

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS & IT  
DEPARTMENT OF TELECOMMUNICATIONS  
OFFICE OF THE CONTROLLER OF COMMUNICATION ACCOUNTS  
4<sup>TH</sup> FLOOR, CPMG BUILDING, BHUBANESWAR-751001

Limited Tender No.OR/CCA/Est./1-3/2006

## BID DOCUMENT

For providing services of (i) moving papers/dak & (ii) cleaning/sweeping of floor area, toilets, bathrooms etc to O/o the Controller of Communication Accounts, Orissa Circle

( Visit us at [www.ccaorissa.gov.in](http://www.ccaorissa.gov.in) )

Not transferable  
Price of Bid Document: Rs.150.00

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Government of India  
Ministry of Communication & IT  
Department of Telecommunications  
O/o the Controller of Communication Accounts  
4<sup>th</sup> Floor, CPMG Building, Bhubaneswar-1

No.OR/CCA/Est./1-3/2006

Dated: 31-08-2009

**LIMITED TENDER NOTICE**

1. Sealed tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound manpower Companies / Firms/ Agencies for providing services of (i) moving papers/dak and (ii) cleaning/sweeping of floor area, toilers/bath rooms etc in o/o the Controller of Communication Accounts, Orissa Circle, Bhubaneswar for a period of one year from the date of contract.

2. Desirous companies/firms/agency may obtain tender documents w.e.f. 01-09-2009 on request in writing from Communication Accounts Officer (C&A), O/o the CCA, Orissa Circle, 4<sup>th</sup> Floor, CPMG Building, Bhubaneswar (Phone No.2395603) ( on all working days between 1000 hours and 1300 hours) upto 22.09.2009 on payment of Rs. 150/- (non-refundable) in cash or Demand draft of the amount drawn in the favour of Communication Accounts Officer, O/o the Controller of Communication Accounts, Orissa Circle, Bhubaneswar.

3. Tender documents downloaded from the CCA office web site- [www.ccaorissa.gov.in](http://www.ccaorissa.gov.in) are also acceptable provided the requisite tender fee/cost i.e Rs. 150/- is enclosed in the form of Account Payee Demand Draft from any of the Commercial Bank in favour of Communication Accounts Officer, O/o the Controller of Communication Accounts, Orissa Circle, Bhubaneswar at the time of submission of bid document.

**4. Schedule –**

Date & time of issue of Bid Document	:	01-09-2009 to 22-09-2009 (Timing 1000 hours to 1300 hours)
Last date & time for receipt of tenders	:	22-09-2009 upto 1500 hours
Date & Time for opening of Technical Bid	:	22-09-2009 at 1600 hours
Date & Time for opening Financial Bids for technically qualified bidders	:	To be notified later
Place of opening the Tenders	:	Room No.413, 4 <sup>th</sup> Floor, CPMG Building, Bhubaneswar-751001
Validity of Tenders	:	90 days from the date of Opening of tenders.

5. The interested Companies/Firms Agencies may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.5000/- and other requisite documents from 1000 AM from 01.09.2009 upto 1500 hours on 22.09.2009 in the Tender Box kept in Room No.413,4<sup>th</sup> Floor, CPMG Building, Bhubaneswar. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

6. This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Controller of Communication Accounts, Orissa Circle, Bhubaneswar in this regard shall be final and binding on all.

( B.K.Pradhan )  
Communication Accounts Officer  
Tel.0674-2395603  
Fax 0674-2532499

Copy to:

1. Oriental Security Services, Plot No.65, Saheed Nagar, Bhubaneswar-751007
2. Shri Banshidhar Parida, Flat No.03, Krishnakunj Apartment, Road No.08, Unit-IX, Bhubaneswar
3. Shri Rashmi Ranjan Dash, House No.-05, Royal Garden, At/PO- Patia, Bhubaneswar
4. Kalinga Manpower & Security Service, At-Charchika Bazar, PO – Jagatsingpur, Distt- Jagatsinghpur
5. Blaze Securities & Services, C/o Sh. R.C.Samantaray, State Jawahar Bal Bhavan, Main Road, Pokhariput, Bhubaneswar-751020
6. NIT in Newspapers
7. Hosted in office website : [www.ccaorissa.gov.in](http://www.ccaorissa.gov.in)

