



# The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

## Bhubaneswar Chapter

CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar-751012, Tel: 0674-2396622  
Email: [cbc@icmai.in](mailto:cbc@icmai.in), web: [www.icmaibbsr.in](http://www.icmaibbsr.in)

*Tender Ref: ICMAI/BBSR/30964 /Tender/2023,Date :12.02.2024*

### Invitation of Tender Documents

For

SWEEPING/CLEANING / HOUSEKEEPING SERVICE

Estimated Cost:

Rs.2,75,000/- (Rupees Two Lakh Seventy Five Thousand Only) per annum  
(Including Statutory Dues, Commission and Sweeping Materials)



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Ref: ICMAI/BBSR/2024/Tender/2024

Date: 07.02.2024

#### TENDER NOTICE FOR SWEEPING/CLEANING / HOUSEKEEPING SERVICE

The Institute of Cost Accountants of India - Bhubaneswar invites sealed tenders under from the eligible housekeeping service providers providing sweeping/cleaning and miscellaneous housekeeping service on square feet basis for total **16830 Square feet area** of the CMA Bhawan functioning in the above said address for 8 hours on each working day.

The details of location and the carpet area in sqft (approx) are as follows.

Sl No.	Name of the Building	Carpet Area/Estimated Cost (approx)
1	CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Nayapalli, Bhubaneswar-751012, Odisha	16830 sq.ft and Maximum Cost of Rs.2,75,000.00(Two Lakh Seventy Five Thousand Only) per annum (Including Statutory Dues, Commission and Sweeping Materials )
<b>TOTAL AREA</b>		16830 sq.ft

2. The tender documents in this regard comprise of SCOPE OF WORK ( ANNEXURE-A) TERMS AND CONDITIONS AS (ANNEXURE- B), TECHNICAL BID ( ANNEXURE-C AND FINANCIAL BID AS ANNEXURE-D) which is enclosed with this notice. The tenderer will ensure to submit the tender documents in the following manner-

SCOPE OF WORK AS ANNEXURE-A, THE TERMS AND CONDITIONS AS ANNEXURE-B, TECHNICAL BID AS ANNEXURE-C AND FINANCIAL BID AS ANNEXURE-D AND ELIGIBILITY CONDITION AS PER ANNEXURE-E.	IN A SEPARATE ENVELOPE DULY MARKED AS " ENVELOPE CONTAINING ANNEXURE- A, ANNEXURE-B AND ANNEXURE-C AS TECHNICAL BID"
	IN A SEPARATE ENVELOPE DULY MARKED AS " ENVELOPE CONTAINING ANNEXURE-D, FINANCIAL BID"

The Service Provider may submit the above two envelopes in a third sealed cover mentioning on the top of cover " TENDER FOR PROVIDING SWEEPING/CLEANING AND HOUSEKEEPING SERVICES" to the office of the Institute of Cost Accountants of India-Bhubaneswar Chapter, CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Nayapalli, Bhubaneswar-751012 either by Registered Post/Speed Post or in person on before **18.02.2024 by 06.00 PM**. The envelope containing ANNEXURE-A,B,C will be opened in the presence of the designated committee members on **18.02.2024 at 06.00 P.M**. If any of the bidders likes to participate in tender opening process, they or their representative may present at the venue at aforesaid time. This office reserves the right to reject any prospective application without assigning any reasons. If an information furnished by agency is found to be incorrect at a later stage, the agency shall be liable to be debarred from the tendering process. The details of the documents can be downloaded from the website: [www.icmaibbsr.in](http://www.icmaibbsr.in)

- The service providers who do not fulfill "Technical Bid" requirements will not be considered for the financial bids. The bids of that service provider will be opened on 18.02.2024 at 7.00PM who have fulfilled all the conditions of the technical bid. This office also reserves the right to reject any or all quotations without assigning any reason whatsoever. No tender documents shall be entertained who shall send through email or any other electronic mode.
- The service provider company should be reputed one and possessing the required trained manpower.
- The contract shall be valid for a period of one year.
- Tender Documents shall not be opened, if found less than 03 (Three) bidders participation.
- The Chairman of Tender Committee reserves the right to reject or withdraw the tender documents without assigning any reasons there. No correspondence in this regard will be entertained.
- The tender forms shall be rejected, if it is found not complete in any respect.

  
(CMA Surya Narayan Tripathy)  
Chairman

Copy to:-

- Notice Board of the ICMAI-Bhubaneswar Chapter
- Concerned Staff in Charge of ICMAI-Bhubaneswar Chapter for uploading the tender documents in the website of the Chapter.

SCOPE OF WORK

The service provider should ensure that adequate supervision is exercised on the day to day functioning of the deployed personnel . The service provider shall undertake all types of work, viz. cleaning, dusting, toilet cleaning etc. in general and the following works in particular –

1. Cleaning/sweeping of the aforesaid office premises of CMA Bhawan and Garden Area.
  - (a) Cleaning of toilets, wash basins and other fittings, Using toilet cleaners and deodorants etc.
  - (b) Cleaning/sweeping and mopping of floor of the office premises with cloth soaked in water and disinfectant for office rooms before 9.30 am on each working day.
  - (c) The personnel deployed should be well experienced and trained adequate and of sound health. They should be well behaved and well mannered.
  - (d) Cleaning/Sweeping and mopping of adjoining areas such as corridors, staircase and common area once with disinfectant and with plain water.
  - (e) Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipments, almirah, filing cabinets, window panes, collecting waste paper, unwanted material and its disposal at indicated locations.
  - (f) Housekeeping services such as movement of files/equipments/records within the office and periodical cleaning and dusting and maintenance of records in the record room.
  - (g) Watering Plants in the Garden area of CMA Bhawan
  - (h) Cleaning of Class rooms Conference Hall , Library, Computer Lab , During Programme days arrangement /rearrangement of Chair/Table & Cleaning etc
  
2. Miscellaneous works within the office as and when entrusted

DECLARATION BY THE TENDERER

This is certify that I/We before signing this ANNEXURE-A of the tender containing the "Scope Of Works" as per the tender have read and fully understood the same and undertake myself/ourselves to abide by them.

(Signature of the Bidder with seal)

