

NOTICE

The Orissa Minerals Development Company Limited
(A Government Of India Enterprise)
AG- 104, 2nd Floor, AG-104, Sector-II, Saltlake City,
Kolkata- 700091

NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR SWEEPING AND CLEANING OF COMPANY'S PREMISES

NIT No.: OMDC/ Admin/HO/Maint/09/2017 Date: 22.09.2017

Sub: Annual Maintenance Contract (AMC) for Sweeping and Cleaning Of Company's Premises at Salt Lake.

Sealed tenders are invited in the enclosed format from interested bidders/ persons/ parties for Sweeping and Cleaning Of Company's Premises at Salt Lake.

1. **Scope of Work:** Annual Maintenance Contract for providing daily service of Sweeping and Cleaning of Company's Premises at Salt Lake, Kolkata comprising of about 15,000 sq ft of area(the area covers the Company's Premises AG-104,FD-373 &BD-447).
2. **Eligibility Criteria:** The bidders/persons/ parties engaged for above work should have experience of Sweeping and Cleaning for minimum 03 (three) years in PSU/State Govt./Central Govt. during last 5 years ending 21.09.2017.
3. **Contract Period:** 01(One) year from the date of issue of Work Order /LOI and period may be extended on performance of parties/ person.
4. **Payment:** Payment will be released on monthly basis as per annual contract rate i.e. proportionate basis (Annual Contract Rate/12).If any taxes is applicable will be paid extra on submission of proof of document.
5. **Validity:** The rate quoted in the Price Bid will be valid for 120 days from the date of opening of the Techno-Commercial bid.
6. **Evaluation:** The evaluation will be done on the basis of documents submitted as per eligibility criteria. The price bid of qualified bidders are opened and the lowest rate quoted by the bidder in the Price bid is considered for award of the work.
7. **Price Escalation:** No Price Escalation during the contract period.
8. **Submission of Bid:** The Techno-Commercial Bid & Price Bids are put in two separate closed envelop and both the envelop are put in 3rd closed envelop addressed to Manager(Admn.),Ph- 03340169238, The Orissa Minerals Development Company Limited(OMDC), AG-104,Sourav Abasan, 2nd Floor, Sector-II, Salt lake City Kolkata-700091 on or before 10.10.2017, at 3.00 PM. The bidders shall submit the sealed bid along with the require documents as per eligibility criteria.
9. **Opening of Bid:** The Techno-Commercial bid will be opened on 10.10.2017 at 3.30 PM in presence of bidder's representative. The date and time for opening of Price bid will be intimated by fax/e-mail/letter to the qualified bidders..
10. **Other Condition:**
 - (i) The required cleaning material should be available with the person for executing the work.
 - (ii) The representatives of parties/persons should be available everyday during office hours or as per requirement.
 - (iii) Parties/persons to be engaged should have the sole responsibility & shall be liable for any accident /damage occur during the maintenance work.
 - (iv) The parties/ persons should abide by all statutory requirement.

Manager (Admin)

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Price Bid

<u>Description of Work</u>	Rates per year exclusive of taxes (in Rs.) (in figure)	Rates per year exclusive of taxes (in Rs.) (in word)
Maintenance for Sweeping and Cleaning Of Company's Premises at Salt Lake comprising of about 15,000 sq ft of space including cleaning materials		

Signature & Seal of the authorized person of the Agency/Person

Name of Agency/Person:

Address: