

**Tender Format for Housekeeping Services to Directorate of
Distance & Continuing Education**

Last Date for submission-08/06/17(till 2 PM)

Opening date-09/06/17 at 11.00 A.M in the office.

Tender for House keeping person for 8 hours duty

Name & Address of the House keeping Service Agencies:

(Mandatory)

Contact Person : _____

(Mandatory)

Mobile No : _____

(Mandatory)

Email Id : _____

Cost of Quotation Call Paper : Rs. 1000/-

D.D. No. _____ Date : _____

Bank/ Branch _____

Security Amount Deposited : Rs. 20,000/-

D.D. No. _____ Date : _____

Bank/ Branch _____

TECHNICAL BID

ANNEXURE-A

Kindly provide information for the following:

<u>Sl. No.</u>	Information required from the tendered	Information to be provided by tendered
1	Name of the Agency	
2	Whether the Agency is proprietorship/partnership or Ltd.Company(Attach documents)	
3	Local Address	
4	If the head office other than in (3)above ,then give the address for the same	
5	Contact No.of the Agency	
6	Name of the contact person and his contact No.	
7	Date of incorporation of Agency(Certificate to be enclosed)	
8	PAN CARD NO.(Copy to be enclosed)	
9	Service Tax Registration No. (Copy to be enclosed)	

10	Particular of the Labour License(Copy of Registration under state and Central Labour Law to be attached)	
11	ESI Registration No. Copy to be enclosed)	
12	PF Registration No. (Copy to be enclosed)	
13	Tender Fee (DD No with date)for Rs.1000/-	
14	EMD(DD No with date)for Rs.20000/-	
15	Details of Experience	Attach in a separate Sheet With this Annexure-A

Authorized Signatory with Seal and date

ANNEXURE -B**PRICE BID**

Rates should be quoted as per law, as on date for Housekeeping person on per month basis and other by laws applicable (inclusive of statutory liabilities, taxes levies etc)
Rates per Housekeeping person(in Rs.)

SI No	Components	Amount
1	Monthly rates of basic wages (all inclusive)per House keeper	
2	Monthly rates of basic wages (all inclusive) for a supervisor	
3	Others including Statutory liability(like PF,ESI etc...)per month in terms of percentage as per law.	
4	Administrative /Charges(if any)charges per per month to be specified in terms of percentage of total wage claim any	
5	Material cost for Housekeeping like Phenyl, Napthols, Broom sticks etc.....per month for D.D.C.E. Provide a list of all required items and unit cost including taxes in a separate sheet.	
6	Sub Total(1+2+3+4+5)	
7	Service Tax To be defined in percentage only on the total bill as per present legal provision	
8	Total(6+7)	
*9	Additional material cost for Housekeeping like Phenyl ,Napthols, Broom sticks etc.....per month for University office (contact-D.O,Utkal University). Provide a list of all required items and unit cost including taxes in a separate sheet.	
*10	Additional material cost for Housekeeping like Phenyl ,Napthols, Broom sticks etc.....per month for University hospital(contact-Chief medical officer, Utkal University) . Provide a list of all required items and unit cost including taxes in a separate sheet.	
*11	Additional material cost for Housekeeping like Phenyl ,Napthols, Broom sticks etc.....per month for Parija library(contact-Chief librarian, Utkal University) . Provide a list of all required items and unit cost including taxes in a separate sheet.	
*12	Additional material cost for Housekeeping like Phenyl ,Napthols, Broom sticks etc.....per month for University guest house(contact- Guest house manager, Utkal University). Provide a list of all required items and unit cost including taxes in a separate sheet.	

***Order for these units may not be placed.**

We agree to abide by all the terms and conditions mentioned in the forwarding letter which are part of this tender.

