

**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

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Letter No. 24424 /F;  
FIN-OM-MISC-0019-2022

Date. 28.09.2022 /

**QUOTATION CALL NOTICE**

Sealed Quotations are invited from the intending reputed Firms/Organization/Service Providers having adequate experience in sanitation and cleaning to provide cleaning and sweeping services to 48 nos. of toilets & office premises in Finance Department and its Annex Buildings in Odisha Lokaseva Bhawan, Bhubaneswar. The details of the services to be provided and the terms and conditions of the service is available in O & M Branch of Finance Department and state portal of Finance Department. The interested Agencies are at liberty to inspect the premises of this Department and its Annex Building before submission of the Quotation.

The quotations are required to reach the undersigned in sealed cover on or before 18.10.2022 at 4.00 P.M. The Agencies have to submit bid security declaration during submission of quotation. The cleaning materials will be supplied by the Department. The cost of manpower, EPF, ESI, GST should be specified in the Quotation in the prescribed format at Form-F-1.

The price quoted should be inclusive of all taxes, if any payable with break-up of the cost. The copies of GST clearance certificate, proof of Income Tax return of last financial year, Registration Certificate under Companies Act (if any) and the Service Tax Registration Certificate should be furnished along with the quotation. Besides, a list of organization with names, address, telephone No. to whom similar service has been rendered during the last three years should be furnished along with the Quotation.

The sealed quotations shall be opened on 18.10.2022 at 4.30 P.M. in the Office Chamber of the Additional Secretary to Government, Finance Department in the presence of the bidders or their representatives.

The undersigned reserves the right to cancel or reject any quotation without assigning any reason thereof.

By the orders of Principal Secretary

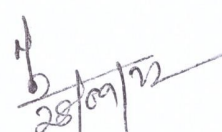
(J.K. Samal)

Deputy Secretary to Government

Memo No. 24425 /F.

Dated. 28.09.2022

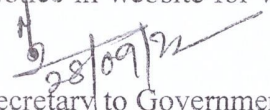
Copy along with soft copy forwarded to Joint Director (advertisement), I & P.R. Department for information and necessary action. He is requested to take necessary steps for publication of the quotation call notice in two widely circulated Odia dailies (**Samaj/ Sambad**) by **1.10.2022 positively**. E-mail ID of Sri Kumar Naik, Desk Officer, O & M Branch of Finance Department is kumarnaikfd@gmail.com.

  
Deputy Secretary to Government.

Memo No. 24426 /F.

Dated. 28.09.2022

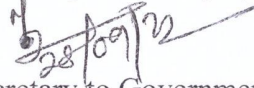
Copy forwarded to Head State Portal Group I.T. Centre Odisha Lokseva Bhawan, Bhubaneswar for bringing out the above Quotation Call Notice in website for wide circulation.

  
Deputy Secretary to Government

Memo No. 24427 /F.

Dated. 28.09.2022

Copy forwarded to all Department of Government with a request to display the Quotation Call Notice in their Notice Board for wide publicity.

  
Deputy Secretary to Government

Memo No. 24428 /F.

Dated. 28.09.2022

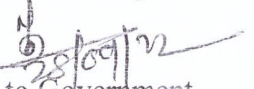
Copy forwarded to Notice Board of Finance Department/5 (five) Spare copies to O & M Branch, Finance Department.

  
Deputy Secretary to Government

Memo No. 24429 /F.

Dated. 28.09.2022

Copy forwarded to the Chief Receptionist, Odisha Secretariat/Sergeant, Secretariat Security, Odisha Secretariat for information and necessary action.

  
Deputy Secretary to Government

Terms and conditions for cleaning and sanitation of Finance Department,  
Lokseva Bhawan, Bhubaneswar

1. Wet cleaning of 27 (twenty five) toilets attached to the Office chamber of Officers, 11 ( eleven) general Gents toilets, 10 (ten) common ladies toilets & office premises of Finance Department on daily basis.
2. The general toilets used by the Officers and staffs shall be cleaned thrice daily while the toilets attached to the Officers Chambers should be cleaned twice daily. The office chamber of Officers, corridors and Branches will be cleaned in every working day.
3. At least six man power shall be engaged for the entire month. These men power shall provide services in Finance Department from 9 AM to 5 PM every day.
4. The payments will be made on monthly basis on satisfactory performance of the concerned Agency on production of invoice including all taxes/ charges such as GST, EPF, ESI etc. as applicable.
5. A Coordinator on behalf of the approved Agency should be nominated who shall be responsible for immediate interaction with Department so that optimal services of the persons deployed can be availed without disruption.
6. Statutory dues including income tax as applicable shall be deducted from the monthly bills at the time payment.
7. The successful bidder will enter into an agreement with this Department for supply of suitable manpower as per requirement of this Department.
8. This agreement may be cancelled at any time, without giving any prior notice if service rendered by the agency is not found satisfactory.
9. The agency will provide additional manpower to this Department as and when required on payment of usual charges.
10. All cleaning materials will be supplied by the Finance Department.
11. After finalisation of the tender the agency will have to execute an agreement with the Department for the period of one year from the date of execution of agreement.
12. The administration or service charges quoted by the bidder cannot be nil or zero or such that it has been kept deliberately low.

**(FORM -F1)**  
**(Quoted Price )**

Sl No.	Cost of labour per person	E.P.F (as applicable)	E.S.I (as applicable)	GST (as applicable)	Total quoted price for six persons including all statutory dues.	Remarks
1	2	3	4	5	6	7
A: Total Manpower Cost						
B. Service Charges						
C. Total quoted Price (A +B)						

- Bidder with lowest evaluated competitive charges for the required service will be awarded with contract.
- The bids with “Nil” or very abnormally low quoted service charges will be treated as “ Non responsive” and will be rejected during the financial evaluation stage.

Place: .....

Date: .....

(Sign. and seal of authorized Service Providing Agency/Firms)