



**WATER AND LAND MANAGEMENT INSTITUTE,  
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P.O: TELENGAPENTHA, DIST: CUTTACK, PIN: 754001**

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## **BIDDING DOCUMENT**

**SELECTION OF AGENCY  
FOR CLEANING AND GARBAGE REMOVAL SERVICES IN  
THE OPEN AREA AROUND QUARTERS OF INSTITUTE**

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**SECTION – I**  
**TENDER ENQUIRY**



**WATER AND LAND MANAGEMENT INSTITUTE**  
(An Autonomous Training Institute under DOWR, Govt. of Odisha)  
Pratapnagari, Telengapentha, Cuttack, Odisha, Pin – 754001.  
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**No.03/ 2017-18**  
**TENDER ENQUIRY**

1. WALMI, Odisha intends to hire a registered firm for sweeping, cleaning & garbage removal services in the open area around the quarters of the Institute.
2. Interested registered firms may obtain more information, detailed Tender document requirement stipulating the eligibility & information provided by them from O/O the Deputy Director, WALMI, Odisha, Pratapnagari on all working days between 10:00 A.M to 5:00 P.M. The same are also available in the official website of WALMI; [www.walmiodisha.com](http://www.walmiodisha.com).
3. Proposals must be submitted in a sealed envelope containing hard copy at the address by 20.06.2017 up to 5.00 P.M. Late submission will not be considered. The proposals so received shall be opened on 21.06.2017 at 3.00 P.M. in the office chamber of the undersigned in presence of the firm/ authorised representatives if any who wishes to attend. The undersigned reserves the right to accept any or all proposals or cancel the invitation without assigning any reason thereof.

Sd/-  
Deputy Director, WALMI

(Full signature of the tenderer/bidder)

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**SECTION – II**  
**KEY INFORMATION**

- Last date of submission of filled Tender documents** : Up to 5.:00 P.M on 20.06.2017 to Deputy Director, WALMI, Odisha, Pratapnagari.
- Date of opening of the Technical bid** : At 3.00 P.M on 21.06.2017, Office Chamber of the Deputy Director, WALMI.
- Date for Pre-bid Conference** : At 3:30 P.M on 13.06.2017, Office Chamber of the Deputy Director, WALMI.

(Full signature of the tenderer/bidder)

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## **SECTION – III**

### **INSTRUCTION TO BIDDER**

Sealed Tenders are invited from registered firms for providing cleaning and garbage removal services in the open area around quarters of the Institute, WALMI, Odisha.

Tender document shall comprise of :

(A) Technical bid seeking information about capabilities/ credentials, mode and system of cleaning and garbage removal, experience in similar services, list of organizations with work orders where such services are/were being provided, Testimonials/certificates (must be enclosed), manpower available and willingness to offer the services at reasonable rates must be submitted.

(B) Financial Bid quoting the rate per Sqm. to be charged inclusive of all taxes/ charges.

**1. Items of Service:** As per schedule (enclosed).

**2. Short listing and Selection Criteria:** Concerned firms are required to fill in all the particulars with proofs thereof as per Technical bid (Section – V, Part - 1). Failure to do so or any incomplete information may result in not getting short listed. Final selection of firms for the contracts would be based on the criteria as follows:

**3. Evaluation of Tender**

The client will evaluate the Technical Proposal & compare the tender determined to be substantially responsive i.e which

- (a) are properly signed
- (b) confirm to eligibility condition & specification
- (c) submitted as per prescribed formats.

As the tender is a two bid system, the technical acceptability of the offers are first determined and thereafter, the financial bids of only the technically acceptable offers are opened for further scrutiny & processing for placement of contract. (Reference: OM No.42284/ F dt.26.09.2011 of Finance Department, Government of Orissa, Guidelines for outsourcing of services and manual on Policy & Procedures for purchase of goods issued by Ministry of Finance Department of Expenditure, Government of India)

**4. Earnest money deposit (EMD):** Rs. 5,000/- (Rupees five thousands only) by Demand Draft /Bank Draft of any nationalized bank in favor of “Deputy Director, WALMI” and payable at Cuttack or Bhubaneswar, EMD amount deposited will be refunded to the unsuccessful bidders after the award of the contracts to successful firm.

**5. Performance Security:**

The successful bidder will have to deposit Rs.20,000/- towards Performance Security which will be retained till successful completion of the contract period.

