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# 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

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## Tender Call Notice

No 20345/GL/742/2017-18, Dt: 20-11-17

Sealed tenders are invited from intending GST registered service providers having minimum three years of experience in sweeping, cleaning and sanitary maintenance works in Office / Institutions / Organization etc. for sweeping, cleaning and for sanitary maintenance in the Corporate Office of OFDC Ltd., located at A/84, Kharvelnagar, Bhubaneswar for a period of one year. The interested parties may submit the tender offer in sealed cover within 3.00 pm of 06.12.2017 either by regd. Post / speed post / drop in box kept at Ground floor of Corporate Office, which shall be opened on the same day at 4.00 P.M in presence of the tenderer or their authorized representatives. The tender document alongwith terms and conditions can be seen in our above website and it can be downloaded for submission.


For Odisha Forest Dev. Corpn. Ltd

sd/-  
Managing Director

### TERMS AND CONDITIONS OF THE TENDER NOTICE

- 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. for the Corporate Office of OFDC Ltd located at A/84, Unit-III, Kharvelnagar, Bhubaneswar.
- 02) The bidder/tenderer should have 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.200.00 + GST @5% (non-refundable) is to be deposited through draft drawn in favour of Odisha Forest Development Corporation Ltd payable at Bhubaneswar, only towards cost of the tender paper. Non-submission of tender cost is liable for rejection.
- 04) The service provider shall engage the sweeper (03 to 04) nos for sweeping/cleaning/wiping for every working days in morning hour to complete the work in all respect before commencement of office hour (10.00 AM) and one for afternoon for cleaning/wiping of wash rooms. The wiping of floor area of the office building shall be made twice in a week and if necessary in holidays also.
- 05) The tender documents should accompany with Rs.5,000/- (Rupees five thousand)only towards 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 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 will be forfeited to OFDC Ltd. On satisfactory completion of contract period, the Security deposit shall be refunded.
- 06) The contract period of the said work is for a period of one year from the date of execution of agreement between both the parties. The said contract can be renewed for further period as would be decided on mutual consent of both parties as per the agreed 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 deducted 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 contract of work 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 service provider. The Corporation shall have no liability for non-payment of remuneration to the persons so engaged by the service provider. If any loss or damage is caused to the Corporation by the persons deployed by the service provider while performing their duties, cleaning works etc. the amount of loss so caused shall be recovered from the unpaid bills of the service provider or security deposit.
- 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 so as to overcome the problems caused during the 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 eventuality of the person engaged by the service provider in course of performance of their work.
- 12) Either 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 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.

  
Managing Director