet & Dry Vacuum Cleaner. Corners or dirty places, if any may be scrubbed using plastic hand scrubber. The floors are to be wiped dry.
- e) Cleaning of window glass and window sills of all buildings with proper cleaner and wiping with microfiber cloths. Taps and flushing system of all toilets are to be checked regularly during the day. All workers must report any defective taps, valves or any other defects for maintenance works to the Institute authority. Unwanted materials are to be removed and disposed at designated sites as per direction of the Engineer – in - Charge.
- f) Cleaning will be manual or semi mechanized as per requirement. All surfaces must be maintained clean and stain free by regular cleaning and scrubbing using non-metallic soft scrubbers. (e.g. cloth, nylon or microfiber cloth) and non-corrosive detergent or soap.
- g) All the cleaning materials, chemicals, Machineries & equipments & toiletries are to be provided by agency/ contractor. All sanitary/ cleaning items like phenyl, Naphthalene balls, Odonil, floor cleaner, glass cleaner etc will be supplied by agency wherever required or as directed by concerned institute officials. Use of any type of acidic solution is strictly prohibited on vitrified tiles.
- h) Security against deliberate misuse/ mishandling of institute properties shall be the sole responsibility of the contractor. The job to be executed as per the Instruction of the Officer authorized by the Institute.

List of Hostels located inside the campus of WALMI, Odisha to be cleaned/ maintained:

SI No	Name of the Hostel	No. of Room	No. of Bath& toilet
1	Hostel No.1 (BTH)	16	16
2	Hostel No.2 (MTH)	32	32
3	New Hostel (C – Type Quarters)	10*4 = 40	30

Note – Detailed of area attached in **Annexure I**

B. OTHER TERMS & CONDITIONS

1. The agency after award of contract, shall mobilize its resources for execution of the work as per terms of contract. The agency shall deploy adequate man power and resource to execute the job.
2. All the cleaning equipments, materials and chemicals will be provided by agency. The list of approximate requirement of materials and chemicals are provided in Annexure – 1 A
3. The agency shall maintain a log book indicating consumable materials brought in and consumable issued for daily use. This log book shall be signed by the authorized person of the agency on daily basis and checked by the Junior Engineer of the Institute.
4. Agency must specify the minimum number of various categories of staff for the work such as labours, sweepers, supervisors, manager etc. The agency shall obtain written permission in respect 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 unauthorized persons without prior permissions of the Authority is prohibited.
5. The working hours will be flexible and as per need including day time hours, evening hours and all days of the week. The length of the work day for the individual worker, however, shall be within the applicable rules. Names and other personal details of the staff engaged by the agency under this contract have to be submitted and approved by the Institute. The agency shall cooperate with the institute to all extent.
6. The agency shall ensure that proper discipline is to be maintained by the staff and officials deputed by the agency, and they shall have to conduct soberly at all times while functioning inside the hostels. The conduct, safety and security of the staff and officials shall be the sole responsibility of the agency.
7. The agency shall ensure that in the event of shortage of cleaning personnel on duty, the routine cleaning and maintenance work shall be executed effectively by engaging substitute personnel or assigning overtime duties to other personnels at his own cost and expenses.
8. All cleaning personnel are required to turn up on their duty in neat uniform and with cleaning appliances/ accessories, which are to be supplied by the Agency. They will not change their clothes/ uniform in open. The cleaners deployed should not squatter in the open

verandah/ lawns during leisure hours. Dignity & discipline should be maintained always.

