

ଓଡ଼ିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିମିଟେଡ
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. 11903/OFDC-25013/66/2022-Comm

Dated Bhubaneswar the, 28th June, 2024

Sealed tenders are invited from the 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 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 4.00 P.M. of 10th July, 2024 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 5.00 P.M. in presence of the tenderer or their authorized representatives. The tender Form containing general bid information and terms and conditions for annual maintenance of sweeping, cleaning and sanitary maintenance works etc. will be available from this office on any working day or can be downloaded from our website www.odishafdc.com.

For Odisha Forest Development Corporation,

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Managing Director

TERMS AND CONDITIONS FOR SWEEPING, CLEANING AND SANITARY
MAINTENANCE IN THE CORPORATE OFFICE OF OFDC LTD.

(Refer Notification No- 11903 Dt.28.06.2024)

01) The work contract is only for sweeping, cleaning & sanitary maintenance of the office building, its outside premises as well as its lavatories, bathrooms, sanitary fittings, floors, walls, window blinds, ceiling & glass structure items etc. located at A/84, Unit-III, Kharvelanagar, Bhubaneswar.

02) The above sweeping and cleaning works etc., shall be made every day except holidays which shall be completed in all respect before 9.30 A.M. each day 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 in a day. The walls, window blinds, cabin desks, ceiling & glass door shall be cleaned regularly. If necessary, the cleaning and wiping may be done in some holidays also.

03) The bidder/tenderer should have minimum experience of three years in such job in any office/institution/organization. Copies of proof of such experience are to be attached to the tender documents.

04) An amount of Rs.500.00 + GST @18% (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 along with the offer is liable for rejection.

05) The tender documents should accompany with Rs.10,000/- (Rupees ten 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 process 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 as such.

06) The contract period will be initially for a period of one year from the date of execution of agreement between both the parties. However, on satisfactory performance, the contract may be renewed for further period as would be decided on mutual consent of both parties.

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. This is the sole responsibilities and liabilities of the service provider.

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 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 persons engaged for cleaning job are required to be careful for their own safety. The Corporation will not be responsible for any untoward incident or any eventuality of the person engaged by the service provider in course of performance of their work. Further, the Corporation shall have no liability for non-payment of remuneration to the persons so engaged by the service provider. Rather, for any loss or damage caused to the Corporation by the persons deployed by the service provider while performing their duties the amount of assessed loss shall be recovered from the unpaid bills of the service provider or 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 so as to overcome the problems caused during the contract period.

11) 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.

12) 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.

13) For any legal dispute, the court at Bhubaneswar only shall have the exclusive jurisdiction to entertain such claim and no other Court shall have the jurisdiction to entertain such claim/dispute.

Sd/
Managing Director