DATE:**Authorised Signatory with Seal.**

TERMS AND CONDITIONS

- The tender format would be downloaded from our website - <http://www.ddceutkal.org/>
- Enclose a Demand Draft for Rs. 1000/- drawn in favour of the Director, DDCE, Utkal University payable at Bhubaneswar towards the cost of Tender Paper. This is non-refundable.
- Enclose a Demand Draft for Rs. 20,000/- drawn in favour of the Director, DDCE, Utkal University payable at Bhubaneswar towards Security Deposit. The Demand Draft would be returned to unsuccessful bidders.
- The House keeping Service provider should have a minimum work experience of 5 years.
- Quotation Should be submitted in sealed envelope and superscribed as **“Tender for Housekeeping services”**
- Conditional tender will not be accepted.
- The period of contract is for one year from the date of approval of the tender with a provision to renew the contract on the same terms and conditions with mutual consent for another one year (maximum two extension/renewal).
- DDCE would engage at least 4 house keepers.
- The engagement of Housekeeping person are purely on temporary basis .The duty will be limited to 8 hours for each House keeping person. The House keeping service agencies should provide services of Housekeeping including on Sundays and holidays for our Properties.
- The House keeping person should be well mannered, disciplined, alert and medically fit and should be between 20 to 45 years of age. They should be able to speak Odiya .
- The selected agencies shall immediately provide a substitute in the event of any person leaving the job due to his personal reasons or not attending the duty.The delay or failure of the agencies in providing a substitute shall attract liquidated damages @Rs.250/-per day on Housekeeping Agencies, besides deduction in payments on pro-rata basis.
- The Successful agency shall furnish the list of persons deployed in our office with certified bio data containing details like date of birth, marital status, address and identification marks etc.
- Proof of remittance of PFI/ESI should be produced while submitting the bill for the following month failing which the payments will not be made.
- Service Tax as applicable will be reimbursed on production of evidence for payment.
- The order may be placed with or without material cost. We reserve the right to place order only for manpower. Firms not willing to accept such order may not submit their offer.
- Directorate of Distance & Continuing Education (DDCE) reserves the right to cancel or reject any one or all offers without assigning any reason thereof.
- The House keeping agency shall also ensure the norms prescribed by the Human Rights Commission, Govt.of india; Industrial Dispute act; Workman’s compensation act or any such prevailing law
- The House keeping agency is responsible for due compliance of laws relating to rendering Housekeeping services, payment of statutory wages to the House keeping persons employed by it including statutory obligations like PF/ESI.The agencies is also liable for payment of statutory taxes and duties. The agencies have to indemnify against any claim including statutory wages and payments to statutory authorities.
- The House keeping Agency must indemnify DDCE from any claim from any other third party or the Workforce it engages in discharging the Work Order issued by DDCE.
- The House keeping Agency must submit at least two certificates from its existing customer on their quality performance.
- The Agency would be required to provide a Bank Guarantee for a sum of Rupees one Lakh or equivalent to one month’s claims whichever is more on selection only.

Authorized Signatory with Seal and date

INSTRUCTIONS

Tender has to be submitted in TWO-BID System with information to be given in Annexure-A (Technical Bid) and rates to be quoted in (Annexure-B) Financial Bid.

FIRST ENVELOPE-should contain duly signed Annexure-A (Technical Bid) and Annexure-C (Terms and conditions), superscribed as “Technical Bid for house keeping services”

SECOND ENVELOPE- should contain duly signed Annexure-B (Financial Bid), superscribed as “Financial Bid for house keeping services”

THIRD ENVELOPE- should contain DD for Cost of Quotation Call Paper of Rs.1000/- and security deposit of Rs.20000/- to be put in this envelope and sealed.

FOURTH ENVELOPE-All the three envelopes shall be placed in envelope marked –IV and sealed (i.e Envelope marked as IV, will contain three envelopes marked as I,II,III)and submitted to Directorate of Distance & Continuing Education(DDCE),Utkal University, Vanivihar,Bhubaneswar -751007 in a sealed condition superscribing as “Tender FOR HOUSE KEEPING SERVICES AT DDCE” through registered post or dropped in the box. So as to reach their latest 08/06/2017 till 2 PM and it would be opened on 09/06/2017 at 11.00 A.M.

DIRECTOR

DDCE

UTKAL UNIVERSITY, BBSR

TENDER NOTICE

Sealed tender papers are invited under Two Bid system (Technical Bid and Financial bid) from reputed House keeping Service Agencies with minimum of 5 years experience for providing House keeping services. Tender document may be downloaded from the website of Directorate of Distance & Continuing Education, Utkal University, Bhubaneswar. Last Date of submission of tender paper is on 08/06/2017 (till 2 PM) for further details & tender form please logon to our website www.ddceutkal.ac.in / ddceutkal.org.

Director

DDCE.