9. The waste materials if any, collected during the cleaning should be disposed to nearest dust bin or dumping area immediately at designated sites in the campus. 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 and the agency shall be liable to compensate the loss, if any to the WALMI, Odisha, which shall be recovered from the bills payable as accrued to the agency.
10. The Agency may be required to work additionally on any Casual/ Emergency request by the institute as per our need. The agency may be required to supply additional manpower (skilled/ unskilled) as and when required on urgent basis for various works beyond the scope of tender work or such cases, the labour deployed, if any, the working agency shall be entitled for payment on minimum wages basis.
11. WALMI, Odisha shall provide storage space to the agency at a suitable place inside the Institute/ Hostels. The agency shall ensure that all the cleaning tools/ equipments along with required consumables etc. are kept at the appropriate place, specified for the purpose, as provided by Institute.
12. The assets and articles provided by the Institute shall be property of the Institute and agency shall merely the custodian of such assets and articles. On termination of cleaning contract, any such property shall be handed over to the Institute in proper working condition.
13. Institute will provide electricity and water free of cost only for housekeeping purpose.
14. The agency shall discharge its responsibility strictly adhering to the scope of work and shall ensure cleanliness as per frequency indicated in the contract. The agency while discharging, its aforesaid responsibility of extending its service shall carry out the instructions of Junior Engineer (Trg) and Authority of the Institution.
15. Payment will be made/ released on monthly prorata basis of the sanitation services extended by the agency during the preceding month based on the certification by concerned Junior Engineer & Counter signed by Assistant Engineer of the Institute.
16. Deficiency in Service: The institute authorities shall inspect the services from time to time to assess the performance of the contractor. A performance record register shall be used to evaluate the quality. The designated supervisor/ manager of the contractor shall maintain the register as per instruction given therein and shall enclose the copy of the same with the monthly bills. If any deficiency in service is observed, the inspecting personnel may asses the value of the deficiency and recommend appropriate financial adjustment in the monthly bill. Such adjustment will typically be twice the value of the deficiency to account for the

administrative cost and hardship to the users. The cost of the deficiency shall include not only the saving to the contractor in materials, equipment usage and personnel, but also the consequence of poor performance by contractor's personnel and of poor supervision. In case of dispute in assessment, decision of Director, WALMI, Odisha shall be final and binding.

C. STATUTORY OBLIGATIONS:

1. The Agency/ Firm shall be directly responsible for payment of wages (Minimum wages as per Govt. rate including other benefits like EPF & ESI) to all their staff engaged under this contract as per Govt. rule. The Agency/ Firm shall abide by all acts and rules of the central/ state govt. as per jurisdiction such as; Contract labor regulation & abolition Act, Payment of Minimum Wages Act and EPF etc. and any other act or law as applicable. When the contract terminates there shall be no physical or moral pressure on the Institute, on grounds of "person and/ or resources displaced from job".
2. Month wise detailed statement of wages paid to the employees including EPF/ ESI deduction should be enclosed along with the monthly bill by the Firm/ Agency and submitted to the designated Officer of the institute.
3. The Agency should have EPF registration number and a valid labor license under section 7 of the contract Labour (R & A) Act, 1970 and contract labour (R & A Central Govt. Rules, 1971) as applicable.
4. The Firm/ Agency shall abide by all statutory and regulatory Acts of Government.
5. The Firm/ Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
6. All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/ Agency. The Institute shall in no way be liable for any such incident. The firm shall also ensure that all their personnel are aware of this and other clauses of the contract.
7. If there is any damage to the institute property or any other financial burden on the institute because of willful or negligent action by the Firm or its personnel, the institute shall be entitled to recover the same by means of compensation from the Firm/ Agency.
8. The staff engaged by the Agency shall draw their payment from their Agency and will not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter.
9. Any increase in payment will be considered annually provided there is increase in statutory payment, if any, by Govt. Any such increase of statutory payment during a year has to be

paid by contractor/ agency

D. LIQUIDATED DAMAGES

1. The agency will maintain attendance of its staff for non delivery of service due to absence of staff. The agency shall ensure extension of services as per the frequency indicated in the scope of work.
2. For any deviation or for any job not performed or left out or for any delayed performance, the agency shall be liable for liquidated damages @ Rs.1.00 per day per sqm. subject to a maximum limit of 10% of the monthly bill.

E. RISK AND COST

1. In case of stoppage of performance or non-attendance to the job in extending 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 WALMI, Odisha at the risk and cost of the agency through alternate agency and differential cost, if any, incurred by the WALMI, Odisha in the processes shall be recovered from the agency.
2. In the event of stoppage of performance, may it due to the reason of strike declared by the employees/ labour of the agency or be due to the effect of any strike or “BANDH” called by any trade union/ association, the agency shall be liable for risk and cost action in the same manner as stated above. Such stoppage shall not be considered as a ground of “Force Majouere”. Beside the agency shall be liable for termination of contract with consequential cost, compensation & damages, if the job is not resumed within 15 days of stoppage noticed.