**6. Period of contract:** The contract will be assigned initially for a period of 1 (one) year, Right to extend the period or terminate /curtail is reserved to WALMI, Odisha. On the basis of performance by the firm the work will be reviewed & suitable extension will be decided.

**7. Termination of contract:** The contract can be terminated by the contractor by giving 15 (fifteen) days clear notice. However, WALMI authority reserves the right to terminate the contract without assigning any reason thereof if it appears to the authority at any point of time that the service quality has deteriorated to such an extent that it is detrimental to the interests of the Institute.

**8. Agreement:** The successful party shall sign an agreement with Deputy Director, WALMI.

(Full signature of the tenderer/bidder)

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**9. Legal dispute:** Any dispute which may necessitate legal redressal will be restricted to the courts with local limits of Cuttack.

**10. Payment terms:** Payment for the service will be made by the WALMI within 1<sup>st</sup> week of every succeeding month in shape of SBI cheque only payable at Bhubaneswar. No advance for any item of work will be paid.

**11. Inspection authority:** The competent authority will carry out periodic inspection. Surprise checks will also be made to ensure quality of service.

**12. Canvassing:** Any attempt to canvass for the candidature of any bidder directly or indirectly will amount to disqualification of such bidder/ firm from the whole process, and may also render such firm liable for exclusion from consideration.

**13. Rejection clause:** The firm who does not fulfill any of the above conditions or submit documents incomplete in any respect is liable to be rejected summarily.

**14. Modifications:** WALMI, Odisha reserves the right to modify / add any clause to the agreement during the period of the contract, for any essential item, or service which will be at the sole discretion of the Institute.

**15. Tender document (the Technical bid and the Price bid are required to be submitted in separate sealed envelopes) to be addressed to:**

Deputy Director, WALMI, Pratapnagari, Cuttack, Pin: 754001 citing the reference No. Tender Enquiry - 03 of 2017-18 on the face of the respective envelope.

**16. Cost of Tender document form:** Rs.1,050/- by BD/ DD of any nationalized bank in favour of Deputy Director, WALMI & payable at Bhubaneswar or Cuttack (Non-refundable).

**18. Place of procurement of the Tender document:** The Tender document can be downloaded from the website [www.walmiodisha.com](http://www.walmiodisha.com) or [www.walmi.odisha.org](http://www.walmi.odisha.org).

**19.** The Bidder/ Firm should sign on each and every page of the Tender documents.

**20.** TDS shall be done as per provision of IT Act.

**21.** No escalation in any manner will be entertained.

**22.** Bids are to be receive in the tender box kept in

(a) Office chamber of Deputy Director, WALMI

& (b) Room No.329, O/O the Engineer-in-Chief, Water Resources, Secha Sadan, Bhubaneswar.

**23. Pre-bid Conference:**

A Pre-bid Conference will be held on 13<sup>th</sup> June 2017 at 3.30 P.M in the office chamber of Deputy Director. WALMI, Odisha at Pratapnagari. Intending bidders may attend the conference at the scheduled date & time for interaction with the client regarding the said bid. They are free to put their bid related queries only and get themselves appraised so that they will be able to submit the bid as per the requirement.

(Full signature of the tenderer/bidder)

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## **SECTION – IV**

### **GENERAL PROCEDURE**

Sealed Tender will be received up to 5:00 pm of the last date for submission. The Technical bids will be opened on the notified date and time in the Office chamber of Deputy Director, WALMI in presence of authorized representatives of applicant firms . If the date of opening of bids falls on a Govt. holiday or if declared as a holiday, it will be opened on the next working day without change of the opening/closing time as mentioned earlier.

**Signing of the Bid document:** Individuals signing the tender document and other related documents/attachments connected with the contract must specify the nature and authority of the signatory

- a. Whether signing as a sole proprietor of the firm or its attorney.
- b. In case of companies, registered firms registered under the Companies Act/Indian Partnership Act/Trust Act, should specifically devote on what capacity it has been signed i.e. as Secretary, Partner or their Attorney.

**Filling up of the Bid document:**

1. Tender document terms should be as per the enclosed Tender document formats.
2. Must be legibly written in English.
3. Overwriting may render the Tender document invalid.
4. Any improper entry should be stroked off completely duly authenticated by full signature alongside.

**5. Complete postal address with contact no. should be stated on the document form.**

**Compliance clause:** The selected service provider shall have to comply with all the Tender document conditions fully and repeated failure to do so in spite of reminders may result in termination of the service as per termination clause conditions.

