



## VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

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(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)

P.O. Engineering College, Burla, Dist: Sambalpur, Odisha, (India) -768 018

[www.vssut.ac.in](http://www.vssut.ac.in). e-mail: [registrar@vssut.ac.in](mailto:registrar@vssut.ac.in)

VSSUT/C.Maint./614 (D)/ 10 /2025

Dated: 02/01/2025

### TENDER CALL NOTICE

Sealed Tenders are invited from Registered and Authorized Labour Contractors/ Agencies for "Housekeeping and Sanitation" Contract of the Academic and Administrative Block areas of Veer Surendra Sai University Of Technology, Burla. The documents containing the details and submission format can be downloaded from the website [www.vssut.ac.in](http://www.vssut.ac.in) (under the Tender section). The bidders are required to submit the bids in the prescribed format of the University as given in the document for further processing of the proposal through registered post/ speed post. The authority reserves the right to cancel this invitation or invite a fresh Tender with or without assigning any reason thereof. The last date for submission of tender is 27.01.2025 by 5.00PM. The VSSUT, Burla is not responsible for any postal delay.

Registrar

REGISTRAR

V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018

Memo No. VSSUT/C.Maint./ 614 (D)/ 11 /2025

Dated: 02/01/2025

Copy forwarded to:

1. The Director, Department of I & PR, Govt. of Odisha with a request to publish the above advertisement in one issue of the all Odia daily edition of "The Samaj" (All Odisha edition) and English daily "The Times of India" (All Odisha Edition) at the I&PR approved lowest rates. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
2. Dean, Faculty & Planning with a request to publish the notice in the University Website.
3. The Comptroller of Finance of VSSUT, Burla for information.
4. PA to Registrar for kind information of the Registrar.
5. P.A. to V.C. for kind information of the Hon'ble Vice-Chancellor of VSSUT, Burla.

Registrar

REGISTRAR

V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018



**Veer Surendra Sai University Of Technology, Burla, Sambalpur,  
Odisha 768018**

Tender Notice No.: VSSUT/Je.Mgmt./614(22)/10/2025

Date: 02/01/2025

**TENDER FOR "HOUSEKEEPING AND SANITATION" CONTRACT FOR ACADEMIC AND ADMINISTRATIVE BLOCK AREAS OF VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA.**

Sealed Tenders are invited from Registered and Authorized Labour Contractor/ Agency for award of a housekeeping and sanitation contract on the following terms and conditions as detailed in tender documents and the following Annexure.

**1.**

- |  |                 |
|--|-----------------|
| a. List of All Blocks of Academic and Administrative Buildings | ANNEXURE-1      |
| b. Check list for preparation of Bid/Tender                    | ANNEXURE-2      |
| c. Instruction to tenderer and tender processing formality.    | ANNEXURE-3      |
| d. Letter of Undertaking and Format of particulars of tender   | ANNEXURE-4 & 4A |
| e. Financial Capacity  | ANNEXURE-5      |
| f. Price bid/quoted price format                               | ANNEXURE-6      |
| g. General Conditions of Contract(G.C.C.)                      | ANNEXURE-7      |
| h. Special Conditions of Contract(S.C.C.)                      | ANNEXURE-8      |

**2. IMPORTANT DATES**

- Last date of submission of tender on dated **27.01.2025** by **5.00PM**.
- Opening of Technical Bid of the tender on Dated **29.01.2025** at **4.00PM**.
- Opening of Financial Bid of the tender – It will be notified later on to successful bidder after evaluation of technical bid.

Tender document is available in University website which may be downloaded from the website of Veer Surendra Sai University of Technology, Burla i.e. [www.vssut.ac.in](http://www.vssut.ac.in)



### 3. NATURE AND SCOPE OF WORK

- I. The contract involves "Housekeeping and Sanitation" of the Academic and Administrative block areas of Veer Surendra Sai University Of Technology, Burla including any other building comprising of rooms, toilet, staircases, verandah, auxiliary rooms, office and all other premises attached to the building and precinct thereof. It also includes drain, sewage lines, water lines, sink, basin, commode, cistern, and other features attached there with a view to keep it neat and clean and in good hygienic conditions all the time during validity of the contract.
- II. The contract is basically item/unit rate contract and the agency shall be fully responsible for control, management & supervision of manpower engaged in maintaining cleanliness & hygiene. The VSSUT, Burla shall only provide an environment friendly atmosphere for execution of work by the agency.
- III. The period of the contract will be maximum up to three years from the date of issue of work order subjected to satisfaction of the University Authority. Yearly extension must be obtained from the competent authority. However, yearly extension will be made on the execution of the work satisfactorily.
- IV. The contract price is inclusive of all taxes and duties except G.S.T. The agency is to bear all incidental cost/tax connected to the execution of the contract.
- V. The VSSUT, Burla authority reserves its rights to cancel any or all tender may without assigning any reason and EMD shall be returned within one month of cancellation of the Tender/s.
- VI. Revocation/withdrawal from tender at any stage before or after opening of price bid shall entail forfeiture of EMD.
- VII. Bringing in outside influence or entering in to unsolicited correspondence/communication will entail rejection of tender and a proceeding for black listing of the Tenderer.

### 4. ELIGIBILITY:

- I. **Status:** -The Bidder shall necessarily be a legal entity either in the form of a sole proprietorship, partnership or a Limited Company or Society registered under the Companies Act or the Society registration Act as the case may be. A proof on the status the bidder has to be submitted. The firm should have Zonal or Regional headquarters in Odisha/Sambalpur or after award of contract to the successful bidder may open a zonal or a regional office in Odisha/ Sambalpur.
- II. **Financial Capacity:** The bidders should have the **minimum turnover of Rupees Ten Crore (10 Crore) in average** during the **last three financial years**. The Gross Turnover should be based on providing manpower services or/ and cleaning services. The GTO to be determined as per GST Return (GSTR-3B/GSTR-9) of last 3 financial years. Relevant documents supporting the above shall be submitted alongwith the Technical Bid documents, failing which tenderer shall be treated invalid. The firms must be willing and/or capable to sustain itself financial till bills are processed & payment released.

- III. Experience:** The Tenderer must have at least three years' experience in the similar work preferably in Housekeeping & Sanitation Work in Educational Institutions.
- IV. Registration:** The Bidder should be registered under GST Act, Employees Provident Fund Organization, Employees State Insurance Corporation & should possess valid Labour license as per the labour laws. Relevant documents in support of the same shall be submitted alongwith the Technical Bid.

  
REGISTRAR  
REGISTRAR  
V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018



Execution area of all blocks of Academic & Administrative Buildings of VSSUT, Burla.

