



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY  
(VSSUT), BURLA -768018, ODISHA, INDIA**

**TENDER CALL NOTICE**

Tender Notice No. VSSUT/1095/C.Maint./2022

Date: 02/05/2022

**Subject: TENDER FOR THE WORK "HOUSE KEEPING & SANITATION CONTRACT" FOR ACADEMIC & ADMINISTRATIVE AREAS OF VSSUT, BURLA.**

VSSUT, Burla invites sealed quotations from registered and authorized Labour Contractor/ Agency on Quality and cost based selection bidding method (EMD, Technical Bid and Financial Bid) duly filled in as per the instructions of the Tender Document addressed to **The Registrar, VSSUT, Burla-768018** and should reach latest by **16<sup>th</sup> MAY 2022 before 01.00 P.M.**

Tender Documents may be downloaded from our University website at [www.vssut.ac.in](http://www.vssut.ac.in)

**EMD: Rs. 50, 000/- (in shape of Bank draft only from any nationalized bank)**

**Last Date and Time for receipt of bid: 16<sup>th</sup> May 2022 at 01.00 P.M**

**Date and Time of opening of Technical bid: 17<sup>th</sup> May 2022 at 11.00 A.M**

**Date and Time of opening of Financial bid: 20<sup>th</sup> May 2022 at 11.00 A.M**

For any Clarification Contact: Registrar, VSSUT, Burla-768018

The bid should be submitted through registered post or speed post only addressing to "The Registrar, VSSUT, Burla, Dist.- Sambalpur, Odisha, PIN-768018" superscribing the envelop " Providing House Keeping & Sanitation Contract" of VSSUT, Burla. Containing (a) Technical Bid, (b) Financial Bid, (C) EMD amount in separate envelop. (Without EMD Tender Bid & Financial Bid will not be entertained).

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*02.5.2022*

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





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

Tender Notice No.: VSSUT/1095/C.Maint./2022

Date: 02/05/2022

**TENDER FOR "HOUSEKEEPING AND SANITATION CONTRACT" FOR ACADEMIC &  
ADMINISTRATIVE AREAS OF THE VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY (VSSUT),  
BURLA.**

Sealed Tenders are invited from registered & authorized labour Agency/ Agency for  
award of housekeeping and sanitation contract on the terms and conditions as detailed  
in the Tender documents and the following Annexures.

1.

- |                                                                       |                 |
|-----------------------------------------------------------------------|-----------------|
| a. List of all blocks of Academic and<br>and Administrative Buildings | ANNEXURE-1      |
| b. Check list for preparation<br>of Bid/Tender                        | ANNEXURE-2      |
| c. Instruction to tenderer<br>and tender<br>processing formality.     | ANNEXURE-3      |
| d. Letter of Undertaking<br>and Format of particulars<br>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      |

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2. **Nature and Scope of Work**

- I. The contract involves "Housekeeping and Sanitation" of the Academic and Administrative area of the University 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 will be basically item/unit rate contract and the Agency shall be fully responsible for control, management and supervision of the manpower engaged in maintaining cleanliness and hygiene. The VSSUT, Burla shall only provide an environment friendly atmosphere for execution of the 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 subject to the satisfaction of the University Authority. Yearly extension must be obtained from the competent Authority.
- IV. The contract price shall be 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 work may be divided among more than one party if they agree with lowest price determined in the tender process.
- VI. The VSSUT Authority reserves its rights to cancel any or all tenders without assigning any reason and EMD shall be returned within one month of cancellation of the Tender/s.
- VII. Revocation / withdrawal from the Tender at any stage before or after opening of price bid shall entail forfeiture of the EMD.
- VIII. Bringing in outside influence or entering in to unsolicited correspondence/ communication will entail rejection of the tender and a proceeding for blacklisting of the tenderer.

