

**ODISHA ELECTRICITY REGULATORY COMMISSION  
PLOT NO. 4, CHUNOKOLI, SAILASHREE VIHAR,  
BHUBANESWAR – 751 021  
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**No.Adm/113/2016**

**Date: 03.03.2017**

**NOTICE INVITING TENDER**

Odisha Electricity Regulatory Commission (OERC) invites sealed tenders for providing house keeping service at OERC office complex at Chandrasekharpur, Bhubaneswar. Details of the tender are available on OERC's website [www.orierc.org](http://www.orierc.org). The last date of submission is 1400 hrs on 17.03.2017 at office of OERC.

Sd/-  
**SECRETARY I/c**

## NOTICE INVITING TENDER

Secretary, Odisha Electricity Regulatory Commission [OERC] invites sealed tenders from the service providers for providing house keeping service in its Office Complex at Sailashree Vihar, Chandrasekharpur, Bhubaneswar. Details of tenders are as under:

a	Name of the work	House Keeping Service at OERC office complex at Chandrasekharpur, Bhubaneswar.
b.	Earnest money deposit (Refundable)	6,000 /-(Six Thousand only)
c.	Security deposit	5% of the accepted tendered amount.
d.	Tender document	Can be downloaded from OERC's website, <a href="http://www.orierc.org">www.orierc.org</a>
e.	Prebid meeting of the venders	Dt- 08/03/2017 at 15.30 Hrs. at OERC, Plot No. – 4, Chunokoli, Sailashree Vihar, Bhubaneswar – 751021
f.	Last date & time of receipt of tender	Dt – 17/03/2016 at 14.00 Hrs.
g.	Address at which the tenders are to be submitted:	Secretary, OERC, Plot No. – 4, Chunokoli, Sailashree Vihar, Chandrasekharpur, Bhubaneswar – 751021
h	Date & time of opening tenders:	Dt- 17/03/2016 at 15.30 Hrs
ij	Place of opening tenders:	OERC, Plot No. – 4, Chunokoli, Sailashree Vihar, Chandrasekharpur, Bhubaneswar – 751021
j	Validity of offer.	2 (Two ) months from the opening of price bid.

**Eligibility of the bidder** :- The Service Provider should have carried out at least two works of similar nature in last 3 financial years. It should have an office in Bhubaneswar / Cuttack and should have average turnover Rs.2 lakh in last 3 years and the income tax clearances and TIN no.

Any technical clarification regarding the tender paper may be clarified from OERC, Bhubaneswar. In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time. Odisha Electricity Regulatory Commission has the right to accept/ reject any / all tenders without assigning any reason thereof.

Sd/-  
SECRETARY  
OERC, Bhubaneswar

## TENDERER'S PROFILE

(To be filled in & returned with the documents)

1.	Full Name of the Firm (In Capital letters)	
2.	Firm Address	
3.	Telephone No	Office:-  Residence:-  Mobile :-  Fax No :-
4.	Name / Names of Proprietors Partners / Directors.	
5.	Service Tax(if applicable) / Sales Tax / VAT Regd. No. (Last Sales Tax/ Vat Clearance Certificate must be furnished	
6.	Income Tax account number / PAN Number (Last Income Tax Clearance certificate to be attached)	
7.	Details of similar past work and experience of similar nature. (Certificate from the past employer should be enclosed)	

I do hereby certify that the above mentioned particulars are true and correct.

**Signature of the Bidder**

## **House Keeping Service**

### **Terms & Conditions**

1. Interested Agencies / Tenderers willing to participate in the house keeping service at the premises of OERC Office Complex at Chunokoli, Sailashree Vihar, Bhubaneswar, are requested to visit the site, & make themselves acquainted before quoting the rate. If necessary they may discuss with Secretary/ Dy. Director (P&A) before submission of application.
2. The undersigned has right to accept / reject the offer without assigning any reasons.
3. The period of housekeeping service in OERC Office Complex at Sailashree Vihar, Bhubaneswar shall be for a period of one year. It may be renewed further for a period between 3 to 12 months subject to satisfactory performance.
4. The service provider should undertake the assigned work within 15 days of award of contract. The Service Provider should work as per the direction of the Secretary/ Dy. Director(P&A) of OERC throughout the period of contract.
5. The scope of work for the house keeping service of OERC would include the following:
  - A. Daily
    - i) Cleaning of all offices, staff rooms, cafeteria, mini conference rooms and its furnitures - Once
    - ii) Cleaning of corridors, lobby areas & stair case - Twice
    - iii) Cleaning of Toilets - Twice
    - iv) Cleaning of internal roads & parking area - Once
    - v) Cleaning of staircases - Once
    - vi) Cleaning of Conference Room and Hearing Hall - Twice
  - B. Weekly
    - i) Cleaning of Terrace
    - ii) Cleaning of ceiling & wall cobwebs, pelmets, external portion of airconditioners, ceiling fans, windows, doors etc.
  - C. As and when required (over & above A, B & C)

