



The Odisha State Cooperative Milk Producers' Federation Ltd.,

D-2, Sahid Nagar, Bhubaneswar-751007.

PhoneNo:0674-2544576, 2546030,2546121,2540417,2540273.

Fax:0674-2540974

E-mail:omfed@yahoo.com Website:www.omfed.com

E-Procurement Notice for Engagement of Comprehensive Facility Management Services (CFMS) Agency on Mandays Basis & Job Basis for Cleaning, Sanitation Work & Gardening” At Omfed Dairy, Arilo

Bid Identification

No. HRD/LC/2025/CNS/ARILO/05

1. OMFED invites e- Tender from reputed registered and experienced **Comprehensive Facility Management Services (CFMS) Agency on Mandays Basis & Job Basis for Cleaning, Sanitation Work & Gardening” At Omfed Dairy, Arilo** for a period of one year (01) and will be extended for another two years looking to the satisfactory performance of the bidder. e- Tender is invited online through ‘e’-procurement of Govt. of Odisha web Portal <https://tendersodisha.gov.in>. The bidders should have the necessary portal enrolment with his own Digital Signature Certificate.
2. The bidders are required to submit bids for engagement of Manpower at Omfed Dairy Arilo on Mandays basis & Job basis.

Name of work	Estimated Cost (Rs)	Availability of Tender through online bidding at https://tendersodisha.gov.in		Date of opening Technical Bid	Period of Completion
		From	To		
Labour Contractors for Mandays Basis & Job Basis	Rs. 80,00,000.00	04.07.2025 on 10.00A.M	24.07.2025 on 01.00P.M	25.07.2025 at 3.00 P.M	12 months

3. Cost of Tender Paper **Rs 11,800/-** inclusive of GST 18% & EMD as specified in (Technical Bid Part-I) deposit through online portal at <https://tendersodisha.gov.in>.
4. Bid documents consisting of specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents are available on Portal: <https://tendersodisha.gov.in>. The corrigendum/amendment to this notice if required shall be published both in <https://tendersodisha.gov.in> and in the OMFED web site <https://www.omfed.com> and will not be published in the newspaper.
5. The tender paper cost / EMD and Photo Copy of GST, PAN, Registration Certificate, Turnover Certificate, IT return & other documents as per DTCN shall have to be attached on Portal: <https://tendersodisha.gov.in> within 10.00 AM of 04.07.2025 to 01.00 PM of 24.07.2025.
6. The Pre Bid Meeting will be held on **15.07.2025 at 3.00 P.M** at Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar.

7. Technical Presentation date will be intimated later on.
8. Non submission of tender cost of bid document and EMD within the period shall debar the party from participating in the online bidding system and his portal registration shall be cancelled.
9. **Techno- Commercial Bids received online shall be opened Technical Bid on 25.07.2025 at 3.00 P.M.** in OMFED Corporate office in the presence of the bidders. Bidders who participated in the bid can witness the opening of bids after logging on to the site through their DSC. If the office happens to be closed on the last date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
- 10. EMD of Rs. 1.0 Lakhs (Rupees One Lakh only) has to be deposited by the bidder.**
- 11. The Co-Operatives, Govt. bodies, NSIC and MSME registered firms are exempted from submitting required EMD but they have to deposit Tender cost.**
- 12. EMD of successful bidder shall be converted to Security Deposit.**
- 13. The bidders having MSME Certificates are exempted (as per Clause no.11) from deposit of EMD but they have to deposit Security money amounting to Rs.1.0 lakhs (Rupees One Lakhs) during submission of Tender document in the bidding process. This security money shall be returned if the participated bidder disqualified.**
14. OMFED in its own interest may opt for any other procurement mode/system simultaneously along with this e-Tender process if required without assigning any reason thereof.
15. The Managing Director, OMFED reserves the right to accept/reject any or all the bids without assigning any reason thereof.
16. OMFED reserves the right to increase or decrease the Particulars of job details delivery as per the requirement of the Federation.
17. Legal disputes if any concerning the required goods supplied & matters related thereto shall be subject to Jurisdiction of such court as exercising civil jurisdiction of Bhubaneswar only.

**Managing Director
OMFED**



The Odisha State Cooperative Milk Producers' Federation Ltd.,

D-2, Sahid Nagar, Bhubaneswar-751007.

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Tender document for Engagement of Comprehensive Facility Management Services (CFMS) Agency on Mandays Basis & Job Basis for Cleaning, Sanitation Work & Gardening.” At Omfed Dairy, Arilo	
Bid Identification No.	HRD/LC/2025/CNS/ARILO/05
Cost of Tender Form	Rs.10,000/-+18%GST
Schedule–I	Eligibility Criteria
Schedule–II	Scope of Work , General Terms & Conditions
Schedule–III	Checklist and Technical Bid
Schedule-IV	Financial Bid format
Earnest Money Deposit	Rs. 1,00,000/- (Rupees One Lakhs only)
Contact Person	Mr. Kartik Paul, Plant Manager, Omfed Dairy Arilo Mob: 8658397467
Pre Bid Meeting	Dt. 15.07.2025 at 3.00 P.M
Last date and time for submission of tender document	Dt. 25.07.2025, 01:00 PM
Date & Time for opening of Tender	Dt.24.07. 2025, 03.00 PM
Technical Presentation	Will be intimated later on
Address for communication	Managing Director, The Odisha State Co-operative Milk Producers’ Federation Ltd.D-2, Sahid Nagar, Bhubaneswar– 751007 (Odisha)