3. **ELIGIBILITY:**

- I. **Status:** -The Bidder shall necessarily be a legal entity either in the form of a sole proprietorship, partnership, Limited Company or Society registered under the Companies Act or the Societies Registration Act as the case maybe. A Bidder in the form of JV/consortium may also submit tender. A proof on the status the bidder has to be submitted. The firm should have its Zonal or Regional headquarter in Odisha/Sambalpur or, after award of contract to the successful bidder, may open its Zonal or Regional Office in Odisha/Sambalpur.
- II. **Financial Capacity:** The bidders should have the **minimum turnover of Rupees Two crore (2 crore) in average** during the **last three financial year**. Relevant documents supporting the above shall be submitted along with the Technical Bid documents, failing which the tender shall be treated invalid. The firms must be willing and/or capable to sustain itself financially till the bills are processed and payment released.
- III. **Experience:** The tenderer must have at least three years' experience in the similar works of Housekeeping and Sanitation.
- IV. **Desirable:** Weightage shall be given to the tenderers with experience and reputation of rendering housekeeping and sanitary services in national level educational institutions.
- V. **Registration:** The Bidder should have been registered under GST Act, Employees Provident Fund Organization, Employees State Insurance Corporation and should possess valid labour license as per labour laws. Relevant documents in support of the same shall be submitted along with the Technical Bid.

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Area of all blocks of Academic & Administrative Building

S.N.	Description of Items	Quantity			Units	Rate	Amount
1	Up keeping , cleaning & mopping of the following Building Premises, floor areas, roof top, Staircase ,Doors, Windows, Laboratory, Classrooms, Corridor , etc. including dusting of almirah, cupboards, all furnitures, machine, fans including all electrical and other cleanable equipments once in a day including all etc. complete or as directed by the Officer-in-Charge.						
i	Block-A1	3x200'-0"x28'-0"	16800.00 Sft				
ii	Block-A2	3x150'-0"x28'-0"	12600.00 Sft				
iii	Block-B	3x450'-0"x33'-0"	44550.00 Sft				
iv	Block-C1	3x200'-0"x48'-0"	28800.00 Sft				
v	Block -C2	3x200'-0"x48'-0"	28800.00 Sft				
vi	Block- D1	3x200'-0"x48'-0"	28800.00 Sft				
vii	Block -D2	3x200'-0"x48'-0"	28800.00 Sft				
viii	CSE Block (Left)	2x90'-0"x43'-0"	7740.00 Sft				
ix	CSE Block (Right)	2x70'-0"x48'-0"	6720.00 Sft				
x	Central Work Shop	1x300'-0"x50'-0"	15000.00 Sft				
xi	Central Library	3x80'-0"x50'-0"	12000.00 Sft				
		Total	230610.00 Sft	21423.67	Sqm		
xii	Central computer center			760.38	Sqm		
xiii	Sir Visvesvaraya Auditorium (Hall & Stage)	1x120'-0"x80'-0"	9600.00 Sft				
xiv	Sir Visvesvaraya Auditorium (Balcony & Lobby)	3x30'-0"x80'-0"	7200.00 Sft				
xv	Elect. Maint., CTF, All Cycle Shed, Canteen I & II, Dispensary, Atheletic Club, NCC Complex, etc	As Per Actual	11040.00 Sft				
		Total	27840.00 Sft	2586.33	Sqm		
xvi	e-Learning center			2219.05	Sqm		
xvii	Innovation center			968.00	Sqm		
xviii	Roads and path way in front of Innovation center and e-Learning center	1x100.00mx3.00m		300.00	Sqm		
xix	Swimming pool			243.00	Sqm		

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xxi	Gymnasium			1562.00	Sqm		
			<b>Grand Total</b>	<b>31062.43</b>	<b>Sqm</b>		
2	Cleaning & up keeping of bituminous & concrete roads along with industrial tile flooring area in footpath of all University areas including all materials, labour, T&P etc. complete or as directed by the officer-in-Charge.						
a	Main Entrance	1x100'-0"x30'-0"	3000.00 Sft				
b	University Internal Road	1x3000'-0"x30'-0"	90000.00 Sft				
c	Auditorium Side	2x150'-0"x40'-0"	12000.00 Sft				
d	Garden Tile flooring foot path	3x400'-0"x5'-0"	6000.00 Sft				
e	Drain Near Auditorium	1x1000'-0"x4'-0"	4000.00 Sft				
		<b>Total</b>	<b>115000 Sft</b>				
			<b>Grand Total</b>	<b>10683.50</b>	<b>Sqm</b>		
3	Cleaning & mopping of toilet & lavatories by mechanical means of all urinal pan, W.C. pan, W.H. basin, water tank etc. including all labour, materials, T&P etc. complete as directed by the officer- In-Charge.						
a	Toilets in Corridors & Chamber of all University Building	20x15'-0"x20'-0"	6000.00 Sft				
b	Second floor Toilet	20x15'-0"x10'-0"	3000.00 Sft				
c	Chamber	10x5'-0"x5'-0"	250.00 Sft				
		<b>Total</b>	<b>9250.00 Sft</b>				
			<b>Grand Total</b>	<b>250.09</b>	<b>Sqm</b>		