S.N.	Description of Items	Quantity					Total Quantity in Sqm	Minimum persons to be engaged
		Nos.	Length	Breath	Quantity in Sft.	Quantity in Sqm		
I	Up keeping, cleaning & moping of the following Building Premises, floor areas, roof top, staircase, Doors, Windows, Laboratory, Classrooms, Corridors, etc. including dusting of almirah, cupboards, all furnitures, machines, fans including all electrical and other cleanable equipments once in a day including all etc. complete or as directed by Officer-in-Charge.							
i	Block-A1	3	200.00 ft.	28.00 ft.	16800	24010.01	44556.74	A-2
ii	Block-A2	3	150.00 ft.	28.00 ft.	12600			B-2
iii	Block-B	3	450.00 ft.	33.00 ft.	44550			C-2
iv	Block-C1	3	200.00 ft.	48.00 ft.	28800			D-2
v	Block -C2	3	200.00 ft.	48.00 ft.	28800			CSE-1
vi	Block- D1	3	200.00 ft.	48.00 ft.	28800			C.W.-1
vii	Block -D2	3	200.00 ft.	48.00 ft.	28800			CL and
viii	CSE Block (Left)	2	90.00 ft.	43.00 ft.	7740			T&P-2
ix	CSE Block (Right)	2	70.00 ft.	48.00 ft.	6720			
x	Central Work Shop	1	300.00 ft.	50.00 ft.	15000			
xi	Central Library	3	80.00 ft.	50.00 ft.	12000			
xii	Sir Visvesvaraya Auditorium (Hall & Stage)	1	120.00 ft.	80.00 ft.	9600			AVC &
xiii	Sir Visvesvaraya Auditorium (Balcony & Lobby)	3	30.00 ft.	80.00 ft.	7200			Others-4
xiv	Elect. Maint., CTF, All Cycle Shed, Canteen I & II, Dispensary, Atheletic Club, NCC Complex, etc	As per Actual			11040			
					<b>Total:</b>	258450		
xv	e-Learning center					2219.05	E.L. &	
xvi	Innovation center					1452.00	I.C.-2	
xvii	Roads and path way in front of Innovation center and e-Learning center	1	100.00 m	3.00 m		300.00		
xviii	Swimming pool					243.00		





S.N.	Description of Items	Quantity				Quantity in Sqm	Total Quantity in Sqm	Minimum persons to be engaged
		Nos.	Length	Breath	Quantity in Sft.			
ii	Paver Block behind Central library	1	180.00 ft.	20.00 ft.	3600.00	14278.72	29429.92	03
iii	Paver Block to Hydraulic machine lab	1	55.00 ft.	15.00 ft.	825.00			
iv	Paver Block in the parking area of Adm. Building	1	51.00 ft.	21.00 ft.	1071.00			
v	Paver Block in plinth protection in the side of Adm. Building to Chemistry Dept.	1	82.00 ft.	9.00 ft.	738.00			
vi	Paver Block on Back side of Mech. Engg.	1	153.00 ft.	31.00 ft.	4743.00			
vii	Paver Block near ramp of Adm. Block	1	53.00 ft.	21.00 ft.	1113.00			
viii	Paver Block on the side of Electrical Maintenance	1	26.00 ft.	13.00 ft.	338.00			
ix	paver Block in front of EEE Building	1	65.50 ft.	13.41 ft.	878.36			
		1	226.00 ft.	13.00 ft.	2938.00			
x	paver Block near EEE to EE Building	1	137.75 ft.	20.00 ft.	2755.00			
xi	paver Block connecting E.E Dept to M.E dept. Building	2	295.50 ft.	15.00 ft.	8865.00			
xii	Industrial Tile in front of work shop	1	36.50 ft.	13.00 ft.	474.50			
xiii	Industrial Tile in front of Comp. Science Building	1	93.50 ft.	44.00 ft.	4114.00			
xiv	Paver Block in the periphery of Comp. Science Building	3	95.00 ft.	16.00 ft.	4560.00			
		1	98.00 ft.	40.00 ft.	3920.00			
		1	31.00 ft.	10.00 ft.	310.00			
xv	Industrial Tile in front of Production Engg. Building	1	93.50 ft.	14 ft.	1309.00			
xvi	Paver Block side of Production Engg. Building	1	34.00 ft.	26.00 ft.	884.00			
xvii	Plinth protection of Production Engg. Building	1	67.00 ft.	9.00 ft.	603.00			
xviii	Paver Block in Parking back side of Production Engg. Building	1	202.00 ft.	75.00 ft.	15150.00			
xix	paver Block in front of Lib & Computer Center	1	215.50 ft.	30.00 ft.	6465.00			
xx	Industrial Tile in Golden Jubilee Main Entrance	1	60.00 ft.	47.00 ft.	2820.00			
xxi	Industrial Tile in Entrance	1	34.00 ft.	34.00 ft.	1156.00			
xxii	Paver block from Main entrance to Canara Bank	1	224.75 ft.	13.75 ft.	3090.31			
xxiii	Paver in front of Adm block front	1	295.75 ft.	65.00 ft.	19223.75			
xxiv	entrance to e- Learning center	2	82.00 ft.	30.00 ft.	4920.00			
xxv	e- Learning center front	1	374.00 ft.	40.00 ft.	14960.00			

S.N.	Description of Items	Quantity				Quantity in Sqm	Total Quantity in Sqm	Minimum persons to be engaged
		Nos.	Length	Breath	Quantity in Sft.			
xxvi	e- Learning center side	2	166.00 ft.	21.50 ft.	7138.00			
xxvii	Innovation center front	2	150.00 ft.	13.50 ft.	4050.00			
xxviii	Innovation center side	2	111.00 ft.	26.00 ft.	5772.00			
xxix	Swimming pool front side	1	88.00 ft.	37.00 ft.	3256.00			
xxx	Swimming pool periphery	1	203.00 ft.	10.00 ft.	2030.00			
xxxi	Gym Front	1	57.00 ft.	30.00 ft.	1710.00			
xxxii	Drain near Auditorium	1	1000.00 ft.	4.00 ft.	4000.00			
				<b>Total:</b>	153699.92			<b>07</b>
3	Cleaning & mopping of toilet & lavatories manually alongwith cleaning of Odisha or European style W.C. pan, Wash basin, including all water supply & sanitation items etc. of all University areas including all labour, materials, T&P etc. complete as directed by the Officer- in-Charge.					1651.30	1673.59	08
i	Toilets in Corridors & Chamber of all University Building	29	15.00 ft.	20.00 ft.	8700.00			
ii	Second floor Toilet	29	15.00 ft.	20.00 ft.	8700.00			
iii	Chamber	15	5.00 ft.	5.00 ft.	375.00			
				<b>Total:</b>	17775.00			
iv	Office-Cum-Residence of Vice-Chancellor					22.29		

**Total Man power to be engaged: 23+7+8 = 38**

**Out of 38 Manpower 8 persons will be engaged from 1.00 PM to 8.00 PM**



ANNEXURE-2

Sl. No	Particulars	Yes/No	Page No.
1	Have you properly read the Tender call notice, filled in and signed the details and enclosed relevant documents?		
2	Have you read and understood various conditions of the tender and willing to abide by them?		
3	Have you submitted the DD for EMD of Rs. 50,000/- to the Registrar VSSUT, Burla through Speed Post / Registered Post?		
4	Have you taken prints of all the sections of the Tender in the prescribed paper size and signed on all pages of the Tender document and submitted properly and chronologically?		
5	Have you attached proof of having met the eligibility criteria?		
6	Have you attached self-attested copy of the documents to show the financial status of tenderer?		
7	Registration with Government bodies like IT, GST, ESIC, EPF Labor License, and Legal Entity – Have you attached a copy of each of the certificate?		
8	Have you attached the self-attested experience certificate issued by the organization / Govt. Depts. if any?		
9	Have you submitted the Audited Balance Sheet & Profit & Loss A/C of the firm duly certified by a licensed Chartered Accountant?		
10	Have you attached the proof/desired documents as mentioned under Annexure-3?		
11	Have you attached the proof of authorization to sign on behalf of the Tenderer?		
12	Has your Technical Bid been submitted as per the requirements of the Tender?		
13	Is your BOQ / financial Bid submitted as per the prescribed format?		
14	Have you submitted the tender documents in two parts alongwith the EMD in three separate sealed covers as prescribed under instructions to the tenderers.		

