

DOCUMENTS FOR QUOTATION & SPECIFICATION

SELECTION OF REPUTED & REGISTERED FIRMS/ AGENCIES/ INSTITUTIONS/ NGO/ SERVICE PROVIDERS FOR (A) GENERAL SWEEPING, CLEANING, MOPPING OF INSTITUTE BUILDING, (B) GENERAL SWEEPING, CLEANING, MOPPING OF HOSTEL, (C) SWEEPING OF MAIN ROAD & OUTSIDE OFFICE BUILDING PREMISES AND (D) UPROOTING SHRUBS, LEVELING & DISPOSAL OF WASTE MATERIALS OF COLONY CAMPUS AND SWEEPING OF INTERNAL ROADS OF COLONY OF THE INSTITUTE WALMI, ODISHA, PRATAPNAGARI, CUTTACK.

**WATER AND LAND MANAGEMENT INSTITUTE
AT: PRATAPNAGARI, PO: TELENGAPENTHA
DIST: CUTTACK, PIN- 754001**

email: walmi_orissa@rediffmail.com

WEBSITE- www.walmiodisha.com or www.walmiodisha.org

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Deputy Director, WALMI

Full Signature of the Bidder

SECTION – I
QUOTATION CALL NOTICE No.06/ 2024-25

“ The Statesman” Dtd 06.02.2025

A-1018


WATER AND LAND MANAGEMENT INSTITUTE
(An Autonomous Training Institute under DOWR, Govt. of Odisha)
AT: Pratapnagari, PO: Telengapentha, Cuttack, Odisha - 754001.
Email: walmi_orissa@rediffmail.com, walmi@odisha.gov.in
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QUOTATION CALL NOTICE No. 06 / 2024-25

Sealed quotations are invited from reputed & registered firms/ agencies/ Institutions/ NGO/ Service Providers for (A) General Sweeping, Cleaning, Mopping Of Institute Building, (B) General Sweeping, Cleaning, Mopping Of Hostel, (C) Sweeping Of Main Road & Outside Office Building Premises and (D) Uprooting Shrubs, Leveling & Disposal Of Waste Materials Of Colony Campus and Sweeping Of Internal Roads Of Colony by 2.00 P.M of 17.02.25 as per the bid document which will be available in the Office of the Director, WALMI, Pratapnagari, Cuttack on payment of Rs.6000/- (six thousand) only non-refundable. The quotation & bid documents also available in the Website: www.walmiodisha.com or www.walmiodisha.org for down loading from 07.02.2025 to 17.02.2025. The bids will be received upto 2.00 P.M of 17.02.2025 in the Office of the Director, WALMI, Pratapnagari, Cuttack & same will be opened in presence of the quotatiomers, or their authorised agents who wish to be present at the time of opening at 4.00 P.M of 17.02.25 in the chamber of the Deputy Director, WALMI, Pratapnagari, Cuttack, Odisha. Contact No-9937924096/7749963486

The quotations must be accompanied with self attested copy of GSTIN/ PAN/ Registration Certificate failing which the tender will be liable for rejection. The authority reserves the right to reject all or any tender without assigning any reason thereof.

Sd/-
Deputy Director, WALMI, Odisha

OIPR-32541/11/0001/2425


A-1018

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The quotations must be accompanied with self attested copy of GSTIN/ PAN/ Registration Certificate failing which the tender will be liable for rejection. The authority reserves the right to reject all or any tender without assigning any reason thereof.

Sd/-
Deputy Director, WALMI, Odisha

OIPR 32541/11/0001/2425

“ Bhaskar” Dtd 06.02.2025


No.: A-1018

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Sd/-
Deputy Director, WALMI, Odisha

OIPR- 32541/11/0001/2425

“ MATRUBHASA” Dtd 06.02.2025

Deputy Director, WALMI

Full Signature of the Bidder

SECTION – II

KEY INFORMATION

Last date of submission of filled quotation: By 02:00 P.M of 17.02.2025. The tenders received beyond the scheduled time and date will not be considered under any circumstances.

Place of sale of quotation documents :-

- (1) Office of the Director, WALMI, Pratapnagari, Cuttack

Cost of quotation documents:

- (1) Rs 6000/- (Rupees Six Thousand) only in shape of non-refundable cash at point of sale.
- (2) In case of downloaded bid documents from website, the quotationer or bidder has to enclose a Bank draft of Rs 6000/ - duly pledged in favour of Deputy Director, WALMI, Payble at BBSR or Cuttack on any nationalized bank failing which the bid/ offer is liable for rejection.