  
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CHECKLIST FOR TENDERER

Sl. No	Particulars	Yes/No	Page No.
1.	Have you properly read the Tender Call Notice, filled in and signed the details in the tender documents and enclosed relevant documents?		
2.	Have you read and understood the various conditions of the Tender and are you 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 printouts of all the sections of the Tender in the prescribed paper size and signed on all pages of the Tender document and submitted them properly and chronologically?		
5.	Have you attached proofs of having met the eligibility criteria?		
6.	Have you attached the self-attested copies of the documents to show the financial status of tenderer?		
7.	Are you registered with Government bodies like IT, GST, ESIC, EPF, Labor License and other Legal Entities? Have you attached a copy of each of the certificate/document?		
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 for the preceding three financial years duly certified by a licensed Chartered Accountant?		
10.	Have you attached the proof/desired documents as mentioned under <b>Annexure-3</b> ?		
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 in the prescribed format?		
14.	Have you submitted the tender documents in two parts along with the EMD in three separate sealed covers as prescribed under Instructions to the tenderers?		

Signature with seal of the Tenderer

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INSTRUCTIONS TO TENDERERS

TENDER NOTICE NO: \_\_\_\_\_

DATED: \_\_\_\_\_

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 covers. The separate sealed cover of the Technical Bid must be super scribed as "Technical Bid for Housekeeping & Sanitation Contract of VSSUT, Burla" and the separate sealed cover of Financial Bid be super scribed as "Financial Bid for Housekeeping & 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)** of **Rs. 50,000/- (Rupees Fifty Thousand)** shall be deposited in the shape of **Demand Draft** drawn in favor of Registrar, VSSUT, Burla and payable at Burla, from any Nationalized Bank and submitted separately in a third sealed envelope super scribing with the words "EMD and Tender Cost for Housekeeping & Sanitation Contract of VSSUT, Burla" and containing Tender Notice No. and the Tenderer's Name with Address. Tenders not accompanied with EMD shall be considered invalid and rejected. All the three separate sealed covers shall then be put in a bigger sealed cover super scribing " Tender Documents for House Keeping & 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 last date and time stipulated in the Tender Call Notice. Tenders submitted in any other mode or received after the stipulated date and time shall be summarily rejected.
2. The cover containing the DD for the EMD shall be opened first at the time of opening of the Technical Bid. The Part-I offer of those Tenderers, whose EMD 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 qualifying the technical bid with other terms & conditions.
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 forfeiture of the EMD.
5. Tenders not received in the prescribed forms will be liable to 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 Agency's Letter of acknowledgement shall form parts of the contract. In case of any conflict between the terms mentioned in General Conditions of Contracts and Special Conditions of Contract, the Later shall prevail.

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**8. Documents to be Submitted as Parts of the Technical Bid:**

- (1) The Tenderer shall submit 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 in case Of Proprietary Firm.
  - ii. Attested copy of Partnership deed along with amendments if any and proof of registration if any in case of Partnership Firm.
  - iii. Memorandum & Articles of Association, Certificate Incorporation, Authorized, and Subscribed and paid up capital in case of Limited Companies.
  - iv. Attested copy of the certificate of registration from the Registrar of Co-Operative societies in case of Co-Operative Society.
- (2) RPFC Registration Code if any
- (3) Registration with EPF with proof of up to date payment of Employer and Employee's shares.
- (4) Registration with ESI with proof of up to date payment of Employer and Employee's shares.
- (5) Copies of the Audited Balance Sheet, Profit & Loss Account and IT Returns of the **preceding last three financial years** attested by a licensed Chartered Accountant.
- (6) Self attested copy of the Bank Pass Book into which payment shall be made in the **Mandate Form** with last six months payment details in the bank statement. to employee may be submit in technical bid.
- (7) Self attested copy of the PAN Card with Income Tax Clearance Certificates of the **preceding last three financial years**.
- (8) Self attested copy of GST Registration
- (9) Self attested copy of the Labour license under Contract Labour (Regulations & Abolition) Act, 1970 held under previous contract if any or copy of Registration under Shop & Establishment Act.
- (10) Details of previous similar work experience and performance certificates from institutions to which such services were supplied during the **preceding last three financial years**.
- (11) Any other document considered fit for giving weightage.
- (12) The tenderer has to furnish in separate sheet information about any Officer/ Proprietor/ Partner/ Director of the firm / Company being an employee, past or present or relation of any employee of VSSUT, Burla. He/she shall also intimate whether any tenderer or any of the Proprietor, Partner, Director, Shareholder or his/her spouse working as contractor in VSSUT or any Government Department/Public Undertaking has been Black listed/ Removed from the approved list of Contractors/Demoted to lower class of job/ or Under Orders of ban or suspension of business with him/ them.