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERS

1. The office of the Controller of Communication Accounts, Orissa Circle under Department of Telecommunications located on the 4<sup>th</sup> Floor, CPMG Building, Bhubaneswar-751001 requires the services of reputed, well established and financially sound Manpower Companies / Firms / Agency to provide services of (i) moving papers / dak & (ii) cleaning/sweeping of floor area, toilets and bathrooms etc.
2. The contract is likely to commence from October/November 2009 and would continue till September/October 2010. The period of the contract may be further extended for a period of 1 year after the completion of contract provided the requirement of the office for Attendants persists at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected company / Firm / Agency. The office, however, reserves right to terminate this initial contract at any time after giving one week notice to be selected service providing Company / Firm / Agency.
3. This office has requirement for (i) 2 manpower for moving papers/dak and (ii) for providing services for cleaning/sweeping of floor area, toilets and bathrooms as per area specified. The manpower for moving papers/dak etc should be able to read and write Hindi and also be able to read addresses and names in English. The nature of services shall include carrying out all the functions generally performed in the Central Govt. office by Attendants/ Messengers and any other duty assigned to him/her. The requirement of the office may increase or decrease during the initial period of contract also.
4. The interested companies/Firm/Agencies may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.5000 in favour of Communication Accounts Officer and other requisite documents from 01-09-2009 to 22-09-2009 between 1000 hrs to 1500 Hrs. in the Tender Box in Room No.413, 4<sup>th</sup> Floor, CPMG Building, Bhubaneswar-1.
5. The various crucial dates relating to “ **Tender for Providing Services of (i) moving paper/dak & (ii) cleaning/sweeping of floor area, toilets, bathrooms etc to O/o the Controller of Communication Accounts, Orissa Circle, Bhubaneswar** ” are cited as under:
  - i) Date of issue of Bid Document : From 01-09-2009 to 22-09-2009  
(Time 1000 hrs to 1300 hrs)
  - ii) Last date & time for receipt of tenders : 22-09-2009 Time 1500 hrs.  
(Technical / Financial)
  - iii) Place of opening the Tenders : Room No. 413, 4<sup>th</sup> Floor, CPMG Building,  
Bhubaneswar-1.
  - iv) Date & Time for opening of : 22-09-2009 , Time 1600 hrs.  
technical bids.
  - v) Date & Time for opening of Financial Bids : To be notified later.
  - vi) Validity of Tenders : 90 days from the date of tender opening
  - vii) Likely date for deployment of Attendants : October/November 2009

6. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes superscribing “ Technical Bids for Providing service of (i) moving papers/dak & (ii) cleaning/sweeping of floor area, toilets, bathrooms etc to “O/o the Controller of Communication Accounts, Orissa Circle” and “Financial Bids for providing service of (i) moving papers/dak & (ii) cleaning/sweeping of floor area, toilets, bathrooms etc to O/o the Controller of Communication Accounts, Orissa Circle ”. Both sealed envelopes should be kept in a third sealed envelop superscribing “ Tender for Providing service of (i) moving papers/dak & (ii) cleaning/sweeping of floor area, toilets, bathrooms etc to O/o the Controller of Communication Accounts, Orissa Circle.

7. The Earnest Money Deposit (EMD) of 5000 (Rupees Five Thousand only ), refundable (without interest ), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order from any of the commercial Bank drawn in favour of Communication Accounts Officer, O/o the Controller of Communication Accounts, Orissa Circle valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.

8. The successful tender will have to deposit a Performance Security Deposit for a sum of Rs 10,000/- subject to the revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Communication Accounts Officer, O/o the Controller of Communication Accounts, Orissa Circle or Fixed Deposit (FDR) from a commercial Bank made in the name of the company / Firm / Agency but hypothecated to the O/o the Controller of Communication Accounts, Orissa Circle. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

9. The tendering companies / Firms / Agencies are required to enclose photocopies of the following document (duly attested by Gazetted Officers of the Government of India/ Govt. of Orissa) along with the Technical Bid, failing which their bids shall be summarily / outrightly rejected and will not to be considered any further:

- (a)Registration certificate with Labour Department
- (b)Copy of PAN /GIR card;
- ©Copy of the IT return filed for the last three financial years;
- (d)Copy of EPF and ESI certificates;
- (e)Copy of the Service Tax registration certificate;
- (f)Copy of Bank Pass Book containing transactions during last three years.
- (g)Copy of Work experience of similar work during the past 3 years.