During functions and tariff hearing and conferences, the frequency of cleaning of ground floor area, Hearing Hall, Conference Hall may be increased. Such occasions will be for approximately 12 to 15 days in a year.
  - D. Annually

Cleaning of filters (two nos.) of rainwater harvesting system
6. The Service Provider will provide all materials for cleaning purpose and sufficient quantities of T & P for satisfactory & timely execution of the work.

7. The Service Provider will provide nine unskilled workers, on all days except Sundays. DD(P&A) will decide utilization of workers. In case less number of workers or no workers are deployed on a holiday (other than Sunday), then the shortfall will be met by the service provider giving additional workers within the same month.
8. One worker over and above doing requisite routine tasks (as per para 5) will also function as group leader and will report to DD(P&A) for ascertaining the daily work schedule.
9. In case there is shortfall of workers, then proportionate amount will be deducted by OERC in the monthly bill. This will be worked out based on pro-rata rates per head per day as ascertained from contract amount.
10. The Manager or Supervisor of the agency will visit OERC at least once a week and discuss the efficacy/handicaps of house keeping with DD(P&A).
11. The service provider should have arrangements for providing three additional unskilled workers, if required by OERC for miscellaneous works at one day's notice on additional payment by OERC as per rates per head per day as ascertained from contract amount.
12. The items of work which has not been covered in the tender document should be supplied by the Service Provider, if required by OERC, on negotiation of rates.
13. Appropriate Court at Bhubaneswar under the control of Orissa High court shall have exclusive jurisdiction over all matters related to this contract in case of dispute.
14. The Service Provider is requested to quote the rates in figures & words (inclusive of all) in the original tender documents with seal & signature on each paper. No overwriting will be accepted.
15. The following documents in support of his / their expertise in the field garden maintenance may be attached.
  - (i) Annual turnover of last 3 (Three) years as per Audit Report (Balance Sheet to be attached)
  - (ii) Name of the organizations with whom worked
16. Copies of the Service Tax clearance certificate(If applicable), Income tax certificate, Provident fund, ESI Registration, Labour license No. & VAT Clearance Certificate are to be attached.
17. The service provider shall at his own cost comply with the provision of labour laws, rules and orders and notification as of Central & State Govt. as applicable to this contract from time to time and will be liable for penal action in case of violation of these laws.

18. The activities of the service provider will be reviewed through a committee. As per the recommendation of the committee, due action will be taken for continuation or termination of the contract.

Sd/-  
**Secretary**  
**OERC**

TENDER BIDDING

**House Keeping Service Charges**  
**(for the Scope of Work as mentioned at Para 5, 6 & 7 above)**

S/N	Description	Unit	Qty	Rate (Rs.)	Amount in (Rs.)
1.	Manpower Charges (Monthly)	No			
2.	Materials and T&P Charges(Monthly)	Lump sum			
3.	Average Misc. Charges (Monthly)	Lump sum			