**Notes:** The original documents will have to 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.

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Burla, Sambalpur, Odisha-768018



**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 on any further business dealings with the firm shall be imposed upon the firm 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 or detrimental to the Plant/Unit, equipment and property, the said Contract may be terminated at once and a ban on any further business dealing shall be imposed upon the firm for a specified period. Besides, the cost of damage, loss, theft, detriment etc shall be recovered from the Agency/firm. A undertaking at the time of deployment of labours may be obtain from each of them for future disciplinary action as per law

**10. Agency's Background**

Persons convicted of any criminal offence involving moral turpitude/economic offences, other than freedom struggle, would not be eligible for execution of the 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 from dated **04.05.2022 to 14.05.2022 between 07.00 A.M to 01.00 P.M** 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**, 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** =  $18 \times (\text{L1 Lowest Agency rate for Toilet}) / (\text{Rate quoted by Agency}) + 14 \times (\text{L1 Lowest Agency rate for Class room}) / (\text{Rate quoted by Agency}) + 8 \times (\text{L1 Lowest Agency rate for Roads}) / (\text{Rate quoted by Agency})$

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

In case more than one bidder gets the same highest score, then the agency with the highest turnover in the last financial year (2021-2022) shall be awarded the contract.

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*02.5.2022*

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Burla, Sambalpur, Odisha-768018



### 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 be 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 beyond minimum requirement of 5 years of operation in similar work
2.	No. of similar Works Executed (Last 5 years) Max Score: 10	1 Mark for each work order
3.	No. of persons supplied in a single order (Last 5 years) Max Score: 20	1 to 10 persons - 5 marks, 10-25 persons - 7 marks, More than 25 persons - 10 marks,
4.	Annual Turnover (Last 5 years) Max Score: 15	Less than 50 Lakhs -2 marks, Greater than 50 Lakh and less than & equal to 2 crore - 4 marks, Greater than 2 crore & less than & equal to 5 crore - 6 marks, Greater than 5 crore & less than & equal to 10 crore -10 marks, More than 10 crores - 15 marks,
	Total Technical Score : 60	

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*22.5.2022*

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Burla, Sambalpur, Odisha-768010



**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. Conditional tenders either in Part-I or Part-II of the Tender shall be liable to be rejected.
20. 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.
21. 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 advice 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 out sourcing 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 concern Department is final.

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*02.5.2022*

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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, three times mopping of corridors from 7.00 AM to 9.00AM, 12 Noon to 2.00 PM & 4.00 PM to 6.00 PM must be executed manually or by Mechanical means. Similarly & more importantly all the toilets of the University must be properly & thoroughly cleaned in similarly way i.e. 3 times as mentioned in the above said hours. The Agency is advised to keep at least four manpower to entrust the same work permanently so that it will be managed in regular basis from 6.00 AM to 6.00 PM i.e in two shift. These manpower will only be engaged in cleaning & attending the toilets only & to be available in nearby areas during working hours. For all the above works mention in the Logbook & complaint register must be maintained as directed by Maintenance Engineer (I/C). The Agency shall maintain the lodging of complain 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 by writing name of contact person with his mobile no & email address at the cost of the Company/Agency.

22. 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.
23. Canvassing in any form is strictly prohibited and tenders submitted by the tenderer who resorts to canvassing, will be liable to rejection.
24. The Authority of the VSSUT reserves rights to accept /reject any or all tenders without assigning any reason thereof or to divide the work with multiple parties/bidders.
25. The Tender documents are not transferable.
26. 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.
27. 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. 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 be summarily rejected.