10. The Conditional bids shall not be considered and will be outrightly rejected in very first instance.

11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** Application must be initialed by the person authorized to sign the tender bids.

12. The envelope containing Technical Bid shall be opened first on the scheduled date and time ( at 1530 hrs on 22.09.2009 ), in room No.413, IV<sup>th</sup> Floor, CPMG Building, O/o the Controller of Communication Accounts, Orissa Circle in the presence of the representative of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time. Performance on Technical Bids shall be evaluated by the competent authority. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.

13. The Controller of Communication Accounts, Orissa Circle, Bhubaneswar reserves the right to annul any or all bids without assigning any reason.

14. The bidder shall quote the technical & financial Bids as per the format enclosed at Annexure I & II.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/ FIRM/AGENCY**

1. The tendering manpower Company / Firm/Agency should fulfill the following technical specifications:

(a) The Registered Office or one of the Branch Offices of the manpower Company/ Firm/Agency should be located in Bhubaneswar, Orissa

(b) The manpower Company /Firm /Agency should be registered with the appropriate registration authority;

© The Company/Firm/Agency should have at least three years experience in providing manpower to public sector Companies/Banks and Governments etc;

(d) The Company / Firm / Agency should have its own Bank Account;

(e) The Company / Firm / Agency should be registered with Income Tax and Service Tax departments;

(f) The Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

(g) The Company / Firm / Agency should have a minimum financial turnover of Rs.5 lakhs per annum during the last year 2007-2008 and previous year 2006-2007.

## **TECHNICAL REQUIREMENTS FOR THE COMPANY / FIRM/ AGENCY FOR PROVIDING SERVICES OF MOVING PAPERS/DAK IN THE O/o Controller of Communication Accounts, Orissa Circle**

1. She /he should be able to read and write Hindi and also be able to read addresses and names in English. The nature of services shall include carrying out all the functions generally performed in the Central Govt. offices by Attendants and such other duties as may be assigned to him/her. The manpower to be engaged should be between 18-40 years in age.

2. His /her antecedents should have been got verified by the agency from the local police authorities.

## **TERMS AND CONDITIONS**

### **General**

1. The contract shall commence from October/November 2009 and shall continue for a period of one year, unless it is curtailed or terminated by the CCA office owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.
2. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and this Ministry.
3. The contract may be extended, on the same terms and conditions or with some addition/deletion / modification, for a further period not exceeding one year.
4. The contracting Company / Firm / Agency shall not be allowed to transfer assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
5. The office, at present, has requirement of workload equivalent to 2 manpower for moving papers/dak apart from providing services for sweeping/cleaning of floor area, toilets and bathrooms . The requirement of the Office may further increase or decrease during the period of initial contract also and the tender would have to provide additional Attendants, if required on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage, it would be deemed to be a beach of terms of contract.
7. Financial bids of only those tenders who are technically responsive shall be evaluated.
8. The Controller of Communication Accounts, Orissa Circle reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
9. The contracting agency shall ensure that the manpower deployed in the CCA office confirms to the technical specifications of age and language skills prescribed at page No.6 of the Tender Document.
10. The manpower employed by the agency shall be required to work normally as per the Office working days, i.e. from Monday to Friday from 0930 hrs. to 1800 hrs. With a lunch break of ½ hour from 1300 hrs to 1330 hrs. The manpower may also be called upon to perform duties on Saturday and other gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays. The attendant, if deputed for any official work outside the office within the state of Orissa, shall not be entitled any other emoluments except only the actual bus fare for the purpose.

11. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Attendants who will be deployed by it in this Department before the commencement of the work;

- a. List of Attendants shortlisted by agency for deployment in O/o the CCA, Orissa Circle containing full details i.e. date of birth, marital status, address etc;
- b. Bio-data of the persons.
- c. Character certificate from a Gezatted officer of the Central/ State Government.
- d. Certificate of verification of antecedents of persons by local police authority.

