

Terms and Reference Of Sanitation & Cleaning Agency

**For
SISIR SARAS - 2016**

(1st January -13th January 2016)



SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin - 751012
Phone No. [0674] 2565871, Fax- 2565872, www.ormas.org

DETAILS ON TOR, EMD, BIDDER FOR PROVIDING CLEANING & SANITATION SERVICES IN SISIR SARAS-2016

Tender paper can be downloaded from the following websites: www.ormas.org or www.odishapanchayat.gov.in; Or can be obtained from the office of ORMAS at "SIRD Campus, Unit – 8, Bhubaneswar, Pin 751012 during office hours.

A) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees five thousand only) in shape of Demand Draft /Pay order in favour of ORMAS payable at Bhubaneswar.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2015
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

Signature of the bidder

C) Last Date & Time for Receipt of Tender : **17th December, 2015 latest by 3 PM.**

D) Date & Time of Opening of Tenders : **17th December, 2015 at 3.30 PM at ORMAS Office.**

E) Address For Submission of Quotation:

ORMAS (Odisha Rural Development & Marketing Society)
SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin - 751012

A) About the Event “SISIR SARAS”

Ministry of Rural Development, Government of India has sanctioned a **national level marketing event named as “SISIR SARAS” to be held from 1st to 13th January 2016** at the Exhibition Ground, Unit- III, Bhubaneswar. “SISIR SARAS” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM), H & CI, MVSN and NABARD with an objective to provide a platform to the rural producers to showcase their products. This interaction will help them in knowing the taste, preferences of urban consumers and also beneficial in long-term sales tie up.

The exhibition will be designed to create an indigenous village atmosphere where the rural producers/artisans/ entrepreneurs will display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

B) Detail Specifications of the Works:

i) Following works to be done during SISIR SARAS from 1st to 13th Jan. '16 at Exhibition Ground, Unit-III, Bhubaneswar.

1. SARAS Mela Ground, food Court, Urinal Cleaning & Sweeping.
2. Toilets cleaning with requisite materials like phenyl & bleaching, naphthalene ball etc.
3. Garbage lifting (Approx. 4 trip per day through tractor).
4. Sprinkling of water at the mela ground to make it dust free. Two times daily (one at 11 am and another at 3.30 pm) two trips per day @ 4500 litre. per trip.

ii) Terms and Conditions

1. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
2. The work should be completed within the time frame.
3. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
4. The price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
5. The rate offered by the firm shall be including of all taxes and duties.
6. The tenderers are required to deposit an earnest money of **Rs.5,000/- (Rupees five thousand only)** in shape of demand draft/pay order in favour of ORMAS payable at Bhubaneswar. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.

7. The successful bidder will submit the Performance Security which is 5 % of the contract value and that will be retained with ORMAS, Bhubaneswar till the completion for a period of one year. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority.
8. The tenderers have to offer the price for all items as per format given else the tender paper will not be considered.
9. The rate offered by the firm should remain valid for the period of SISIR SARAS-2016.
10. Payment will be made on completion of the event and on production of bill.

iii) The document to be submitted by the bidders:

- a. EMD of Rs. 5,000/- (Rupees five thousand only) in favor of ORMAS in shape of Demand draft/pay order.
- b. Copy of work orders/ experience certificate for similar nature of works for last 3 years as on 31st March 2015.
- c. Copy of the registration certificate of the firm and valid number in favor of the firm from Commercial Tax (VAT), Income Tax (PAN, TAN) and Service Tax (latest deposit Challan).
- d. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
- e. Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 10.00 Lakhs.

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder (With Seal)

Place:

Date:

Accepted by the Bidder (Signature of bidder)

Quotation for Providing Cleaning & Sanitation Services during SISIR SARAS – 2016

(Last date for Submission of Duly Filled in Tender Document is 17th December, 2015; 3.00 PM)

To

The Executive Director
ORMAS, Bhubaneswar

Sir,

I am submitting here the rates for providing Cleaning & Sanitation Service for SISIR SARAS 2016. The details are as follows:

SN	Particulars	Amount /Rate
1	Water Sprinkling at the Mela ground with a capacity of 4500 ltr. in each trip (two trips per day)	Rs. _____ per trip
2	Supply of Sweeper (20 sweepers per day) for mela ground, food court and Temporary urinal cleaning during the event.	Rs. _____ per day per sweeper
3	Garbage lifting (4 trip per day trough tractor)	Rs. _____ per trip
4	Toilet cleaning material for entire Mela Period (20 Temporary Urinal & IDCO Toilet at mela ground)	
A	Phenyl-50 ltr	Rs. _____ per Kg
B	Bleaching- 125 kg	Rs. _____ per Kg
c	Naphthalene ball- 5 Kg	Rs. _____ per Kg

Full Signature with Seal-----

Name of the Organization/agency-----

Address Details-----

Contact No-----

Accepted by the Bidder (Signature of bidder)