

THE ORISSA MINING CORPORATION LIMITED
(A Government of Orissa Undertaking)
BHUBANESWAR.

Tender Document for cleaning & Sanitation work for the year 2009-10

- A. Tender Notice
- :
- B. Description & Terms & conditions of House Keeping Job.
- C. Other Terms and conditions:
- D. Proforma of Qualifying bid:
- E. Proforma of Financial bid :

The period of Contract will be initially for one year from the date of execution of the agreement which may be extended further after mutual agreement based on satisfactory performance.

B. Description of House keeping job.

The details of services to be provided shall include the following

1.
 - i) Entire Head Office Building of 80,000 Sqft. Area (which the firm/organization can inspect before submission of the offer).
 - ii) Total Executive rooms and Section = 150 nos.
 - iii) Executive Attached toilets = 18 nos.
 - iv) Wash basins = 24 nos.
 - v) General Toilets (Men) = 5 nos.
 - vi) Ladies toilets = 2 nos.
 - vii) Stores/Record room = 3 nos.
2. The entire Head Office flooring will be swept and moped initially (first round) with Phenyl by 9.30 A.M. All the General Toilets will be cleaned with harpic cleaning liquid soap. The executives toilets shall be cleaned with liquid soap & provided with one hand wash liquid container, one face washing soap, & one ponds power.
3. Subsequent cleaning of office floor/ toilets/urinals three times a day or as per the requirement by using white deodorant phenyl/ washing powder/acid & placement of naphthalene balls.
4. Room deodorant shall be sprayed in all the executive toilet
5. Dusting of furniture, window grills, fans and all glass doors etc. shall be done in the 2nd half. Full scale dusting etc. shall be intensively done on Sunday & holidays.
6. Sunday following the 2nd Saturday shall be observed as off day.
7. Besides the above pest control spray shall be done once every fortnight in all the office room, record room & stores.

8. The Fabric mounted sofas, Computer Chairs shall be petrol washed once every fortnight in a phased manner.
9. All the internal drains, soakage pits, nook & corners shall be sprayed with Bleaching powder once every Monday.
10. All the open drains within the Head Office premises linking to the main sewerage line shall be cleaned by the agency on regular basis.
11. Statutory deductions towards I.T, S.C & E.C will be recovered from the monthly bill.
12. The agency will take the responsibility towards payment to their employee and deposit of statutory dues from the monthly bill amount from within the quoted rate.
13. Disposal of all wastes (incl.solid) is to be tied up with BMC's collection and transportation system and not left here and there within and or around Head Office premises

C. OTHER TERMS AND CONDITONS

1. Eligibility Criteria
 - i)The agency must have successfully undertaken similar nature of work for at least five year in the recent past
 - ii)The agency must be able to deploy minimum ten skilled workers for the job
 - iii)The Agency ought to have a valid EPF code in its name & a registration certificate.
2. Sale & receipt of Tender paper

Tender documents to be sold during office hours w.e.f. 22.06.09 from OMC Office cash counter at Head Office, Bhubaneswar till 12.00 noon of 25.06.09 against cash Payment of Rs. 300/- D.D. (Rupees three hundred only) drawn in favour of OMC Ltd., Bhubaneswar.
3. Date of opening of Tender

The qualifying bids will be opened on 25.06.09 at 3 PM in the office of the CSO OMC Ltd Bhubaneswar in presence of bidders or their authorized representatives having written authorization for the Purpose in first phase. Financial bids with detail break up of rates as per format for different jobs shall be opened after inspection of the mentioned on going works at Bhubaneswar by OMC where the agency is presently engaged based on their performance and quality of work.
4. Earnest money deposit

Rs.20,000.00 in shape of Bank draft/Banker's Cheque drawn on any Nationalized Bank in favour of OMC Ltd., Bhubaneswar payable at Bhubaneswar to be submitted along with Qualifying Bid.
5. Payment

The agency will be paid on monthly basis based on satisfactory performance.

6. Penalty
- a) In case the agency fails to come up with the Progress of work the EMD shall stand forfeited and the work rescinded.
 - b) The quoted break up rate for any specific job shall be deducted if the work is left undone or poorly executed from the monthly bill.
7. Document to be attached
- Attested copy of Registration Certificate, Labour license, valid Pan card, Service Tax Certificate and EPF Regn.Certificate. Attested copies of 5 years experience obtained in support of previous work alongwith the qualifying bid in a sealed envelope and Financial Bid in another closed envelope.
8. Stipulations:
- a) Bids received after the stipulated date and time will not be entertained & incomplete bids are liable for rejection.
 - b) All the original documents shall be produced for verification as and when wanted.
 - c) The Management reserves the right to open the Price bid of those agencies whose on site Performance report is good.
9. Declaration
- The authorities of OMC Ltd. Bhubaneswar reserve the right to reject any or all bids without assigning any reason there of
10. Validity of the bid
- The bid shall be valid for one year from the date Of opening of the tender.

Chief Security Officer
House Keeping I/C

ORISSA MINING CORPORATION LIMITED
BHUBANESWAR.

D. QUALIFYING BID.

1. Name of the agency:
(CAPITAL LETTERS)
2. Address & Contact No.

3. Previous experience:

<u>Name of the Organisation</u>	<u>Period</u>	(Copy of documentary evidence to be submitted)
1)		
2)		
3)		
4)		
5)		

4. The following documents to be submitted
 - a) Details of EMD deposit D.D/Banker's Ch. No. _____ Date _____
(Amount both in Words & Figure)
 - b) Copy of Labour License,
 - c) Copy of EPF Licence
 - d) Copy of Service Tax Registration Certificate
 - e) Copy of 5 years experience certificate.
 - f) Firm's registration certificate
5. Business turnover of previous year
6. Money receipt in support of Tender Paper purchased to be submitted in original.

Signature with seal of the Agency

Chief Security Officer
House Keeping I/C

THE ORISSA MINING CORPORATION LIMITED

E. FINANCIAL BID

1. NAME OF THE AGENCY:
2. CORRESPONDENCE ADDRESS:
3. MONTHLY ESTIMATED EXPENDITURE Rs.

Sl. No	Work place Specification	Nos/Area	Rate
1	Total office area	As inspected	
2	Total Executive Rooms & Section	150 nos	
3	Executive Attached toilets	18 nos	
4	Wash Basins	25 nos	
5	General Toilets (Men)	5 nos	
6	Ladies Toilets	2 nos	
7	Store and Record Rooms	3 nos	
8	All the internal drains, soakage pit etc Within the office premises linking the main sewerage line is to be cleaned on regular basis with bleaching Powder.		
9	Dusting of furniture, window grill fans and glass door etc on regular basis		
10	Application of room deodorant to toilets		
11	Fortnightly pest control spray in all the office rooms and stores.		
12	Petrol wash of the fabric mounted sofas, computer, chairs twice a mo		
13	Cost of material including supply dust bin in every general toilets		
14	Taxes EPF/ESI/Service Tax		
Grand Total			

(Both in words and figure)

Signature and Seal of the Agency

Chief Security Officer
House Keeping I/C

