# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA
## ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ

(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)
P.O. Engineering College, Burla, Dist: Sambalpur, Odisha, (India) -768 018
www.vssut.ac.in. e-mail: registrar@vssut.ac.in

VSSUT/C.Maint./701(C)/ 45 /2026 Dated: 12/03/2026

## EXTENSION OF TENDER CALL NOTICE

Sealed Tenders are invited from Registered and Authorized Labour Contractors/ Agencies for "Maintenance of Garden of University campus, 4 nos. old Hall of Residence areas with Central Garden, new boys Hall of Residence areas, girls Hall of Residence areas & Garden of Office-cum-Residence of Vice-Chancellor of Veer Surendra Sai University of Tech

# Veer Surendra Sai University Of Technology, Burla, Sambalpur, Odisha768018

**Tender Notice No.:** VSSUT/C.Maint/701(C)/ 451 **Date:** 12/03/2026

**TENDER FOR "MAINTENANCE OF GARDEN OF UNIVERSITY CAMPUS, 4 NOS. OLD HALL OF RESIDENCE AREAS WITH CENTRAL GARDEN, NEW BOYS HALL OF RESIDENCE AREAS, GIRLS HALL OF RESIDENCE AREAS & GARDEN OF OFFICE-CUM-RESIDENCE OF VICE-CHANCELLOR OF VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA".**

Sealed Tenders are invited from interested and eligible firms/companies/proprietors/individuals for award of the above said work on the following terms and conditions as detailed in tender documents and the following Annexure.

1.

a. Check list for preparation of Bid/Tender — **ANNEXURE-1**

b. Instruction to tenderer and tender processing formality. — **ANNEXURE-2**

c. Letter of Undertaking and Format of particulars of tender — **ANNEXURE-3 &3A**

ANNEXURE-4 Financial Capacity

IMPORTANT DATES

Last date of submission of tender on dated 30.03.2026 by 4.00 PM.

## 3. NATUREANDSCOPEOFWORK

**a.** The contract involves "Maintenance of the garden of the University campus, 4 nos. of Old Hall of Residence areas with central garden, 3 nos. of new boys Hall of Residence areas, 5 of girls Hall of Residen

d. **Registration:** The Bidder should be registered under GST Act, Employees Provident Fund Organization, Employees State Insurance Corporation & should possess valid Labour license as per the labour laws. Relevant documents in support of the same shall be submitted alongwith the Technical Bid. Rates quoted below the latest approved rate issued vide Labour Commissioner, Govt. of Odisha will not be entrained.

Sd/-
REGISTRAR

**ANNEXURE-1**

| Sl. No. | Particulars | Yes/No | Page No. |
|---|---|---|---|

**ANNEXURE-2**

## Veer Surendra Sai University Of Technology, Burla
## INSTRUCTIONS TO TENDERERS

**Tender Notice No.:**_____ **Date:** _____

1. The tenderer shall submit the tender in two bid system i.e. Technical Bid (i.e.BOQ) each in separate sealed cover. The separate sealed cover of the Technical Bid must be superscribed as "Technical Bid for M

signed form of tender shall render the tender invalid.

7. The invitation to Tender, Instructions to Tenderers, Special Conditions (SCC) of Contract & General Conditions of Contract (GCC), form of tender along with the rates quoted against each item in the "Schedule of Rates" with the Letter of Acceptance and Work Order for awarding of the work and Contractor's Letter of acknowledgement shall form the contract. In case of any conflict between the terms mentioned in General Conditions of Contracts and Special Conditions of Contract, the latter shall prevail.

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

   a. The Tenderer shall submit the documents showing the category of Tenderer, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co- Operative Society etc. as for instance:

      I. Attested copy of affidavit of Sole Proprietary, incase of Proprietary Firm,.

      II. Attested copy of Partnership deed along with amendments if any and proof of registration if any, incase of Partnership Firm

[redacted]

ieties.

[redacted]

Copies of Audited Balance Sheet, Profit & Loss Account and Income Tax Returns of the

[redacted]

suspension of business with him/ them.

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

**9. Banning of Business Dealings:**

**A.** If it is found during processing of the Tender or execution of contract that the Tenderer or his representative has resorted to corrupt, fraudulent practices including misrepresentation of facts and/or fudging/forging/tampering of documents, the bid submitted by the Tenderer shall be disqualified and a ban or any further business dealings shall be imposed for a specified

firm/ proprietor will be liable to be cancelled by the University. or noticed, the Bid of the

usiness dealings shall be imposed shall be imposed for a specified period. on any further

all be recovered from the Agency/ Besides, the cost of damage, loss, theft, detriment, etc. assessed etc.

them m. A undertaking as details or Updation of deployment of labour may be obtained from each of

**c. 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<br>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)<br>Max Score:10 | 1 Mark for each work order. |

15. 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.

16. 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.

17. The rate in the tender shall cover/ include all statutory duties/taxes/levies, as on date of tender, except GST.

18. Conditional tenders either in Part-I or Part-II of the Tender shall be liable to be rejected.

19. 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.

20. 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 adviced to ensure for engagement of skilled & suitable manpower for execution of all the cleaning work/ other work entrusted to them. The leave rule guided by Labour Department, Government of Odisha for outsourcing staff may be followed clearly/strictly during the execution. The termination of labour may be done at the jurisdiction of the Agency & it should not come to the notice of the University Authority. If any such case arises, the tenderer is advised only to attend Office of the Registrar for communicating the matter to the concern Authority. The engagement of the manpower / labour & Supervisor in all Sunday & holidays as per actual requirement & the decision of the concerned Department is final. Also the engagement of manpower/labour &

22. By submitting a tender, the tenderer will be deemed to have satisfied himself that the rates quoted by

25. The Tender documents are not transferable.

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.