**Managing Director
OMFED**

SCHEDULED-I
ELIGIBILITY CRITERIA OF BIDDER

1. The Company /Firm/Agency should be registered with the appropriate Registration Authority
2. The Firm / Agency should be registered under the following Appropriate Authority.
 - a) Labour license from Labour Officer under the Contract Labour (Regulation & Abolition) Act,1970.
 - b) Employees Provident Fund Organization. & Employees State Insurance Corporation.
 - c) Income Tax & Goods & Services Tax
3. They should have their own Bank Account in the name of firm or Agency. They must submit Bank Statement copy for the month of March'2025
4. The Firm/Agency must be financially sound. The minimum average annual turnover of Rs.20 (Twenty) Crores per annum for the last three years as per audited financial statement of accounts for the year 2021-22, 2022-23 & 2023-24.
5. The accounts of the Firm should have audited for consecutive 3 (Three) years i.e. for the year 2021-22, 2022-23 & 2023-24.
6. The Firm/Agency should have updated IT Return for the financial year 2021-22, 2022-23, & 2023-24.
7. **Incorporation Certificate mandatory for participating in Tender.**
8. The Firm/Agency must have at least 10 years of experience for Housekeeping and Gardening works in reputed organizations of Odisha /other State
9. Copy of Monthly ECR for EPF & ESI deposit slip for 03 (three months) should be submitted. i.e. for Jan'2025, Feb'2025 & March'2025.
10. The Firm has to provide copy of GSTR-1 & 3B for last one quarter (March'2025) or three months (Jan'2025, Feb'2025 & March'2025).
11. The bidder should not have unsatisfactory performance record in any unit of Omfed. The bidder should give such an undertaking/declaration in their letter pad with their bid.
12. Agency/Contractor engaged for providing required service and blacklisted by OMFED or any other Organization due to reasons whatsoever shall not be eligible to participate in the Tender.
13. The bidder will not be eligible to participate in the Tendering process if there is any case under sub-jurisdiction against any unit of Omfed for any reason whatsoever it may be.
14. Self-undertaking regarding declaration of non-blacklisting and filing of any legal petition. against Omfed should be submitted.

Signature of Bidder
Seal & Date

SCHEDULED-II
SCOPE OF WORK AND GENERAL TERMS & CONDITIONS:

The Odisha State Cooperative Milk Producers' Federation Ltd., Bhubaneswar requires the services of reputed, well established and financially sound **Comprehensive Facility Management Services (CFMS) Agency on Mandays Basis & Job Basis for Cleaning, Sanitation Work & Gardening.** At Omfed Dairy, Arilo, Arilo- Govindpur, Cuttack, Odisha.

1. Period of **Cleaning, Sanitation Work & Gardening** services is initially for one year from the date of award of work order, but the contract may be renewed for two years more, if the performance is found satisfactory.
2. The Agency must have to engage manpower as per **Annexure-A**
3. The Agency must have to engage equipment/machineries as per **Annexure-B** for effective Housekeeping and Gardening services at plant **on rent basis**.
4. The Agency must provide Chemical consumables as per **Annexure-C** for effective Housekeeping and Gardening services of the plant **for which the cost will be reimbursed to the agency**.
5. The tenderer will ensure that the persons deployed by them are dressed in neat and clean uniform and habitual offenders in this regard shall be liable to be replaced from the plant.
6. The personnel engaged have to be very courteous with pleasant mannerism in dealing with the Staff/Trainees/Visitors and should project an image of utmost discipline. Omfed shall have the right to have any person replaced in case of staff complaints or as decided by representative of the Omfed if the person is not performing the job satisfactorily or otherwise. The tenderer shall have to arrange the suitable replacement in all such cases.
7. The tenderer shall not engage any sub-tenderer or transfer the contract to any other person in any manner.
8. The personnel engaged should project an image of utmost discipline. They should be above the ages of 18 yrs. No. Underage/ Minor (below 18 years of age) shall be deployed under any circumstances. The entire responsibility for such lapse shall be that of the tenderer. Manpower so engaged shall be trained for providing housekeeping and gardening services before joining.
9. Perform routine cleaning of the internal and external areas to meet the required service standard
10. Ensure cleanliness of all common spaces and space inside the Plant areas at periodic intervals.
11. Deploy equipment for cleaning and shall be responsible for maintaining these at all times. All costs for purchase/repair/spares/ maintenance etc. for these equipment's will be borne by the

Agency.