12. In, case the person employed by the successful Company / Firm /Agency commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this Office within 2 days of being brought to their notice.

13. The tendering Company shall provide Identity Cards to the personnel deployed in the CCA office carrying the photographs of the personnel and personal information as to Name, DOB, Age and Identification mark etc.

14. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the CCA office.

15. The service provider shall ensure proper conduct of his personnel in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking,loitering without work.

16. The person deployed shall be required to report for work at 930 hrs. to the Communication Accounts Officer (C&A) and would leave at 1800 hrs. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wages shall be deducted. In case of repetition of such instances, clause 18 will be applicable.

17. The agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with the CCA office, Orissa Circle so that optimal services of the persons deployed by the agency could be availed without any disruption.

18. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/he personal reasons. **The delay of the agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs.100 per day (per such case) on the service providing agency, besides deduction in payment on pro-rata basis.**

19. It will be the responsibilities of the service providing to meet transportation, food; medical any other requirements in respect of the persons deployed by it (Agency) in this office and this office will have no liabilities in this regard.

20. For all intents and purposes, the service provider agency shall be the “Employer” within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this office . **The persons deployed by the agency in the office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against O/o the CCA, Orissa Circle under Ministry of Communications & IT, Department of Telecommunications.**

21. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.

22. This office shall not be responsible for any damages, losses, claims financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

23. The person deployed by the service providing agency shall not to claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular / confirmed employees of this office during the currency or after expiry of the contact.

24. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor any relaxation for absorption in the regular / otherwise capacity in this office of Deptt. Of Telecommunications under Ministry of Communications & IT.

## **LEGAL**

25. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State insurance etc. in respect of the persons deployed by it in this office.

26. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to CCA office under Ministry of Communications & IT to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

27. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.

28. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.

29. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as result thereof the Ministry is put to any loss / obligation, monetary or otherwise, the Ministry will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

## **FINANCIAL**

30. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.5,000 ( Rupees Five thousand only) in the form of Demand Draft / Pay Order drawn in favour of Communication Accounts Officer, O/o the Controller of Communication Accounts, Orissa Circle, Bhubaneswar failing which the tender shall be rejected outrightly.

31. The EMD in respect of the agencies which do not qualify the Technical Bid ( First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.

32. Bids, offering rates which are lower than the minimum wages (as applicable for Orissa) for the pertinent category, would be rejected.

33. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs.10,000/- subject to the revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Communication Accounts Officer, O/o the Controller of Communication Accounts, Orissa Circle, Bhubaneswar or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of the Company/Firm/Agency but hypothecated to the Communication Accounts Officer, O/o the Controller of Communication Accounts, Orissa Circle, Bhubaneswar. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

34. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Ministry besides annulment of the contract.

35. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by Communication Accounts Officer ( C&A) / Asstt. Communication Accounts Officer ( C&A) in respect of the persons deployed and submit the same to Communication Accounts Officer (C&A) in the first week of the succeeding month.

36. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Office.

37. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the O/o CCA, Orissa Circle, Bhubaneswar.

38. The Controller of Communication Accounts, Orissa Circle reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

( B.K.Pradhan )  
Communication Accounts Officer  
O/o the CCA, Orissa Circle  
Bhubaneswar

Annexure-I  
TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Providing services of moving papers / dak, cleaning/sweeping of floor area, toilets, bathrooms etc to O/o the Controller of Communication Accounts, Orissa Circle, Bhubaneswar under Department of Telecommunications

1. Name of Tendering Company / Firm / Agency: \_\_\_\_\_  
(Attach certificate of registration)

2. Name of proprietor / Director \_\_\_\_\_  
Of Company/Firm/Agency

3. Full Address of Reg. office \_\_\_\_\_

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Telephone No: \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

4. Full address of Operating / Branch Office \_\_\_\_\_

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Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

5. Banker of Company / Firm / agency with full address \_\_\_\_\_  
(Attach certified copy of statement of A/c for the last three years)

Telephone Number of Banker : \_\_\_\_\_

6. PAN/GIR No. : \_\_\_\_\_  
(Attach attested copy)

7. Service Tax Registration No. : \_\_\_\_\_  
(Attach attested copy)

8. E.P.F. Registration No. : \_\_\_\_\_  
(Attach attested copy)

9. E.S.I. Registration No. : \_\_\_\_\_  
(Attach attested copy)

10. Financial turnover of the tendering company / Firm / Agency for the last 2 Financial Years :

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2006-07		
2007-08		

11. Give details of the major similar contracts handled by the tendering Company / Firm / Agency on behalf of PSUs and Government Departments during the last three years in the following format. Attested copies of work orders may also be attached.