**The bid should invariably contain the following attachments – self attested photocopies only:**

- a. Proposal letter with complete address etc.
- b. Up to date sales tax clearance/service tax certificate
- c. Registration of the firm. along with PAN/ TIN.
- d. Documents regarding present business .
- e. Certificates showing experience in executing similar services, their duration supported by documents from the competent authority (Experience in Sweeping, cleaning and garbage removal service in other educational institution or reputed organizations will be given preference).
- f. Testimonials/certificates from competent authority regarding the quality of service provided in each case.
- g. Earnest money deposit amounting to Rs. 5,000/- (Rupees five thousand only) in favour of Deputy Director, WALMI, payable at Bhubaneswar or Cuttack in the form of a Demand Draft/ Bank Draft as the case may be.
- h. Cost of Tender document form i.e BD/ DD for Rs.1,050/-.
- i. Audited balance sheet showing yearly turn over per annum for the last 03 (three) financial years duly signed and certified by a registered chartered accountant.
- j. Labour and ESIC registration

**Conditions as to acceptance:**

(Full signature of the tenderer/bidder)

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1. WALMI, Odisha does not bind itself to assign the Tender document to any party and reserves the right to accept/reject the whole or any part of the Tender document without assigning any reason thereof.

2. Acceptance of the offer by the Institute will be conveyed by a letter of acceptance from the Office of the Deputy Director, WALMI, Odisha in due course.

**List of Employees:** The successful bidder needs to submit the list of his/her employees to the Deputy Director, WALMI with a copy of the information to the Director, WALMI.

**Failure and termination:** If the performance of the service provider is not satisfactory, the Institute may take the following action:

- Recommend cancellation of the contract awarded to the contractor to Competent Authority.
- Arrange another service provider.
- Recommend for forfeiture of the Performance Security submitted by the firm.

WALMI, Odisha shall not be responsible for any loss, damages, etc suffered by the service provider as a result of such termination of contract.

**Legal Jurisdiction:**

Legal disputes that may arise out of this bilateral contract are subject to the jurisdiction of civil courts at Cuttack only.

Rates and Taxes: The suggestive quote for different items/services should be inclusive of all taxes/charges levied by the Central Govt./State Govt. wherever applicable.

**Taxes and Labour:**

a. VAT clearance certificates, PAN, PF, and ESIC registration number if applicable, service tax registration number must be attached.

b. If provision of laborers attracts labour act, then the firm shall have to obtain license from the competent authority as and when required, and it will also be the sole responsibility of the firm to meet all the laws of labour act in force.

**Objective:**

The upkeep work in the residential open areas shall include cleaning and garbage removal of open area in the quarter premises, collection of waste materials, uprooting small shrubs, removal and dumping of garbage in dustbins & suitable disposal etc.

**To carry out the above mentioned service in the WALMI premises, MINIMUM of 5 numbers of efficient workers should be engaged, whose sole employer will be the concerned firm.**

Procurement of necessary T & P materials of branded/ reputed quality and sufficient quantity will be the responsibility of the concerned firm to carryout the service.

**Detailed Scope of work;**

- Cleaning area around the quarter once a month to keep the campus clean.

All cleaning materials like brushes, brooms, etc. shall have to be arranged by the concerned firm and kept in their own custody. The consumable items must be replenished by first week of every month. The inventory of items would be open to inspection at any time .The Institute will not bear any loss or damage of such items.

- Detailed procedure for cleaning and disposal of different types of wastes should be ascertained from concerned authority and the instructions issued by the authority shall have to be strictly adhered to.

Daily attendance of labourers must be ensured . Short hands will result in pro rata deduction from monthly bill.

(Full signature of the tenderer/bidder)

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In case of any complaints regarding the performance of cleaners with regard to the tasks mentioned above from concerned authority, appropriate penalty may be imposed.

- Brooms, ceiling brushes, cleaning agents, buckets etc. shall have to be arranged by the concerned firm as and when required.
- All maintenance or operational expenses for cleaning equipments will be borne by the firm itself.
- The labourers should all the time be in uniform and carry their ID cards.
- The service Provider shall well and truly execute/ perform the required work given herein to the satisfaction of the concerned institute.
- The firm will have to abide by all the provisions of various Labour Laws under the Govt of India/ Govt of Odisha applicable from time to time. And the Institute cannot be held responsible for any violation of such laws/acts by the firm. Also, on demand made by the Institute the firm shall have to produce necessary proof regarding maintenance of the above laws.