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*22.5.2022*  
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Burla, Sambalpur, Odisha-768011

28. For any clarification, the Registrar VSSUT, Burla, Sambalpur Odisha-768018 may be contacted during the working hour.
29. The EMD submitted by the successful bidder shall be converted in to Initial Security Deposit and the same will be released after expiry of one month of completion of the contract subject to adjustment /deductions of the VSSUT, Burla dues, if any, provided the amount is sufficient to cover the Security Deposit. Another Rs. 1,00,000/-(Rupees one Lakh) may be deposited as Initial Security deposit before entering to the agreement.
30. Before submitting the tender, the tenderer should ensure that the details/documents are submitted as per the check list.

Date:

*Leaf*  
*02.5.2022*  
**REGISTRAR**  
V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018

Signature with seal of the Tenderer

Place

Ref No: \_\_\_\_\_ Date: \_\_\_\_\_

LETTER OF UNDERTAKING AND DECLARATION

To  
The  
Registrar  
VSSUT, Burla- 768018

Ref: Tender Call Notice No. \_\_\_\_\_ dated \_\_\_\_\_

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 the University authority finds any irregularity as mentioned under Clause-9 of the Annexure-3, we have no objection if our bid is rejected or the 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 at Annexure-4(A)
9. We understand that the VSSUT, Burla may divide the work amongst the successful bidders who match with the L-1 Bid or agree with the lowest price as determined by the University Authority.

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

*Leaf*  
*02.5.2022*  
REGISTRAR  
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Burla, Sambalpur, Odisha-768018

ANNEXURE - 4 (A)

(ON LETTER HEAD OF THE FIRM)

**TENDER FOR HOUSEKEEPING AND SANITATION CONTRACT FOR ACADEMIC & ADMINISTRATIVE AREA OF THE VSSUT, BURLA**

**Detailed Particulars of the Tenderer**

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	
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 up to date payment details)	
12	EPF Registration No & Date with Date of validity. (Enclose up to 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	2019-2020 2020-2021 2021-2022
17	Past experience in similar business(Enclose relevant documents/order copies of other organizations with performance certificate)	
18	List Materials, machinery owned and methodsproposed for executing the work	

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19	List of manpower with qualification and length of experience in housekeeping and sanitation work	
20	Name, address of national level technical educational institutions where worked with length of services if any. ( Enclose performance certificates issued by the institution/s)	

Signature with seal of the  
Tenderer

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*02.5.2022*  
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**FORM FOR FINANCIAL CAPACITY  
DESCRIPTION**

Description	Financial Years		
	2019-20	2020-21	2021-22
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

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*02.5.2022*  
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Burla, Sambalpur, Odisha-768018

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

**Tender for Housekeeping and Sanitation Contract for Academic & Administrative Area 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 "HOUSE KEEPING AND SANITATION CONTRACT" FOR ACADEMIC & ADMINISTRATIVE AREA 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	
------------------------------------------	--

**PRICE SCHEDULE**

**(Domestic Tender – Rate are to given in Rupees)**

(This BOQ templets 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, mopping of the Building Premises, floor areas, roof top, ceiling, Staircase etc. along with dusting of almirah, cupboards, shelves, all furniture, machine, Electrical Equipment like fans, Switch board and other cleanable material thoroughly always including all materials, labour, T&P etc. complete or as directed by the officer-in-Charge.	31062.43 Sqm				
2	Cleaning & up keeping of bituminous & concrete roads along with industrial tile flooring area in footpath of all University areas including all materials, labour, T&P etc. complete or as directed by the officer-in-Charge	10683.50 Sqm				

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3	Cleaning & mopping of toilet & lavatories by mechanical means of all urinal pan, W.C. pan, W.H. basin, water tank etc. including all labour, materials, T&P etc. complete as directed by the officer- In-Charge.	250.09 Sqm		
4			Total-	Rs.
5	Add G.S.T on all above items as per Government order which may change from time to time.		@	Rs.
6			Grand Total-	Rs.
7	Total amount of bill X No. of executed days		Grand Total-	Rs.

**N.B:-**

1. After Satisfactory execution the Agency may be required to execute more new Areas as per above quoted rates, only approved from 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.

*Signature with seal of the Tenderer*

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*02.5.2022*  
REGISTRAR  
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Burla, Sambalpur, Odisha-768019

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. **The competent Authority** the honorable Vice-Chancellor of VSSUT, Burla or his authorized representative.
8. **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.
9. **VSSUT** means Veer Surendra Sai University of Technology, Burla represented through authorized officer for this contract or Registrar as the case may be.
10. **Maintenance Engineer** means officer authorized to perform certain duty under this contract.
11. **Authorized officer/Representative** means and includes Registrar, Dean, and HOD of all Departments, Prof-In-Charge Civil Works of VSSUT authorized or designated for this contract.
12. **Equipment** means all tools, instruments, appliances or things of whatsoever nature required in course of the execution of the contract.

