

Odisha Forest Development Corporation Limited

(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446



Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

Telephone: -0674-2534086, 2534269 Fax: 0674-2535934

[website: www.odishafdc.com E-mail ID: general@odishafdc.com]

NOTIFICATION No. 3817/GL/742/2017-18, Dt: 20.02.2018

Sealed tenders are invited from the intending service providers having minimum three years of working experience in sweeping, cleaning and sanitary maintenance works in Office / Institutions / Organization etc. for sweeping, cleaning and for sanitary maintenance works in the corporate office of OFDC Ltd., located at A/84, Kharvelnagar, Bhubaneswar for a period of one year. The interested parties may submit their offer in sealed cover up to 3.00 pm of 07.03.2018 either by regd. post / speed post and can also drop the same in the box kept at ground floor of corporate office, which will be opened on the same day at 4.00 P.M in presence of the tenderer or their authorized representatives. The tender document with terms and conditions can be seen in our above website.

For Odisha Forest Development Corporation Ltd

Sd/-

Managing Director

**TERMS AND CONDITIONS OF THE TENDER WITH REFERENCE TO
NOTIFICATION NUMBER 3817 DT: 20.02.2018**

- 01) The work contract is only for sweeping and cleaning of the office building, its outside premises as well as its lavatories, bathrooms, sanitary fittings etc. installed in the Corporate Office of OFDC Ltd located at A/84, Unit-III, Kharvelnagar, Bhubaneswar.
- 02) The bidder/tenderer should have been registered under GST Act with minimum experience of three years in such job in any office/institutions/organizations etc. The tender documents should accompany the proof of the same.
- 03) An amount of Rs.200/- + GST @5% (non-refundable) is to be deposited through bank draft in favour of Odisha Forest Development Corporation Ltd payable at Bhubaneswar towards cost of tender paper or else the tender is liable for rejection.
- 04) The sweeping and cleaning works of the Corporate Office shall be made every day except holidays which shall be complete in all respect before 10.00 A.M i.e before commencement of office hours. The lavatories and bathrooms of the building shall be cleaned twice in all working days and wiping of floor area of building shall be made twice a week. If necessary, the cleaning and wiping works may be made in some holidays also.
- 05) The tender documents should accompany with Rs.5,000/- (Rupees five thousand)only towards earnest money deposit (EMD) in shape of bank draft drawn in favour of Odisha Forest Development Corporation Ltd., payable at Bhubaneswar. The EMD of the unsuccessful bidders shall be refunded after completion of tender and in case of successful bidder/tenderer the same shall be converted as security deposit (SD) and retained with OFDC. In case of non performance or unsatisfactory service, the contract so entered with the service provider will be cancelled and the security deposit shall be forfeited to OFDC Ltd. On satisfactory completion of contract period, the security deposit shall be refunded without any interest on the said amount.
- 06) The contract period of the said work is initially for one year from the date of execution of agreement between both the parties and the said contract can be renewed for further period as would be decided on mutual consent by both parties as per the agreed/revised terms and conditions.
- 07) The approved tenderer/bidder shall be liable to deposit all taxes etc. on account of service rendered by him to the concerned tax collecting authorities, from time to time, as per prevalent rules and regulations in vogue.
- 08) The tax deduction at Source (TDS) shall be made by the Corporation from the monthly bills as per provisions of Income Tax Act/Rules and as amended from time to time and will be deposited. A certificate of such deposit to this effect shall be provided to the service provider once in a year.

- 09) The said contract is liable to be terminated at any point of time for non-compliance of terms and conditions of contract, non-payment of remuneration to the employed persons, non-payment of statutory dues in time etc. by the said service provider. The Corporation shall have no liability for non-payment of remuneration to the persons so engaged by the service provider for execution of the above work. If any loss or damage is caused to the Corporation by the persons deployed by the service provider while performing their duties such as cleaning works etc, the amount of loss so caused shall be recovered from the unpaid bills of the service provider or from his security deposit or from both.
- 10) The Corporation reserves the right to accept or reject any or all offers without assigning any reason thereof. OFDC also reserves the right to withdraw or relax any of the terms and conditions mentioned above on mutual consent so as to overcome the problems caused to both the parties during the said contract period.
- 11) The persons so engaged for such cleaning job will be careful for their own safety. The Corporation will not be responsible for any un toward incident or any eventuality of the person engaged by the service provider in course of performance of their work.
- 12) Either the OFDC or service provider can rescind or terminate the contract at any time during the contract period by giving two months clear advance notice in writing to the other party. In case, the service provider backs out of the contract midway without explicit consent of the OFDC Ltd, the security deposit shall stand forfeited to OFDC Ltd.
- 13) In case of any dispute, the matter shall be referred to the Managing Director of OFDC Ltd, whose decision shall be final and binding on the service provider.
- 14) For any legal dispute, the court at Bhubaneswar shall have the exclusive jurisdiction to entertain such claim and no other court except Bhubaneswar, shall have the jurisdiction to entertain such claim/dispute.

Sd/-
Managing Director