F. ELIGIBILITY:

1. Legally Valid Entity: The Bidder shall necessarily be a legally valid entity either in the form of a sole proprietorship, partnership or a Private Limited Company registered under the Companies Act, 1956. A proof for supporting document regarding legal validity of the bidder shall be submitted.
2. The prospective bidder should have successfully carried out Similar Work i.e. House Keeping work in any Academic Institutions/ reputed organizations in a single unit with minimum of ten (10) labours for a period of minimum one year during the last three financial years. A proof of supporting document shall be submitted.
3. The bidders without working experience i.e. House Keeping will not be considered.
4. Financial Capacity: The bidders should have the minimum turnover of Rupees Fifty Lakh during the last three financial years (2013-14 to 2015-16). Relevant proof for supporting the above document shall be submitted. The firms must be willing and/ or capable to invest one

- month's expenses before being reimbursed the claim.
5. List of customers for the last (03) three years should be provided.
 6. Registration: The Bidder should be registered with Income Tax, Service tax and also registered under the labor laws, Employees Provident Fund Organization, Employees State Insurance Corporation (as applicable). Relevant proof in support shall be submitted.
 7. Duly signed bid document should be valid for 90 days.
 8. ISO or any other equivalent certificates in terms of quality with proof of document.
 9. The Technical Bids fulfilling the above specifications and requirements will be considered for further evaluation.
 10. Acceptance and Rejection: WALMI, Odisha reserve the right to shortlist/ reject any or all tenders without assigning any reason with the approval of Director.

G. CONTRACT VALIDITY:

1. This contract is valid for one year, which may be extended further.
2. This contract can be terminated under any one of the following circumstances.
 - a) By giving one month's notice by the Institute or one month's fee, the contract may be terminated, without assigning a reason, if in the opinion of the authorities such termination is in the interest of the Institute. This termination will not be challenged by the Contractor at any forum.
 - b) The firm/ Contractor not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.
 - c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency 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 without any compensation.
 - d) The firm/ Contractor being declared as insolvent by the court of law. The notice period shall be one week without any compensation.
 - e) For indulging in any grossly unsafe practice, stealing or willfully damaging institute property or engaging in any illegal activity, the contract shall be terminated on immediate notice. The decision of Director, WALMI, Odisha in this matter shall be final and binding.
3. During the notice period for termination of contract in any of the situations contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice

period. It shall be the duty of the Contractor 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 the Institute.

H. MODE OF SELECTION

1. The Institute will examine all the proposals on the basis of the following criteria:
 - a) Credentials of the contractor and the key personnel.
 - b) Past experience in similar business.
 - c) Men, Machines, Materials and methodology to be applied for cleaning and maintenance works.
2. A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid, not meeting the minimum requirements as per the tender documents, or otherwise considered unsuitable to the institute's need, shall be rejected and their financial proposals will not be opened. The decision of the Director, WALMI, Odisha in choosing or rejecting a bidder shall be binding on all bidders.
3. For technical bid evaluation, importance will be given on the basis of size of Organization, Credentials of the contractor and the key personnel, Materials and methodology to be applied for cleaning and maintenance works (proposals with mechanized cleaning shall be given more credits), client list and their feedback (if any).
4. Financial bid will be opened for the bidders who qualify in the technical evaluation stage.
5. In case of any disagreement or any other reason comes across at the later stage, the decision of the Director, WALMI, Pratapnagari for awarding the contract to a particular bidder shall be final and binding.
6. It should be noted that selection will be based on combination of quality and cost, instead of cost alone.

I. COMMERCIAL TERMS AND CONDITIONS:

1. The successful Agency/ Firm shall submit the Bank Guarantee of 5 % of contract value from a nationalized bank in favour of Deputy Director, WALMI payable at Bhubaneswar or Cuttack towards security deposit. The security deposit shall be released within one month after realization of the Institute dues at the end of contract periods. If the firm fails to operate as per agreed terms and conditions of the contract, the Security deposit shall be forfeited.
2. If the Firm/ Agency fails to commence the job within specified time given by the institute, the EMD shall be forfeited and the next eligible Firm/ Agency shall be offered.
3. The agency shall submit a monthly claim (Proportion amount of annual contract value) to the Institute through the designated officer of the Institute, who shall endorse a certificate on

the bill for the services rendered by it during that month. The payment of the certified monthly bill shall normally be made within fifteen days from the date of receipt of the bill. The officer's certificate shall normally be based on daily/ weekly or monthly noting of designated personnel.

J. JURISDICTION AND RIGHT TO AMEND RULES:

1. The institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to firm/ contractor in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, WALMI, Odisha is the sole arbitrator to decide the same or his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Cuttack only.

K. INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders should visit the campus area on any working day. In case of any further clarification, the bidders may contact the office of the Deputy Director, WALMI, Pratapngari, Cuttack.
2. The bids must be submitted in two bid system.
 - a) Technical bid.
 - b) Financial Bid
3. Technical Bid along with supporting documents is to be put in an envelop and superscribed in the cover as **TECHNICAL BID**. Financial Bid to be put in another envelop and superscribed as **FINANCIAL BID** and sealed. Both the envelops are to put in an outer envelop with reference No of EoI.
4. Cost of bid document amounting to to be paid to the Institution Rs. 4,200.00 to be paid through Bank Draft/ Demand Draft drawn in favour of Deputy Director, WALMI payable at Bhubaneswar or Cuttack which is non- refundable at the time of submission of tender.
5. E.M.D of Rs.10,000.00 (Rupees Ten thousand) only to be paid to the Institute through Bank Draft/ Demand Draft drawn in favour of Deputy Director, WALMI, Payable at Bhubaneswar or Cuttack with the bid without which, the bid will not be honored and liable to be rejected. The E.M.D will be refunded to unsuccessful bidders within a month of finalization of tender.
6. The Bid shall remain valid and open for acceptance for a period of 90 days from the last date of submission of bids. All relevant information and documents must be furnished along with the proposals in the given format (Annexure-V).

7. Last date for submission of proposals: Dt.11.07.2016 by 17:00 Hrs.
8. The Institute reserves the right to cancel/ reject any or all offers without assigning any reason thereof.

L. FORMS

1. DETAILED OF AREA MEASUREMENTS (Annexure: I) & SUPPLY OF SANITARY MATERIALS (Annexure 1A)
2. APPLICATION FORM FOR PRE QUALIFICATION (Annexure: II)
3. CONTRACT DECLARATION (Annexure: III)
4. FINANCIAL BID (Annexure: IV)
5. CHECKLIST (Annexure: V)

ANNEXURE – I

SCHEDULE OF REQUIREMENTS
(APPROXIMATE BILL OF QUANTITY)

Hostel-wise details of area for housekeeping of individual hostels:

Sl. No	Name of Hostel	No of Room	Room Area including wall (m ²)	Celing Area (m ²)	Toilet & Bath Area (m ²)	Corridor Area (m ²)	Common Room Area (m ²)	Staircase Area (m ²)
	Cleaning Frequency		Once Daily	Once monthly	Twice Daily	Once Daily	Once Daily	Once Daily
1	Hostel No. 1 (BTH)	16	688	509.6	337.6	592	96	27
2	Hostel No. 2 (MTH)	32	1248	897.4	518.40	220	20	81
3	New Hostel	40	903	1157.8	359.4	102	-	15.23
	Total	88	2839	2564.8	1215.4	914	116	123.23
	Or Say		2840	2565	1215	915	116	124

ANNEXURE – 1 A

SUPPLY & QUANTITY OF SANITARY MATERIALS
LIST OF MINIMUM SANITARY MATERIALS WHICH HAS TO BE USED

Sl No	Description of materials/ Brands	Unit	Approximate requirement for all hostel	Remarks
1	Phenyl (Nimyle) - white	Litre/ Day	13	
2	Harpic	Litre/ Day	1	
3	Naphthalene ball	Kg/ Month	0.5	
4	Wheel/ Vim/ Det. Powder	Kg/ Day	0.7	
5	Mop	No/ Month	3	
6	Bleaching Powder	Kg/ Month	3	
7	Wiper	No/ Month	3	
8	Cloth Duster	Piece/ month	6	
9	Nariyal Jhadu	No/ Month	3	
10	Phool Jhadu	No/ Month	6	
11	Toilet Brush	No/ Month	3	
12	Pole Brush	No/ Month	3	
13	Basin Brush	No/ Month	3	
14	Colin (500ml)	No/ Month	3	
16	Odonil (Air freshener)	No/ Month/ Toilet	78	
17	Dustbin Bin (with cover)	No/ Year	20	
18	Bucket for cleaner	No/ Year	8	
19	Mug for cleaner	No/ Year	16	
20	Laundry for Bed sheet, Pillow cover, Towel, Blanket (in winter)	One set per trainee per batch	As per actual Strength	
21	Mosquito coil & Candle	Two Pieces/ Day/ Room	do	
22	Toilet Soap/ Matchbox	One piece per Trainee/ Room	do	