**Total Monthly Charges (1+2+3) =**  
**(All inclusive)**

**Signature of the Bidder**

## **General Terms and Conditions**

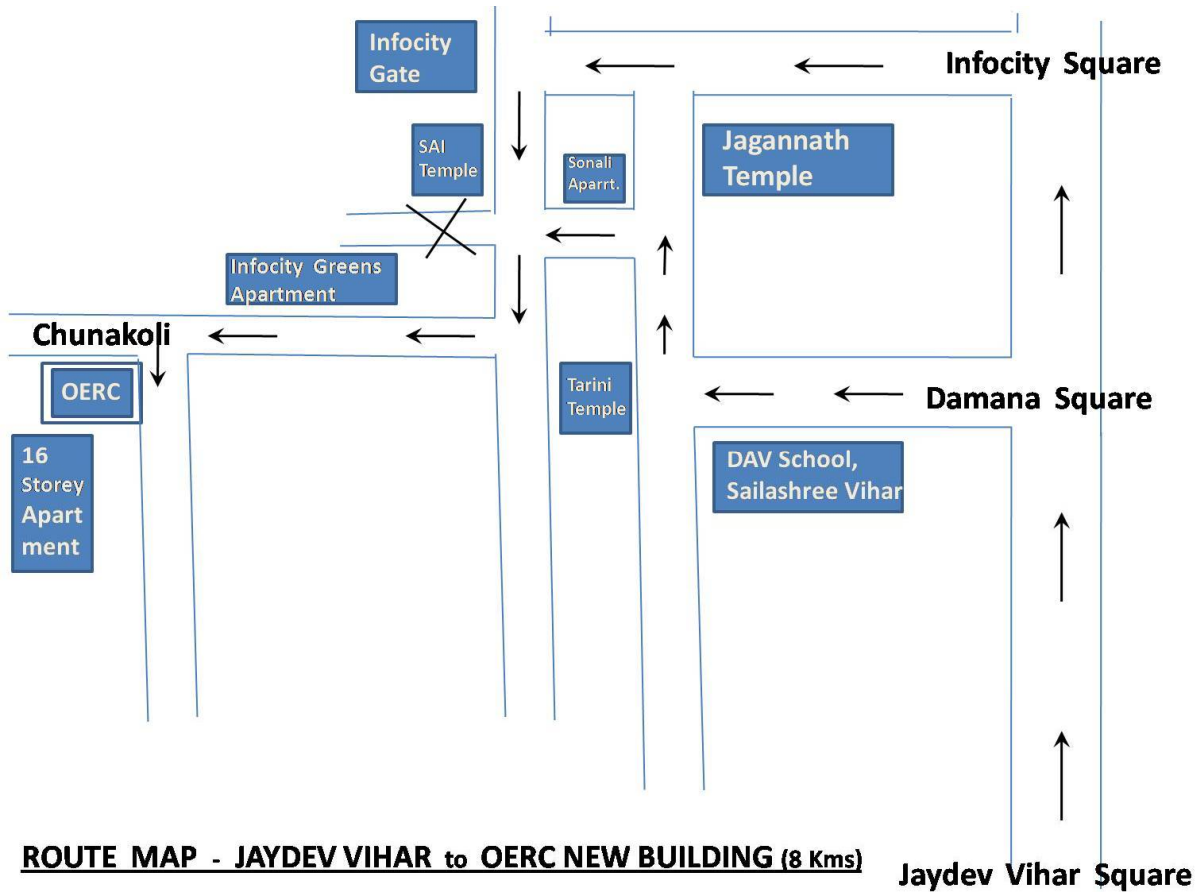
1. The firm should be registered under OST, ACT-1974 and having valid VAT Clearance Certificate etc.
2. Attested copies of valid VAT Clearance Certificate TIN /SRIN No. should be furnished along with the tender paper.
3. Rs.6,000/- (Rupees Six thousand only) as EMD in shape of Bank Draft / Banker's Cheque favouring '**OERC FUND**' should be submitted along with the tender paper. The EMD deposited along with the tender documents will be refunded to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters, if any, are to be enclosed in the tender with due attestation.
5. The quoted rate will be inclusive of all Taxes. The percentage of VAT is to be mentioned clearly against each item. The rates are to be quoted in tabular form.
6. No conditional tender will be accepted by the authority from the tenderers.
7. No advance payment will be made to the party after acceptance of tender or execution of order.
8. Delivery of any new service / items should be made as per the instruction of the Secretary / Dy. Director (P&A), Odisha Electricity Regulatory Commission, Bhubaneswar, after getting proper requisition order within a day or two and minimum 1 day well in advance.
9. Original documents are to be produced for verification by the members of the committee.
10. If any information/document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
11. It is the responsibility of the tenders for timely delivery of the articles to the OERC, Bhubaneswar at their own cost.
12. The tenderers should furnish in a sealed cover duly super scribed as "TENDER FOR HOUSE KEEPING SERVICE".
13. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
14. The undersigned/committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned/committee is not bound to accept the lowest rates.
15. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
16. All pages of the bid are to be signed & stamped by the tenderer.
17. The duly filled in Tender's Profile as enclosed is to be submitted along with tender.
18. For any services / supply, the firm / organization should not have been blacklisted by any



Government organization. If found later on, the action deemed fit, will be initiated against the firm as per the law.

19. The Secretary reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply/provide service within the specified time or in accordance with the specifications & samples.

20. The Route map for the OERC's office complex is given below.



Sd/-  
Secretary