Sl. No.	Details of client along with address, telephone and FAX numbers	Amount Contract (Rs. Lacs)	Duration of Contract From To
1.			
2.			
3.			

(if the space provided is insufficient, a separate sheet may be attached)

13. Additional information, if any  
(Attach separate sheet, if required)

Signature of authorized person

Date :

Name :

Place :

Seal :

## DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor / Director / Authorized  
signatory of the agency / Firm, mentioned above, is competent to sign this declaration  
and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;
3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the  
fact that furnishing of any false information / fabricated document would lead to  
rejection to my tender at any stage besides liabilities towards prosecution under  
appropriate law.

Signature of authorized person

Date :

Full Name:

Place :

Seal :

## ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Attested copy of the Bank Pass Book of agency of the last three years;
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter / certificate;
8. Attested copy of the E. S. I. registration letter / certificate;
9. Certified document in support of financial turnover of the agency.
10. Certified documents in support of entries in column 13 of Technical Bid application;
11. Copy of the terms and conditions at pages 7 – 16 in Tender Document with each page duly signed and sealed by the authorized signatory of agency in token of their acceptance.

ANNEXURE – II  
FINANCIAL BID

(To be enclosed in a separate sealed envelope)

**For providing services of (i) moving papers/dak & (ii) cleaning/sweeping of floor area, toilets, bathrooms etc to O/o the CCA, Orissa Circle, Bhubaneswar**

1. Name of tendering Company / Firm / Agency:
2. Details of Earnest Money Deposit : Rs. \_\_\_\_\_  
D. D. / P.O. No. & Date : \_\_\_\_\_  
Drawn on Bank : \_\_\_\_\_
3. Rates are to be quoted in accordance with the Minimum Wages Act as applicable in the state of Orissa for **Unskilled Daily Wage Workers on per month basis** and other bylaws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.)

**(a) Providing services of moving papers/dak in O/o CCA, 4<sup>th</sup> Floor, CPMG Building, BBSR-1**

S.No.	Component of Rate	Amount per person	Total amount for 2 persons
1.	Monthly Rate (Unskilled category) (As per Minimum Wages Act applicable in the state of Orissa)		
2.	Employees Provident Fund @ % of 1 above		
3.	Employees State Insurance @ % of 1 above		
4.	Service Tax Liability @ % of		
5.	Any other liability (Pl. indicate)		
6.	Contractors Adm. / Service Charge		
	Total (Column 1 to 6)		

**(b) Providing services for cleaning/sweeping of floor area, toilets, bathrooms for 58 personnel in the O/o CCA, 4<sup>th</sup> Floor, CPMG Building, Bhubaneswar-1**

Sl.No.	Nature of work	Place of duty	Rate quoted per month
1.	Cleaning/sweeping of floor area ( 2700 sq. ft. approx.) and upkeep of equipments/furniture, records, toilets/bathrooms and other related operational jobs on daily basis including the cost of materials such as Phynyl, Odonil, Vim, Acid, Jhadu and other accessory for cleaning.	4 <sup>th</sup> and 5 <sup>th</sup> Floor, CPMG Building, Bhubaneswar	
2.	Cleaning/sweeping of floor area (1100 sq. ft. approx.), equipments/furniture, toilets/ bathrooms, verandah and other related operational jobs on daily basis including the cost of materials such as Phynyl, Odonil, Vim, Acid, Jhadu and other accessory for cleaning.	O/o the CCA, Orissa Circle, Type-4/01, Block-3, Satya Nagar Telecom Colony, BBSR	

The manpower employed by the agency shall be required to work normally as per the Ministry's working days, i.e. from Monday to Friday from 0930 hrs. to 1800 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays.

Signature of authorized person

Date :

Full Name :

Place :

Seal :

Notes :

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each manpower during the month.