Period of sale: 07.02.2025 to 2:00 PM of 17.02.2025. The tenders received beyond the scheduled time and date will not be considered under any circumstances.

Place of receipt of quotation documents :-

- (1) Box kept in Office of The Director, WALMI, Pratapnagari.

Opening of Quotation: At 4:00 P.M of 17.02.2025

Place of opening: At Office of Deputy Director, WALMI, Pratapnagari, Cuttack

Deputy Director, WALMI

Full Signature of the Bidder

SECTION – III
INSTRUCTION TO BIDDER

Sealed quotations are invited from reputed & registered firms/ agencies/ institutions/ NGO/ Service provider for the work mentioned in page no.- 1

Following documents must be accompanied with the quotation/Bid/Offer

- (i) Self attested copy of GSTIN
- (ii) Self attested copy of PAN
- (iii) Self attested copy of Registration certificate
- (iv) EPF registration certificate
- (v) ESI registration certificate
- (vi) Labour license
- (vii) Money receipt in original towards cost of documents in case of cash payment at point of sale or a BD of Rs 6000/- in shape of Bank Draft as mentioned in Page no.-4

1. **Item of service:** Please See the Section-IV, General Procedure.
2. **Selection:** The bid will be evaluated basing on the responsiveness of the bidder under the following points.
3. The quotation documents are properly signed
4. Confirming to eligibility condition
5. Submission as per the prescribed format.
6. **EMD:** 02% of the gross yearly amount or Rs 1,00,000.00 (One Lakh) whichever is higher is to be deposited in shape of DD/ BD of any nationalized bank in favour of Deputy Director, WALMI & Payable at BBSR or Cuttack (Refundable) by successful bidder/ firm.
7. **Period of contract:** 1 (One) year
8. **Termination of contract:** The contract can be terminated by giving 15 (Fifteen) days clear notice. However WALMI reserves the right to terminate the contract without assigning any reason there of if it appears to the authority at any point of time that the service quality has deteriorated to such an extent that it is detrimental in the interest of the institute.
9. **Agreement:** The successful party shall sign an agreement with WALMI authority in prescribed format.
10. **Legal dispute:** Any dispute which may necessitate legal action will be restricted to the courts of Cuttack.

Deputy Director, WALMI

Full Signature of the Bidder

11. **Payment terms:** Payment for the service will be made by WALMI within 1st week of every succeeding month in online mode. No advance for the service will be paid to the firm/agency/bidder.
12. **Inspection authority:** The competent authority will carry out regular inspection. Surprise checking will be made to ensure quality of service.
13. **Canvassing:** Any attempt to canvass of any bidder directly or indirectly will amount to disqualification from the whole process of the bid.
14. **Rejection clause:** The firm who does not submit the complete documents is liable to be rejected summarily.
15. **Modifications:** WALMI Odisha reserves the right to modify/ add any clause to the agreement during the period of contract for any essential items or service which will be at the sole discretion of the institute.
16. **Submission of quotation:** Sealed envelope with quotation reference are to be addressed to Deputy Director, WALMI, Pratapnagari, Cuttack, is to be dropped in the box kept in the designated places.
17. **Cost of paper :** Rs 6000/- (Rupees six thousand) only (Non-refundable) by cash or through draft in case of downloading the bid document.
18. The bidder should sign on each & every page of the quotation documents.
19. TDS shall be deducted as per IT Act.
20. GST (TDS) shall be deducted as per the prevailing rules.
21. Confirm deposit receipts towards GST should be furnished prior to pass & payment of next bill. Failure of non-submission of such receipt may compel the authority for non-releasing of next payment.
22. No escalation in any manner will be entertained during the contract period.
23. The successful bidder carrying at the service has to pay minimum wages to the personnel engaged as per Labor Department circular & notification issued from time to time or may use mechanical means of cleaning, grass/ shrubs cutting/ collecting waste materials or garbage collection, disposal of the waste materials or garbage mechanically out of the campus. Mechanical means for wet mopping, using of bush cutting machine for cutting grass or shrubs etc. may be utilized by the successful bidder.
24. The tenderer should submit their tender only after publication in the News paper.
25. The tenders of the defaulting/ black listed firms/ agencies will not be taken into consideration.

Deputy Director, WALMI

Full Signature of the Bidder

SECTION – IV
GENERAL PROCEDURE

Sealed quotations will be received up to 2:00 PM of 17.02.2024, which is the last date for submission. The quotation will be opened on the same date & at 4:00 PM in the office chamber of Deputy Director, WALMI in the presence of authorized representative of agency/ applicant/ firm. If the date of opening falls on a government holiday or if declared as a holiday it will be opened on the next working day without change of the opening/ closing of time as mentioned earlier.