12. The rates quoted should be inclusive of all statutory requirements like PF, ESI, and Service Charges excluding GST.
13. **The Contractor will be liable to comply to all the statutory requirements under various Acts & Rules framed there under.**
14. The tender document should be signed by the authorized signatory with name & seal of the firm at the bottom of all pages.
15. Jobs have to be carried out strictly as per instruction of Plant Authority/his authorized representative.
16. Job has to be completed within schedule time
17. **Payment to the Agency shall be made once in a month on submission of bill and original statutory documents in triplicate.**
18. No payment shall be released if work performance is unsatisfactory.
19. Labourers deployed should maintain strict discipline as per rules in the Plant premises. Contractor shall ensure healthy hygienic practice in food safety and handling.
20. **Successful bidder will be communicated to deposit two months' minimum wages as interest free Security Deposit (Rupees Only)** within seven working days of such communication. If the bidder fails to deposit the Security Deposit within 7 working days, OMFED reserves the right to reject his bid unless the date line to deposit Security Deposit is extended by OMFED for any valid reason. The Security Deposit will be retained for the period of the Contract and is refundable without any interest after the period of contract is over unless forfeited in case of breach of agreement. On deposit of the Security Deposit within the prescribed date line, an agreement will be signed between the bidder and OMFED to undertake this work. No payment shall be released to the bidder unless this agreement is signed.
21. The Contractor shall provide Identity Card, Employment Card and Wage Card to each worker at his cost as required under the Contract Labour (Regulation & Abolition) Act, 1970 read with Orissa Rules under the said Act.
22. The Contractor shall provide all safety protocols, including using protective equipment and undergoing regular safety training, Supervisors will conduct inspections and violations will lead to corrective action. Uniform dress code, Safety Shoe to the workers as approved by Omfed Management will be provided to them.
23. The Contractor have to ensure bi-monthly health check-up of all workers including Physical exams and occupational screenings, will be implemented to ensure worker well-being. Any identified health issues will be promptly addressed.
24. **All payment to workers shall be made through bank only as per Biometric Attendance (both Face & finger recognition) system will be mandatory for all workers to track working hours, prevent time fraud and enhance security.**

25. Labour Contractor will maintain detail performance records for each Labour which is essential, covering productivity, work quality, safety adherence and overall performance, regular reviews will identify areas for improvement and ensure accountability.
26. **Credential/Certificates in support of experience to be furnished with the offer to be given due weightage during evaluation of Tender.**
27. **All statutory dues including P.F, ESI, leave salary, holiday wages and bonus of workers should be complied on monthly basis and respective evidence to be furnished with the plant authority for record. The contractor shall display the list of workers with wage payment details every month for information of all concerned.**
28. Agency/Contractor engaged for providing required service and blacklisted by OMFED or any other Organization due to reasons whatsoever shall not be eligible to participate in the Tender.
29. The EMD of the technically disqualified Bidders shall be returned after declaration of the list of such technically qualified Bidders in the portal. The EMD of other unsuccessful Bidders shall be refunded after signing of the Agreement with the Successful Bidder. The return of the EMD shall be in the form of bank transfer to the account of the Bidder through the e-procurement portal of the Government of Odisha.
30. The EMD of the successful Bidder shall be returned upon the successful Bidder furnishing the Performance Security.
31. If any bidder is awarded with the work, but does not carry out the work, his Security Deposit/EMD shall be forfeited
32. The Tenderer will be responsible for the safekeeping of the equipment at the facility and shall ensure that such equipment is not taken out of the premises at any time during the Contract Period other than for repairs. In case such repairs take more than a week, the Agency shall arrange to provide alternate equipment for the facility.
33. If the tenderer does not submit statutory documents as stipulated above, Competent Authority shall reserve the right to reject the tender outright at the time of opening of tender.
34. The Omfed Management is at liberty to relax the eligibility criteria if feel necessary considering the nature of work.
35. The tender committee, Omfed reserves the right to decide the engagement of contractor more than one, in order to facilitate timely and uninterrupted works.
36. Defaulter in earlier execution of work/ Non submission of statutory dues/ supply of labour to Omfed or black listed by Omfed or anywhere in the country are not allowed to participate in the tender.

37. Cooperative, Govt. body, NSIC, & MSME registered firms are exempted from submitting required EMD but they shall deposit both the Tender Cost & EMD cost. **The bidders having MSME Certificates are exempted from deposit of EMD but they have to deposit Security money amounting to Rs.1.0 lakhs(Rupees One Lakhs) during submission of Tender document in the bidding process.**
38. Dusting / cleaning of all furniture, sills, counters, screens, blinds & curtains, light fittings, signage, doors, door frames, fittings and glass pans etc. to remove debris, stains, cobwebs and marks.
39. Stairs including treads, risers, nosing, banisters, balustrades, handrails, ledges and protective wire guards where present must be free from dust, debris, stains and marks.
40. Floors should be cleaned to the good industry standards. In addition, there should be no evidence of scum, grease, hair, and scale and the floors must be disinfected
41. The Agency shall be responsible for ensuring proper maintenance and upkeep of all horticulture works in the landscaping area. Adequate equipment shall be maintained by the Agency including grass cutting machine and other tools required for maintenance of horticulture areas.
42. Laborers deployed should maintain strict discipline as per rules in the Plant premises. Agency shall ensure healthy hygienic practice in food safety and handling.
43. If the tenderer does not submit statutory documents as stipulated above, Competent Authority shall reserve the right to reject the tender outright at the time of opening of tender.
44. The Omfed Management is at liberty to relax the eligibility criteria if feel necessary considering the nature of work.
45. The tender committee, Omfed reserves the right to decide the engagement of contractor more than one, in order to facilitate timely and uninterrupted works.
46. Defaulter in earlier execution of work/ Non submission of statutory dues/ supply of labour to Omfed or black listed by Omfed or anywhere in the country are not allowed to participate in the tender.
47. An Agreement shall be signed with the successful bidder as per specimen enclosed. Counter terms and conditions will not be accepted.
48. Gardening Broad Scope of Work will be as follows.
- a) daily watering
 - b) weed removing
 - c) trimming and pruning
 - d) soil mulching
 - e) lawn mowing
 - f) hedges and shrubs cutting etc
 - g) cleaning garden areas
 - h) disposal of dry/fallen leaves
 - i) operation of tools, machinery as required for the garden