Signature of Tenderer





**Veer Surendra Sai University Of Technology, Burla**

**INSTRUCTIONS TO TENDERERS**

**Tender Notice No.:** VSSUT/G. Maint/614(CD)/10/2025

**Date:** 02/01/2025

1. The tenderer shall submit the tender in two parts consisting of Part-I (Technical Bid) and Part-II- Financial Bid (i.e. BOQ) each in separate sealed cover. The separate sealed cover of the Technical Bid must be superscribed as "Technical Bid For Housekeeping And Sanitation Contract of VSSUT, Burla" and the separate sealed cover of Financial Bid be superscribed as "Financial Bid For Housekeeping And Sanitation Contract of VSSUT, Burla" and both should contain the name and address of the tenderer to avoid confusion during Bid opening. The **Earnest Money Deposit (EMD) (Refundable) of Rs.50,000/- (Rupees Fifty Thousand)** together with **Tender Cost (Non-refundable) of Rs. 5,000/-(Rupees Five Thousand)** shall be deposited in the shape of **Banker's Cheque/ Demand Draft** in favor of "Comptroller of Finance, VSSUT, Burla" payable at Burla from any Nationalized Bank and the tenderer shall submit the same separately in a third sealed envelope super scribing with the words "EMD and Tender cost for House Keeping and Sanitation Contract of VSSUT, Burla" and containing the Tender notice no. and the Tenderer's name with address. Tenders not accompanied with EMD and Tender Cost shall be considered as invalid and rejected. Only Earnest Money Deposit (EMD) will be exempted for MSME registered organizations, subject to production of authentic registration certificates. All the three separate sealed covers shall then be put in a bigger sealed cover superscribing "Tender Documents for House Keeping and Sanitation Contract of VSSUT, Burla vide Tender Call Notice No. \_\_\_\_\_ / Dated: \_\_\_\_\_" and containing the name and address of the Tenderer. It should be addressed to "The Registrar, VSSUT, Burla, Dist.- Sambalpur, Odisha-768018" and sent by Speed/ Registered post early so as to reach the office of the Registrar, VSSUT, Burla within the time stipulated in the Tender Call Notice. Tenders submitted in any other mode or received after a stipulated date and time shall be summarily rejected.
2. The cover containing the DD for both EMD, Tender Cost shall be opened first at the time of opening of Technical Bid. The Part-I offer of those Tenderers, whose EMD and Tender Cost are found in order and submitted as prescribed, will be opened immediately thereafter. Otherwise the offer will be considered as invalid and Part-II of the Tender will not be opened.
3. The Financial Bid will be opened only after satisfactory fulfilling the condition of EMD, Tender Cost & Technical bid.
4. The tender shall be valid for **90 days** for acceptance from the date opening of the Financial Bid and withdrawal in between shall entail the forfeiture of EMD.
5. Tenders not received in the prescribed forms will be liable for rejection.
6. The Tenderer(s) shall dully fill in all particulars in the format as at Annexure- 4A and it shall form part of tender document under Technical Bid. Non-submission of duly filled in & signed form of tender shall render the tender invalid.
7. The invitation to Tender, Instructions to Tenderers, Special Conditions (SCC) of Contract & General Conditions of Contract (GCC), form of tender along with the rates quoted against each item in the "Schedule of Rates" with the Letter of Acceptance and Work Order for awarding of the work and Contractor's Letter of acknowledgement shall form the contract. In case of any conflict between the terms mentioned in General Conditions of Contracts and Special Conditions of Contract, the latter shall prevail.





**8. Documents to be submitted as part of Technical Bid:**

- A. The Tenderer shall submit the documents showing the category of Tenderer, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co- Operative Society etc. as for instance:
  - I. Attested copy of affidavit of Sole Proprietary, incase of Proprietary Firm,.
  - II. Attested copy of Partnership deed along with amendments if any and proof of registration if any, incase of Partnership Firm,.
  - III. Memorandum & Articles of Association, Certificate Incorporation, Authorized, and Subscribed and paid up capital, incase of Limited Companies
  - IV. Attested copy of the certificate of registration from the Registrar of Co- Operative societies.
- B. RPFC Registration Code if any.
- C. Registrations with EPF with proof of up to date payment of Employer and employee's shares.
- D. Registrations with ESI with proof of up-to-date payment of Employer and employee's shares.
- E. Copies of Audited Balance Sheet, Profit & Loss Account and Income Tax Returns of the preceding last 3 financial years attested by a Licensed Chartered Accountant. Copies of GSTR-9 for the last 3 financial years.
- F. Self attested copies of Bank Passbook into which payment shall be made in Mandate form with last six month payment details in the bank statement
- G. Self attested copies of PAN card with Income Tax clearance certificates of the preceding last 3 financial years.
- H. Self attested copy GST Registration Number.
- I. Self attested copies of Labour License particulars under Contract Labour (Regulations and Abolition) Act,1970 held under previous contract if any or copy of registration under Shop & Establishment Act.
- J. Details of previous similar work experience and performance certificate from institutions to which such service were supplied during the preceding last 3 financial years.
- K. Any other documents considered fit for giving weightage.
- L. The Tenderer has to furnish information in separate sheet about any Officer/ Proprietor/ Partner/ Director of Firm/ Company being an employee, past or present or relationship of any employee of VSSUT, Burla. He/ She shall also intimate whether any Tenderer or any other Proprietor, Partner, Director, Shareholder or His/ Her spouse working as contractor in VSSUT, Burla or in any Govt. department/ Public undertaking has been Black listed/ Removed from approved list of Contractors/ Demoted to lower class of job/ or under orders for ban of suspension of business with him/ them.

**Note:** The original documents will be produced for verification at the time opening and scrutiny of the Tender documents. Tender by a partnership firm shall be signed in the firm's name by one of the partners duly authorized by other partners. Tender by a Joint Stock Company shall be signed in the name of the company, by a person duly authorized on its behalf. A power of attorney or other satisfactory proof showing that the person signing the tender document on behalf of the company is duly authorized to do so shall accompany the Tender. Tender submitted without furnishing the full particulars or tender documents without strictly adhering to the directions given herein shall be rejected.



## 9. Banning of Business Dealings:

- A. If it is found during processing of the Tender or execution of contract that the Tenderer or his representative has resorted to corrupt, fraudulent practices including misrepresentation of facts and/or fudging/forging/tampering of documents, the bid submitted by the Tenderer shall be disqualified and a ban or any further business dealings shall be imposed for a specified period. Further, if at any stage of the Tender process, any of the said irregularity is informed or noticed, the Bid of the firm/ proprietor will be liable to be cancelled by the university.
- B. If it is found during the validity of the Contract that the agency or his Agent/ Representative or any other person claiming interest under him, indulges in any negligence in duties, fraudulence, malpractice or any activity prejudicial to the interest of the VSSUT, Burla or detrimental to the Plant/Unit, equipment and property, the said Contract shall be terminated at once and a ban on any further business dealings shall be imposed for a specified period. Besides, the cost of damage, loss, theft, detriment, etc. shall be recovered from the Agency/ Firm. An undertaking at the time of deployment of labour may be obtained from each of them for future disciplinary action as per law.

**10. Agency Background:** Persons convicted for any criminal offence involving moral turpitude/economic offences would not be eligible for execution of allotment Contract and if such a person procures any Contract by suppression of fact, the contract will be liable to be cancelled.

**11.** The tenderer is advised to inspect all the areas of the University & satisfy himself before submitting his tender as to the nature of work. No complaint on these accounts shall be entertained after submission of the tender. The inspection of the site can be made only during the official hours of the university on prior appointment with the authorized officer during working hour.

## 12. Bid Opening Procedure:

The Technical Bids which shall comprise of (1) the detailed Tender Call Notice along with Annexures-1, 2, 3, 4, 4A, 5, 6, 7 & 8 and all qualifying documents as enlisted under Clause-9 of Annexure-3 shall be opened at VSSUT, Burla on the specified date, venue and time as mentioned in notice or as suggested by the Committee authorized by the competent authority of the VSSUT, Burla.

The Financial Bids of all qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

Absence of bidders or their authorized representatives shall not impair the legality of the process.

The financial bid shall have 40% weightage out of 100 marks which shall be judged on the basis of service charge/agency commission percentage claimed by the bidders. The lowest qualified bidder shall get highest marks (40/40) and others getting proportionately.

**Financial Score of a Bidder** =  $18 \times (\text{L1 Lowest Agency rate for Toilet}) / (\text{Rate quoted by Agency}) + 14 \times (\text{L1 Lowest Agency rate for Class room \& common areas}) / (\text{Rate quoted by Agency}) + 8 \times (\text{L1 Lowest Agency rate for Roads}) / (\text{Rate quoted by Agency})$

[Ref.: Weightage for Toilet- 18 Marks, Weightage for Class room & common areas - 14 Marks, Weightage for Roads- 8 Marks]

Selection will be made based on the highest score. [Technical evaluation (60)+ Financial Bid score (40)]

Incase more than one bidder gets the same highest score, then the agency with the highest turnover in the last financial year (2023-2024) shall be awarded the contract.



### 13. Technical Bid Evaluation:

The University shall follow quality and cost based selection bid evaluation system (QCBS) where both the Technical Bid and Financial Bid shall be considered for evaluation after qualifying in the Technical Bid as per prescribed criteria.

For Technical Bid evaluation, points will be given on the basis of the criteria as listed in given table.

The Technical Bid shall have 60% weightage out of 100 marks. The bidders securing 60% of the total marks assigned to Technical Bid (i.e. 36/60) shall be declared qualified in the technical evaluation. Marks assigned to bidders by the appropriate committee and approved by competent authority, VSSUT, Burla shall not be questioned by any bidder.

The bidders who qualify in the technical evaluation may remain present at the time of opening of Financial Bids. Technical evaluation would be based on the following criteria:

S.N.	Description	Score
1	Profile of company & number of years in business Max Score:15	2 Marks for each year in operation for every year in similar work.
2	No. of similar works executed (Last 3 years) Max Score:10	1 Mark for each work order.
3	No. of persons supplied in a single order (Last 3 years) Max Score:20	1 to 10 Persons: 10 Marks 10 to 25 Persons: 15 Marks More than 25 Persons: 20 Marks
4	Annual Turnover in average (Last 3 years) Max Score:15	Greater than & equal to 10 Crore and Less than & equal to 12 Crore: 2 Marks Greater than 12 Crore and Less than & equal to 15 Crore: 4 Marks Greater than 15 Crore and Less than & equal to 20 Crore: 6 Marks Greater than 20 Crore and Less than & equal to 25 Crore: 10 Marks More than 25 Crores: 15 Marks
		Total Technical Score:60



**14. Financial Bid Opening Procedure:**

The financial bid (BOQ) shall be in separate form only. The Financial Bids (BOQ) of all technically qualified Bidders shall be opened on the scheduled date, venue and time mentioned in notice.

15. Tenders containing overwriting or erasing, without authentication and without full signature on each pages of the "Schedule of Rates", Financial Bid and without the amount / quantity being shown in figures and words as well will be liable to rejection.
16. The rates quoted in the tender by the tenderer shall be in figure as well as in words. In case of discrepancy in the rate/amount between figure and words, the value written in words shall be taken as finally quoted rate/s/ amount.
17. Tenders/s with rates in units different from those prescribed in "Schedule of Rates" will be liable to rejection. BOQ not received in the prescribed format shall be liable to rejection.
18. The rate in the tender shall cover/ include all statutory duties/taxes/levies, as on date of tender, except GST.
19. The minimum/ maximum service charges should be proposed/ quoted as per the Finance Department Office Memorandum No.- 19595/ Dated: 11.07.2023. Failing which the financial bid will not be accepted.
20. Conditional tenders either in Part-I or Part-II of the Tender shall be liable to be rejected.
21. Any request from the tenderer in respect of additions, alterations, modifications, corrections etc. of either terms and conditions or rates of his tenders after opening of the tenders, shall not be entertained under any circumstance. If the tenderer withdraws his tender after opening of the tender, but before the expiry of the validity period of the BOQ, the Earnest Money deposited shall be forfeited.
22. The successful tenderer shall make his/her own arrangement for all materials and machines with tools and tackles required for carrying out the job as specified in the contract & consider the cost, labour cost and other charges to be incurred in proper execution of work within specified time. Further, it is strictly advised to ensure for engagement of skilled & suitable manpower for execution of all the cleaning work/ other work entrusted to them. The leave rule guided by Labour Department, Government of Odisha for outsourcing staff may be followed clearly/strictly during the execution. The termination of labour may be done at the jurisdiction of the Agency & it should not come to the notice of the University Authority. If any such case arises, the tenderer is advised only to attend Office of the Registrar for communicating the matter to the concern Authority. The engagement of the manpower / labour & Supervisor in all Sunday & holidays as per actual requirement & the decision of the Authority concerned is final.
23. Also the engagement of manpower/labour & supervisor in summer vacation, Puja holidays & other special occasion like Convocation etc will be deployed as per actual requirement of time or as directed by the Estate Office/ Maintenance Section. During the regular cleaning work from 6.00 AM to 2.00 PM, mopping of corridors from 7.00 AM to 9.00AM on daily basis must be executed. The roads should be cleaned properly from 7.00AM to 9.00 AM on daily basis. Similarly & more importantly all the toilets of the University must be properly & thoroughly cleaned in similar way i.e. 2 times as mentioned in the above said hours. The Agency is advised to keep at least eight manpower to entrust the same work permanently so that it will be managed in regular basis from 1.00 PM to 8.00 PM. These manpower will only be engaged in cleaning & attending the toilets only & must be available in nearby areas during working hours. For all the above works mentioned in the Logbook & complaint register must be maintained as directed by Maintenance Engineer (I/C). The Agency shall maintain the lodging of complaint both in electronic (SMS/E-Mail) & hardcopy. During the payment of bill, the compliance of complaints will be reviewed. The Company/Agency shall keep display board at different strategic location as directed by Maintenance Engineer (I/C) by writing name of contact person with his mobile no & email address at the cost of the Company/Agency.



- ⊕ 24. The garbage should be cleaned every day and may be dumped in the dump yard as specified by the Municipality.
25. The persons engaged in the cleaning of Corridors, Toilets and Roads should not be assigned in any other work.
26. The Agency must use a good quality/ reputed brand Phenol for cleaning of Toilets & moping of Floors.
27. The behavior of the manpower deployed by the Agency should be good towards the Teaching/ Non-Teaching Staffs & Students. Any misconduct / misbehavior on the part of the manpower deployed by the Agency will not be tolerated and such person(s) will have to be replaced immediately.
28. By submitting a tender, the tenderer will be deemed to have satisfied himself that the rates quoted by him/her in the tender will be adequate to complete such work according to the specifications and conditions attached and that he has taken into account all conditions and difficulties that may be encountered during its execution. Any complaint in this regard after submission of the tender shall not be entertained.
29. Canvassing in any form is strictly prohibited and tenders submitted by the tenderer who resorts to canvassing, will be liable to rejection.
30. The Authority of the VSSUT, Burla reserves rights to accept /reject any or all tenders without assigning any reason thereof or to divide the work with multiple parties/bidders.
31. The Tender documents are not transferable.
32. Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-Operative Society etc. formed after floating date of the tender are not eligible for participating in the tender.
33. It shall be the responsibility of the persons/firms submitting the tender to ensure that the tenders have been submitted in the formats and as per the terms and conditions prescribed in the Tender documents and that no change is made therein before submission of their tender. In the event of any doubt regarding the terms and conditions /formats, the person concerned may seek clarifications from the authorized officer of the VSSUT, Burla. In case any tampering/unauthorized alteration is noticed in the tender submitted vis a vis the tender document available on the website, the said tender shall summarily be rejected.
34. For any clarification, the Registrar VSSUT, Burla, Sambalpur Odisha-768018 may be contacted during the working hour.
35. The Bid of the unsuccessful bidders will be returned to them after expiry of the final bid validity period and latest by 30<sup>th</sup> day after the award of contract. However, the bid security of unsuccessful bidders during the first stage i.e. technical evaluation will be returned to them within 30 days of the declaration of results of the technical evaluation. Bid security will be refunded to the successful bidder on receipt of performance security.