Signing of the quotation documents: Individuals signing the quotation document & other related attachment must specify the nature and authority of the signatory.

- (a) Whether signing as a sole proprietor of the firm or its attorney.
- (b) In case of companies registered under companies act/ Trust act should specifically denote on what capacity it has signed.

Filling up of the quotation documents:

- (1) Quotation documents terms should be as per the enclosed format.
- (2) Must be clearly written in English.
- (3) Overwriting should be avoided
- (4) Improper entry should be stroked of completely duly authenticated by full signature alongside.

Postal address/ Communication: Complete postal address, Phone No. and Email address to be supplied.

Attachments: Self attached photo copy of

- (1) GSTIN
- (2) PAN
- (3) Registration Certificates
- (4) Money receipt in original towards deposit of cost of quotation documents
- (5) EPF & ESIC Registration Certificates
- (6) Labour Registration Certificate

Deputy Director, WALMI

Full Signature of the Bidder

Conditions of acceptance:

1. WALMI Odisha does not bind itself to assign the quotation to any party & reserves the right to accept/ reject the whole or any part of the quotation without assigning any reason thereof.
2. Acceptance of the offer by the institute will be conveyed by a letter of acceptance from WALMI office in due course or will be mailed in respective mail address.

List of Employees: The successful bidder need to submit the list of his/her employees to WALMI, as well as list of machinery to be used for this work.

Failure & Termination: If the performance of the service provider is not satisfactory, the institute may take following action.

- Cancellation of contract
- Arrange another service provider
- Forfeiture of EMD submitted by the service provider

WALMI Odisha shall not be responsible for any loss, damage suffered by the service provider as a result of such termination of contract.

Objective: To clean the entire institute along with the hostels& dinings, sanitizing all toilets/ wet cleaning (mopping), uprooting shrubs, leveling the land, disposal of waste materials, sweeping & cleaning the entire premises of the institute & hostel etc. Procurement of necessary T&P materials and Sanitizing materials of reputed brand/ quality with sufficient quantity will be the responsibility of the concerned successful firm to carry out the service successfully & effectively.

Scope of work:

- A) General Sweeping, Cleaning, Mopping Of Institute Building.
- B) General Sweeping, Cleaning, Mopping Of Hostel
- C) Sweeping Of Main Road & Outside Office Building Premises
- D) Uprooting Shrubs, Leveling & Disposal Of Waste Materials Of Colony Campus and Sweeping Of Internal Roads Of Colony.

Deputy Director, WALMI

Full Signature of the Bidder

(A) General Sweeping, Cleaning, Mopping Of Institute Building

1. General sweeping, cleaning, mopping & drying of all floors, corridors, staircase & other centralized facilities daily with anti-corrosive liquid cleaner or detergent.
2. Vertical surfaces, ceilings, windows/doors of rooms, high reach area must be cleaned properly by vacuum cleaner once in a month.
3. Cleaning and maintenance of toilets & bathrooms including floor, door, window, wash basin, mirror etc daily. Corner and dirty places if any may be scrubbed using plastic hand scrubber. The floors are to be wiped dry.
4. Cleaning will be manual or semi-mechanized or completely mechanized as per requirement.
5. All the cleaning materials, chemicals, machines & equipments are to be provided by the agency. All sanitary/ cleaning items like Phenyl, Naphthalene balls, Odonil, Floor cleaner, Glass cleaner etc. will be supplied by the agency as per the direction of Engineer-in-charge. Use of acidic solution is strictly prohibited on vitrified tiles.

Area of operation for institute building = 55,297 sqft.

(B) General Sweeping, Cleaning, Mopping Of Hostel

1. General sweeping, cleaning, mopping & drying of all floors, corridors, staircase & other centralized facilities daily with anti-corrosive liquid cleaner or detergent.
2. Vertical surfaces, ceilings, windows/ doors of rooms, high reach area must be cleaned properly by vacuum cleaner once in a month.
3. Cleaning and maintenance of toilets & bathrooms including floor, door, window, wash basin, mirror etc daily. Corner and dirty places if any may be scrubbed using plastic hand scrubber. The floors are to be wiped dry.
4. Cleaning will be manual or semi-mechanized or completely mechanized as per requirement.
5. All the cleaning materials, chemicals, machines & equipments are to be provided by the agency. All sanitary/ cleaning items like Phenyl, Naphthalene balls, Odonil, Floor cleaner, Glass cleaner etc. will be supplied by the agency as per the direction of Engineer-in-charge. Use of acidic solution is strictly prohibited on vitrified tiles.