49. If any time, the Agency feels to get aside the agreement, he can do so by giving **Three months' time** clear notice with proper justification, if the reason found not justified, the party will not be allowed in any tender for further period of next Three (03) years in OMFED. If the matter which is against the interest of Federation, he can be set aside from agreement by giving **three months' clear notice. Similarly, Omfed can discontinue the agreement by giving three months' notice to the Agency.**
50. Counter terms and conditions will not be accepted.
51. The tender document should be signed by the authorized signatory with name & seal of the firm at the bottom of all pages.
52. The Labourers so engaged should not have any criminal background or having any police case against him if detected after words the Agency have to withdraw the Labourers immediately.
53. The Agency must be registered with the concerned Govt. Authorities, i.e., Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Agency shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost, if required under the Act.
54. The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
55. The Agency shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in Omfed. The Omfed shall have no liability in this regard.
56. **The Agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to Omfed, to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to Omfed.**
57. The Agency shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of Omfed or any other authority under Law.
58. The Log book shall be maintained for machine operation by the Agency.
59. In case of nonperformance, involvement in theft, fraud or in any indiscipline let the person concerned be terminated from that work whatsoever directed by the Competent authority and suitable replacement should be provided as per the requirement.

60. **The AGENCY shall comply with all the statutory requirements under various Acts and Rules as applicable to the establishment of OMFED, so also Agency's Establishment pertaining to work entrusted to the Agency and contract labourers engaged in the said job. In the event of non-compliance to the statutory requirements like deposit of PF, ESI & GST, the payment shall be held up without any notice till necessary compliance is made by the Agency. However, liability of OMFED, if any, on account of such non-compliance of statutory provision shall be chargeable to the account of the Agency and shall be deducted from the pending bills of the Agency.**
61. The AGENCY shall not be allowed to engage labourers to work more than the prescribed working hours i.e. eight hours per day or forty-eight hours in a week. However, under certain compelling circumstances like sickness of any Labour on duty or proceeding on leave on compassionate ground only or as situation requires, permission may be granted by OMFED or on its behalf by the Unit Head or Authorized Officer to carry out the overtime for a specified period of time.
62. In case of any accident, the compensation as levied upon by the Competent Authority under Employees Compensation Act shall have to be paid by the Agency to the legal heir of the deceased or the person concerned in case of partial or total disablement.
63. That the AGENCY is required to provide welfare and health facilities to the contract labours and must ensure that all the statutory obligations as per C.L. (R&A) Act, 1970 and Orissa Rules, 1975 and other Labour Acts and Rules applicable to the contract labourers are observed rigidly and for any irregular compliance or non-compliance of legal provision, he will be held solely responsible.
64. All the Workman engaged by the Agency should have to sign in the Factory gate in the presence of Security personnel during in and out time.
65. Defaulter in earlier execution of work/ Non submission of statutory dues/ supply of labour to Omfed or black listed by Omfed or anywhere in the country are not allowed to participate in the tender.
66. An Agreement shall be signed with the successful bidder as per specimen enclosed. Counter terms and conditions will not be accepted.
67. **ESCALATION CLAUSE:**
If minimum wages increase during the period of engagement under Minimum Wages Act 1948, the minimum wage and statutory contribution shall be increased pro rata basis accordingly with same rate with all statutory dues, excluding agency charges.
68. **Penalty:**
In the event of bidder fails to supply the required number of manpower during the contract period, OMFED reserves the right to impose the penalty as per **Annexure-D**.
58. **Payment:** Monthly Bill along with proof of payment and other documents as stated below has to be raised by the Agency after Payment of monthly bill to the Agency after depositing the statutory dues of the workers, by 7th day of every succeeding month and OMFED Dairy, Arilo will release the payment within 7 days of receipt of Bill.
- i. Attendance Sheet & wage card for the month.

- li. Last month EPF deposit ECR & ESI deposit Slip with list of employees as proof of deduction & Deposit.
- li. Last month GSTR-1 & 3(B) copy.
- iv. Self-declaration by the Agency that all the statutory and rest of the dues like bonus, leave salary and N & F holiday Payment are paid in time.

The Agency payment shall be released after withholding/deducting statutory payment i.e. Employer EPF & ESI Contribution, Bonus, Leave Salary & N&F Holiday payment. Employer EPF & ESI Contribution and GST shall be paid by OMFED Dairy after deposit made by the Agency with appropriate authority in due time and on submission of claim in this regards with proof of all documents/payment. Bonus, Leave Salary & N&F Holiday payment shall be released after payment made by the Agency to the laborer engaged and on submission of claim in this regards with proof of all documents/payment.