Name

Seal \_\_\_\_\_ Address



TERMS AND CONDITIONS

1. This contract shall be valid for one year from the date of acceptance of the Contract.
2. The applicants should be capable of providing services of such nature and should furnish an undertaking to the effect that all relevant labour laws are being complied with and also that they are capable of holding and controlling the man power without any legal encumbrances; the firms must be registered with the labour Commissioner and should have registered branch at Bhubaneswar for providing the required number of labourers and should also possess valid PAN number, Goods & Service Tax Registration (if applicable), ESI, EPF registration as applicable.
3. The bidders shall quote their rates for the service to be provided as "RATE PER SQUARE FEET PER MONTH" (in both words and figures). Deduction towards PF and ESI etc. be factored in rates being quoted on per square feet per month basis and the PF & ESI would not be payable over and above the quoted rates. The contractor would be liable for ensuring compliance with the relevant rules, and regulation as notified by Government in this regard from time to time. The price quoted should be inclusive of CGST+SGST) and also inclusive of Sweeping and Cleaning Materials.
4. The Service Provider will supply Sweeping /Cleaning Materials as given below once in a month (1<sup>st</sup> Week)  
**(Nimyle Phenyls 1ltr -5 pcs , Room Spray-02 Pcs, Harpic-04 Pcs, Colin-01 Pc, Hand Wash Liquid-02 Pcs, Floor Wash Liquid-02 Pcs, Odonil-06 Pcs, Urinal Cube-06 Pkt, Naptheline Balb-02 Pkt, Bath Soap -10 Pcs Small, Soft Brrom -02 Nos, Hard Broom-02 Nos, Bleaching Powder-02 Kg, Detergent -02 Kg and Required Pochha)**
5. The Service Provider shall deploy local personnel who have no police case in record.
6. The duty Timing of the deployed personnel is from 06.00 A.M to 10.00 A.M and 01.00 P.M to 05.00 P.M
7. In case the services of the contract workers are not found to be satisfactory by ICMAI-Bhubaneswar Chapter, the contract shall be terminated.
8. The Service provider is required to give one month prior notice in writing to this office before withdrawing such contract furnishing detailed reasons for such withdrawal.
9. In case the contract is terminated before completion of a month, the amount payable to service provider will be calculated on pro- rata basis.
10. The service provider shall ensure that the persons deployed by him always wear proper uniform .
11. The service provider will be carried out for execution of the work as per the instructions issued periodically.
12. A record of the attendance will be kept and would be verified by the ICMAI-Bhubaneswar Chapter from time to time. The month wise attendance details duly certified by the officer nominated by the Bhubaneswar Chapter will be the basis for monthly bill raised by the Service provider.
13. The monthly bill will be payable on rendering of satisfactory service during the previous month. The contractor should produce before the Authorized officer the details of ESI/EPF payment made in the account of the worker/staff deployed by him before release of the payment. They should also submit proof of deposit of CGST & SGST amount paid in proper Government Account.
14. No payment will be made for the period of leave for any worker. In case leave/absence of any worker, contractors responsibility to provide alternative manpower to render service.
15. The contract worker deployed for services should well behaved, good moral character and free from any communicable disease and should not have been convicted for any offence.
16. Employment of Child labour by the Service provider is prohibited.
17. It is categorically clarified that the engagement of service provider does not in any way confer any right to the service provider or persons that may be deployed by him in this office to claim any regular employment in this office.
18. The Service Provider who is awarded the work by the ICMAI- Bhubaneswar Chapter is not permitted to Sub-contract the subject work.
19. The service provider should have valid (as on date) GSTIN Certificate, EPF license, ESI license & PAN card. The self attested copies of the same are required to be produced in the bid document and will form part of the Technical bid.
20. The tenderer should quote his charge as per Contract Worker per day which includes (Separately indicated)
  - (i) Minimum Wages as per Labour Commissionerate (Central) applicable norms
  - (ii) EPF
  - (iii) ESI
  - (iv) Service Charges) any Central/State taxes of applicable including GST.
  - (V) TDS will be deducted as applicable
21. The amount quoted as Contractor's service charges as per square feet basis in the financial bid will be the only criterion for evaluating the L-1 bids and it is clarified that the basic minimum wage, EPF, ESI are fixed and to be quoted. The Bidder has to quote the Rate per square feet as per the scope of work and the terms & conditions of the tender.
22. Notes pertaining to rounding of figures are to be strictly followed. Failure to do so will make the financial bids liable for rejection.
23. No escalation of service charge whatsoever would be allowed during the period of the contract.
24. The service provider shall be solely responsible for payment of PF and ESI and GST etc. On demand the service provider will be required to produce the necessary evidences in respect of discharge of above statutory liabilities.

25. Service provider shall be solely responsible for payment of wages/salaries other benefits and allowances to contract worker employed as applicable (from time to time in terms of the Minimum Wages Act prescribed by the Central Labour Commissioner as amended from time to time). This office shall have no liability whatsoever in this regard and the Service provider shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. orders etc.
26. The service provider shall ensure compliance with all labour laws applicable. He shall pay at least the minimum wages to the contract workers deployed for services in this office in accordance with applicable rules and regulations issued by the Central Government. Any instance of violation of labour laws will render the contract void .
27. Insurance cover protecting the agency against all claims applicable under Workmen's Compensation Act, 1948, shall be taken by the Service provider. The Service provider shall arrange necessary Insurance coverage for any persons deployed by him even for a short duration. This office shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the Service provider.
28. TERMS OF PAYMENT
  - A) The contractor will submit the monthly bill in duplicate for reimbursement along with Certificate of work completion by the officer in charge. The bill will be paid after making recovery, if any.
  - B) The contractor shall make regular and full payment to their personnel/labourers on or before 5<sup>th</sup> day of following month as per the law and furnish necessary proof in this regards as and when required by the ICMAI-Bhubaneswar Chapter. In case of any complaint of non-fulfillment of any obligation under contract executed between the service provider and ICMAI-Bhubaneswar Chapter, this office reserve the right to deduct the amount from contract from monthly bills as well termination of the contract.
  - C) The service provider will submit the monthly bill for reimbursement in duplicate which shall be got certified by the officer-in-charge as per his satisfaction regarding the provision of services. The Contractor shall make regular and full payment of labour wages on or before 7<sup>th</sup> of the following month, which should not be less than that fixed under provisions of Minimum Wages Act, 1948, as amended to be followed.
  - D) The service provider will be responsible for payment of salaries and other statutory payment to the workers on monthly basis as applicable to them under law. He should ensure that the same are paid on time every month without waiting for the payment of the bill by the department.
29. PENALTIES: The contractor will attract a penalty of an amount of Rs.500/- (Rupees Five Hundred only) per day per person, in addition to deduction of the wages, in case a person fails to carry out the housekeeping services due to his absence or any other reason, which shall be recovered from the bills or otherwise.
30. The service provider will make himself as and when required by the ICMAI-Bhubaneswar Chapter on any working day.
31. The service provider shall be directly responsible for any/ all disputes arising between him and his personnel and keep the office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
32. The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
33. The personal will report to the officer in charge assigned by the ICMAI-Bhubaneswar. If a particular person is absent on any day, another person shall be deployed in his/her place. For any absence and non-engagement, no housekeeping charges shall be paid.
34. The service provider shall ensure that there is no scope for any grievance from personnel on delayed payment of housekeeping charges.
35. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.
36. The transportation, food, medical and other statutory requirement under the various acts/Government regulations in respect of each person of the service provider will be the sole responsibility of the service provider.
37. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the office.
38. Complying with the legal rules and regulations of the Central/State Government governing such housekeeping contracts would be the sole responsibility of the contractor. The agency shall comply with the statutory provisions of the labour laws like minimum wages, bonus etc.
39. The ICMAI-Bhubaneswar Chapter reserves the right to postpone and/or extend the date of receipt/opening of/Quotation or to withdraw the same, without assigning any reason thereof.
40. The Contactor on Award of the Contract, furnish the list containing name and addresses of the workers sent by them to this office for performing Housekeeping Services.
41. They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.