Area of operation for all hostels of the institute = 36,670 sqft.

Deputy Director, WALMI

Full Signature of the Bidder

(C) Sweeping Of Main Road & Outside Office Building Premises

1. Daily sweeping manually by coir broom stick, broom, brush & collecting the garbage & fallen tree leaves from the top surface of the road & its adjacent area as directed by the Engineer-in-charge & carrying the garbage to the disposal pond outside of the WALMI premises at agency's own cost.

Area of operation for main road & office building premises = 49,751 sqft.

(D) Uprooting Shrubs, Leveling & Disposal Of Waste Materials Of Colony Campus and Sweeping Of Internal Roads Of Colony.

1. Weekly cleaning of aforesaid area by uprooting small shrubs, unwanted thin plants manually with help of spade, shovel etc. collecting the same & suitable disposal manually and/ or mechanically to the disposal area, leveling the undulated surfaces and cleaning of dustbin etc. as per the direction of the Engineer-in-charge.

Area of operation for colony campus = 91,494 sqft.

A Supervisor for each item are to be provided along with required nos. of labourer to carryout the services. Nos of labour proposed to be engaged for each work should be mentioned.

N.B: The tenderer is requested to go through the terms and conditions thoroughly and carefully and furnish their tenders fulfilling all the requirements to avoid rejection of their tenders(s).

Deputy Director, WALMI

Full Signature of the Bidder

SECTION – V (PART-I)
CREDENTIAL OF THE FIRM
(Details to be filled up by the party.)

Name of the Bidder :

Sl No.	PARTICULARS	TO BE FILLED BY THE QUOTATIONER
01	Name of the Firm	
02	Detail address with contact No.	
03	Income tax registration	
04	GST Registration	
05	EPF Registration	
06	ESIC Registration	
07	Labor License	
08	Mobile Number	
09	Email Address	
10	Income Tax Return Certificate of last 3 years	
11	Copy of GST Clearance Certificate & PAN Card	
12	Copy of Aadhar Card	
13	Copy of the 1st page of the Savings Bank Account/ Current Account Pass Book.	

Deputy Director, WALMI

Full Signature of the Bidder

SECTION – V (PART-II)

PRICE BID

SI	ITEMS OF WORK	AREA (Approx) in Sqft	Rate with consumables per sqft per month (Rs)	
			In figure	In words
A	General sweeping, cleaning, mopping & sanitizing toilets/ wet cleaning of Institute building as per the scope of work including cost of all labour, materials, machinery with all charges to carry out the services in the entire area with profit etc. inclusive of all labour with all their wages, cost of hire charges of all machinery, all cost of consumable materials required for the work with all taxes as applicable in complete as per the direction of Engineer-in-charge.	55,297 sqft		
B	General sweeping, cleaning, mopping & sanitizing toilets/ wet cleaning of all hostels of Institute as per the scope of work including cost of all labor, materials, machinery with all charges to carry out the services in the entire area with profit etc. inclusive of all labour with all their wages, cost of hire charges of all machinery, all cost of consumable materials required for the work with all taxes as applicable in complete as per the direction of Engineer-in-charge.	36,670 sqft		
C	Sweeping of Main Road & Outside Office Building Premises of institute as per the scope of work including cost of labor, all materials, machinery with all charges to carry out the services in the entire area with profit etc. inclusive of all labour with all their wages, cost of hire charges of all machinery, all cost of consumable materials required for the work with all taxes as applicable in complete as per the direction of Engineer-in-charge.	49,751 sqft		
D	Uprooting Shrubs, Leveling & Disposal Of Waste Materials Of Colony Campus and Sweeping Of Internal Roads Of Colony as per the scope of work including cost of labor, all materials, machinery with all charges to carry out at the services in the entire area with profit etc. inclusive of all labour with all their wages, cost of hire charges of all machinery, all cost of consumable materials required for the work with all taxes as applicable in complete as per the direction of Engineer-in-charge.	91,494 sqft		

18 % GST will be extra.

Deputy Director, WALMI

Full Signature of the Bidder

SECTION – VI

DECLARATION

I/ We have read the entire quotation document and having understood and agreed fully to its entire content. I/ We do hereby give this that I/ We will be in a position to render the services to allotted areas in WALMI as per the expected terms & conditions of WALMI.

Seal & Signature
Quotationer

Deputy Director, WALMI

Full Signature of the Bidder