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

**ANNEXURE-3**

**(Letter head of Tenderer)**

**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 Univer[redacted]

**ANNEXURE-3A**

**(ON LETTER HEAD OF THE FIRM)**

**TENDER FOR "MAINTENANCE OF GARDEN OF UNIVERSITY CAMPUS, 4 NOS. OLD**

| | | | |
|---|---|---|---|
| 15 | Labor License No. (Enclose Document) | | |
| 16 | Volume of business in the FY | 2022-2023 | |
| | | 2023-2024 | |
| | | 2024-2025 | |
| 17 | Past experience in similar business (Enclose relevant documents/order copies of other organizations with performance certificates) | | |
| | List Materials, machi | | |

**ANNEXURE-4**

## FORM FOR FINANCIAL CAPACITY

### DESCRIPTION

| | Financial Years |
|---|---|

| | | | | |
|---|---|---|---|---|
| 2 | Supplying all required materials for execution of the work mentioned in item no- 1 such as grass cutter, branch trimmer, Auger, Phawda, handsaw & other required machine, T&P with fuel to be used day to day work including all etc complete. | Lumpsum for 26 days | | |
| 3 | Disposal of garbage & other unused materials like shrubs & bushes from the garden of the University campus, Boys & Girls Hall of Residence areas to outside dumping yard of SMC by mechanical means (Tractor) including all materials, labour, T&P etc. complete. | | | |
| a. | University Campus | 26 trolley/month | | |
| b. | All Boys HOR | 26 trolley/month | | |
| c. | All Girls HOR | 26 trolley/month | | |
| | | 78 trolley/month | | |
| | | | Total | |
| | | | Add GST @ 18% | |
| | | | Grand Total | |
| | | | Or say | |

**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

[redacted]

With seal of the Tenderer

**ANNEXURE-6**

## GENERAL CONDITIONS OF CONTRACT

### A. DEFINITIONS:

1. **Approved** means approved in writing, including subsequent written confirmation of previous verbal approval.

16. **Tenderer** means the person or firm or company who have submitted valid tender and also includes its authorized representatives, heirs, executors, administrators, successors and assignees as approved by the employer.

17. **Work** means all work given in the Scope of Work in the tender documents and includes any associated work required for fulfilment of the scope of work and as set forth and required by

[redacted]

[redacted]

[redacted]

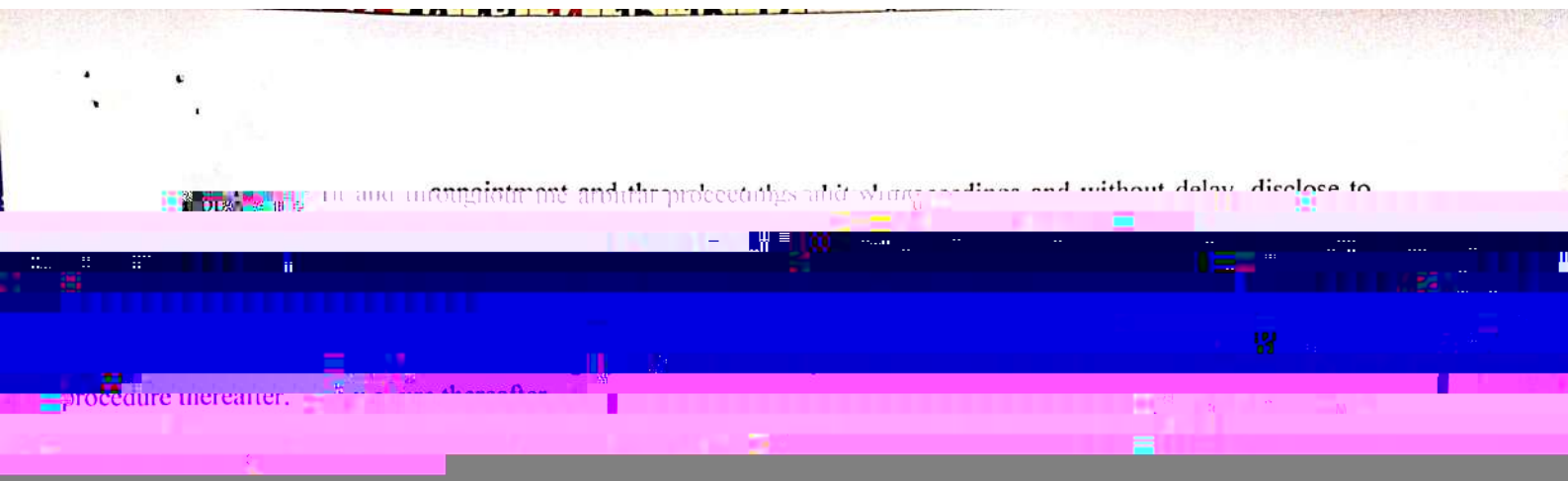
## D. CONTRACT DOCUMENTS:

1. **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.

2. **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.

## E. GENERAL OBLIGATIONS OF THE CONTRACTOR:

a. **Sufficiency of tender:** The agency shall be deemed to have satisfied himself before submitting tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule which shall cover all his obligations under the contract and all matters things necessary for the proper completion and maintenance of the work.



**ANNEXURE-7**

## SPECIAL CONDITIONS OF CONTRACT

### A. 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 Hall of Residence buildings. The firm/Agency shall ensure that all the working 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 work shall be disposed off. Further, all the waste gathered at designated place shall be deposited to the authorized location of Sa

**B. LIQUIDATED DAMAGES:**

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

**C. 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

F. **SECURITY DEPOSIT:** An amount @5% of the running /monthly bill subject to a maximum of 5% of the contract value will be deducted and withheld each month which will be refunded afte