59. Disputes:

- i) The Federation and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Managing Director, OMFED will be final & binding in case the disagreement or dispute if not resolved by mutual negotiation.
- ii) Legal dispute if any, concerning to this supply shall be subject to such courts as exercising Civil Jurisdiction over Bhubaneswar only.

SCHEDULED-III

Check list- Technical Bid for Cleaning & Sanitation Work at Omfed Dairy Arilo

Documents required: -

1. Duly Filled in Tender application with sign & seal on each page. Tender application should be submitted through online on www.tendersodisha.gov.in.
2. Photocopy of valid Labour License obtained from Labour Officer under Contract Labour (Regulation & Abolition) Act, 1970.
3.
 - a) Photo copy of Valid EPF Code No. & ESI Code No. (wherever applicable) if the said area comes under Notified Area.
 - b) GST Registration Certificate.
 - c) IT Pan No.
4. Latest IT Return for the financial year 2021-22, 2022-23 & 2023-24.
5. Incorporation certificate of Company /Firm documents required.
6. Experience certificate, for engagement of workers in reputed organization in Odisha during last 10 years.
7. Proof of Audited financial statement for consecutive 3 years shall be furnished. (2021-22, 2022-23 & 2023-24)
8. Copy of Monthly ECR for EPF & ESI deposit slip for 03 (three months) should be submitted (Jan'2025, Feb'2025 & March'2025)
9. The Firm to provide copy of GSTR-1 & 3B for last one quarter (March'2025) & three months (Jan'2025, Feb'2025 & March'2025).
10. The bidder should not have unsatisfactory performance record in any unit of Omfed. The bidder should give such an undertaking/declaration in their letter pad with their bid.
11. Agency/Contractor engaged for providing required service and blacklisted by OMFED or any other Organization due to reasons whatsoever shall not be eligible to participate in the Tender.
12. The bidder will not be eligible to participate in the Tendering process if there is any case under sub-jurisdiction against any unit of Omfed for any reason whatsoever it may be.
13. Self-undertaking regarding declaration of non-blacklisting and filing of any legal petition against Omfed should be submitted.
14. Bank Statement for the month of March'2025.

STANDARD FORMAT OF EVALUATION

NAME OF THE BIDDER:

I. Stage One

Sl. No.	Criteria	Provision of Marks	Maximum Marks	Marks Secured	Remarks
1	Year of Registration		10		Attach copy of Registration Certificate
i.	Between three (03) years to Five years (05) years	05 marks			
ii	For each additional year	1 mark extra			
2	Turnover		20		Attach copy of balance sheet and Trading & PL accounts of last three years 2021-22, 2022-23 & 2023-24
i.	Between (05) Crore to (10) Crore	05 marks			
ii	Between (11) Crore to (20) Crore	10 marks			
iii	Between (21) Crore to (40) Crore	15 Marks			
iv.	Above 40 Crore	20 Marks			
3	Experience Certificate		20		Attach copy of experience in any Govt./ Municipality /PSU
I	Between three years (03) to Five years (05) years	10 Marks			
ii.	Five years (05) and above	20 Marks			
4	Currently Providing Number of Manpower personnel in Govt. Organization/ Municipality/PSU		15		The details / documentary proof of payment released by the Contractor to the personnel shall be provided along with bank statements of Manpower personnel to whom payments have been released by day of every month along with ESI & EPF statement for the month Jan'25, Feb'25 & March'25 (List to be attached)
i.	> 20 Nos and <30 Nos	05 Marks			
ii.	>50 Nos and < 100 Nos	10 Marks			
iii	> 100 Nos and above	15 Marks			
5	Annual Single Contract Value Per Govt. Organization during each year 2021-22, 2022-23 2023-24 & 2024-25		15		TDS certificate received from Govt. Sector / Form no 26AS as download from income Tax Department. •“ Highest Single Contract value during last three years shall be taken into consideration for marking purpose in standard format of evaluation ” • The Performance certificate from concerned Govt. organization shall be taken into consideration.
i.	> Rs. 1 Crore to < Rs.5 Crore	05 Marks			
ii	➤ Rs. 5 Crore to < Rs.10 Crore	10 Marks			
iii.	> Rs. 10 Crore and above	15 Marks			
6	Work Plan Presentation		20		Presentation of the Work plan through PPT, not more than 10 to 15 minutes. The bidders are requested to bring PPT by Pen drive on the date of Technical Bid Opening.
	Total		100		

N.B: Technical Evaluation criteria qualifying mark shall be 70

II. Stage Two

The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 70 (T): 30 (F).

Financial Score (F)= (Lowest price quote/Price quote of the bidder) *100 Cumulative score (C)= {70 *(T) + 30* (F)}/100

The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.