36. (a) To ensure due performance of the contract, a sum equivalent to 5% of the contract value is required to be deposited by the firm towards Performance Security within 07 (Seven) days from the date of issue of the letter of intent in form of Insurance Surety Bond, account payee Demand Draft, Fixed Deposit Receipt, Bank guarantee including e-Bank Guarantee from any of the scheduled commercial banks. The ISB, DD, FDR or Bank Guarantee shall duly be pledged in favour of the "Comptroller of Finance, VSSUT, Burla" for safeguarding the purchaser's interest in all respects.
- (b) Micro and Small Enterprises (MSEs) and start-ups are allowed concessional payment of performance security @25% of performance security prescribed for normal bidders.
- (c) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
37. Before submitting the tender, the tenderer should ensure that the details/documents are submitted as per the check list.

Date:

Signature of Tenderer

Place:





**(Letter head of Tenderer)**

Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERTAKING AND DECLARATION**

**To  
The Registrar  
VSSUT, Burla-768018**

Ref: Tender Call Notice no. \_\_\_\_\_

Dated: \_\_\_\_\_

I/ We, the undersigned, declare that:

1. We have examined the tender document and its terms and conditions and we have understood the details.
2. We are ready to execute in conformity with the tender document the contract in case we are found successful as a tenderer.
3. Our bid shall be valid for a period of 90 days from the date of opening of price bid and we shall not revoke the same.
4. If our bid is accepted, we undertake to comply all other formalities as per tender document and work order.
5. We also declare that neither our firm/company/proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
6. We undertake that during the tender evaluation or after award of contract, if University Authority finds any irregularity as mentioned in clause 9 of the Annexure-3, we have no objection if our bid is rejected or contract is terminated with immediate effect.
7. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that the VSSUT, Burla is not bound to accept highest ranked bid or lowest bid or any other bid received.
8. The detailed particulars of the tenderer is mentioned & attached separately as at Annexure-4A.

Yours sincerely

**Signature with seal of the Tenderer**

**(Authorized person if any shall attach a copy of the authorization for signing on behalf of the Bidding Company)**

**Full name and Designation**



(ON LETTER HEAD OF THE FIRM)

**TENDER FOR HOUSEKEEPING AND SANITATION CONTRACT FOR ACADEMIC AND  
ADMINISTRATIVE BLOCK AREAS OF VEER SURENDRA SAI UNIVERSITY OF  
TECHNOLOGY, BURLA.**

Sl. No	Particulars	
1	Name of Agency/ Firm/Proprietor	
2	Category of the Tenderer (Whether Proprietor/ Registered Firm/ Regd. Proprietary Firm/ Private Ltd./ Public Ltd./ Co-operative Society)	
3	Full Postal Address	
4	Email ID	
5	Mobile No.	
6	Other business of the firm (Please, mention the details)	
7	Office/Residence Ph. No.	
8	Office/Work Email ID	
9	Fax no. (if any)	
10	Name(s) of Proprietor / Partner / Director	
11	ESI Registration No. & Date with Date of Validity. (Enclose upto date payment details)	
12	EPF Registration No. & Date with Date of Validity. (Enclose upto date payment details)	
13	PAN No. (Enclose Income Tax Clearance Certificate for the preceding three years)	



14	GST Registration No.	
15	Labor License No. (Enclose Document)	
16	Volume of business in the FY	2021-2022
		2022-2023
		2023-2024
17	Past experience in similar business (Enclose relevant documents/order copies of other organizations with performance certificates)	
18	List Materials, machinery owned and methods proposed for executing the work	
19	List of Manpower with qualifications and length of experience in House Keeping and Sanitation work	
20	Name, Address of National level Technical education, Institutions where worked with length of services if any. (Enclose performance certificate issued by the Institution/s)	

Signature of Tenderer



FORM FOR FINANCIAL CAPACITY

DESCRIPTION

Description	Financial Years		
	2021-2022	2022-2023	2023-2024
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after tax			

**Countersigned by a Licensed CA**

**Signature with seal of the Tenderer**

**N.B.-**Supporting documents for the above declaration- GSTR-9/GSTR-3B of last 3 Financial Years. If the turnover not declared in the statutory return(s) it will not be considered for Technical Score as well as for Eligibility.





Veer Surendra Sai University of Technology, Burla

**Tender For Housekeeping and Sanitation Contract for Academic And Administrative Block Areas Of Veer Surendra Sai University Of Technology, Burla.**

**BOQ (Bill of Quantity)/ PRICE BID/ QUOTED PRICE FORMAT [Should only be in the price-bid cover. Not to be enclosed with the Technical Bid]**

Tender Inviting Authority: Registrar, Veer Surendra Sai University of Technology, Burla.

Name of Work: Tender For Housekeeping And Sanitation Contract for Academic And Administrative Block areas Of Veer Surendra Sai University Of Technology, Burla (Should only be in the Price-Bid cover. Not to be enclosed with the Technical Bid)

Tender Notice No.: \_\_\_\_\_

Name of the Bidder/Bidding Firm /Company	
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**PRICE SCHEDULE**

(Domestic Tenderer – Rate to given in Rupees)

(This BOQ templates must not be modified/replaced by the bidder and the same should be filled)

S.N.	Description of Works	Quantity/ Area	Basic Rate in Rupees (Without GST) Sqm/ Day		Total Amount	
			Rs.	P	Rs.	P
1	2	3	4		5	
1	Up keeping, cleaning & moping of the following Building Premises, floor areas, roof top, staircase, Doors, Windows, Laboratory, Classrooms, Corridors, etc. including dusting of almirah, cupboards, all furnitures, machines, fans including all electrical and other cleanable equipments once in a day including all etc. complete or as directed by Officer-in-Charge.	44556.74				

2	Cleaning & up keeping of bituminous & concrete roads, alongwith industrial tile flooring area paver roads of all University areas in including all materials, labour, T&P etc. complete or as directed by the Officer-in-Charge.	29429.92		
3	Cleaning & mopping of toilet & lavatories manually alongwith cleaning of Odisha or European style W.C. pan, Wash basin, including all water supply & sanitation items etc. of all University areas including all labour, materials, T&P etc. complete as directed by the Officer- in-Charge.	1673.59		
4			Total:	
5	Add G.S.T. on all above items as per Govt. order which may change from time to time.		@	
6			Total:	
7	Total Amount of Bill x No. of executed days		Grand Total:	

**N.B.:-**

1. After Satisfactory execution the Agency may be required to execute more new Areas as per above quoted rates, only on approval of the competent Authority which will be required in future for interest of the University
2. Deduction will be made as per actual quantity & rate quoted for non execution of the work as per actual per day duly entered in log book/ Complaint Register certified by the Maintenance Engineer (I/C) / Department HOD's only (This will be adopted at the time of submission of the bill for pass and payment)
3. Taxes will be applicable as per circular of Finance Department, Govt. of Odisha. Any change to be notified by Finance Department will be binding.
4. The labour rates will be enhanced as per the notification order of the Labour & Employment Department, Government of Odisha. Such order will be effective on production of the actual attendance against which the EPF & ESI amount are deposited by the agency w.e.f. the implementation of the Government notification. The rate of service charges will not be revised in any circumstances and will be paid as per the original work order.

**Signature with seal of the Tenderer**





GENERAL CONDITIONS OF CONTRACT

**A. DEFINITIONS:**

1. **Approved** means approved in writing, including subsequent written confirmation of previous verbal approval.
2. **University** means Veer Surendra Sai University of Technology, Burla.  
(In short- VSSUT, BURLA)
3. **Competent Authority** means Registrar, VSSUT, Burla and officer authorized in this regard.
4. **Contract** means the Invitation to Tender, Instructions to Tenderers, General Conditions of Contract, Special Conditions of Contract, Scope of Work showing approximate quantities, tender submitted by the tenderer including his price offer, Performance Guarantee Bond and other bonds, Letter of Acceptance, Work Order and any communication having the effect of amendment of the contract, and the contract agreement, unless otherwise specified.
5. **Contract Rate/Price** means the sum named in the tender that has been accepted subject to such additions thereto or deductions there from as may be made in course of the tender evaluation or thereafter.
6. **Agency** means "The Tenderer" whose tender has been accepted and includes the Agency's authorized representative, successors, permitted assignees, legal heirs.
7. **Duration of contract** means the period stipulated in the contract or work order and includes any extended period thereof, if any made through by a written communication only.
8. **VSSUT, Burla** means Veer Surendra Sai University of Technology, Burla represented through authorized officer for this contract or Registrar as the case may be.
9. **Maintenance Engineer** means officer authorized to perform certain duty under this contract.
10. **Authorized officer/Representative** includes Registrar, Dean and HOD of all Departments, Prof-In-Charge, Civil Works of VSSUT, Burla authorized or designated for this contract.
11. **Equipment** means all tools, instruments, appliances or things of whatsoever nature required in course of the execution of the contract.
12. **Notice in writing** or written notice including notice in digital mode means a notice in written, typed or printed characters sent or emailed (unless delivered personally or otherwise proved to have been received) by registered post / Speed Post to the notified address or the Registered office of the addressee, or the Agency's site office and shall be deemed to be sufficient service if so sent or left at that address.
13. **Terms and Conditions** means the special condition of the contract (SSC) and the General conditions of the contract (GCC) herein mentioned and other stipulations incorporated in any part of the tender document and / or agreement.
14. **Tender** means offer against enquiry/ advertisement/ Notice Inviting Tender submitted by the tenderer in single part or in multiple part like Techno- commercial part, price bid part.
15. **Tenderer** means the person or firm or company who have submitted valid tender and also includes its authorized representatives, heirs, executors, administrators, successors and assignees as approved by the employer.

16. **Work** means all work given in the Scope of Work in the tender documents and includes any associated work required for fulfillment of the scope of work and as set forth and required by the specifications and also such additional instructions issued from time to time during the progress of the work.
17. **Words** importing the singular only shall include the plural and vice versa. Where the context requires words importing person shall include firms and companies and vice versa.
18. **Cartel:** If it is found that the tender price is rigged by cartel formation, the tender process/ tender of the cartel group shall be cancelled. (Cartel means quoting price in connivance so as to influence the bid)
19. **Termination of Contract:** The University may write a notice to suspend the contract if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspense shall specify the nature of failure, and shall request remedy of such failure within a period not exceeding 15 days after receiving of such notice. The University after giving 30 days clear notice in writing expressing the intension of termination by stating the ground/ grounds on the happening of any of the events (as mentioned below), may terminate the agreement after giving reasonable opportunity of being heard to the service provider.
- I. If the service provider do not remedy a failure in the performance of his obligations within 15 days of received of notice or within such further periods as the University have subsequently approved in writing.
  - II. If the service provider becomes insolvent or bankrupt.
  - III. If, in the judgment of the University the service provider is engaged in corrupt or fraudulent practice competing for or in implementation of the project.





**Score Card of House Keeping & Sanitation Contract for Performance Review**

S.N.	Criteria	Assessment Method	Means of Verification	Compliance Score	Score Secured
1	Up keeping, cleaning & moping of the following Building Premises, floor areas, roof top, staircase, Doors, Windows, Laboratory, Classrooms, Corridors, etc. including dusting of almirah, cupboards, all furnitures, machines, fans including all electrical and other cleanable equipments once in a day including all etc. complete or as directed by Officer-in-Charge.	Maintenance Engineer & Campus Supervisor	Check for the Cleaning of Item no. of Annexure-1 (1)	30	
2	Cleaning & up keeping of bituminous & concrete roads, alongwith industrial tile flooring area paver roads of all University areas in including all materials, labour, T&P etc. complete or as directed by the Officer-in-Charge.	Maintenance Engineer & Campus Supervisor	Check for the Cleaning of Item no. of Annexure-1 (1)	20	
3	Cleaning & mopping of toilet & lavatories manually alongwith cleaning of Odisha or European style W.C. pan, Wash basin, including all water supply & sanitation items etc. of all University areas including all labour, materials, T&P etc. complete as directed by the Officer-in-Charge.	Maintenance Engineer & Campus Supervisor	Check for the Cleaning of Item no. of Annexure-1 (1)	50	



**20. Performance Review Criteria and Penalty from Bill Payment:**

Performance review shall be carried out on a monthly basis based on scorecard from the Maintenance Engineer/ Campus Supervisor. Accordingly, the deduction of penalties from the bill payment shall be as mentioned below.

<b>Total Score</b>	<b>Extent of Penalty for Bill Amount</b>
≤ 70%	2% Penalty from Bill
> 70% and < 80%	1% Penalty from Bill
≥ 80%	Zero Penalty

**B. RESPONSIBILITIES OF VSSUT, BURLA OFFICIALS:**

21. The duty of VSSUT's, Burla representative is to watch and oversee the work. He / She shall have no authority to relieve the agency of any of his duties or obligations under the contract except as expressly provided hereunder or elsewhere under the contract or to order any work involving any delay or extra payment by VSSUT, Burla not to make any variations in the works.

**C. ASSIGNMENT AND SUB-CONTRACTING:**

22. The Agency shall not assign the contract, or any part thereof, or any benefit or interest therein without prior written consent of Registrar.
23. The Agency shall not sub-contract the works without written consent of VSSUT, Burla and such consent if given shall not absolve the agency from responsibility, liability or obligation under the contract and he shall be responsible for the acts of defaults or neglects of any sub-agency, his agents, servants, or workman as fully as if they were the acts of defaults, neglects of the agency, his agent, servants or workman.

**D. CONTRACT DOCUMENTS:**

24. **Documents mutually explanatory:** The several documents forming the contract are to be taken as mutually obligatory of one another, and interpreted harmoniously, and in case of ambiguities or discrepancies, the same shall be clarified by VSSUT, Burla who shall there upon issue to the agency instructions / directions indicating the manner in which the work is to be carried out.
25. **Further instructions:** The representative of VSSUT, Burla shall have full power and authority as delegated to him to issue to the agency, from time to time during the progress of the work, such further instructions as shall be necessary for the purpose of proper and adequate execution of the work and the Agency(s) shall carry out and be bound by such further instructions.