(I/We read and fully understood the above terms and conditions)

(Signature of Service Provider/Authorized Signatory with Seal & Date )



## TECHNICAL BID

1	Name of the Registered Firm/Company	
2	Status of Ownership (viz. Proprietary/Partnership/ Company)	
3	Address of the firm Company (with Tel .No / Mob No and Email.)	
4	Name of Address of the Proprietor / Partner / Director with mobile numbers	
5	Contract numbers person (s) (with mobile numbers)	
6	PAN No. of the firm as allocated by the Income Tax Department.(Copy Enclosed)	
7	Goods & Services Tax Registration No. (GSTIN), If Applicable(Copy Enclosed)	
8	Details of Registration with E.S.I & Provident Fund(Copy Enclosed)	
9	No. of persons deployed for contract	
10	License No. Obtained from Labour Commissioner if applicable(Copy Enclosed)	

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I/We understand that in case any deviation is found in the above statement at any stage; I / We will be blacklisted and will not have any dealing with the ICMAI-Bhubaneswar Chapter in future.

(Signature of Authorized Signatory with Date)



FINANCIAL BID DOCUMENT

1. Name of the Tenderer:-
2. Full address(with Telephone & Fax Number):-
3. Rate per Sq.ft Per month:-  
(Including all Taxes/EPF/ESI/GST.. etc)
4. No of Laborers proposed to be engaged :  
From 6.00 A.M to 10.00 A.M and  
01.00 P.M to 05.00 P.M
5. Total amount to be paid per month :-  
(Including all Taxes, Material Cost and amounts to be paid under various Statutory Acts and Commission charged, if any)
6. Validity period of rates :-  
  
Rates should be indicated in both figures and words. If there is any difference between the two said rates, the rates quoted in words will prevail.

DECLARATION

I herewith certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/we shall be blacklisted and will not have any dealing with the department in future. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

Signature of Authorized Signatory with date:-

Name of the Firm:-

Seal:-



**CONDITIONS TO BE FULFILLED FOR ELIGIBILITY**

1. The persons deployed by the bidder should be medically fit well behaved and should be well experienced and trained adequately to handle any type of cleaning/housekeeping and other works entrusted to them by the department.
2. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated officer of the department.
3. The bidders should have complied with various statutory provisions of GST, EPF, ESIC and other applicable acts in previous three years and there should be no grievance of the workers against such non-payment.

**DOCUMENTS TO BE SUBMITTED ALONGWITH THE BID**

1. Profile of the company /Firm
2. Copies of PAN Card, GST Registration , Certificate of registration with the labour department, registration with EPF/ESI departments.
3. Any other relevant information connected with such services.