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22.5.2022  
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Burla, Sambalpur, Odisha-768014

13. **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.
14. **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.
15. **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.
16. **Tenderer** means and includes 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.
17. **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.
18. **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.
19. **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)
20. **Termination of Contract**: The University may by a notice in writing, suspend the contract if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspension shall specify the nature of failure, and shall request remedy of such failure within a period not exceeding 15 days after the receipt 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 :
  - 1) If the service provider do not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the University have subsequently approve in writing.
  - 2) If the service provider becomes insolvent or bankrupt.
  - 3) If, in the judgment of the University, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

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**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, mopping of the Building Premises, floor areas, roof top, ceiling, Staircase etc. along with dusting of almirah, cupboards, shelves, all furniture, machine, Electrical Equipment like fans, Switch board and other cleanable material thoroughly always including all materials, labour, T&P etc. complete or as directed by the officer-in-Charge.	Maintenance Engineer	Check for the Cleaning of item no of Annexure- 1(1)	30	
2	Cleaning & up keeping of bituminous & concrete roads along with industrial tile flooring area in footpath of all University areas including all materials, labour, T&P etc. complete or as directed by the officer-in-Charge	Maintenance Engineer	Check for the Cleaning of item no of Annexure- 1(2)	20	
3	Cleaning & mopping of toilet & lavatories by mechanical means of all urinal pan, W.C. pan, W.H. basin, water tank etc. including all labour, materials, T&P etc. complete as directed by the officer- In-Charge.	Maintenance Engineer	Check for the Cleaning of item no of Annexure- 1(3)	50	

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21. **PERFORMANCE REVIEW CRITERIA AND PENALTY FROM BILL PAYMENT:** Performance review shall be carried out on a monthly basis based on Score card, the details of which are attached at Section 6.7. Accordingly, the penalties from the bill payment shall be as mentioned below.

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

B. **RESPONSIBILITIES OF VSSUT OFFICIALS**

22. The duty of VSSUT's representative is to watch and oversee the work. He / She shall have no authority to relive 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 not to make any variations in the works.

C. **ASSIGNMENT AND SUB-CONTRACTING**

23. The Agency shall not assign the contract, or any part thereof, or any benefit or interest therein without prior written consent of Engineer.
24. The Agency shall not sub-contract the works without written consent of VSSUT 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 defaults or neglects of any sub-Agency, his agents, servants, or workman as fully as if they were the acts defaults, neglects of the Agency, his agent, servants or workman.

D. **CONTRACT DOCUMENTS**

25. **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 who shall thereupon issue to the Agency instructions / directions indicating the manner in which the work is to be carried out.
26. **Further instructions:** The representative of VSSUT 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.

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E. **GENERAL OBLIGATIONS OF THE AGENCY**

- 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 matters 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 presents any position of bankruptcy or makes an arrangement with / or assignment in favor of his/her creditors or agrees to carry out the contract under committee of inspection of his/her creditors or being a corporation goes into liquidation (other than voluntary liquidation, for the purpose of amalgamation , absorption or reconstruction) or if the Agency assigns 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 instructions to the contrary sublets 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 may after giving 7 days' notice in writing to the 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 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 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), the VSSUT shall have the right to take possession of the plants and machineries of the Agency and realize the dues by sale of the said plants and machineries, equipment.
- c) **Illegal gratification, breach of contract:** The contract may also terminated and the Agency shall be liable to make good any loss or damage resulting from such cancellation as 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 Agency or any of his servants or agents to any person employed by VSSUT 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.

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- d) **Final Certificate:** The contract shall not be considered as completed until a Final Certificate have 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 by the Engineer or his representative by registered post / Speed Post to or by hand or it's registered office or at the Agency's site office.
  - ii. **Service of notice on VSSUT:** Any Notice to be given to VSSUT 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 Agency 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 Agency.
  - 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:** Should the general conduct of the works including the Premises of VSSUT under occupation of the Agency lead to violation of any of the provisions of the Indian penal code either in consequence of riotous or illegal proceedings of the Agency's labor 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:**
1. The contract or amendments thereof entered in 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.