## E. GENERAL OBLIGATIONS OF THE CONTRACTOR:

- a. **Sufficiency of tender:** The agency shall be deemed to have satisfied himself before submitting tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule which shall cover all his obligations under the contract and all things necessary for the proper completion and maintenance of the work.
- b. **Bankruptcy and breach:** If the Agency becomes bankrupt or has an order for appointment of any receiver made against him or shall present any position bankruptcy or shall make an arrangement with / or assignment in favor of his creditors or shall agree to carry out the contract under committee of inspection of his creditors or being a corporation go into liquidation (other than voluntary liquidation, for the purpose of amalgamation, absorption or reconstruction) or if the agency shall assign the contract without the prior consent of the VSSUT, Burla or it is found that the agency:
- I. Has abandoned the contract or,
  - II. Without reasonable excuse has failed to commence the work or has suspended the progress of the works for 7 days after receiving written notice to proceed or,
  - III. Is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract or,
  - IV. Has to the detriment of good workmanship or in defiance of VSSUT, Burla instructions to the contrary sublet any part of the contract or,
  - V. Otherwise failed to perform his part of the contract according to the true intent and meaning thereof. The VSSUT, Burla may after giving 7 days notice in writing to Agency, enter upon the site and expel the agency there from, without thereby avoiding the agency or releasing the agency from any of his obligations or liabilities under the contract or affecting the rights and powers conferred on VSSUT, Burla or otherwise available under the law, may appoint any other agency to complete the work at the cost and risk of the agency. However, on happening of any eventualities as per above sub clause (I) to (V) the VSSUT, Burla shall be at discretion to terminate the contract by giving 7 days notice and the contract shall stand/ terminated w.e.f. the 8<sup>th</sup> day from the date of issue of notice. In any of the eventualities mentioned above in (a) to (e), VSSUT, Burla shall have the right to take possession of the plants and machineries equipment.
- c. **Illegal gratification, breach of contract:** The contract may also be terminated and the agency shall be liable to make good any loss or damage resulting from such cancellation (specified under clause D of Annexure-8), if any bribe gratuity, gift, loan reward or advantage pecuniary or otherwise shall either directly or indirectly be given, promised or offered by the contractor or any of his servants or agents to any person employed by VSSUT, Burla in any way directly or indirectly interested in the contract or if the agency has committed a breach of any of the terms of the contract.
- d. **Final Certificate:** The contract shall not be considered as completed until a Final Certificate has been signed and issued to the agency stating that the works have been completed in accordance with the terms of the contract & agency has submitted a no dues certificate evidencing closure of contract.



**e. Notice:**

- I. Service of notice on Agency:** Any notice given to the agency under the terms of the contract shall be served on the Engineer or his representative by registered post /Speed Post to or by hand or its registered office or at the agency's site office.
- II. Service of notice on VSSUT, Burla:** Any Notice to be given to VSSUT, Burla under the terms of contract shall be served by sending the same by Registered Post /Speed Post at the office of Registrar VSSUT, Burla-768018.
- III. Change of address:** Any change of address of the contractor shall immediately be notified to the Registrar VSSUT, Burla.

**f. Safety:**

- I.** The agency will be responsible to ensure safety of the people working under them.
- II.** Except in special circumstances (to be recorded in writing and with due approval) the agency will not be allowed to employ sub-agency /petty contractors.
- III.** If required agency will employ a supervisor with specifically assigned duties for ensuring safe working and will inform in writing.
- IV.** For violation of safety norms, penalty may be imposed on the agency. The penalty shall be decided after investigation and obtaining the report from the committee constituted for the purpose.

**g. Policing of the work:** The general conduct of the works including the Premises of VSSUT, Burla under occupation of the Agency lead to violation of any of the provisions of the Bharatiya Nyaya Sanhita either in consequence of riotous or illegal proceedings of the agency's labour or supervising staff or others to such an extent as to necessitate the deployment of Special Police or Magistrate the cost of such extra forces is to be defrayed by the agency and not by the employer.

**h. Law in Force in Relation to Contract:**

- I.** The contract or amendments thereof entered into between the Employer and the agency under the contract shall be governed and regulated by the relevant laws for the time being in force in the territory of Odisha relating to contracts.
- II. Legal compliance:** The Agency shall comply with all statutes, rules, regulations, bye-law, orders of statutory authority including but not limited to compliance of:
  - i.** Payment of wages Act. (Linked to Govt. of India)
  - ii.** Minimum wages Act. (Linked to Govt. of India)
  - iii.** Maternity benefit Act. (Linked to Govt. of India)
  - iv.** Shops & commercial establishment Act. (Linked to Govt. of India)
  - v.** EPF Act. (Linked to Govt. of India)
  - vi.** ESI Act. (Linked to Govt. of India)
  - vii.** Contract labour (R&A) ACT & such other laws if applicable to execution of the contract in question as employer of this staff engaged / deployed in execution.



i. The Agency shall not allow any visitor on the work sites, without the prior permission of VSSUT, Burla.

**j. Arbitration:**

i. **Reference of Disputes to Conciliation /Arbitration:** All disputes or differences arising out of the contract, except disputes or differences for which separate provisions for their resolution have been made in the contract ('excepted matters'), shall be settled by Conciliation or Arbitration in accordance with the Arbitration and Conciliation act, 1996, and the provisions made hereinafter in this article. Such dispute shall first be referred to Conciliation by a Conciliator selected mutually by the parties, who shall also decide the fees / remuneration and the rules of procedure, which shall be flexible.

ii. **Appointment of Arbitrator:** In the event of failure of conciliation, dispute will be referred to an arbitral tribunal comprising a sole arbitrator to be appointed by the Registrar, VSSUT, Burla. Upon receipt of notice for arbitration, Registrar, VSSUT, Burla shall support three names to the Agency to select one of them to act as sole Arbitrator.

In the event if the party fails to intimate within fifteen days from the date of intimation of the three names then Registrar, VSSUT, Burla will be at liberty to appoint any one out of the said three persons as the sole arbitrator.

The Arbitrator(s) shall hear the cases independently and impartially and shall not represent the interest of any party. The Arbitrator shall, from the time of his appointment and throughout the arbitral proceedings and without delay, disclose to the parties in writing any circumstances likely to give rise to justifiable doubts as to his independence or impartiality. However, merely because he is or has been an employed by one of the parties, it shall not be a disqualification for a person to be an arbitrator.

iii. The arbitral tribunal shall be free to determine its own rules of procedure, which it shall state at the beginning of the arbitral proceedings, and shall follow such procedure thereafter.

iv. Arbitrators(s) may, in consultation with the parties, also determine the manner of taking evidence, the summoning of expert evidence, and all such matters for the expeditious disposal of the arbitration proceedings. The arbitrator shall be entitled for fees as may be agreed by the parties and also the expenses as per actual. The seat of the tribunal shall be at Sambalpur, but if necessary, the tribunal can hold the proceedings at other places, for convenience in recording evidence.

v. **Work to continue during Conciliation / Arbitration:** Work under the contract shall be continued by the Agency during the arbitration proceedings and recourse to arbitration shall not be a bar continuance for the work.

**k. Amendment:** Except to the extent expressly set forth in the Contract, no change in modification, in any form whatsoever, shall be valid or enforceable unless it is in writing on stamp paper of requisite value and signed by the party to be charged therewith or it's duly, authorized representative.

**l. Jurisdiction:** The competent court at Sambalpur shall have the exclusive jurisdiction upon any matter arising out of this contract.

**m. Contract Period:** The period of contract will be maximum up to three years from the date of issuance. However yearly extension order will be issued only after review of the performance of the Agency and due approval of the Competent Authority.