APPLICATION FORM (FOR PRE-QUALIFICATION)
ON THE LETTER HEAD OF THE FIRM/ TENDER
FOR HOUSEKEEPING WORKS FOR HOSTEL

Sl	Basic Technical Details	
1	Name of the Firm/ Agency:	
2	Full Postal Address	
3	Other Business of the Firm	
4	Office/ Residence Phone No./ Mobile No	
5	Office Fax No. If any :	
6	Name(s) of the Proprietor/ Partners :	
7	Name of the Group manager : (Attach detailed Bio - data in a separate sheet)	
8	Bank name, account number and IFSC code of the firm	
9	PAN No. (Mandatory)	
10	EPF & ESI Registration No. :	
11	Service Tax Regn. No.	
12	Labor License No. :	
13	Volume of Business in the Financial Year :	
	2013-14	
	2014-15	
	2015-16	
14	Past experience in similar business or credential: (enclose relevant documents/ order copies of other organizations)	
15	Minimum number and qualification of personnel the firm proposes to use: Use separate sheet (Attach separate sheet for qualification, experience and other details of personnel)	
16	Materials, Machinery and methods proposed for executing the job (Use separate sheet.) (Attach separate sheet for make, model and number of machinery proposed for use)	

Signature of Bidder/ Authorized person

CONTRACT DECLARATION

To

The Deputy Director,
WALMI, Odisha.

Ref: EoI Notice No.: 03 of 2016 - 17

Dated: 25.6.2016

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing cleaning and maintenance services to hostels of WALMI, Odisha.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline In accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before expiry of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or State Government has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/ lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

Signature of Bidder/ Authorized person with seal

Full Name and Designation (To be printed on Bidder's letterhead)

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Firm/ Agency)

IN-LETTER HEAD OF THE FIRM

FINANCIAL BID

NAME OF WORK: HOUSE KEEPING WORKS FOR HOSTEL PREMISES AT WALMI, ODISHA, INCLUDING LAUNDERING & SUPPLY OF TOILETRIES.

EoI Notice No.:

Dated

Sl.No.	Name of work	Period	Amount (Rs.) for one year
1	House keeping works for hostel premises at WALMI, ODISHA, including laundering & supply of toiletries.	For one year.	

Rs (In words)

We also confirm that we will abide by all the Terms & conditions and we do not have any counter conditions.

Place: _____

(Signature of Bidder/ Authorized person)

Date - _____

NOTE: Financial bid must be submitted in the above format failing which; the bid shall not be honored.

CHECKLIST FOR PREPARATION OF BID

Sl. No.	Description of Item(s)/ Parameters/ Information	Submitted by bidder as Yes or No
1	We have gone through the terms & conditions of the tender document and agreed to abide by the same.	
PERFORMANCE OF THE ORGANISATION		
2	Bidder is registered Firm for house keeping with proof of document	
3	Copy of work order(s) of same services for a period of minimum one year during the last three financial years from Academic Institutions/ reputed organizations with proof of document.	
4	List of Customers during last three years with proof of document.	
5	PAN No. and Income tax return of last three years with proof of document.	
6	VAT No./ TIN No. with proof of document.	
7	Service Tax No. as applicable with proof of document.	
8	EPF, ESI and other statutory certificates	
9	Annual Turnover of Rs. Fifty lakh for last three years with proof of document	
10	ISO or any other equivalent certificates in terms of quality with proof of document	
11	Solvency certificate	
12	Whether organization is blacklisted by any Academic Institutions/ reputed organizations.	
TECHNICAL SPECIFICATIONS		
13	Is bid valid for 90 days/ or as specified	
14	Is Bid document duly signed	
15	Agree to start the work as specified	
16	Payment Terms agreed as Specified	
OTHER REQUIREMENTS		
17	Have you transferred the EMD of Rs.10,000/ - (Rs Ten thousand) only through B.D/ D.D to WALMI, Odisha	
18	Have you transferred the cost of bid document of Rs. 4,200/ - (Rupees Four thousand two hundred) only through BD/ DD to WALMI, Odisha as cost of paper.	
19	Agreed to provide performance security as specified	
20	Agreed to sign contract as per Terms & Conditions	
21	Name and Address of contact person nearest from WALMI, Odisha	

(Signature of Bidder/ Authorized person)
Name : _____