**• List of materials to be used per month by the firm to carryout the service for the open area around quarters of the Institute but not limited to :**

<b>Sl. No.</b>	<b>Description of items required as per actual in every month</b>
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- 1. Hard broom – 10 nos.**
- 2. Brush – 4 nos.**
- 3. Tasla – 4 nos.**
- 4. Gandua – 10 nos.**
- 5. Trolley for garbage – 2 nos.**
- 6. Kodi/ Phauda/ Grass cutter – As per requirement**
- 7. Other Miscellaneous items as per actual requirement.**
- 8. Disposal of Garbage/ waste materials suitably by mechanical transporter.**

(Full signature of the tenderer/bidder)

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**SECTION - V (PART - 1)**  
**TECHNICAL BID**

S.No.	Details To be filled by the party	To be verified by office	
1.	Name of the bidder/firm to provide cleaning and garbage removal service:		
2.	Detail address with telephone no of Office /Residence/mobile no., if any:		
3.	Whether the bidder has any professional qualifications relevant to these Services? (if Yes mention & enclose relevant certificates):	YES	NO
4.	Whether the bidder has experience in providing such service in Institute system or similar Institutions including on-going assignment, if any? (If Yes enclose relevant certificate).	YES	NO
5.	Do you have a team of trained personnel to provide such services? (If yes, give Details):	YES	NO
6.	Whether your workers have any certificates from any training institutes? (If yes, attach certificates):	YES	NO
7.	How do you engage your workers? Do you have a provision for their training before induction? Details, if any):		
8.	Do you have trade license for these services issued by the competent authority? (If yes, attach copy):	YES	NO
9.	Do you have service tax registration? (If yes, mention registration No.):	YES	NO
10.	Do you have VAT registration? (If yes, mention VAT registration)	YES	NO
11.	Do you have income tax registration? (If yes, mention No.):	YES	NO
12.	Do you have PAN Card/TIN card ? (If Yes, mention both) :	YES	NO
13.	Details of Annual turn over of the firm/ agency for the last 3 years (duly authenticated by audited balance sheet) :		
14.	Do you have Labour License for 2017-18 ? (If yes, Mention):	YES	NO
15.	Self declaration about financial statement: (To be given separately for each partner in case of joint venture/ association) (a) Name of the Agency/Firm:		

(Full signature of the tenderer/bidder)

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	(Partner in case of joint venture/association) (b) Financial position: I. Cash at the Bank: II. Current Assets: III. Current liabilities: IV. Working capital available at hand: V. Annual turnover for last 3 consecutive financial year: (c) Applicant"s arrangement for finance: I. Own sources: II. Borrowed capital including that from the bank, Others (pl. specify)		
16.	Enclosures	Submitted	Not Submitted
i.	Copies of certificates regarding professional qualifications.		
ii.	Copies of the experience certificate in similar line of activity / work order as an outsourced agency.		
iii.	Audited balance sheet for last 3 years.		
iv.	Certificate of income tax and sales tax/service tax clearance:		
v.	VAT clearance certificate, PAN, ESIC/PF registration number. (if applicable), service tax registration.		
vi.	Declaration statement about the present establishment with brief description (copy to be attached)		

(Full signature of the tenderer/bidder)

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**SECTION – V (PART – 2)**  
**PRICE BID**

<b>Sl. No</b>	<b>Item of work</b>	<b>Area (Approx.)</b>	<b>Rate per Sqm. in Rupees inclusive of EPF &amp; ESI</b>	<b>VAT/ Service Tax/ GST Amount in Rupees per Sqm.</b>	<b>Total Rate per Sqm (in Rs.)</b>
1.	Collection of waste materials, cleaning, garbage removal of area around Quarter premises, uprooting small shrubs once a month with suitable disposal and clearance of dustbin etc. complete.	8500 Sqm.			

(One item only)

(Full signature of the tenderer/bidder)

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**SECTION – VI**  
**DECLARATION**

I / We have read the entire Tender document document and having understood and agreed fully to its entire content, I/We do hereby give this undertaking that I/ We will be in a position to render the said services to the allotted area around WALMI quarters as per the expected norms and services of the WALMI, Odisha.

Place:

Date:

(Full signature of the tenderer/bidder)

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