

## Part – D

### CLEANING, SWEEPING & SANITATION

#### TERMS AND CONDITIONS FOR OUTSOURCING

1.	The firms are required to furnish complete proposals for daily cleaning of floors, staircases, passage, rooms, carpet area etc. of the Administrative (Conference Hall / Classroom / toilet), Library, Hostel Building (including Toilets & wash basins) along with cleaning of internal roads of S.I.R.D. including Colony campus, Bhubaneswar.
2.	The firm shall ensure cleaning of the rooms in Admn. Building, adjoining roads, pavements, footpaths daily by 8.30 AM or any other time as per the requirement to be informed by SIRD.
3.	It shall be the responsibility of firm to segregate and dispose off garbage at least once in a day or at any time when garbages are accumulated in a larger quantity beyond the capacity of dustbin / garbage drum at his own cost.
4.	The contractor shall provide the following toiletries as per consumption in the toilets (i) Liquid soap, naphthalene balls, Air freshener.
5.	The contractor shall arrange the trolley etc. for carriage of materials like garbage, malba, minor building rubbish etc. to be disposed off beyond the premises area.
6.	The firm should submit their monthly rates / service charges including all taxes along with copy of the past credentials for the above works after visiting the institute's campus.
7.	The firm may visit the office of the undersigned in any working day between office hour before quoting the amount for the above works.
8.	The firm 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 & will be liable for any deviation of such laws.
9.	S.I.R.D. can terminate the outsourcing agencies by giving a minimum of one month notice in advance which may be due to unsatisfactory service, infringement of terms and conditions and other reasons to be mentioned thereof.
11.	The entire campus should be clean and hygienic environment which are required to be maintained by the firm.
12.	The work & services of the firm will reviewed by the authority as & when required and suggestion for improvements will be communicated for compliance.

DIRECTOR

# State Institute for Rural Development Bhubaneswar - 12

## General Terms and Conditions for the Tender Paper of different items for the year 2010-11

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., Labour Licence etc. should be furnished along with the tender paper.
3	<b>Rs. 5,000/-</b> (Rupees Five thousand only) as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, S.I.R.D., Bhubaneswar should be submitted along with the tender paper.
4	The authorization letters if any 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 items. The rates to be quoted in tabular form.
6	The rates quoted by the tenders should be valid upto 31.03.2011.
7	No conditional tender will be accepted by the authority from the tenderers.
8	No advance payment will be made to the party after acceptance of tender or execution of order.
9	Delivery of the items should be made in the office of the Director, State Institute for Rural Development, Unit-VIII, Bhubaneswar after getting proper requisition order within a day or two and minimum 1 day well in advance.
10	Selection of items will be followed after screening by the purchase committee of the institute
11	Original documents are to be produced for verification by the members of the committee.
12	The tenders are to submit the current price list of the brand product & specification (i.e. Name of the brand and other details) along with the tender.
13	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
14	It is the responsibility of the tenders for timely delivery of the articles to the S.I.R.D., Bhubaneswar at their own cost.
15	The tenders should furnish in a sealed cover (to be sealed on sealing wax) duly superscribed as " <b>TENDER FOR</b> _____ <b>YEAR 2010-11</b> on the top to the sealed cover.
16	The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
17	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.
18	In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
19	All pages of the bids are to be signed & stamped by the tenderer.
20	Selection of the items will be followed on finalization of samples whenever is necessary.
21	The duly filled in Tender's Profile as enclosed is submitted along with tender.
22	For any services / supply the firm / organization should not be blacklisted by any Govt. orgn. If found later on, the action deemed to fit will be initiated against the firm as per the law.
23	The Director reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples

**D i r e c t o r**

**Tenderer's Profile (To be filled in & returned).**

1	Full Name of the Firm (In Capital letters)	
2	Firm Address	
3	Telephone No  Fax No	Office: -  Residence: -  Mobile :-
4	Name/ Names of Proprietors Partners/ Directors.	
5	Sales Tax / VAT Regd. No. (Last Sales Tax/ Vat Clearance Certificate must be furnished). The Tax clearance must cover transactions against printing by the firm.	
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)