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2. **Legal compliance:** the Agency shall comply with all statutes, rules, regulations, bye-law, orders of statutory authority including but not limited to compliance of:
- a. Payment of wages Act. (Linked to Govt. of India)
  - b. Minimum wages Act. (Linked to Govt. of India)
  - c. Maternity benefit Act. (Linked to Govt. of India)
  - d. Shops & commercial establishment Act. (Linked to Govt. of India)
  - e. EPF Act. (Linked to Govt. of India)
  - f. ESI Act. (Linked to Govt. of India)
  - g. 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.
  - k) The Agency shall not allow any visitor on the work sites, without the prior permission of VSSUT.
  - l) Order on one or more than one parties may be placed on the basis of L-1 quotation and, if required, negotiation will be held with L-1 tenderer only. However, all the tenderers may be required to explain / justify the basis of their quoted price as and when asked for. In case, any tenderer fails to justify his quoted price or refuses to co-operate in this regard, he/she will not be considered for participating in the retendering and his/her bid will be disqualified.

If a tenderer quotes unworkable rates and is considered for placement of order, the party will be asked to justify the rate quoted and will have to give a performance Guarantee Bond (in addition to the Security Deposit) in the form of bank draft/ bank guarantee. The amount of performance guarantee bond Will be decided by VSSUT at the time of placement of order. Earnest money of the tenderers who refuse to give performance guarantee bond will be forfeited and they will not be considered in re-tendering if order/contract is not finalized from the present tender.

m) **ARBITRATION:**

- a.) **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.

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- b) **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 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 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.

- c.) 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.

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.

- d.) **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.

- n) **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 its duly, authorized representative.

- o) **JURISDICTION:** the competent court at Sambalpur shall have the exclusive jurisdiction upon any matter arising out of this contract.

- p) **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 after satisfactory completion duly approved from the Competent Authority.

*Web*  
*22.5.2022*  
REGISTRAR  
V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018



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, lift (elevator) and some centralized facilities of Academic and Administrative departments/ offices, at least twice daily with brooms, mops and non-corrosive liquid cleaner or detergent etc. Mopping and drying the floors should be done at regular intervals during office hours (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. Sweeping, cleaning and maintenance of toilets, floors, doors, windows, cisterns, wash basins, latrines, urinals and every other items within a toilet room.
5. 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.
6. Cleaning of toilets continuously during the day, at least thrice a day with good quality phenol, detergents, disinfectants etc. Maintaining the toilet floors dry during office hours. 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 inside University Campus.
7. Broken taps, valves, stop cocks, pans, plastic pipe of wash basins etc. and other plumbing accessories when spotted must be changed promptly within 24 hours.
8. 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.
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 maintenances works are to be done by the University.

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

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 maintenanceworks 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. Machines generally used for this purpose are hot & dry vacuum cleaner, floor scrubber, high pressure water jet etc. Machines must be procured by the firm.
12. Labs equipped with valuable equipment / machines should be cleaned with utmost care. Delicate and costly machines should be used for dust free environment.
13. 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 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 and 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 if any, collected during the cleaning shall be disposed off. Further all the solid waste & liquid waste gathered at designated place shall be deposited to the authorized location of Sambalpur Municipality Corporation at frequent interval by the own cost of the Agency/Company to keep the campus 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 respects 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 prohibited.

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REGISTRAR *02.5.2022*  
V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018

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 academic and administrative 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/Agency during the month following the month of work based on the certification by concerned Warden and countersignature of the Registrar.
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 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. Neglect 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:**

- i. 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.
- ii. For the purpose of such monthly payments, invoices preferably in their printed forms along with the documentary proof for having deposited the Agency' 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.

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22.5.2022  
REGISTRAR  
V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018

- iii. Payments against on-account bills shall be released through a crossed account payee cheque 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 before submission of the first R.A bills.
- iv. Payment shall be regulated as per terms of contract as mentioned in final bid.
- v. 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.
- vi. Deduction of applicable taxes will be made including TDS & Certificate will be issued by Finance & Accounts department for such deductions.

F. **WORK TO THE SATISFACTION OF VSSUT**: 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. **SECURITY DEPOSIT**: An amount @5% of the running /monthly bill subject to a maximum of 7% of the contract value will be deducted and withheld each month which will be refunded after expiry of the contract. Any dues of the institute shall be adjusted/ recovered from such Security Deposit. The Security Deposit amount will not attract any interest.

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

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