Example:

	Bidder participated	M/s. A	M/s. B	M/s. C	M/s. D
Technical Marks(T)		50	60	70	50
Technical Score	T*70%	35	42	49	35
Financial Bid	Servicing Charges per month	100	115	100	110
	Let the minimum SC is 100				
Financial Marks (F)	Lowest Bidder Score=100				
	F= (Lowest price Quote/ Price Quote of bidder)*100	100	87	100	91
Financial Score	F*30%	30	26	30	27
Cumulative Score					
(Technical Score+ Financial Score)		65	68	79	62
Rank Obtained		L3	L2	L1	L4

DECLARATION

1. I, _____
Son/Daughter/Wife of Shri _____ Proprietor / Director /
authorized signatory of M/s. _____
mentioned above, am 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 of my tender at any stage besides liabilities towards prosecution
under appropriate law.

Signature of Bidder

Name:

Seal:

Date:

Place:

SCHEDULE -IV

APPLICATION – FINANCIAL BID

((To be filled-up and submitted for Housekeeping & Gardening Services))

Financial Quote as per attached BOQ only

ILLUSTRATION (SAMPLE) FOR CALCULATION OF QUOTING RATES

Sl. No.	Item Description	Quantity/ Appox. Volume of work per day	Units	Unit Rate in Rs.	TOTAL AMOUNT without taxes	TOTAL AMOUNT In Words
1	2	4	5	6	7	8
1.0	SCHEDULED-A					
2.0	Engagement of Un-Skilled Labour on time rate (per hour/per head) as per requirement of Plant, as per DTCN terms and condition.	29.00	PER HOUR	57.75	1674.75	
2.1	Service charge (Absolute amount - Minimum 3.85% & Maximum 7% of Job rate as per Item No. 2.0)	29.00	PER HOUR	2.22	64.48	
2.2	Statutory contribution (32.76% of job rate as per Item No. 2.0)	29.00	PER HOUR	18.92	548.65	
3.0	Engagement of Semi-Skilled Labour on time rate (per hour/per day, as per DTCN terms and condition.	3.00	PER HOUR	64.00	192.00	
3.1	Service charge (Absolute amount - Minimum 3.85% & Maximum 7% of Job rate as per Item No. 3.0)	3.00	PER HOUR	2.46	7.39	
3.2	Statutory contribution (32.76% of job rate as per Item No.3.0)	3.00	PER HOUR	20.96	62.90	

N.B-Two digit after decimal should be considered in the calculation sheet.

N.B: The Office Memorandum No. 19595" dated 11.07.2023, from the Finance Department, Government of Odisha, was referenced. The memorandum outlines the rates for service charges in outsourcing services, specifically under Point No. 3. It stipulates that the minimum service charge should be 3'85% (comprising 3% profit plus transaction charges). Additionally, it allows the procuring entity to set the service charge above 3.85%, provided there is proper justification, but in no case should the service charge exceed 7%.

Signature of Bidder Seal & Date

DECLARATION

I/We do hereby declare that I/We have gone through the above mentioned terms & conditions and agree to accept the same for submission of the tender & execution of the work in all respect.

Full Signature of Bidder

Address for Correspondence:

Place :

Date :

Telephone No.:

DRAFT AGREEMENT

This Agreement is made on this day of -----

BETWEEN

The Odisha State Co-Op. Milk Producers, Federation Ltd., a society registered under the Co-Op. Societies Act.1962 having its registered and corporate office at D-2, Sahid Nagar, Bhubaneswar here in after referred to as “OMFED” (Which expression shall, unless repugnant to the context or meaning thereof, include its successors in interest and assigns) of the one part.

AND

M/s ._____, referred to as “the CONTRACTOR” (which expression shall, unless repugnant to the context or meaning thereof, include their success or in interest and assigns) of the OTHER PART.

Whereas OMFED, engaged in the business of production, processing and marketing of Milk, Milk products & Agri products has decided to engage labour on job contract and man-days basis through experienced contractors, having valid labour license, for carrying on its business at different places and published notice therefore in local newspaper and official website.

AND WHEREAS the CONTRACTOR, who is in the business of the said jobs and supplying labour for various jobs and having valid license for such purpose, has submitted his offer and negotiated the rates in pursuance of the notice to look after labour arrangement and deployment on job contract basis in OMFED.

AND WHERE AS in consideration of the offer of the CONTRACTOR and negotiation held, OMFED has decided to entrust the different works on job contract basis as indicated in the schedule, of its _____unit to the CONTRACTOR on the terms and conditions here in after contained.

1. The agreement will be initially for a period of one year at Omfed Dairy, Arilo- Govindpur, Barang, Cuttack 754 006, with effect from Dt.----- with an option for renewal of the same after successful completion of one year if required from time to time as per discretion of OMFED on the same or similar terms & conditions or such terms & conditions as may be mutually agreed upon.
2. The contractor shall look after labour arrangement of the above said unit and provide labour as and when required, for execution of various types of job on contract basis as specified in the schedules (ORDER DOCUMENTS) annexed hereto.
3. The rates as indicated in the schedule, include minimum wages prescribed by the State Govt., P.F., E.S.I., GST, Bonus, weekly off, National Holidays, Leave Salary, other Statutory dues and commission of the contractor, which shall be reimbursed/paid periodically to the CONTRACTOR by OMFED, if not mentioned otherwise in the schedule.