SPECIAL CONDITIONS OF CONTRACT

**A. SCOPE OF WORK:**

1. General sweeping, cleaning, mopping and maintenance of all floors, corridors, offices including, furniture, labs, classrooms, staircases, elevators and some centralized facilities of Academic and Administrative departments/ offices, every day with brooms, mops and non-corrosive liquid cleaner or detergent etc. Mopping and drying the floors should be done at regular intervals everyday (mentioned in Clause No.-22 of Annexure-3).
2. All surfaces must be cleaned and maintained stain free by regular cleaning and scrubbing using non-metallic soft scrubbers. (E.g. cloth, nylon or microfiber cloth) and non-corrosive detergent or soap. Electric motor driven scrubbing machines will be used wherever feasible. All vertical surfaces, roofs and windows must be cleaned regularly. High reach areas and roofs must be cleaned properly using high access pole brushes and duster.
3. All floors, corridors and staircases are to be cleaned using good quality soap/detergent and mopping. Corners or dirty places if any may be scrubbed using plastic hand scrubber. The floors are to be wiped dry. Use of any type of phenol or acidic solution is strictly prohibited on the vitrified tile tops or granite floors.
4. Maintenance of water supply and plumbing system within the toilet areas of all Administrative and Academic departments/ buildings or have a contract with a self-employed plumber/plumbing Agency whose name & contact details should be informed to the Institute.
5. Cleaning of toilets at least twice a day with good quality phenol, detergents, disinfectants etc. Maintaining the toilet floors dry everyday. Cleaning of window and window sills of all toilets with proper cleaner and wiping with microfiber cloths. Other surfaces in the toilets like walls, roofs, pipes, mirrors etc. are to be cleaned & maintained dust free. Taps and flushing system of all toilets are to be checked regularly and at regular intervals during the day. Wash basins, urinals, are to be cleaned with proper cleaning liquid of approved brand. Providing phenol, detergent, naphthalene balls, air purifier, toilet paper roll, liquid soap, air fresheners, etc. on daily basis. All drains must be cleaned & unwanted materials to be removed to ensure smooth discharge of waste water of the University.
6. Broken taps, valves, stop cocks, pans, plastic pipe of wash basins etc. and other plumbing accessories when spotted must be reported promptly within 24 hours to the Maintenance Engineer (I/C).
7. Any case of damage or malfunctioning of the toilet and bathroom accessories (taps, valves, stop corks, plastic drainage pipes etc.) when spotted must be recorded in an appropriate register, provided by the University. The same must be duly certified by the PIC/OIC or Maintenance Engineer, after which new accessories may be bought accordingly for replacement / repair.
8. All workers must be trained to report any defective taps, valves or any other defect and the Agency shall take remedial measures for immediate repair/replacement of the same as per the approved procedure of the institute. Whereas major maintenance works are to be done by the University.



9. All workers must be trained to report any defective taps, valves or any other defect and the Agency shall take remedial measures for immediate repair/replacement of the same as per the approved procedure of the institute. Whereas major maintenance works are to be done by the University.
10. All the cleaning appliances and accessories must be supplied by the Agency for execution of contract.
11. Laboratories equipped with valuable equipment / machines should be cleaned with utmost care. Delicate and costly machines should be used for dust free environment with supervision of the Lab Attendant of the Concern Laboratory.
12. The job to be executed as per the Instruction of the Faculty/Officer-In-charge designated by the University.

**B. OTHER TERMS & CONDITIONS:**

1. The Agency after award of contract shall mobilize its resources for execution of the work as per the terms of contract.
2. The Agency shall discharge its responsibility strictly adhering to this scope and shall ensure cleanliness as per frequency indicated in the contract.
3. The Agency while discharging, its aforesaid of responsibility shall carry out the instructions of Officer In-charge/ Engineer from time to time.
4. The VSSUT, Burla shall provide storage space for the firm/Agency at a suitable place inside the Academic & Administrative buildings. The firm/Agency shall ensure that all the cleaning tools/tackles along with required consumables etc. are kept at the appropriate place, specified for the purpose, as provided by the University.
5. The waste materials, collected during the cleaning shall be disposed off. Further, all the solid waste & liquid waste gathered at designated place shall be deposited on daily basis to the authorized location of Sambalpur Municipality Corporation by the own cost of the Agency/Company to keep the area of the University clean & hygienic.
6. Utmost care is to be taken while cleaning to avoid any damage to the fixtures and accessories installed in the premises and in case of any damage, the same is to be repaired/replaced to make the same normal/functional to its original state, at the cost of firm/Agency and the firm/Agency shall be liable to compensate the loss, if any to the VSSUT, Burla, which shall be recovered from the bills accrued to the firm/Agency
7. The firm/Agency shall obtain written permission in respect of all its staff and officials for entry and working inside the University premises and shall maintain record in this regard. Unauthorized entry and deployment of persons without prior permissions of the Registrar's office is strictly prohibited.
8. The firm/Agency shall ensure that proper discipline is to be maintained by the staff and officials engaged by the firm/Agency, and they shall have to behave soberly at all times while functioning inside hostel buildings. The conduct, safety and security of the staff and officials shall be the sole responsibility of the firm/Agency.
9. Payment will be made/ released on monthly pro-rata basis to the agency/firm during the month for the following month of work based on the certification by Maintenance Engineer (I/C).



10. The assets and equipments provided if any by the University shall be property of the University and Agency/firm shall be merely the custodians of such assets and equipment. On termination/ expiry of contract, any such property shall be handed over to the University in proper working condition.

**C. LIQUIDATED DAMAGES:**

The firm/Agency shall ensure execution as per the frequency indicated in the scope of work. For any deviation there from or for any job not performed or left out or for any delayed performance, the firm/Agency shall be liable for liquidated damages as per actual to be decided by Officers-In-Charge, subject to a maximum limit of 20% of the monthly bill.

**D. RISK AND COST:**

1. In case of stoppage of performance or non-attendance to the job in extending the services as spelt out in scope of work and frequency, on any day or part of the day or days, this being an essential service without any reference, the job shall be forthwith executed by the VSSUT, Burla at the risk and cost of the firm/Agency through alternate means.
2. Negligence or failure on the part of the Agency to execute the work will be carried out by alternate means at the risk and cost of the Agency and to the extent of alternate execution, the contract will be deemed to be terminated either in part or full.

**E. PAYMENT TERMS:**

1. Subject to any deduction that may have to be made in accordance with the terms and conditions of this contract, the Agency shall be paid against bill on monthly basis for the work done during the previous month.
2. For the purpose of such monthly payments, invoices preferably in their printed forms along with the documentary proof for having deposited the Agencies' own and the laborers' contribution towards the EPF and ESI with his jurisdictional PF authority, equipments to all his workers and also proof of payment of wages to his workmen shall be prepared and submitted by the Agency for the work done during the previous month within seven days from the expiry of the previous month.
3. Payments against on-account bills shall be released through a crossed account payee cheque/ account transfer within 30 days from the date of receipt of clear invoices, EPF/ESI documents and any others document by the Agency. For this purpose, the Agency should give the details of the name of the Bank, Branch and Account Number, IFSC Code, etc. before submission of the first R.A bills.
4. Payment shall be regulated as per terms of contract as mentioned in final bid.
5. The Agency shall observe necessary formalities for engagement of trucks or other modes of transport if required, measurement of truck body, loading pattern, issue and admission of challan if required in terms of contract.
6. Deduction of applicable taxes will be made including TDS & Certificate will be issued by Finance & Accounts section for such deductions.

**F. WORK TO THE SATISFACTION OF VSSUT, BURLA:** The Agency shall execute the work efficiently and complete it in all respects in accordance with the contract, terms and conditions and shall comply with and adhere strictly to the instructions and directions on any matter in accordance to the terms of the contract. Only lady staff should be deployed in those building where only women are allowed to execute job. In all other places the Agency is free to deploy his manpower male or female as the case may be.

**G. INDEMNITY:** The Agency shall indemnify VSSUT, Burla against any claim, order, and demand, made by competent authority & in case VSSUT, Burla was asked to comply such order / direction, VSSUT, Burla shall be entitled to recover/ adjust the said amount from the dues of the Agency.

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