4. The payment shall be released by the Unit Head concerned of OMFED every month as stated in the Payment Clause of the Tender document. All statutory deposit and payment shall be paid to the contractor on reimbursement basis on production claim along with the proof of deposit evidence / proof of disbursement of payments.
5. Tender document and terms and conditions specified there in will be part of this agreement.
6. The CONTRACTOR may seek pro-rata revision of rates mentioned herein except service charge in the event of revision of minimum wages by the Government of Odisha, Labour Department during agreement period and may claim differential payment therefore on acceptance of the proposal for such revision by OMFED, subject to compliance of direction, if any, to that effect. Besides statutory contribution and GST, as applicable from time to time, shall be paid on production of documents towards payment of the same.
7. The CONTRACTOR shall have to make payment to the Labourers engaged in the presence of the authorized representative of OMFEED or Unit Head concerned by the 7th day of the successive month as per statutory requirements whether payment for the respective period so paid or not to the contractor by OMFED. The payment to the Labour engaged by the CONTRACTOR should not fall short of minimum wages prescribed by the State Govt. & taken into consideration by OMFED.
8. The CONTRACTOR shall have to produce all the supporting documents and photocopies of the challans in respect of deposits towards PF, ESI, GST and other statutory dues of the preceding month of the billing period for realization of payment in time as per the agreement. The Contractor shall ensure the deposit return before the PF Deptt. in time & to take responsibility to clear up outstanding dues if any, of the said period.
9. The CONTRACTOR shall ensure round the clock execution of jobs earmarked and assigned in time. The work assigned to Contractor shall be completed in specific time. No work shall be kept pending. Incase contractor fails to complete the work in time, any loss or damage arising out of non-completion of work & engagement of outside labour, the same shall be recovered from the contractor from any amount payable to the contractor under the contract, as a debt payable by the contractor. If contractor fails to carry out the instruction as per contract, OMFED will deduct the sum as determined by Chairman-cum-Managing Director/Plant Manager as penalty from Contractor's Bill/Security deposit and shall terminate the contract on repetition of such default without any prior notice.
10. The CONTRACTOR shall comply with all the statutory requirements under various Acts and Rules as applicable to the establishment of OMFED, so also Contractor's Establishment pertaining to work entrusted to the Contractor and contract labourers engaged in the said job. In the event of noncompliance to the statutory requirements like deposit of PF, ESI & GST, the payment shall be held up without any notice till necessary compliance is made by the Contractor. However, liability of OMFED, if any, on account of such non-compliance of statutory provision shall be chargeable to the account of the Contractor and shall be deducted from the pending bills of the Contractor.
11. The CONTRACTOR shall not be allowed to engage labourers to work more than the prescribed working hours i.e. Eight Hours per day or forty-eight hours in a week. However, under certain compelling circumstances like sickness of any labour on duty or proceeding on leave on compassionate ground only or as situation requires, permission may be granted by OMFED or on its behalf by the Unit Head or Authorized

Officer to carry out the overtime for a specified period of time.

12. The Contractor will be entirely responsible for execution of this contract in all respect in accordance with the condition of the agreement and shall not assign or sub-let the same.
13. In case of any accident, the compensation as levied upon by the Competent Authority under Employees Compensation Act shall have to be paid by the Labour Contractor to the legal heir of the deceased or the person concerned in case of partial or total disablement. The Federation shall have no liability in this regard.
14. That the CONTRACTOR is required to provide welfare and health facilities to the contract labours and must ensure that all the statutory obligations as per C.L. (R&A) Act, 1970 and Orissa Rules, 1975 and other Labour Acts and non-compliance of legal provision, he will be held solely responsible
15. The contractor shall finalize the actual deployment of labour in the assigned job in different shifts on the basis of availability of jobs in consultation with the concerned Unit Head, OMFED or his Authorized Representative or such other authorized Officer. The OMFED shall not be responsible to provide any work to the labourers, if the Unit remains closed due to the reason beyond control.
16. The CONTRACTOR will also ensure that labour remain detached from the influence of local anti-social elements and not to indulge in any political or union activities.
17. The CONTRACTOR should ensure deployment of personnel, free from any criminal background or any police case and furnish the names and antecedents of all the labours at the time of deployment. All the deployed labour should be providing with photo identity card and should have PF & ESI number which shall have to be recorded in the movement/placement order as well as in wage sheet.
18. The labour contractor shall have to furnish a list of labourers along with their weekly off after ascertaining the actual requirement of no. of labourers from the OMFED (Plant Manager). The contractor will not have any claim or proportionate sharing of no. of labours supply with other contractor engaged in the plant.
19. The CONTRACTOR shall make good the losses sustained by OMFED attributable to the negligence or as a result of theft/Pilferage committed by the labour engaged by him. In the event of theft or pilferage or untowards incident, the matter shall be reported to the police immediately. The contractor shall regularly pursue the matter with police Authority in the event of any complaint or F.I.R. lodged with the police authority and report the status of the case to OMFED from time to time.
20. The Contractor shall ensure that labours provided by him shall maintain discipline inside the campus and shall not work under influence of alcohol or prohibited drugs and shall behave in a decent manner to OMFED staff, Officers and visitors as well.
21. The CONTRACTOR shall deposit **two months' minimum wages as a security deposit** with OMFED / Respective Unit as interest **free Security deposit**. If any loss arises due to negligence on the part of the contractor. OMFED shall deduct such amount from the security deposit of the CONTRACTOR.

22. The agreement is terminable with **three-month notice** in writing from either side during the agreement period except as mentioned in Clause 9 of this Agreement. However, if Notice of Termination is given from the side of Contractor and OMFED fails to make any alternative arrangement during the notice period, Contractor shall continue to provide services as per the present terms of contract till OMFED makes such alternative arrangement, which shall not exceed three months, in any case.
23. The Labourers provided by the Contractor will not claim to become the employees of OMFED and there will be no Employer and employee relationship between Labourer engaged by the contractor and OMFED.
24. The CONTRACTOR shall at his own expenses return/handover the possession of materials at its disposal to the concerned Unit Head of OMFED or Authorized Representative in a peaceful manner after termination of this agreement.
25. In the event of either party failing to act in accordance with the provisions of the agreement, the aggrieved party shall at the first instance try to settle the dispute mutually and amicably, failing such attempt, the same shall be referred to the Managing Director, OMFED by either party and decision of Managing Director OMFED shall be final and binding on the parties and in no case will be subject to any judicial scrutiny.
26. The terms and conditions of the tender document will form part of this agreement.
27. In case of any dispute or differences pertaining to this agreement, the jurisdiction of Civil Courts at Bhubaneswar will apply since the present agreement is entered into between the parties at Bhubaneswar. Despite of the prescription under Clause 22 of this Agreement, if any party has any grievance, it will be under the territorial jurisdiction of appropriate Court at Bhubaneswar.

IN WITNESS WHERE OF the parties have executed this presents on the day, month and year first above written.

For & on behalf of the Contractor.



Authorized Signatory of the Contractor

(With Seal)

Signature in presence of

01.

02.

For & on behalf of OMFED



Authorized representative of the Odisha State
Co-Op Milk Producers' Federation Ltd. D-2, Sahid
Nagar, Bhubaneswar -751007.

(With Seal)

01.

02.

ANNEXURE-A
(MINIMUM MANPOWER DEPLOYMENT)

Sl No	Category of Manpower	Category	No of Manpower	Remarks
1	Housekeeper	Unskilled	22	26 Days Duty
2	Supervisor	Skilled	2	26 Days Duty
3	Operator	Semiskilled	3	26 Days Duty
4	Gardener	Unskilled	7	26 Days Duty
5	Facility Manager	Highly Skilled	1	26 Days Duty
TOTAL MANPOWER			35	

ANNEXURE-B
(MINIMUM EQUIPMENT MUST BE DEPLOYED)

SL No	Equipment Name	No of Equipment	Make/Brand	Remarks
1	Single Disc Scrubber	1	Branded	
2	Auto Scrubber	2	Branded	
3	Wet & Dry Vacuum Cleaner	3	Branded	
4	Telescopic Pole	1	Branded	
5	Glass Cleaning Kit	1	Branded	
6	Wringer Trolley	6	Branded	
7	Lawn Moower	1	Branded	
8	Grass Cutting Machine	1	Branded	
9	Ladder (12 Ft)	1	Branded	
10	Jet Pressure Machine	1	Branded	
11	Water Pipe (100 mtr)	2 Bundle	Branded	
12	Manual Hegde Cutter	2	Branded	
13	Secacutter	2	Branded	
14	Spade	2	Branded	
15	Pica Axe	2	Branded	
16	Spray Pump	2	Branded	
17	Flipper	2	Roots	
18	Steam Cleaner	1	Branded	
19	One-Ride-On-Sweeper	1	Branded	

ANNEXURE-C
(Material & Chemical Consumables to be used)

Sl No	Chemical Consumables (Reputed Brand)	Remarks
1	White Phenyle	Per Ltr
2	Liquid Detergent	Per Ltr
3	Dusting Cloth	Per Mtr
4	Bleaching Powder	Per KG
5	Handwash Liquid	Per Ltr
6	Black Phenyle	Per Ltr
7	Dry Mop	Per Unit
8	Wet Mop	Per Unit
9	Yellow Duster	Per Unit
10	Toilet Brush	Per Unit
11	Floor Cleaner	Per Unit
12	Toilet Cleaner	Per Unit
13	Glass Cleaner	Per Unit
14	Spray Bottle	Per Unit
15	Toilet Roll	Per Unit
16	Bucket	Per Unit
17	Mug	Per Unit
18	Dust Pan	Per Unit
19	Soft Broom	Per Unit
20	Hard Broom	Per Unit
21	Naphthalene Ball	Per Unit
22	Wet mop refill	Per Unit
23	Dry mop refill	Per Unit

Annexure-D
(Deduction for Non-Performance)

SL NO	Description	Expected for upkeep	Minimum Obligation	Deduction recovery to be affected in the monthly bill
1	Shortfall in deployment of minimum manpower described in the agreement	100%	92%	3% of the monthly bill of Manpower
2	Shortfall in deployment of minimum machinery / tools described in the agreement	100%	92%	3% of the monthly bill of Equipment
3	Shortfall in deployment of minimum machinery / tools described in the agreement	100%	92%	3% of the monthly bill of chemical consumables
4	Housekeeping works as per Agreement	100%	92%	5% of the monthly bill